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Maintenance Procedure

v1.0

Environmental and sustainability solutions provided to
Waste Organics (Leeds) Limited



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REVISION LOG

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1.0 PURPOSE

This document aims to outline the procedure which must be followed by Waste Organics (Leeds) Limited (hereon referred to as "Waste Organics") to ensure the site fulfils the requirements of its environmental Permit conditions.

1.1 Procedure Overview

This procedure document details how Waste Organics shall implement plant equipment pre-use checks, weekly site inspections and ensure maintenance, servicing and calibration works are undertaken at the required frequencies. To enable the operating efficiency of all plant, stocks of spare parts are readily available. All inspections, maintenance and repairs are carried out by suitably qualified personnel.

This document provides clarification on the roles and responsibilities for the aforementioned maintenance procedures.

2.0 SCOPE OF MAINTENANCE

Infrastructure / Plant / Equipment	Number	Pre-Use Check	Inspection	Maintenance & Calibration
Attritor (x2)	1	Before Use / Daily / Start of Shift	Safety Inspection. <i>Incl guarding, condition, obstructions and emergency stop.</i>	As per manufacturer guidance service intervals and site Planned Preventative Maintenance
	2	Before Use / Daily / Start of Shift	Check Oil contamination indicator	Change filter and examine oil.
	3	Weekly	Check Hydraulic oil level	Top up as required.
Odour Control Unit	1	Monthly	Ensure negative pressure in buildings and check flow through filters.	As per manufacturer guidance service intervals and site Planned Preventative Maintenance
Roller Shutter Door (x3)	1	Before Use / Daily / Start of Shift	Inspect for damage	Report any damage to Supervisor
	2	Before Use / Daily / Start of Shift	Full electrical function check (incl all lights)	Complete check sheet
JCB Telescopic Handler	1	Before Use / Daily / Start of Shift	Safety Inspection. <i>Incl guarding, condition, obstructions and emergency stop</i>	As per manufacturer guidance service intervals and site Planned Preventative Maintenance
	2	Before Use / Daily / Start of Shift	Inspect for damage (incl. all hydraulic pipes and fittings)	Report any damage to Supervisor
	3	Before Use / Daily / Start of Shift	Full Hydraulic function check	Complete check sheet
	4	Before Use / Daily / Start of Shift	Full electrical function check (incl all lights)	Complete check sheet

Infrastructure / Plant / Equipment	Number	Pre-Use Check	Inspection	Maintenance & Calibration
JCB Forklift Truck with Telescopic Ram	1	Before Use / Daily / Start of Shift	Safety Inspection. <i>Incl guarding, condition, obstructions and emergency stop</i>	As per manufacturer guidance service intervals and site Planned Preventative Maintenance
	2	Before Use / Daily / Start of Shift	Inspect for damage	Report any damage to Supervisor
	3	Before Use / Daily / Start of Shift	Full Hydraulic function check	Complete check sheet
	4	Before Use / Daily / Start of Shift	Full electrical function check (incl all lights)	Complete check sheet
Weighbridge (x1)	1	Annually	Inspection and calibration	As per manufacturer guidance service intervals and site Planned Preventative Maintenance
Site Drainage system and interceptor (x1)	1	Before Use / Daily / Start of Shift	Check all level and blockage indicators.	Report any problems to supervisor
	2	Before Use / Daily / Start of Shift	Inspect all drain covers for blockages.	Report any problems to supervisor. Clear any visible blockages, dispose of waste correctly.
Security Fencing (x4)	1	Before Use / Daily / Start of Shift	Inspect for condition and serviceability	Report any problems to Waste Organics management.
External Lighting	1	Daily / Start of Shift	Inspect for condition and serviceability	Report any problems to Waste Organics management.
Vehicular and pedestrian gates	1	Daily / Start of Shift	Inspect for condition and serviceability	Report any problems to Waste Organics management.

Infrastructure / Plant / Equipment	Number	Pre-Use Check	Inspection	Maintenance & Calibration
Yard floor condition	1	Daily / Start of Shift	Inspect for condition and serviceability	Report any problems to SN&Co management.
Building floor condition	1	Daily / Start of Shift	Inspect for condition and serviceability	Report any problems to Waste Organics management.
Tank Farm Bunding	1	Daily / Start of Shift	Inspect for condition and serviceability	Report any problems to Waste Organics management.

3.0 SITE INFRASTRUCTURE & MAINTENANCE PROCEDURE

The Waste Organics Site Manager will implement a Planned Preventative Maintenance regime considering safety, quality management and in accordance with equipment manufacturer inspection and servicing plans.

The various maintenance processes implemented by Waste Organics are as follows:

3.1 Plant Maintenance

All site equipment, both static and fixed is maintained with safety and equipment longevity in mind, as per manufacturer guidance service intervals and the maintenance plan presented above. Equipment is only operated by suitably qualified, competent persons, whose qualifications and / or training documentation is kept on file by Waste Powers. Servicing and maintenance is recorded in the site diary. All breakdowns and repairs are recorded in the site diary. Breakdowns are recorded and tracked to identify trends. Trends and serious incidents are investigated to find root cause and eliminate future occurrences.

3.2 Weekly Site Inspection Checks

All site equipment, both static and fixed, will be regularly inspected, including “before use” checks. All records will be stored on site, maintained and managed by the Waste Organics Site Manager. A list of regular equipment checks (by frequency and equipment type) can be found in the chart above. Site drainage will be inspected by the Waste Organics Site Manager weekly and will be included on weekly checks documents.

3.3 Equipment and Plant Maintenance and Calibration

All plant static and mobile will be inspected and maintained as per manufacturer instructions and guidance and the maintenance schedule. The Waste Organics Site Manager is responsible for ensuring all static and fixed plant is maintained as per manufacturer warranty and service agreements. The Waste Organics Site Manager will keep records of all inspections and maintenance in accordance with the maintenance schedule.

4.0 ROLES AND RESPONSIBILITIES

The Waste Organics Site Manager will ensure all procedures are adhered to and records kept. Checks on the maintenance programme will be made monthly by Site Manager. Records will be accessible at all times.

The Managing Director is responsible for:

- The MD will ensure site management have the resource, infrastructure and training to carry out maintenance procedures.

The Site Manager is responsible for:

- Site Manager will ensure the correct resources are deployed to enable safe and correct servicing of all equipment, ensure training in maintenance, risk assessments, and SSOW are in place prior to any work being undertaken. He will also ensure records are kept and will carry out monthly checks.

The Site Operatives are responsible for:

- Site operatives are responsible for “before use” safety and functional inspections, informing site management of any defects or other items of concern prior to using any equipment. They may also be asked to assist in servicing of equipment only after a suitable risk assessment and safe system of work has been completed and staff have been deemed competent.

Appointed Engineers are responsible for:

- All engineers, whether Waste Organics staff or 3rd party, will be authorised to perform identified service and maintenance requirements where they hold the necessary qualifications (where relevant), have received any required training and have been deemed competent by the Site Manager. A copy of all skill certificates and training will be maintained on either the Waste Organics training matrix or contractor data base.