

APPENDIX B : Site Diary

SITE DIARY**Site:** Pencoed Yard, Waste Transfer Station, Bynea **Day/Date:****Start Time of Daily Operations:****End Time of Daily Operations:**

Specified Information :	Yes/No	Details :
Is the perimeter around the MRF clean and tidy and free from obstruction ?	Yes/No	
Has any maintenance, construction or breakdowns occurred or been undertaken on site ?	Yes/No	
Are all fire extinguishers in good order & free from obstruction & clean ?	Yes/No	
Have any site inspections been undertaken ?	Yes/No	
Have there been any problems with waste Received ?	Yes/No	See waste rejection report See Inappropriate waste report
Is site infrastructure & Security satisfactory	Yes/No	
Is the site clean & tidy and have litter picks & yard sweeps been completed ?	Yes/No	
Has any regulatory authority visited site ? (Ea or Hse etc)	Yes/No	Who : Time in : Time out :
Has a 'COTC' holder attended site ? (Certificate of Technical Competence)	Yes/No	Who : Time in : Time out :
Have any reports / letters been sent to the Environment Agency ?	Yes/No	Please state :
Have there been any complaints received About site operations ?	Yes/No	See incident report
Are all spill kits complete and free from obstruction ?	Yes/No	
Is the site free from pest infestation ?	Yes/No	
Has any monitoring / sampling been completed ?	Yes/No	
Have there been any severe weather conditions today ?	Yes/No	