

APPENDIX D : Site Maintenance

Dyfed Recycling Services Operating Procedures

OP7 Maintenance and Calibration

1. General

This document identifies the maintenance and calibration activities carried out at Dyfed Recycling Services, Materials Recycling Facility (MFR), as required by the Environmental Permit.

2. Calibration (ref 4.5 Environmental Permit)

The weighbridge will be maintained and calibrated in accordance with the manufacturer's instructions. Calibration certificates shall be retained for inspection.

3. Maintenance of Site Containment and Drainage (ref. Table 2.1 EP)

All, bunding, sills, buildings, storage areas, skips and containers, fixed bays and all other containment, shall be inspected regularly and the inspections and any necessary repairs logged on the site inspection sheets.

Impermeable pavement sealed drainage systems shall be inspected daily and any necessary repairs logged on the site inspection sheets.

Sealed sumps shall be emptied when the liquids reach 80% of the capacity of the sump (ref. 2.1.c of the Environmental Permit).

4. Maintenance of Site Security (ref. EP table 3.2)

Unless agreed in writing with the Agency, any defects to the site security fencing and gates shall be made secure by temporary repair by the end of the working day, and shall be permanently repaired within 5 working days of the detection of the damage. All repairs shall be logged on the relevant site diary sheets.

5. Vehicle Maintenance (ref: EP 4.2)

All site vehicles will be maintained in order to prevent the likelihood of leaks and drips of oils, or any other substances to the ground. Vehicle maintenance records will be kept for inspection, for the retention time as defined in OP 8 'Procedure for Records'.

M Monthly

[illegible]

MAINTENANCE RECORD

Site: Pencoed Yard, Waste Transfer Station, Bynea

Day/Date:

Plant/Machinery:

Model:

[illegible]

FENCING AND GATES PLANNED MAINTENANCE RECORD

Site: Pencoed Yard, Waste Transfer Station, Bynea

Day/Date:

The following work is to be carried out in accordance with Plant Planned Maintenance Scheme

**BEFORE ANY WORK IS CARRIED OUT ENSURE MACHINE IS ISOLATED IN ACCORDANCE WITH
O & M GUIDELINES and DYFED PROCEDURES**

WORK REQUIRED	COMMENTS (list any concerns)	Sign
Ensure fence is in good repair around site perimeter		
Ensure gates are in good repair		
Check gate lock is in good working order		

IF NECESSARY, PLEASE ATTACH REPAIR REPORT TO THIS SHEET :

PLEASE HAND TO RECYCLING MANAGER WHEN COMPLETED

AUTHORISED BY :

DATE :

FIRE EXTINGUISHER PLANNED MAINTENANCE RECORD

Site: Pencoed Yard, Waste Transfer Station, Bynea

Day/Date:

The following work is to be carried out in accordance with Plant Planned Maintenance Scheme

BEFORE ANY WORK IS CARRIED OUT ENSURE MACHINE IS ISOLATED IN ACCORDANCE WITH O & M GUIDELINES and DYFED PROCEDURES

WORK REQUIRED	COMMENTS (list any concerns)	Sign
Ensure all wall mounted extinguishers are mounted and free from obstruction		
Check all are within service/inspection date		
Ensure they are clean and free from damage and are in good working order		
Ensure free standing are free from obstruction		
Remove any damaged / used extinguishers and replace immediately		

IF NECESSARY, PLEASE ATTACH REPAIR REPORT TO THIS SHEET :

PLEASE HAND TO RECYCLING MANAGER WHEN COMPLETED

AUTHORISED BY :

DATE :

FUEL AND OIL STORAGE PLANNED MAINTENANCE RECORD

Site: Pencoeed Yard, Waste Transfer Station, Bynea

Day/Date:

The following work is to be carried out in accordance with Plant Planned Maintenance Scheme

**BEFORE ANY WORK IS CARRIED OUT ENSURE MACHINE IS ISOLATED IN ACCORDANCE WITH
O & M GUIDELINES and DYFED PROCEDURES**

WORK REQUIRED	COMMENTS (list any concerns)	Sign
Ensure sumps are in good repair and empty		
Ensure pumps are in good repair		
Is there any evidence of spillages in the vicinity of the storage areas		
Are spillage kits available and contents complete		
Are storage tanks/vessels in good repair		

IF NECESSARY, PLEASE ATTACH REPAIR REPORT TO THIS SHEET :

PLEASE HAND TO RECYCLING MANAGER WHEN COMPLETED

AUTHORISED BY :

DATE :

GENERATOR PLANNED MAINTENANCE RECORD**Site:** Pencoeed Yard, Waste Transfer Station, Bynea**Day/Date:**

The following work is to be carried out in accordance with Plant Planned Maintenance Scheme

BEFORE ANY WORK IS CARRIED OUT ENSURE MACHINE IS ISOLATED IN ACCORDANCE WITH O & M GUIDELINES and DYFED PROCEDURES

WORK REQUIRED	COMMENTS (list any concerns)	Sign
Inspect for any corrosion, dust, dirt or grease on the components.		
Check oil and fuel level and add as necessary		
Make sure that the charge air pipe is connected firmly to the radiator without any loose connections		
Check air cleaner components and clear them if any dirt or debris is occupied in it		
Ensure the coolant heater is precisely on its place		
Dose the voltage levels of the float voltage on the battery need adjusting		
Check belts for tension and inspect for damage or wear		
Check exhaust condensate drain for any debris or dust		
Examine the charge levels of the battery and check for any loose connections		
Check hoses for damage and wear and that they are securely connected.		

IF NECESSARY, PLEASE ATTACH REPAIR REPORT TO THIS SHEET :
PLEASE HAND TO RECYCLING MANAGER WHEN COMPLETED

AUTHORISED BY :**DATE :**

SITE DRAINAGE PLANNED MAINTENANCE RECORD

Site: Pencoed Yard, Waste Transfer Station, Bynea

Day/Date:

The following work is to be carried out in accordance with Plant Planned Maintenance Scheme

BEFORE ANY WORK IS CARRIED OUT ENSURE MACHINE IS ISOLATED IN ACCORDANCE WITH O & M GUIDELINES and DYFED PROCEDURES

WORK REQUIRED	COMMENTS (inc. Hours run if applicable)	Sign
Ensure gulleys are in good repair and are free flowing		
Ensure sumps are in good repair and are free flowing		
Ensure soak-a-ways are in good repair and are free flowing		
Ensure storage tanks are in good repair and not overflowing		
Ensure any covers are clean, in good repair and free from obstruction		

IF NECESSARY, PLEASE ATTACH REPAIR REPORT TO THIS SHEET :

PLEASE HAND TO RECYCLING MANAGER WHEN COMPLETED

AUTHORISED BY :

DATE :

WEIGHBRIDGE PLANNED MAINTENANCE RECORD

Site: Pencoeed Yard, Waste Transfer Station, Bynea

Day/Date:

The following work is to be carried out in accordance with Plant Planned Maintenance Scheme

BEFORE ANY WORK IS CARRIED OUT ENSURE MACHINE IS ISOLATED IN ACCORDANCE WITH O & M GUIDELINES and DYFED PROCEDURES

WORK REQUIRED	COMMENTS (inc. Hours run if applicable)	Sign
Sweep down entire weighbridge		
Jet wash bridge (inc underneath)		
Check Telemarery box for dampness		
Visually inspect load cells		
Check all cables for wear / damage		

IF NECESSARY, PLEASE ATTACH REPAIR REPORT TO THIS SHEET :

PLEASE HAND TO RECYCLING MANAGER WHEN COMPLETED

AUTHORISED BY :

DATE :