

Site Management Systems

193224/SMS

1.0 MANAGEMENT

1.1 Clark Contracting Limited (the Operator) have a site-specific Environmental Management Systems in accordance with Environment Agency guidance. Within the systems, the site will operate in accordance with the following management systems, including but not limited to:

- Register of Environmental Effects;
- Operational Plan (OP);
- Waste Recovery Plan (WRP);
- Accident Management Plan;
- Importation Protocol (IP);
- Dust Emissions Management Plan (DEMP);
- Site and Equipment Maintenance Plan; and
- Complaints procedure.

1.2 The Plans will set out the following information:

- Environmental Policy
High level policy document outlining the Operator's commitment to the laws, regulations, and other guidance concerning environmental issues.
- Register of Environmental Effects
Standalone document detailing the aspects and impacts in a risk-based profile for all site specific potential emissions.
- Operational controls and responsibilities including method of works
This forms part of the site-specific Method Statement and Risk Assessment and read in conjunction with all of the management plans.
- Site Infrastructure plan
Series of plans detailing site infrastructure, vulnerable locations, drainage, and utilities.
- Site and equipment maintenance regime
All mobile and handheld equipment, belonging to the Operator, is maintained in accordance with manufacturer's recommendations. There is a maintenance register and daily checklist which is applicable to this site.
- Accident prevention / management plans and procedures
These include the spill response and contingency procedures in the event of an accident.
- Complaints procedure
The Operator has a complaints procedure, which can be implemented at the site. As part of the procedure, there is a complaints proforma which details the complaint, complainant, corrective and preventative actions.
- Staff competence & Training
Staff training and qualifications will be recorded, updated and reviewed in accordance with the Operator's internal systems. It can be directly transposed to a site-specific level.

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- Record keeping
Records will be kept in accordance with the Permit requirements. All records will be kept on site and a copy kept at the Operator's main office.
- Review process (ongoing review of the Management System)
There will be yearly review of both the site-specific management plans. Following an unforeseen event or complaint, the systems will be reviewed.

1.3 The site will clearly establish and monitor performance for key objectives, this includes, but is not limited to:

- Material and waste compliance;
- Incidents and complaints by category; and
- Non-conformances.