



First Inspection Checklist

Topics to discuss with operator on first site inspection of a newly permitted waste operation (internal document only)

Environmental Permit number:

Operator:

Site contact:

Date of inspection:

Officers Name:

Topic	Officer Initials	Comments/actions
Technical guidance – How to comply with your Environmental Permit (include any sector specific guidance – TGNs etc).		
Environmental Management System – obtain a copy, is it sufficient? (see guidance in how to comply) and specific guidance produced on waste storage.		
Technical competence – obtain copies of certificates including original, discuss continuing competency, presence on site etc.		
Waste Returns – frequency, format, EWC codes, our escalation system etc.		
Compliance/CCS scores – how non compliances affect subsistence. See overleaf*		
Compliance Assessment Report – Go over the CAR (use the NRW CAR guidance to help you) explain and discuss enforcement options that we can use e.g. notices etc.		
Public Register – explain what documents are held.		
Duty of Care – explain requirements, including waste hierarchy, SIC, adequate written description of actual waste with EWC.		
Hazardous Waste Regulations – explain the requirements as a producer and a consignee. If a consignee the need to submit returns to us and producer returns.		



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Other topics stated within permit – Site drainage Monitoring requirements Incident management		
Making changes to permit , i.e. variation, transfer, TCM, company details etc.		
Sector specific topics , e.g. ELV Regs 2003, Fire Prevention & Mitigation Plans, bioaerosol risk management, odour management etc.		
Landowner/leasing agent details obtain full contact details of the landowner and/or leasing agents details for land. Establish if the operator has notified them that a waste operations site has been permitted at the site. Following receipt of the contact details ensure a copy of the first CAR and details of where the permit can be viewed to landowner.		

Operator confirmation that all topics were discussed and understood

(Initials/signature) of operator :
Print Name of Operator :

Signature of Environment Officer :.....
Print Name of Environment Officer:

Notes:

* How CCS scores affect subsistence charges

CCS Category	Description	Score
1	Breach with a potentially major environmental effect	60
2	Breach with a potentially significant environmental effect	31
3	Breach with a potentially minor environmental effect	4
4	Breach with no potential environmental effect	0.1

Accumulation of scores over a calendar year:

OPRA band	A	B	C	D	E	F
CCS points	0	>0-10	10.1-30	30.1-60	60.1-149.9	150 plus
Fee payable	95% tier 3 permits. 100% tier 2 permits.	100%	110%	200%	300%	500%
Example fee (£1000/yr)	£950	£1000	£1100	£2000	£3000	£5000

Note: Ensure that you have consulted NRW Fees and Charges scheme for any updates to %

See CCS guidance