**Overall BMTECH Operation Production & Site Overview**

**Management system Manual**

**Registers & Overall assessments:**

Compliance obligations Register

Environmental Risk assessment

Climate risk assessment

H&S risk Register

**Policies:**

H&S

Environmental

Quality

**Procedures:**

Operational Control Plastic Process

Communication (internal & External)

Performance Monitoring & Review

Organisational roles, responsibilities, authorities & competence

Documentation & records

**Plans & Logs:**

* Emergency plan
* Fire prevention plan
* Waste storage plan
* Utilities plan
* Preventative Maintenance plan
* Performance Monitoring Plan
* Waste & Product Log
* Attainment &Improvement Log

**H&S risk** **assessments:**

1. Abrasive wheels
2. Confined space
3. Hazardous Substances
4. Hot works
5. Lifting & slinging of equipment and materials
6. Manual Handling
7. Use of Telehandlers
8. Operation & maintenance of Process Plant
9. Pumping water and silts
10. Working at heights
11. COSHH -Fuels & oils cleaning substances

**Systems of work:**

1. Use of Compactor
2. Operation of plastic process plant
3. Bagging and dispatch
4. Daily Checks Compactor
5. Daily Checks Plastic Process Plant
6. Monitoring Waste and Production
7. Service & Maintenance of compactor (PMP)
8. Service & Maintenance of Plastic process plant (in PMP)
9. LEV service and Maintenance (in PMP)
10. Delivery and use of resources
11. Water treatment tank operations

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| **Records & Forms:** |
| * Duty of Care Waste Transfer documents
* Waste carriage checks
* Contractual (dirty and regrind clients and customers) (agreements & invoices)
* Preventative Maintenance
* Communication (training, briefing, complaints, compliments, third party etc)
* Emergency drill
* Incidents
* Testing / anaylsis (Plastic pre & acceptance plus soils)
 | * Quality checks
* Weekly inspection
* Daily plant inspection
* Fire watch checks
* Hot works permit to work
* Confined Space permit to work
* Daily briefing
* Risk assessment
* Waste & production log
* Audits (internal & external)
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