Recording Procedure

OP04 Issue 1.0

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1.0 PURPOSE

This document aims to outline the procedure which must be followed by Vital Energi Utilities Limited, hereon referred to as Vital Energi, to ensure the site fulfils the requirements of its Environmental Permit conditions.

2.0 PROCEDURE OVERVIEW

The procedure document details the regular and ad-hoc record-making requirements required by Vital Energi in line with their complex bespoke environmental permit. It has been dissected into its component parts for ease of reference by site operatives. Conditions to be applied when site operatives follow the procedure are also indicated below.

3.0 SCOPE OF SITE RECORDS

Vital Energi shall proactively create records in line with environmental and processing aspects in accordance with the site's Environmental Permit conditions. All records shall be kept for a minimum of 6 years. The table below provides an overview of all areas covered within the scope of this schedule.

Table 1 - Records

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
1.1 Staffing & Visitors					
Site Diary	Names of operators and times of attendance on site	When any operator is on site	Operator	Site	Site
Visitor Book	Names of visitors on site	When any visitor arrives onsite	Operator	Site	Site
Training	Staff training completed	On completion of any new or re-training	Vital Energi HR, Vital Energi Project Manager, Vital Energi O&M Dept.	Head Office	Head Office
1.2 Accidents & Incidents					
Accident Book	Any accidents resulting in injury	As soon as possible following an injury	Operator	Site	Site
Site Diary	Any incident of fire	As soon as possible following a fire	Operator	Site	Site
Site Diary	Any incident of spillage	As soon as possible following a spillage	Operator	Site	Site
Site Diary	Any incidents causing pollution to the environment, harm to	As soon as possible following a pollution incident	Operator	Site	Site

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
	human health or detriment to the amenities of the locality				
Site Diary	Incidence of litter, dust, pest, odour and noise problems	Following detection of litter, dust, pest, odour and noise problems.	Operator	Site	Site
1.3 Monitoring					
Site Diary	Design, construction, inspection, maintenance and monitoring of pollution prevention methods	Ad-Hoc basis	Operator	Site	Site
Site Diary	Off-site environmental effects	Ad-Hoc basis	Operator	Site	Site
Site Diary	Failure records for pollution prevention methods	Ad-Hoc basis	Operator	Site	Site
Site Diary	Emissions monitoring results	Following monitoring 4 months after plants start and every 3 years thereafter.	Operator	Site	Site
Energy Management System	Boiler operation hours	Daily/Annual	Operator	Main office computer	Main office computer
Energy Management System	Gas usage	Monthly	Operator	Main office computer	Main office computer
Energy Management System	Water usage	Monthly	Operator	Main office computer	Main office computer

Record Aspect	Record to be Made	Frequency	Responsibility	Recording Location	Stored
Energy Management System	Electricity usage	Monthly	Operator	Main office computer	Main office computer
Energy Management System	Heating usage	Monthly	Operator	Main office computer	Main office computer
1.4 Maintenance, Condition Checks, Faults & Breakdowns					
Site Diary	Maintenance checks	Ad-Hoc basis	Operator	Site	Site
Site Diary	Any machinery breakdown or failure	Ad-Hoc basis	Operator	Site	Site
Site Diary	Condition of site infrastructure and engineering	Ad-Hoc basis	Operator	Site	Site
1.5 Complaints					
Site Diary	Public	Ad-Hoc basis	Operator	Site	Site

4.0 ROLES AND RESPONSIBILITIES

Site Operatives shall:

- Ensure required recording is conducted in line with this procedure.

Project/Contracts Manager shall:

- Be responsible for ensuring this procedure is upheld;
- Ensure site operatives are trained in their responsibilities;
- Ensure records are maintained.

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