



Wrap Quality Protocol

Internal Quality Management System to meet
the End of Waste criteria for the production of
aggregates from inert waste

Version 5.1

Issued by: Mark Davies

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This Quality Management Systems describes the processes and procedures that have been designed and implemented to ensure that all aggregate products produced by Glen Davies meet end of waste criteria and all other legal requirements to which we subscribe.

1.0 Introduction and Scope

Davies Skips has introduced this systems manual for the quality management and Factory Production Control of aggregates, produced from inert waste, which will be sold as construction products, or as constituents within products, e.g. unbound materials. The manual outlines the specific procedures and processes that have been implemented throughout the various stages of the production process to ensure conformity to both the Wrap Quality Protocol and all other legal requirements to which we subscribe.

2.0 Responsibility

The Managing Director is responsible for:

The effectiveness of the Quality Management System (QMS)

Ensuring that sufficient financial, human and physical resources are available for implementation of the system

Implementing the quality management system

Compliance with the quality management system

Appointing responsible persons for duties specified within the manual

Carrying out an audit of the system on an annual basis, to check for compliance with the system

Responsible persons:

Are accountable for all aspects of the implementation of the QMS within their designated areas of responsibility

All Employees:

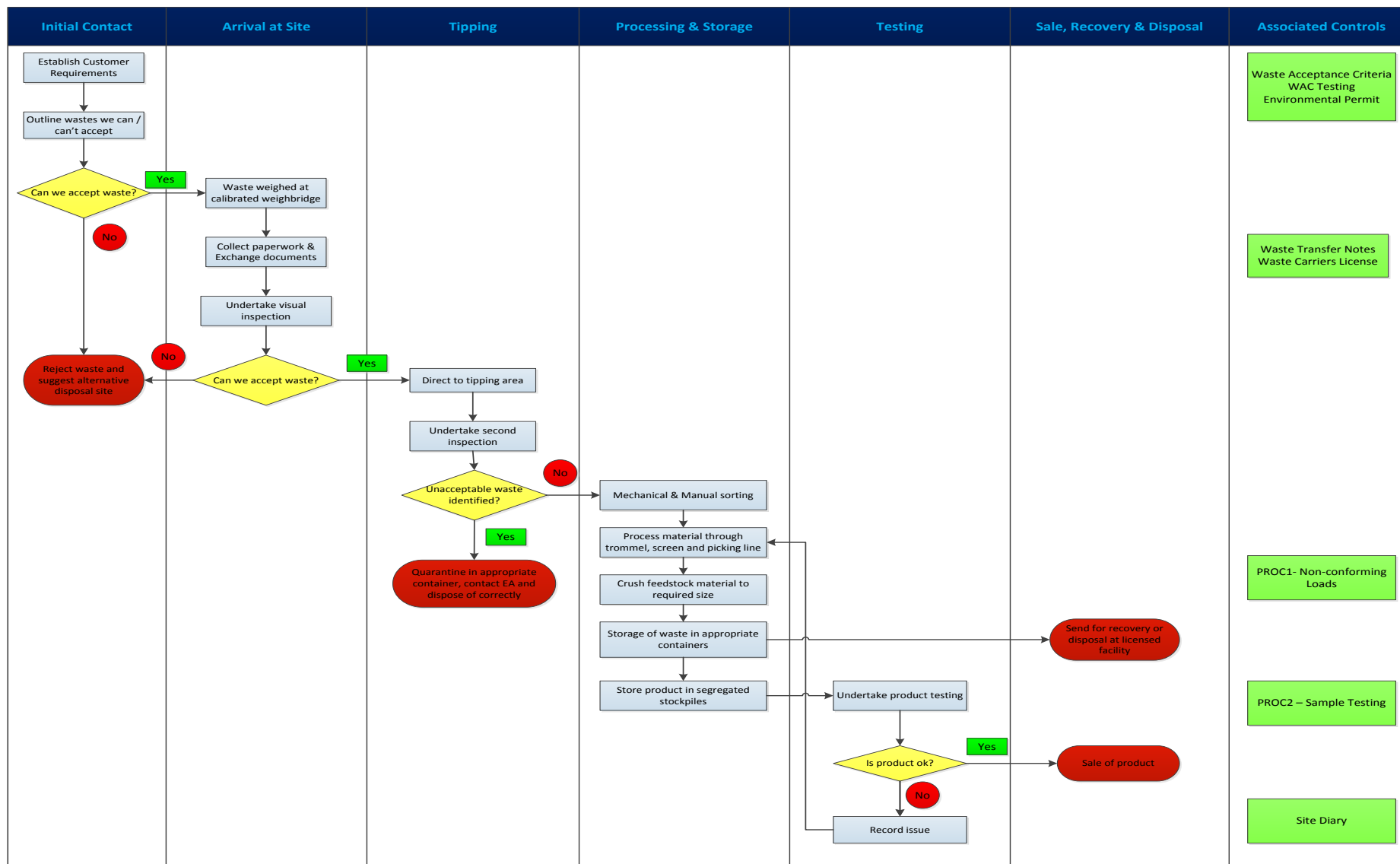
Ensure the effective implementation of the QMS within the sphere of their job responsibility

Management Review

The Managing Director and appropriate personnel carries out an annual review of the Quality Management System, to ensure the continuing suitability of and effectiveness of the system and manual.

3.0 Factory Production Control

The following process flow diagram outlines the various stages and controls that are in place to ensure that all aggregates meet both legal requirements and the requirements of the Quality protocol.



3.1 Document & Record Control

The Managing Director, or his delegate, issues all documents used by the quality management system. All documents show the version number, date of issue and the person who issued the document. Records are maintained for a period of 5 years.

3.2 Training, Awareness and Competence

As part of Internal Management Systems, Davies Skips has ensured that training needs are identified and employees are made aware of their role, responsibilities and are provided with training appropriate to the activities performed and competent personnel are assigned to specific tasks.

Should Sub-contractors be used in any part of the process, they will operate under the requirements of this quality management system and steps will be taken to ensure that sub-contractors meet all specified requirements.

3.3 Waste Acceptance Criteria

The acceptance criteria for incoming waste for aggregate production is that it must be inert as described in Appendix A of the Wrap Quality Protocol. Very minor contamination of wood, plastic and metal is permitted provided that it does not exceed 1% by mass. *How assessed?*

There is also a Duty of Care for the person(s), whether commercial or domestic, to inform us if the waste has come from a contaminated site and therefore likely to contain contaminants. If the client informs us that the waste has come from a contaminated site then the appropriate WAC tests will be undertaken before acceptance of any waste. *by who?*

On arrival at site, all legally required documentation e.g. waste transfer notes, waste carriers licenses etc. are inspected and relevant information recorded. A visual inspection of each load is also undertaken at the weighbridge to ensure the contents comply with the acceptance criteria outlined in both the Site Permit and the Wrap Quality Protocol (see Table 1 below). If in doubt, materials excluded from the process and are treated as part of one of the alternative waste management processes undertaken by Davies Skips. Loads which are contaminated or deemed as unacceptable are also rejected from the process. A record of rejected loads is kept in the site diary.

Where materials are rejected from the site there are processes in place for quarantine, re-loading, removal and disposal of the load where applicable.

Most new larger contracts have a site visit by management to assess the quality of the waste to be processed prior to delivery of the waste to site or if necessary appropriate WAC testing records are requested from the customer.

Some incoming materials may require no plant processing to meet the requirements of low value general fill. In this case, providing the materials comply with the acceptance and final product criterion, material will be classified as product and placed into the relevant stockpile.

If deemed acceptable the Weighbridge Operators, the load is directed to the appropriate designated tipping area whereby a second visual inspection of the load is undertaken. Loads which are contaminated or deemed unacceptable are also rejected from the site.

After inspection, the approved waste materials are stockpiled for processing.

Table 1 – Acceptable EWC codes under both the Site Permit and Quality Protocol

European Waste Catalogue Code	Description	Restrictions
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07	
01 04 09	Waste sand and clays	Waste sand only. Must not include contaminated sand.
10 11 03	Waste glass based fibrous materials	Only without organic binders
15 01 07	Glass packaging	Selected construction and demolition waste acceptable only with low content of other types of materials (like metals, plastics, organics, wood, rubber etc.) The origin of the waste must be known. Must not include concrete slurry.
17 01 01	Concrete including solid dewatered concrete process waste	
17 01 02	Bricks	
17 01 03	Tiles and ceramics	
17 01 07	Mixtures of concrete, bricks, tiles and ceramics	
17 02 02	Glass	Must not include fibreglass or glass fibre
17 03 02	Bituminous mixtures other than those mentioned in 17 03 01	Allowed only if: ▪ Bituminous mixtures from the repair and refurbishment of the asphalt layers of roads and other paved areas. ▪ Must not include coal tar or tarred products. ▪ Must not include freshly mixed bituminous mixtures.
17 05 04	Soil and stones other than those mentioned in 17 05 03	Must not contain any contaminated soil or stone from contaminated sites.

17 05 08	Track ballast other than those mentioned in 17 05 07	Allowed only if it does not contain soil and stones from contaminated sites.
17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03.	Only allowed if: ▪ The waste is generated from utilities trenchings. ▪ The waste consists of sub base aggregates i.e. granular material. ▪ The waste contains only materials that would be described by entries 17 01 01, 17 03 02 and 17 05 04 if the waste was not mixed.
19 12 05	Glass	Does not include glass from cathode ray tubes.
19 12 09	Minerals (for example sand, stones)	Must not contain contaminated concrete, bricks, tiles, sand, stone or gypsum from recovered plasterboard.
20 01 02	Glass	Must not include fibreglass
20 02 02	Soils and stones	Must not contain contaminated stones from garden and parks waste.

3.4 Production and Storage

Prior to operating an inspection of plant takes place to ensure there is no damage which could compromise the effectiveness of the process and repairs are undertaken where necessary.

Wastes are first separated by machine and hand into different waste streams. This process removes large contaminants such as metals, plastics, wood etc. The residue then passes through a trommel screen to remove fine materials and then via a conveyor and picking line to move any remaining contaminants.

Once the material has been processed it is placed into stockpiles and all product is inspected prior to loading for normal appearance. If materials appear different from normal they are reprocessed. When necessary material is crushed and screened at a later date.

During the processing of input materials and the handling and storage of products, facilities are in place to ensure that such materials are stored separately by the means of containers, bins, bays etc. which are clearly identifiable of the contents.

Care is taken to avoid contamination of products, especially with the cleanliness of handling equipment and storage facilities.

3.5 Testing

- same as WRAP questionnaire?

Davies Skips only produces an 'Unbound General Fill' material from recycled aggregates for which there is no harmonized European Standard (hEN). Therefore there is no requirement to provide CE marking for these products under the Construction Products Regulations 2013. However, we undertake product testing in line with the requirements of the relevant Standards and Guidance outlined in Table 2 below and on request of the Customer if necessary. Where external testing is required we utilize the services of a UKAS accredited test laboratory. Records of all testing are retained indefinitely and are provided to customers on request. If the testing identifies any issues with the products then the appropriate action is taken. The affected material is either:

- Reprocessed
- Diverted to another application for which it is suitable
- Rejected, isolated and marked as Non-conforming

In all cases of non-conformity, records are maintained of the investigation and any necessary corrective action and preventive actions taken (recorded in the Site Diary).

Table 2 – Minimum Test Frequencies for unbound recycled aggregates

Property	BSEN test method	Product Standards/Specifications	Minimum test frequency
Grading	BS EN 933-1	BS EN 13242 Aggregates for unbound and hydraulically bound mixtures	1 per week of production working days
		MCHW series 500/600/800 references BS EN 13242	
Particle shape	BS EN 933-3 and BS EN 933-4	BS EN 13242 Aggregates for unbound and hydraulically bound mixtures	PD 6682-6 recommends 'no requirement'
Particle density	BS EN 1097-6	BS EN 13242 Aggregates for unbound and hydraulically bound mixtures	1 per month of production working days
Composition	BS EN 933-11	BS EN 13242 Aggregates for unbound and hydraulically bound mixtures	1 per month of production working days

check paperwork -

3.6 Transport & Delivery

- see paperwork -

When dispatching product the customer is supplied with documentation which includes the material description e.g. Unbound General Fill. When dispatching product, Davies skips ensures that all vehicles are within legal weight limits by ensuring that the load is weighed on our calibrated weighbridge. If the legal limits for the vehicle are exceeded then the vehicle is not allowed to leave the site until suitable quantities of material are removed.

Should any product be supplied in bags, these are labelled on the packaging or the accompanying documentation.

APPENDIX 1 – ASSOCIATED PROCEDURES

Non-Conforming Loads

1. Non-conforming load identified after tipping.
2. The operative must record the type of non-conforming waste and estimate the percentage of non-conforming waste in the load
3. If only minimal non-conforming items are identified in the load then this should be recorded as <1% and load processed as normal.
4. If content is >1% the operative must request that the driver parks up.
5. The operative should then inform the Weighbridge Operator that a non-conforming load has been identified and outline what the non-conforming wastes are, what percentage of the load is non-conforming and who the customer is.
6. If the waste contains items that cannot be accepted under the Permit then the load will be rejected and the customer informed that a re-load charge will be applied.
7. If our Permit allows we will give the customer the option of disposing of the waste for them.
8. The customer should be informed that if they wish for us to deal with the non-conforming additional charges will apply.
9. If the customer accepts these terms the Weighbridge Operator will amend the Waste Transfer Note to reflect the waste that has actually been tipped off.
10. Finally, details of these actions should be recorded in the Site Diary.