

DOCUMENT NO	SWP 402
AUTHOR	D Lewis/ J Slate
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SWP 402 – SITE – CARRY OUT 15 POINT CONTAINER CHECK

Procedure

Carrying out a 15 point QA check on Skips Containers and Bins.

Purpose

To ensure containers are despatched to customers in a professional, serviceable condition.
To record Quality checks for traceability
To ensure that all activities take place in a controlled manner and without accidents or incidents which may harm the health and safety of personnel or contravene the conditions of any environmental permit or licence.

Scope

Applies to OPERATORS, SUPERVISORS AND MAINTENANCE

Associated Risk Assessment

RA-0

Associated MS Forms

MS268 (Checklist), MS269 (Pass/Fail sticker)

PPE Requirements

High visibility coat or vest – All work areas
Safety footwear – All work areas
Gloves (Hyflex) – when handling any part of bin / doors
Safety glasses (if operating in the sort room)



Safety Instructions

Stand Clear when bin is being moved.
Ensure bin is empty & there are no harmful objects or substances present before commencing check.
DO NOT climb onto or into bins to carry out check – you should be able to complete check from floor level. If you need to see the top, use suitable steps in good condition and placed on a level surface
Take care with bin doors which may have been damaged and have sharp edges – always wear gloves when opening / closing doors or operating latches
Be careful not to trap fingers when operating latches or closing doors - Doors are heavy.
Rusty hinges may cause the door to stick open, but the door might close again under its own weight (particularly lid doors on minis) always hold the door when open. Do not prop lid doors open unless you have a purpose made prop that can be secured in position

MBG DRIVERS/OTHER STAFF MUST CARRY OUT A DYNAMIC RISK ASSESSMENT ON ARRIVAL AT THE WORK AREA TO IDENTIFY SITE SPECIFIC HAZARDS AND ENSURE THEY ARE ADEQUATELY CONTROLLED PRIOR TO COMMENCING THE TASK.
IF THERE ARE ANY UNCONTROLLED RISKS DRIVERS MUST CONTACT THE SITE REPRESENTATIVE, IF SUITABLE AND SUFFICIENT CONTROL MEASURES CANNOT BE IDENTIFIED THE DRIVER MUST CONTACT MBG MANAGER
A DYNAMIC RISK ASSESSMENT SHOULD IDENTIFY MOVING VEHICLES / MACHINERY, SLIP AND TRIP HAZARDS, OTHER WORK BEING CARRIED OUT IN THE VICINITY WHICH MAY IMPACT ON THE TASK.

THIS IS IN ADDITION TO THE GENERIC RISK ASSESSMENT

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Method

- On processing a container the operator must carry-out a 15 point check using form MS 268
- The table below gives further guidance on each point of the check list
- Should all items be satisfactory in accordance with the numbered rows (rows correspond to the check point on the list) Complete a **GREEN PASSED** sticker and stick this underneath the bin number marking.
- The **PASSED** bin is to be put into storage to await customer call.
- If any defects are discovered which mean that the container should not be dispatched to a customer, (**red on the checklist**) complete a **RED DEFECT-HOLD** sticker clearly identifying the faults and stick this under the bin number marking.
- DEFECT** bins are to be taken to the maintenance facility and noted on the 15 point check list
- Once maintenance has been completed the maintenance operator is to complete a further 15 point check using form MS 268 detailing that the defects have been rectified and that the container is fit for dispatch and replacing the **DEFECT** sticker with a **PASS** sticker.
- The bin should then be taken to the correct storage area awaiting call off.
- Completed check sheets should be handed to the supervisor who should then ensure correct recording and filing
- On loading the bin, a final check should be made by the delivery driver using the check list as a guide to ensure the **PASS** sticker is still valid
- Ensure that the bin is dry inside before delivering the bin. Any rain water that may have entered during storage or transport should be tipped before final delivery to customer

NO	CRITERIA	RECTIFICATION ACTION
1	Container numbered according to MBG numbering sequence Container should have an MGB container number on the front and the rear of the container	Number to be allocated by admin. Bin may be dispatched without number if number cannot be allocated in time.
2	Container clean inside and out. No debris or oily residue is to remain in the container. The sides, rear and front of the container should be free from dirt and traffic film. Container should be dry inside.	RED DEFECT sticker to be attached Container to be steam cleaned in the discharge bay.
3	Paint work in good order. Signs of excessive peeling paint or rust render the container defective. Small insignificant scratches may be tolerated. Ask yourself “ would I be happy to receive this”?	Container to be scheduled for maintenance work.
4	Sign Writing in good order. All lettering and company details to be legible. Containers which are not sign written or show signs of sign writing peeling off to be classed as defective.	Container to be scheduled for maintenance work.
5	Integrity of construction sound –	RED DEFECT sticker to be

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	Steel work to be free from punctures and visual defect. Sides and corners look square Small dents may be tolerated Containers which are suspected to be unsound to be sent to maintenance for further testing	attached Container to be scheduled for maintenance work.
6	Rear doors lockable Rear doors must be lockable by means of a standard padlock Holes for padlock must line up for ease of customer use	RED DEFECT sticker to be attached - Repair to ensure that door is lockable.
7	Rear door ratchet operational Rear door ratchet must be functional and capable of closing the door and be opened without excessive force.	RED DEFECT sticker to be attached - Repair / replace to ensure functionality.
8	Rear Door pin in place and chained Rear door pin must be in place as a secondary closure and a spring pin available for use	RED DEFECT sticker to be attached - Repair / replace to ensure functionality.
9	Rear door opening and closing freely Rear door must open and close freely on the hinges. Should be able to be operated without straining. Door should close to properly to prevent rain ingress	RED DEFECT sticker to be attached -Grease the door, replace or adjust hinges to ensure functionality.
10	Side doors opening freely Side doors of RIT containers to slide in the runners freely and not require excessive force. Door should not need to be lifted to move. Track should be straight. Door should close to properly to prevent rain ingress	RED DEFECT sticker to be attached - Remove debris from runners. Grease runners to ensure functionality.
11	Side door latches in place and working Side doors of RIT containers must have latch in place to lock in the closed position. Latch should operate and move freely	RED DEFECT sticker to be attached - Repair / replace to ensure functionality.
12	Front doors opening and closing freely Front doors must open and close freely and be must be lockable by means of a standard padlock . Holes for padlock must align in lock position Door should close to properly to prevent rain ingress	RED DEFECT sticker to be attached - Repair / replace to ensure functionality.
13	Top doors operational and free from damage Top doors must be operational without excessive force and free from damage (not buckled etc). Doors should not stick in open position. Handles should be fitted & free from damage, Door should close to properly to prevent rain ingress	RED DEFECT sticker to be attached - Repair / replace to ensure functionality
14	All locking points cable tied off to await dispatch. Cable ties fitted to all locking points if bin is free from defect to prevent access before delivery. When the container is delivered to the customers site the customer will cut the cable tie before use.	Cable tie all points of locking If ties are removed at final inspection, replace before leaving bin with customer
15	If no defects found a ' GREEN PASS ' sticker is to be placed next to the front most container ID number. The sticker is to be signed and dated by the responsible person checking the bin with permanent marker.	Place appropriate sticker on the container and note on checklist which sticker used

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