

19<sup>th</sup> May 2025

Chay Barthaud  
Chelmsford City Council  
Freighter House  
Drovers Way  
Springfield  
Chelmsford  
CM2 5PH

Dear Chay,

**CIWM (WAMITAB) Level 4 High Risk Operator Competence for Managing Transfer of Hazardous Waste – HROC4**

The qualification you are about to undertake involves you, the candidate demonstrating your knowledge and experience within the waste and resource management sector.

In order to allow us to carry out a pre induction check please provide a copy of your current CV detailing your qualifications and experience.

In addition to demonstrating you can manage your waste facility, the facility you are working at must have systems and procedures in place to comply with the site permit, environmental and Health and Safety legislation. If these systems are not in place, it will be difficult for you to complete your award.

We have prepared the following list, which although not totally inclusive, covers the main processes and procedures required to operate your site.

Can you please complete the form as follows –

- Process Description – these details the type of information you would have on site.
- Company Process Description – this column is for you to complete with the document description – ie what you call the document internally.
- Comment's column – for you to detail any relevant, dates, numbers and or how you use this information.
- Information in green shaded boxes is for example only and should be overwritten with your site-specific information.

If you do not have any documents which match the criteria, please insert none, and where possible give a reason – for example no hazardous waste received on site therefore no section 62 paperwork.

Once complete please send your CV and this completed list to [kirstie@albion-environmental.co.uk](mailto:kirstie@albion-environmental.co.uk) .

This will be reviewed by the head of centre based on the following options –

- Information approved and induction can progress.
- Plan put in place to gather missing information and induction date agreed.
- Induction date delayed until processes and procedures are in place.

We trust the above is self-explanatory but if you require any further information, please contact us 01292 610428.

Kind regards,



Kirstie MacDougal  
Training & Vocational Administrator



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