MERCHANTS WAY HOUSEHOLD WASTE SITE

OPERATOR COMPETENCY STATEMENT

PRE-APPLICATION REFERENCE: EPR/BB3203ZZ/T001

JANUARY 2013

REPORT ISSUE FORM

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MERCHANTS WAY HOUSEHOLD WASTE SITE

OPERATOR COMPETENCY STATEMENT

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1. INTRODUCTION

1.1 This document is produced by SITA UK Limited in support of an application to transfer the Environmental Permit for Merchants Way Household Waste Site, Walsall from the current operator Kier MG Recycling CIC to SITA UK Limited (SITA). SITA will become responsible for the operation of the site with effect 01 April 2014.

1.2 The current environmental permit reference is EPR/GP3591FZ (EAWML 42370) and this application has been given the pre-application reference EPR/BB3203ZZ/T001.

1.3 The site is located at Merchants Way household Waste Site, Merchants Way, Aldridge, Walsall, West Midlands, WS9 8SW at National Grid Reference SK 05212 01324.

1.4 This application to transfer the environmental permit is being made to the Environment Agency under The Environmental Permitting (England and Wales) Regulations 2010 (as amended).

2. MANAGEMENT SYSTEM

2.1 SITA operations are certified to ISO14001:2004 and as such operate under documented management procedures. New facilities not included in the certification will operate to the ISO14001/9001 certificated management system. SITA aim to have all new sites externally audited and certified within 12 months of the commencement of operations. The current ISO14001:2004 certificate is provided within Appendix A.

2.2 All SITA operations are controlled by an Integrated Management System (IMS) comprising quality, environmental and health and safety requirements. The IMS procedures are detailed within the "Policies and Procedures" section of SITA's internal intranet system and are thus available to all members of staff. The locations of a number of relevant procedures within the IMS are detailed below, these procedures also detail links to other relevant documents within the IMS:

Staff Training	Section 2: IMS System Procedure Sub-Section 4: Training, Awareness & Competence
Complaints	Section 2: IMS System Procedure Sub-Section 6: Complaints
Site Inspection	Section 2: IMS System Procedure Sub-Section 12: Site Inspection, Audit and Reporting
Non-conformance	Section 2: IMS System Procedure Sub-Section 13: Managing Non-Conformance, Corrective & Preventive Action
Records	Section 2: IMS System Procedure Sub-Section 14: Control of Records
Oil and Fuel Storage	Section 3: IMS Operational Procedure All Sites Sub-Section 7: Oil & Fuel Storage
Fires and Spillages	Section 3: IMS Operational Procedure All Sites Sub-Section 8: Emergency Preparedness & Response
Maintenance	Section 3: IMS Operational Procedure All Sites Sub-Section 11: Control & Operation of Vehicles, Plant & Equipment
Amenity Management	Section 3: IMS Operational Procedure All Sites Sub-Section 35: Amenity Management

2.3 Due to the number of documents within SITA's Integrated Management System, it is not possible to provide a full copy with this application, however a summary of the individual sections covered by the Management System guidance is provided below and individual sections can be provided upon request. Alternatively a demonstration of the live database can be arranged if required.

IMS Section 2.0 System Procedures

IMS 2.0 Risk Assessment
IMS 2.1 Environmental Aspects
IMS 2.2 Legal and Other Requirements
IMS 2.3 Objectives, Targets and Management Programmes
IMS 2.4 Training, Awareness and Competence
IMS 2.5 Customer Focus and Related Processes
IMS 2.6 Complaints
IMS 2.7 Control of Documents
IMS 2.8 Assessment and Approval of Suppliers and Contractors
IMS 2.9 Communication and Consultation
IMS 2.10 Purchasing and Verification of Products and Services
IMS 2.11 Accident Investigation and Reporting
IMS 2.12 Site Inspection, Audit and Reporting
IMS 2.13 Managing Non-Conformance, Corrective & Preventive Action
IMS 2.14 Control of Records
IMS 2.15 Audits
IMS 2.16 Management Review
IMS 2.17 Planned Developments and Activities
IMS 2.18 H&S Specific Responsibilities

IMS Section 3.0 Operational Procedures All Sites

IMS 3.1 Duty of Care
IMS 3.2 Hazardous Waste Administration
IMS 3.3 Waste Acceptance
IMS 3.4 Rejection of Waste
IMS 3.5 Disposal of Site Waste
IMS 3.6 Surface Water Management
IMS 3.7 Oil and Fuel Storage
IMS 3.8 Emergency Preparedness and Response
IMS 3.8.1 Emergency Preparedness & Response: Critical Incident Response
IMS 3.9 Control of Contractors
IMS 3.10 Service Enquiries and Sales
IMS 3.11 Control and Operation of Vehicles, Plant and Equipment
IMS 3.12 Handling and Storage of Hazardous Substances
IMS 3.13 Avery Weighman
IMS 3.14 Offices, Premises and Welfare Facilities
IMS 3.15 Manual Handling
IMS 3.16 Asbestos Management
IMS 3.17 Electrical and Gas Safety
IMS 3.18 Control of Legionella
IMS 3.19 Lifting Equipment
IMS 3.20 Use of Abrasive Wheels

IMS 3.21 Permits to Work
IMS 3.22 Construction Design and Management (CDM)
IMS 3.23 Provision of First Aid
IMS 3.24 Working At Height
IMS 3.25 Work Equipment
IMS 3.26 Noise
IMS 3.27 Occupational Health Provisions
IMS 3.28 Traffic Management
IMS 3.29 Mobile Plant
IMS 3.30 Radio Communications
IMS 3.31 Driver Safety: Use of Mobile Phones whilst Driving
IMS 3.32 Lone Working (page under construction)
IMS 3.33 Control of Ozone and Fluorinated Green House Gases
IMS 3.34 Transfrontier Shipment of Waste (Notifiable Wastes)
IMS 3.35 Amenity Management

IMS Section 4.0 IMS Activity Specific Requirements
IMS 4.1 Landfill Safety
IMS 4.2 Transfer Station and HWRC Safety
IMS 4.3 Composting Safety
IMS 4.4 Waste Collection Safety
IMS 4.5 MRF and Paper Recycling Safety
IMS 4.6 Cleansing Services Safety
IMS 4.7 SITA Power Safety
IMS 4.8 Energy from Waste Plants Safety
IMS 4.9 Quarry Safety
IMS 4.10 Vehicle and Fabrication Workshops Safety
IMS 4.11 Road Gritting and Snow Clearance Safety
IMS 4.12 Works On Highways Safety
IMS 4.13 Metals recycling

IMS Section 5.0 Recycling & Security Shredding
IMS 5.1 Security Shredding and Certificate of Destruction
IMS 5.2 PERN's
IMS 5.3 Information Destruction
IMS 5.4 Categories of Confidential Material
IMS 5.5 Recycling Registration Scheme (RRS)
IMS 5.6 Material Quality Sampling
IMS Section 6.0 Healthcare
IMS 6.1 Pre-Acceptance at Healthcare Sites

IMS Section 7.0 Radioactive & NORM Waste Disposal
Info available on request

3. SITE MANAGEMENT

Management Team

3.1 The management team that will be responsible for the site once SITA take over responsibility is shown in a Management Organogram attached in Appendix B.

Minimum Staffing and Supervision

3.2 The site activities will be overseen by a Technically Competent Person/s who will be present at the site in accordance with Environment Agency guidance. All relevant staff will be required to demonstrate Technical Competency by achieving the appropriate Certificates of Technical Competence (COTC) under the WAMITAB Scheme. Copies of the WAMITAB certificates are attached in Appendix C.

Availability of Permit and Site Management Plan

3.3 A copy of the Environmental Permit, the Site Management Plan and supporting documents including operating procedures will be kept available on site for reference when required by all site staff carrying out work under the requirements of the Environmental Permit.

APPENDIX A – ISO14001 CERTIFICATE

Certificate GB94/50556.00

The management system of

SITA Holdings UK Limited

has been assessed and certified as meeting the requirements of

ISO 14001:2004

For the following activities

The scope of registration appears on page 2 of this certificate.

This certificate is valid from 07 July 2013 until 10 December 2014 and remains valid subject to satisfactory surveillance audits.
Re certification audit due before 10 December 2014
Issue 29. Certified since 03 June 1999

This is a multi-site certification.
Additional site details are listed on subsequent pages.

Multiple Certificates have been issued for this scope.
The main certificate is numbered GB99/50556.00

Authorised by

UKAS MANAGEMENT SYSTEMS
005

SGS United Kingdom Ltd Systems & Services Certification
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Certificate GB99/50556.00

The management system of

SITA Holdings UK Limited

has been assessed and certified as meeting the requirements of

ISO 14001:2004

For the following activities

The collection, transport, sorting and separation, recycling and recovery, treatment and disposal of controlled waste, including household, municipal, commercial and industrial waste (including hazardous and difficult waste). The operation of material recycling facilities, household waste recycling facilities, composting plants, security shredding facilities, transfer stations, energy from waste plants, gas utilisation plants, landfill sites and vehicle workshops and associated procurement functions. The design and development of waste management facilities. The receipt and decontamination of NORM contaminated equipment and conditioning of waste products. In addition the following sites comply with BS EN 15713:2009 Secure destruction of confidential material - Code of practice: Brighton, Barking, Limestone Road, Redruth.

UKAS MANAGEMENT SYSTEMS
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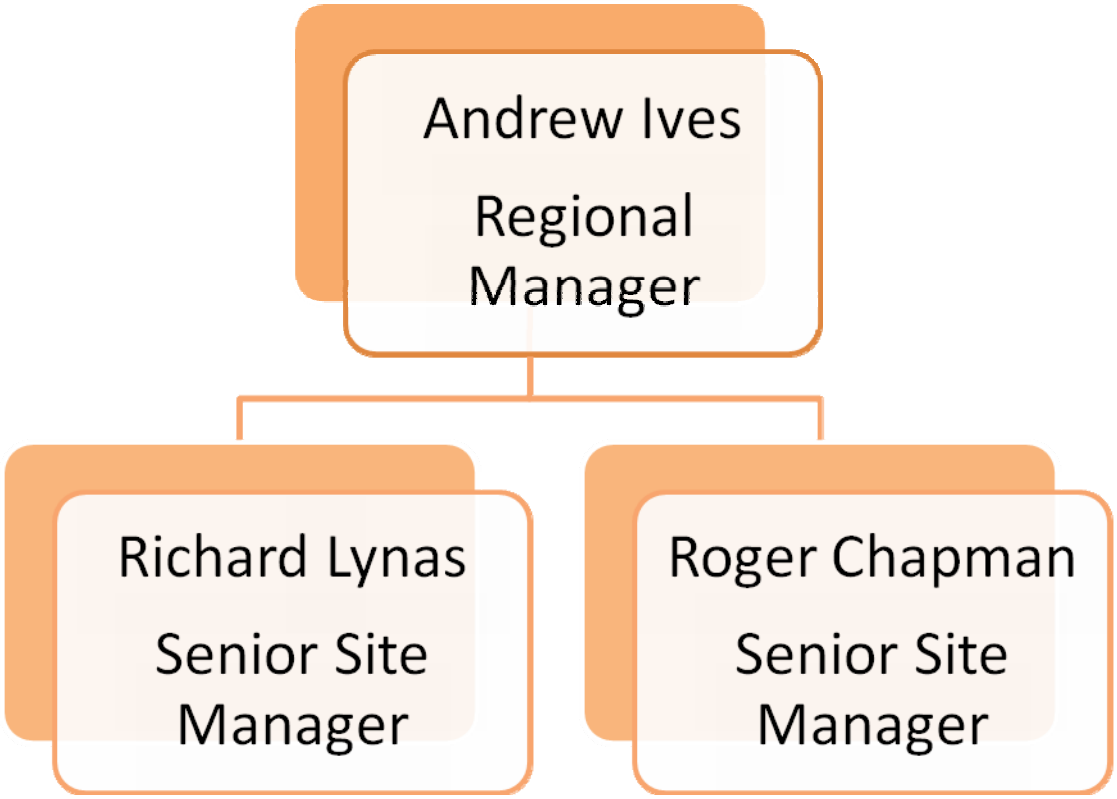
APPENDIX B – MANAGEMENT ORGANOGRAM


Andrew Ives
Regional Manager
Richard Lynas
Senior Site Manager
Roger Chapman
Senior Site Manager

APPENDIX C – WAMITAB CERTIFICATES

WAMITAB

Waste Management Industry
Training and Advisory Board

The Chartered Institution
of Wastes Management

Certificate No. CCC4688

Continuing Competence Certificate

This certificate confirms that
Richard Anthony Lynas

Has met the relevant requirements of the Continuing Competence scheme for the period between 1 March 2012 to 28 February 2014 for the following award(s):

LH	Landfill - Hazardous Waste
TSH	Transfer - Hazardous Waste
TMNH	Treatment - Non Hazardous Waste

Awarded: 12/11/2012

Authorised

WAMITAB Chief Executive Officer

CIWM Chief Executive Officer

This certificate needs to be renewed during the period between 1 March 2014 and 29 February 2016

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WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: **11867**

CERTIFICATE OF TECHNICAL COMPETENCE

This Certificate confirms that

Richard Anthony Lynas

has demonstrated the standard of technical competence required for the management of a facility of the type set out below

Facility Type:

Level 4 in Waste Management Operations - Managing Treatment Non-Hazardous Waste (4TMNH)

WAMITAB INCORPORATED 1989

Authorising Signatures:

Director General

Director

Date of issue: 31 January 2011

WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: 07985

CERTIFICATE OF TECHNICAL COMPETENCE

This Certificate confirms that

Richard Anthony Lynas

has demonstrated the standard of technical competence required for the management of a facility of the type set out below

Facility Type:

Level 4 in Waste Management Operations -

Managing Landfill Hazardous Waste (4LH)

WAMITAB INCORPORATED 1989

Authorising Signatures:

Director General FW Strong

Director IJ Watson

Date of issue: 08 August 2006

WAMITAB

Waste Management Industry
Training and Advisory Board

The Chartered Institution
of Wastes Management

Certificate No. CCC1284

Continuing Competence Certificate

This certificate confirms that
Roger Chapman

Has met the relevant requirements of the Continuing Competence scheme for the period between 1 March 2009 to 29 February 2012 for the following award(s):

TSTMH Hazardous transfer and treatment

Awarded: 21/02/2011

Authorised

WAMITAB Director General

CIWM Chief Executive Officer

This certificate needs to be renewed during the period between 1 March 2012 and 28 February 2014

WAMITAB. Waste Management Industry Training and Advisory Board. Peterbridge House, 3 The Lakes, Northampton, NN4 7HE
Telephone: 01604 231950 Fax: 01604 232457 Email: info.admin@wamitab.org.uk Website: www.wamitab.org.uk

WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: 09620

CERTIFICATE OF TECHNICAL COMPETENCE

This Certificate confirms that

Roger Chapman

has demonstrated the standard of technical competence required for the management of a facility of the type set out below

Facility Type:

Level 4 in Waste Management Operations -

Managing Transfer Hazardous Waste (4TSH)

Authorising Signatures:

Director General

Director

Date of issue: 01 April 2008

WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: 06026

CERTIFICATE OF TECHNICAL COMPETENCE

This Certificate confirms that

Roger Chapman

has demonstrated the standard of technical competence required for the management of a facility of the type set out below

Facility Type:

Level 4 in Waste Management Operations -

Managing Transfer Non-Hazardous Waste (4TSNH)

Authorising Signatures:

Director General _____

Director _____

Date of issue: 14 June 2004