

APPENDIX A : Daily Site Inspection

Dyfed Recycling Services Operating Procedures

OP6 Site Inspections

1. General

This document identifies the site inspections carried out at Dyfed Recycling Services, Materials Recycling Facility (MFR), as required by the Environmental Permit.

2. Daily/Weekly and Periodic Site Inspections

The Site Diary and Site Inspection Forms list the inspections required by the Environmental Permit. The inspections shall be performed by technically competent staff, or a suitably trained designee. The results shall be recorded on the above sheets.

3. Records Retention

The inspection sheets shall be retained for inspection in line with OP8 – Records.

SITE INSPECTION**Site:** Pencoed Yard, Waste Transfer Station, Bynea**Week Ending:**

Daily Checks: (Score 1 to 3: 1=Satisfactory, 2=Review Weekly, 3=immediate Attention)

Day of inspection	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Action By
Inspection by								
Weather Conditions								
Noticeboard/Site Entrance								
Site Personnel Manning								
Security/Fences/Gates								
Site Roads/Impermeable Surfaces								
Storage Areas								
Liquid Storage/Bunding								
Drainage/Interceptors, Inc. Discharge Point								
Equipment/Machinery								
Maintenance								
Waste Handling -- Discharge								
Containment								
Segregation								
Storage								
Containers labelling								
Condition								
Spillages								
Lighting								
Litter/Gen. Tidiness								
Vermin/Pests/Birds								
Dust								
Odour								
Noise								
Evidence of Fires								
Health and Safety								
Comments/Actions:								
Approved/Reviewed: Date: Notes:								