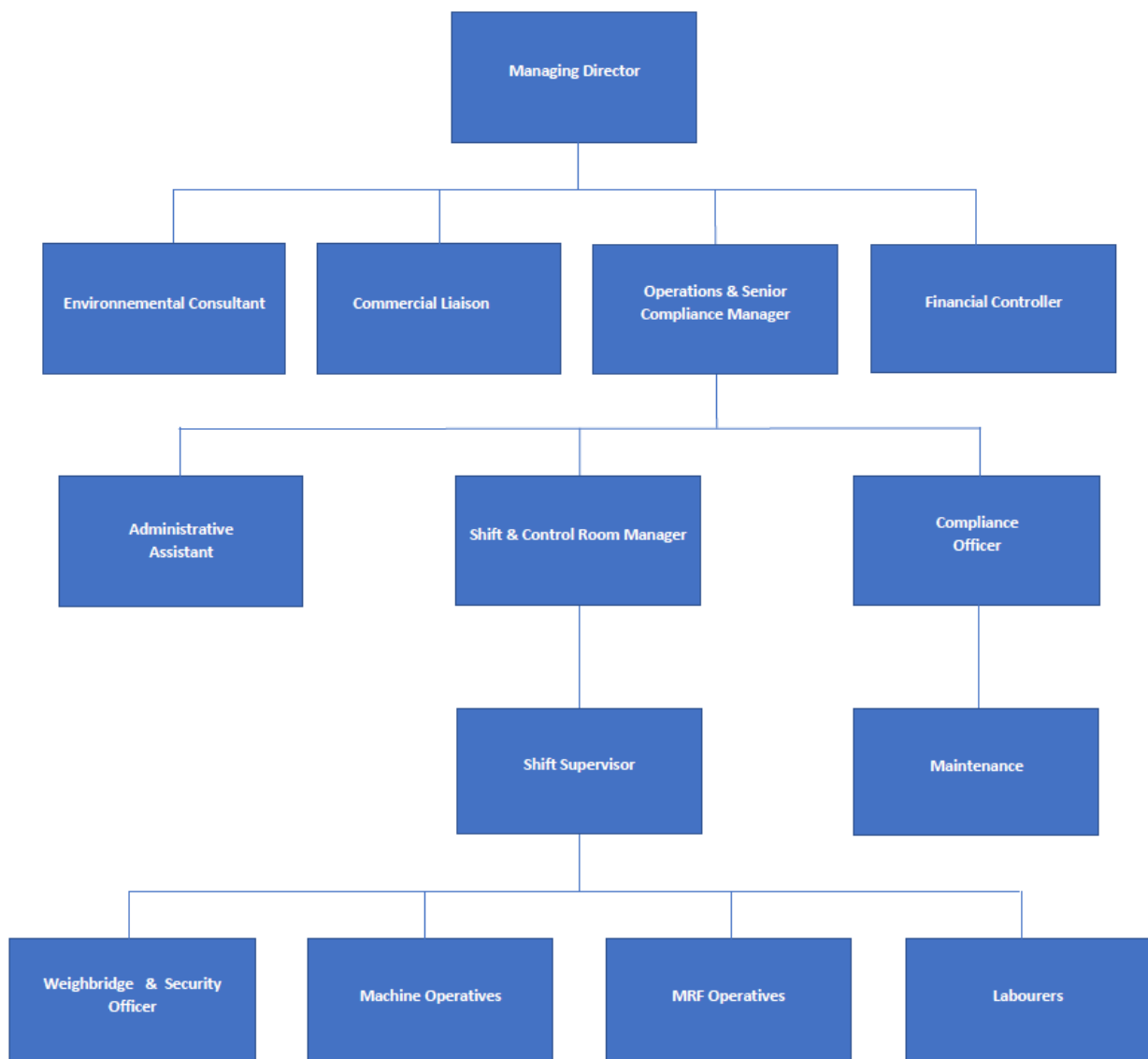


## Overview

In order to efficiently and effectively manage site operations, a hierarchy of management is in place at the Graphite Resources Facility.

This procedure defines the roles and responsibilities of key staff at the site.

## 1. Management Structure



Author / Function or Department:	Process Owner / Department: Site Manager

## 2. Staff Responsibilities

An outline of the environmental responsibilities of key staff members involved with site operations is outlined in Table 1 below.

<b>Role</b>	<b>Employee Name</b>	<b>Responsibilities</b>
Managing Director	Steve Thorpe	All main commercial decisions All main environmental decisions All main operational decisions
Operations & Senior Compliance Manager	Ian Haswell WAMITAB 4TMH/4TSH/4LH	WAMITAB – competent person Implementation of MD decisions Implementation of managing directors’ environmental decisions Environmental and legislative compliance Project management Staff training Issue and review of operating procedures Environmental permit reporting, e.g. notifications to EA Complaint and incident investigation Environmental and H&S risk assessments for routine and non-routine tasks External/internal maintenance contract/or arrangements Environmental checks and site inspections Purchasing
Commercial Liaison	James Peat	Reports to Operations & Senior Compliance Manager Implementation of managing directors’ commercial decisions Sales – legislative duties on transport of goods / classifications Waste records maintenance, duty of care Environmental and legislative compliance Annual environmental review
Shift & Control Room Manager	Darren Hughes WAMITAB 4TSH/3INTM	Reports to Operations & Senior Compliance Manager Day to day operations Managing waste segregation and storage Signing off/arranging routine maintenance Transport and waste compliance (Outgoing and ingoing waste) Reporting of waste rejection Control of plant operations through the Scada system, computer control panels and plant data Monitoring, reporting and submission of CEMs emissions
Compliance Officer	TBC	Reports to Operations & Senior Compliance Manager Day to day Permit compliance Day to day Maintenance Compliance Day to day H&S Compliance Day to day Legal Compliance

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b> Site Manager

DATE: December 2019  
 REVISION: 1  
 DOC #: GR-E12  
 PAGE: 3 of 4

**Environmental Procedure  
 Roles & Responsibilities**



		Oversees the safe maintenance and sign off, of all maintenance and operational procedures/work
Maintenance	TBC	Day to day maintenance Planned maintenance Monitor, inspect and maintaining all equipment and buildings Supervisor of all maintenance contractors on site Completion and sign off all maintenance and checks
Shift Supervisor	TBC	Assistance in completion of daily, weekly and adhoc machinery checks Reporting of all faults, defects, electrical & mechanical failures Preliminary waste inspections Prevent and resolve breakdown issues
Machine Operatives	TBC	Completion of daily, weekly and adhoc machinery checks Reporting of all faults, defects, electrical & mechanical failures Final waste inspections/reporting before processing Prevent and resolve breakdown issues
MRF/Plant Operatives & Labourers	TBC	Demonstrate understanding, responsibilities & compliance regarding plant start up & shutdown in line with Safety & operation guidelines. Demonstrate understanding, responsibilities & compliance in line with site incident control plan. Demonstrate understanding, responsibilities & compliance with GR Attendance at work policy. Demonstrate understanding, responsibilities & compliance with GR Performance Management policy. Complete all required training within 3 months of appointment as Operations Technician. Complete all required safety training to ensure competence. Carry out all responsibilities in line with GR Safe Working Procedures.
Weighbridge and Security Officer	TBC	Inductions onto site Issuing and implementation/reporting of correct PPE Reporting of any environmental hazards or issues (implementation and prevention) Monitoring of facility/perimeter and operations on site, through walkarounds and CCTV Rejection of any unacceptable waste (visual inspection) Ticketing/weighing of waste in and out of site

<b>Author / Function or Department:</b>	<b>Process Owner / Department:</b>
	Site Manager

DATE: December 2019  
 REVISION: 1  
 DOC #: GR-E12  
 PAGE: 4 of 4

**Environmental Procedure  
 Roles & Responsibilities**



### 3. Training Record

The below signatories have received training and understand all aspects of procedure GR-E12 and their individual responsibilities.

**Table 5.1: Training**

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE	MANAGER INITIALS	UN-CONTROLLED COPY ISSUED (✓)

Author / Function or Department:	Process Owner / Department: Site Manager