

wardell-armstrong.com

ENERGY AND CLIMATE CHANGE
ENVIRONMENT AND SUSTAINABILITY
INFRASTRUCTURE AND UTILITIES
LAND AND PROPERTY
MINING AND MINERAL PROCESSING
MINERAL ESTATES
WASTE RESOURCE MANAGEMENT



ASCO UK LTD

GREAT YARMOUTH SHIP TO SHORE FACILITY

EMS SUMMARY

MAY 2023

DATE ISSUED: May 2023
JOB NUMBER: BM12124
REPORT NUMBER: EMS003
VERSION: V1.0
STATUS: Final

ASCO UK LTD

GREAT YARMOUTH SHIP TO SHORE FACILITY

EMS SUMMARY

MAY 2023

PREPARED BY:

Katie Heath Senior Waste and Resources Consultant



APPROVED BY:

Alison Cook Technical Director



This report has been prepared by Wardell Armstrong LLP with all reasonable skill, care and diligence, within the terms of the Contract with the Client. The report is confidential to the Client and Wardell Armstrong LLP accepts no responsibility of whatever nature to third parties to whom this report may be made known.

No part of this document may be reproduced without the prior written approval of Wardell Armstrong LLP.



CONTENTS

1	INTRODUCTION.....	1
2	INFRASTRUCTURE PLANS.....	2
3	SITE OPERATIONS.....	3
4	SITE AND EQUIPMENT MAINTENANCE PLAN	4
5	CONTINGENCY PLANS	5
6	ACCIDENT PREVENTION AND MANAGEMENT PLAN	6
7	CLIMATE CHANGE	7
8	COMPLAINTS PROCEDURE.....	8
9	MANAGING STAFF COMPETENCE AND TRAINING RECORDS	9
10	KEEPING RECORDS	10
11	MANAGEMENT SYSTEM REVIEW	11
12	SITE CLOSURE	12
13	MAKE SURE PEOPLE UNDERSTAND WHAT YOU DO	13

APPENDICES

Appendix 1 AIMS - Control of Work at ASCO

1 INTRODUCTION

- 1.1.1 ASCO UK Ltd (ASCO) proposes to develop a waste treatment and storage facility at its 'ship to shore' site on South Denes Road, Great Yarmouth. Wardell Armstrong LLP has been commissioned to prepare an Environmental Management System (EMS) summary confirming that the site will be operated under ASCO's EMS in alignment with the Environment Agency's Guidance.¹
- 1.1.2 As provided in Appendix 1, ASCO has an integrated management system (AIMS) covering Health and Safety, Security, Environmental, and Quality Management Systems. AIMS governs ASCO's operations worldwide through ASCO's repository of policies, procedures, and other supporting documentation for the control of operations and support service areas. ASCO's AIMS is accredited to ISO 45001, ISO 14001 and ISO 9001 standards.
- 1.1.3 This EMS summary applies to ASCO's Great Yarmouth 'ship to shore' specifically, demonstrating that it will be effectively integrated into ASCO's AIMS.

¹ [Develop a management system: environmental permits - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

2 INFRASTRUCTURE PLANS

2.1.1 The Environment Agency require the site has infrastructure plans in place. There are several plans available showing the layout of the bunding, waste storage tanks and the site drainage, which support the environmental permit application.

2.1.2 Additional plans will be developed as necessary to serve the site operations.

2.2 Vulnerable Locations

2.2.1 The site is provided with a high level of containment. The most vulnerable area is the quayside adjacent to the bunded storage tanks where waste deliveries and dispatch take place. Specific procedures and drainage arrangements are in place to prevent accidental spillage in this area, as described in the Operating Techniques supporting the permit application.

2.2.2 ASCO will develop site-specific operating procedures to use in the event of a spillage, in accordance with its AIMS.

2.3 Drainage

2.3.1 EA guidance requires a description of the site drainage. The site drainage is described in the permit application and the plans are available:

- BM12124-002 Environmental Permit Boundary and Site Layout
- 16447-004 Storm Drainage

2.4 Water Gas and Electricity

2.4.1 Records will be kept detailing the location of all services and to monitor usage against targets.

3 SITE OPERATIONS

3.1.1 Site operations are described in the Operating Techniques document supporting the permit application. The site will be operated in accordance with a series of standard operating procedures set out under the AIMS. The procedures will give specific instructions regarding each part of the operation, including (but not limited to) waste acceptance, deliveries by ship and tanker, waste storage and treatment, waste dispatch and environmental monitoring.

4 SITE AND EQUIPMENT MAINTENANCE PLAN

- 4.1.1 Procedures will be developed for the planned maintenance of plant and equipment in accordance with the manufacturer's recommendations. All plant will be inspected and serviced on a regular basis.
- 4.1.2 Specific inspection and maintenance programmes will developed for all critical infrastructure in accordance with ASCO's Group Operating Procedure on Maintenance Management (GOP-HSSEQ-059).
- 4.1.3 Records will be kept of all servicing, maintenance and repairs.

5 CONTINGENCY PLANS

- 5.1.1 Should plant or infrastructure break down or become damaged, which may have an impact on the environment, operations will cease until repairs are made by a competent engineer.
- 5.1.2 Procedures will be in place for management of non-conforming waste and plant failure, including a list of contingency facilities that wastes can be diverted to.

6 ACCIDENT PREVENTION AND MANAGEMENT PLAN

- 6.1.1 An accident management and prevention plan will be in place for the site, including procedures for the prevention of emissions to water in the event of a spillage.
- 6.1.2 In accordance with ASCO's Group operating procedure for Environmental Aspects and Impacts (GOP- HSSEQ-013), ASCO will review impacts from the following, including during normal, abnormal (start-up, shut-down) and emergency conditions:
- Emissions to air
 - Releases to water
 - Releases to land
 - Use of raw materials and natural resources
 - Use of energy
 - Heat, radiation, noise
 - Waste and by-products
 - Physical attributes.
- 6.1.3 The accident plan developed for the site will include details of how ASCO will record, investigate and respond to accidents or breaches of the permit.
- 6.1.4 ASCO's worldwide AIMS system also operates effective online security measures to protect the business against online security threats.
- 6.1.5 The site's entrance notice board will share pertinent site details with the public, including the site's emergency contact name and telephone number and the Environment Agency's telephone number and incident hotline.

7 CLIMATE CHANGE

- 7.1.1 The site does not rely on any water abstraction and a flood risk assessment is included with the application which confirms the the risk of flooding to the internal site area is considered to be low. The impact of Climate Change is anticipated to be minimal and no specific measures are proposed at this time.
- 7.1.2 The EMS will be reviewed on a regular basis and when this occurs consideration will be given as to whether circumstances have changed and specific climate adaptation measures need to be included.

8 COMPLAINTS PROCEDURE

- 8.1.1 Should any complaint be received, this will be recorded in the site complaint log, recording details of the complainant, the nature of the complaint and the time and date that issue was noted.
- 8.1.2 All complaints shall be entered into ASCOs LiveSafe Gateway system for recording and investigation. They will record whether the complaint was substantiated, the likely cause and the mitigation but in place to prevent further issues.
- 8.1.3 The complainant will be informed of the outcome of the investigation and the measures taken, unless they have requested otherwise.
- 8.1.4 Records will be kept for a minimum of 2 years and will be made available to the Environment Agency on request.

9 MANAGING STAFF COMPETENCE AND TRAINING RECORDS

- 9.1.1 All staff employed on site will undergo an induction, including health and safety and environmental awareness. They will be made familiar with the environmental permit and company procedures relevant to their role.
- 9.1.2 In accordance with the AIMS procedure for ASCO's Competence Assurance Management System (GOP-TDC-001), all staff will be competent in their role, for example having appropriate training and qualifications. Records will be kept regarding the qualifications required for each role.
- 9.1.3 Records will be kept regarding the qualifications and training given to each member of staff.

10 KEEPING RECORDS

10.1.1 Records will be kept on ASCO's centralised AIMS repository and will be made available to staff or to the Regulator as required, either as hard copies or in digital format. Back-up copies will also be maintained.

10.1.2 Records will include:

- The permit,
- The management system documents,
- Records of site inspections and audits,
- Records of complaints and subsequent actions,
- Plant servicing and maintenance,
- Site condition report;
- Abnormal conditions including plant breakdown and the actions taken to prevent pollution or damage, and
- Staff training.

11 MANAGEMENT SYSTEM REVIEW

11.1.1 All documents held within ASCO's AIMS are reviewed in accordance with the specified frequencies in its Document Control GOP (GOP-HSSEQ-010), or in response to legislative changes, industry changes, or where an opportunity for improvement has been realised. Documents relating to the site will also be reviewed where there is any significant change in operation or following an incident.

12 SITE CLOSURE

12.1.1 A site condition report was provided with the application providing an environmental baseline at commencement of the operation. Ongoing monitoring is not considered necessary due to the high standard of containment in place.

12.1.2 Decommissioning will take place in accordance with written procedures with due consideration of environmental issues. The site returned to a state suitable for its intended use, with no ongoing pollution or harm to human health.

13 MAKE SURE PEOPLE UNDERSTAND WHAT YOU DO

13.1.1 All staff will receive training appropriate to their role and to understand their responsibilities under the permit. Staff can access AIMS documents through a company-wide SharePoint.

13.1.2 ASCO will share AIMS procedures, plans and documents to authorised officers of the Environment Agency on request.

APPENDICES

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

DOCUMENT CONTROL		
Doc. Reference	GOP-HSSEQ-002	Function HSSEQ
Revision Date	17/11/2022	Group Owner Group HSSEQ Supervisor
Rev. Number	1	Group Approver Group Head of HSSEQ
APPROVED VARIANCE		
There are currently no approved variances for this procedure.		
DOCUMENT REFERENCES		
Internal References	<ul style="list-style-type: none"> N/A 	
External References	<ul style="list-style-type: none"> HSG (65) Managing for Health and Safety (UK) 	
DOCUMENT SCOPE / PURPOSE		
This procedure applies to all ASCO Operational sites globally. The requirements of this document apply equally to ASCO staff employees, contractors and visitors engaged in ASCO business or on ASCO operated sites.		
REVISION HISTORY		
Rev	Date	Comment
0	12/06/2018	Creation of the procedure
1	17/11/2022	Transferred onto new template format, and full review of procedure

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 1 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

Contents

1.0 Requirements of this Procedure	3
2.0 Responsibility Summary	3
3.0 Abbreviations & Definitions.....	3
4.0 Overview of AIMS.....	3
5.0 ASCO - HSSEQ Control of Work Model	4
6.0 Control of Work Documents	5
7.0 Control of Subcontractors and Suppliers.....	8
8.0 Client, Contractor, and Third-Party Interfacing.....	8
9.0 AIMS Assurance	8
10.0 Stop the Job	9

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 2 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

<p>1.0 Requirements of this Procedure</p> <p>Wherever ASCO conducts their operations there is the potential for harm to people and the environment and for damage to property and equipment. To control and mitigate against these risks being realised, ASCO has created, maintained, and developed its Health and Safety, Security, Environmental, and Quality Management Systems within the ASCO Integrated Management System (AIMS).</p> <p>AIMS governs all of ASCO's operations worldwide through ASCO's repository of policies, procedures, and other supporting documentation for the control of operations and support service areas within the business.</p> <p>This document provides an overview of these arrangements and provides an index of the key operational documents that are used across ASCO globally.</p>
<p>2.0 Responsibility Summary</p> <p>Group CEO - Has overall accountability for HSSEQ at ASCO and for the delegation of specific responsibilities through the HSSEQ Policy to Regional and Departmental Senior Managers.</p> <p>Group Head of HSSEQ - Has overall responsibility for the control of AIMS and ensuring that it is legislatively compliant, fit for purpose and certified to the most recent and relevant standards.</p> <p>Group HSSEQ Administrators - Have the responsibility for all aspects of document control which includes, allocation of unique document numbering, regular document reviews, publishing documents on AIMS and informing the business of all the changes that have been made.</p> <p>Heads of Department - Have the responsibility to ensure that the documents that are in place for their respective departments are compliant with the most up to date legislation and industry best practice.</p> <p>Site Manager(s) - Have the overall responsibility for the management of control of work at their site and for feeding back improvements that can be made to AIMS documents.</p>
<p>3.0 Abbreviations & Definitions</p> <p>AIMS - ASCO Integrated Management System CEO - Chief Operating Officer HSSEQ - Health, Safety, Security, Environment and Quality SID - Service Improvement Document FPAL - First Point Assessment Limited</p>
<p>4.0 Overview of AIMS</p> <p>AIMS governs all ASCO operations globally and holds a repository of documented procedures for all operational and support service functions.</p> <p>AIMS has the following document hierarchy for all operations and business streams:</p> <ul style="list-style-type: none">- Policies- Group Operating Procedures- Standards- Work Aids- Work Instructions- Plans- Forms.

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 3 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

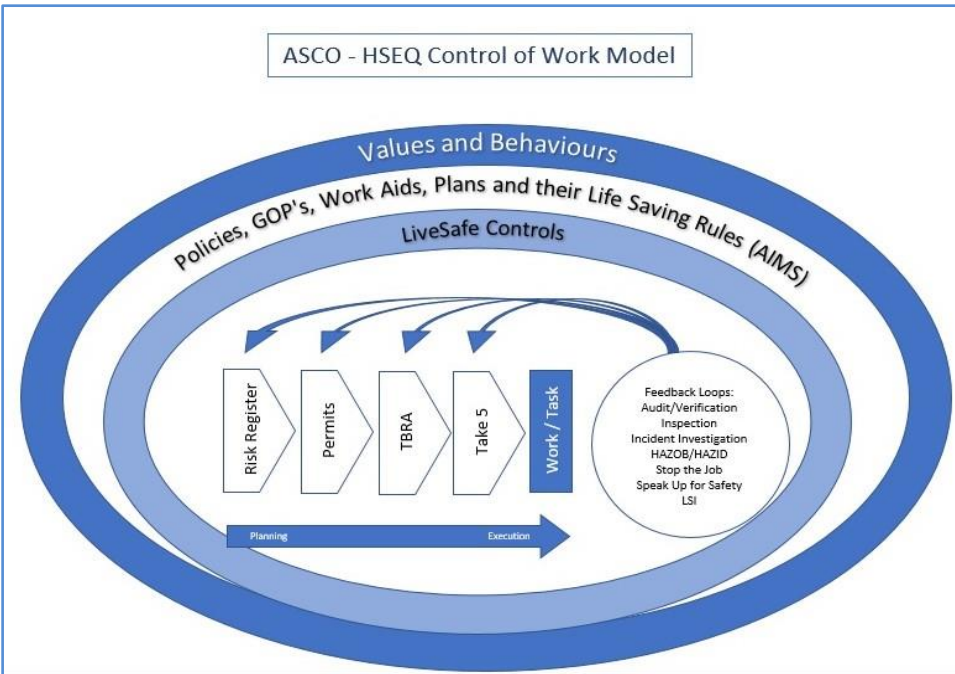
All of the completed documents are concise and are designed to achieve global application wherever this is possible. They are controlled by the ASCO Group HSSEQ Administration team who provide their unique numbering and publish them on AIMS. The specific arrangements for Document Control are set out in [GOP-HSSEQ-010](#).

All documents held within AIMS are reviewed in accordance with the specified frequencies in the above Document Control GOP, or in response to legislative changes, industry changes, or where an opportunity for improvement has been realised.

5.0 ASCO - HSSEQ Control of Work Model

The ASCO - HSSEQ Control of Work model shown below includes within its illustration:

- An overview of the AIMS structure
- The stages of planning and execution of work activities at ASCO
- The feedback process which is used for the continuous improvement of AIMS.



This model provides a quick reference point for the overall structure of AIMS and how ASCO seek to develop and maintain the system.

As ASCO organise for HSSEQ, consideration is given to the following four key areas:

Controls - these are within the organisation for example, the role of managers / supervisors, defined standards, provision of instruction, acceptance of accountability and responsibility.

Co-operation - between operatives, their health and safety representatives and managers / supervisors through active consultation and involvement.

Communication - making it effective globally, through visible behaviour, written material, and face-to-face discussions.

Competence - of individuals through recruitment and selection, training, coaching, specialist advice and measuring competency.

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 4 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

6.0 Control of Work Documents

This section provides an index of all the most relevant documents held in the AIMS repository that are essential for the effective control of work at ASCO. The documents can be accessed directly by clicking on the hyperlink that is provided or by going to <https://ascogroup.sharepoint.com/sites/aims>.

*If any numbers or hyperlinks are not working then please report this to AIMSRequests@ascoworld.com.

HSSEQ Documents - these documents set the minimum HSSEQ requirements for the delivery of ASCO's work activities.

- [GOP-HSSEQ-063](#) - Adverse Weather
- [GOP-HSSEQ-025](#) - Business Continuity Planning
- [GOP-HSSEQ-058](#) - Business Risk Management
- [GOP-HSSEQ-009](#) - Chemical Management System
- [GOP-HSSEQ-003](#) - Clear Desk-Energy Saving
- [GOP-HSSEQ-004](#) - Control of Dangerous Substances and Explosive Atmospheres
- [GOP-HSSEQ-005](#) - Control of Noise at Work
- [GOP-HSSEQ-006](#) - Control of Records
- [GOP-HSSEQ-007](#) - Control of Use of Knives on ASCO Sites
- [GOP-HSSEQ-008](#) - Control of Vibration at Work
- [GOP-HSSEQ-010](#) - Document Control
- [GOP-HSSEQ-011](#) - DSE Risk Assessment
- [GOP-AUS-HSSEQ-004](#) - Electrical Safety - Australia
- [GOP-HSSEQ-012](#) - Emergency Response Planning
- [GOP-HSSEQ-013](#) - Environmental Aspects and Impacts
- [GOP-HSSEQ-015](#) - Equipment Inspection by Insurance Company
- [GOP-HSSEQ-017](#) - External Audit
- [GOP-HSSEQ-061](#) - Fatigue Management
- [GOP-HSSEQ-020](#) - Fire Fighting and Prevention
- [GOP-HSSEQ-021](#) - First Aid at Work
- [GOP-HSSEQ-001](#) - Global Travel Safety & Security
- [GOP-HSSEQ-045](#) - Health, Safety and Environmental Legislative Compliance
- [GOP-HSSEQ-027](#) - HSSEQ Management Review
- [GOP-HSSEQ-029](#) - HSSEQMS Interfacing
- [GOP-HSSEQ-031](#) - Incident Management
- [GOP-AUS-HSSEQ-016](#) - Injury Management Plan - Australia
- [GOP-HSSEQ-032](#) - Internal Audit
- [GOP-HSSEQ-022](#) - Life Saving Rules
- [GOP-HSSEQ-034](#) - LiveSafe HSSEQ Scorecard and Reporting Guidelines
- [GOP-HSSEQ-035](#) - LiveSafe Intervention
- [GOP-HSSEQ-056](#) - Lone Working Procedure
- [GOP-HSSEQ-059](#) - Maintenance Management
- [GOP-HSSEQ-036](#) - Management of Change
- [GOP-HSSEQ-037](#) - Management of Contractors
- [GOP-HSSEQ-038](#) - Manual Handling Risk Assessment
- [GOP-HSSEQ-053](#) - Mobile Phones / Devices whilst Driving
- [GOP-HSSEQ-039](#) - Monitoring and Measurement
- [GOP-HSSEQ-041](#) - Permit to Work
- [GOP-HSSEQ-042](#) - Planned Inspections
- [GOP-HSSEQ-022](#) - Planning a Lifting Operation
- [GOP-HSSEQ-054](#) - Powered Mobile Plant including Forklifts

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

- [GOP-HSSEQ-024](#) - PPE Standard
 - [GOP-HSSEQ-044](#) - Provision and Use of Work Equipment
 - [GOP-HSSEQ-050](#) - Safe Havens on Sites / Bases
 - [GOP-HSSEQ-046](#) - Service Improvement Process
 - [GOP-HSSEQ-060](#) - Spill Control
 - [GOP-HSSEQ-016](#) - Spotter & Vehicle Banksman
 - [GOP-HSSEQ-047](#) - Task Based Risk Assessment
 - [GOP-HSSEQ-048](#) - Toolbox Talk
 - [GOP-HSSEQ-033](#) - Verification
 - [GOP-HSSEQ-051](#) - Visitor Site Induction
 - [GOP-HSSEQ-052](#) - Work at Height
 - [GOP-HSSEQ-026](#) - Working with Ionising Radiation
- Procurement** - these documents are used for the selection and procurement of external services.
- [GOP-PRO-001](#) - Procure-To-Pay-Process
 - [GOP-PRO-002](#) - Supplier Selection and Review
 - [GOP-PRO-003](#) - Supplier Tender Process
- Transport** - these documents are used to control work activities associated with ASCO Transport.
- [GOP-TR-003](#) - Administration
 - [WA-GOP-TRAN-003.05](#) - Chain of Responsibility
 - [GOP-TR-001](#) - Control
 - [GOP-TRAN-002](#) - Drivers
 - [GOP-AUS-TR-005](#) - In Vehicle Monitoring (IVMS)
 - [GOP-TR-004](#) - Maintenance
- Operational Support** - these are used to control work activities associated with ASCO's core activities.
- [GOP-OS-004](#) - Fuelling of Plant & Equipment
 - [GOP-OS-001](#) - Shipping Container Ventilation Pre-Removal of Goods
 - [GOP-OS-003](#) - SIMOPS
- NORM Solutions** - these documents are specific to NORM Solutions and provide the necessary controls for their activities.
- [GOP-NORM-030](#) - Cementing Process for LLW Drums
 - [GOP-NORM-031](#) - Charging of BA Cylinders using a HP Compressor
 - [GOP-NORM-015](#) - Clean Equipment Packaging for Return to Client
 - [GOP-NORM-020](#) - Drum Operations
 - [GOP-NORM-013](#) - Drum Waste Compactor Operations
 - [GOP-NORM-016](#) - Facility and Yard Housekeeping
 - [GOP-NORM-011](#) - Generation of Client Work Packs
 - [GOP-NORM-002](#) - Health Physic Surveys of Facility & Yard
 - [GOP-NORM-003](#) - Health Physics Monitoring of Cleaned Equipment
 - [GOP-NORM-005](#) - Inventory, Measurement, Monitoring and Marking of Receipted Tubulars
 - [GOP-NORM-004](#) - Jetting Bay Operations
 - [GOP-NORM-032](#) - Local Rules for Working with Ionising Radiations
 - [GOP-NORM-017](#) - Local rules fir Working with NORM in the Offshore Environment
 - [GOP-NORM-033](#) - LSA Samples Preparation for 3rd Party Analysis
 - [GOP-NORM-034](#) - Mixing Process for LLW Drums

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 6 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

- [GOP-NORM-018](#) - NORM Contaminated Tubulars & Equipment
 - [GOP-NORM-025](#) - NORM Operations on External Sites
 - [GOP-NORM-019](#) - Offloading and Loading of Tubulars
 - [GOP-NORM-006](#) - Offloading, Inventory and Storage of NORM Contaminated Equipment
 - [GOP-NORM-021](#) - Operation of Pallet Truck and Drum Trolley
 - [GOP-NORM-007](#) - Receipt into Facility and Dismantling of Contaminated Equipment
 - [GOP-NORM-009](#) - Return of Rejected Health Physics Monitored Equipment
 - [GOP-NORM-036](#) - Scale Recovery
 - [GOP-NORM-037](#) - Sentencing and Disposal of General Solid Low Level Waste
 - [GOP-NORM-014](#) - Source Checks on all Monitoring Equipment & Air Sample Change Out
 - [GOP-NORM-022](#) - Start Up Procedure for Water Treatment Facility
 - [GOP-NORM-001](#) - Strip Down Area Operations
 - [GOP-NORM-038](#) - Surface Water Monitoring
 - [GOP-NORM-039](#) - Tubular Cleaning Process
 - [GOP-NORM-010](#) - Tubular End Caps Cleaning
 - [GOP-NORM-040](#) - Tubular Monitoring
 - [GOP-NORM-008](#) - Use of Evolution 180 + 230 Metal Cutters
 - [GOP-NORM-041](#) - Ventilation System Filtration Change Out
 - [GOP-NORM-024](#) - Water Filtration Filters Change Out
- Pipeyards** - these documents are used to control work associated with ASCO's pipeyard activities.
- [GOP-PY-001](#) - Facilities - Guidance
 - [GOP-PY-002](#) - Pipeyard Storage Stowage and Transportation
 - [GOP-PY-003](#) - Pipeyard Receipts
 - [GOP-PY-005](#) - Pipeyard Well Prep Operations
 - [GOP-PY-006](#) - Pipeyard Inbound Backload
 - [GOP-PY-007](#) - QA Inspection and Preservation
- Quayside Operations** - these documents are used to control the works involved with ASCO's quayside activities.
- [GOP-QS-001](#) - Gantry Cargo Inspection Outbound and Inbound
 - [GOP-QS-006](#) - Gun and Ammunition Restriction under Section 1 of the Firearms Act 1968
 - [GOP-QS-007](#) - Methanol-Industrial Methylated Spirits-H2S Scavenger Loading
 - [GOP-QS-008](#) - Mooring-Unmooring of Vessels
 - [GOP-QS-005](#) - Operational Control
 - [GOP-QS-009](#) - Potable Water Systems - Written Scheme of Control
 - [GOP-QS-004](#) - Underdecks
 - [GOP-QS-003](#) - Vessel Loading
 - [GOP-QS-002](#) - Vessel Unloading
- Warehouse** - these documents are used to control the works involved with ASCO's warehouse activities.
- [GOP-WH-001](#) - Warehouse Receipts
 - [GOP-WH-002](#) - QA Inspection
 - [GOP-WH-003](#) - Putaway
 - [GOP-WH-004](#) - Issues and Dispatch
 - [GOP-WH-005](#) - Inventory Management
 - [GOP-WH-006](#) - Inbound Backload
 - [GOP-WH-007](#) - Construction of Wooden Shipping Crates
 - [GOP-WH-008](#) - Stock Preservation

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 7 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

Legal and Compliance - these documents are used to ensure that ASCO achieves or exceeds the minimum legal standards for the Business.

[GOP-LC-001](#) - Gifts and Hospitality
[GOP-LC-002](#) - Whistleblowing
[GOP-LC-003](#) - Anti - Bribery and Corruption
[GOP-LC-004](#) - Contracting Protocols
[GOP-LC-005](#) - Anti-Slavery Human Trafficking

Training, Development and Competence - these documents are used to set the minimum standards for the training and competence of ASCO staff.

[GOP-TDC-001](#) - Competence Assurance Management System
[GOP-TDC-002](#) - Educational Training and Funding

7.0 Control of Subcontractors and Suppliers

ASCO accepts that it will be necessary to engage subcontractors and suppliers who will assist in the delivery of the services that we provide to our clients. This is effectively controlled and monitored through the utilisation of the Supplier Management Database (UK) which is web-based software that is used to evaluate, track, manage and approve ASCO suppliers, and act as a repository for all supplier information. All of the specific arrangements for subcontractor and supplier control are set out in [GOP-PRO-001](#), [GOP-PRO-002](#), and [GOP-PRO-003](#).

8.0 Client, Contractor, and Third-Party Interfacing

Delivering ASCO's work activities and controlling work activities on ASCO sites in compliance with our HSSEQ Control of Work arrangements, does have the potential to become confused if it is not effectively controlled.

Situations that are known to exist include working to a client specific instruction and where third parties have been engaged to work on ASCO sites. To ensure that these are effectively controlled, interface arrangements shall be put in place to clearly demonstrate who is in control, and what documentation takes primacy for the control of the activities.

The arrangements that shall be followed are set out in [GOP-HSSEQ-029](#), HSSEQMS Interfacing.

9.0 AIMS Assurance

It is essential that ASCO has the necessary assurance that AIMS is fit for purpose and that it remains a world class system. To achieve this, the ASCO Group HSSEQ Manager will ensure that the system continually meets or exceeds the requirements of ISO 45001, 14001 and 9001 through the engagement of an external certification body.

ASCO HSSEQ also have many other active and reactive monitoring techniques that will ensure the effectiveness of AIMS which include, but are not limited to:

- First Point Assessment Limited (FPAL)
- Workplace Inspections, Audits and Verification
- Business Risk Management
- Incident Investigation and Application of Industry Best Practice
- Leadership Site Visits and Worksite Engagement

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 8 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

GROUP OPERATING PROCEDURE



Title: AIMS - Control of Work at ASCO

All types of non-conformance and non-compliance that are identified will be recorded within the ASCO HSSEQ Database as a Service Improvement Document (SID). From here, they will have remedial actions assigned to owners who will make the necessary improvements to the system to prevent any reoccurrence in a timely manner.

10.0 Stop the Job

The ultimate control of work at ASCO is to "Stop the Job". ASCO empowers all of its personnel, contractors, and visitors to "Stop the Job" any time they see something that appears to them to be unsafe.

Everyone who visits ASCO are given the following messages at their induction:

- You have the authority and the responsibility to intervene and report all incidents, unsafe actions, or substandard conditions
- Have the courage to intervene, it could save others unnecessary pain or suffering
- All incidents or near misses must be reported to ASCO Management as soon as possible after they have occurred
- All incidents and near misses will be thoroughly investigated.

ASCO will never respond negatively to anyone who genuinely "Stops the Job" where they believe that it is being done unsafely, or that an unsafe condition has developed.

GOP-HSSEQ-002	Rev 1	17/11/2022	Page 9 of 9
Controlled copies can be found on the AIMS site - Printed copies are UNCONTROLLED			

STOKE-ON-TRENT

Sir Henry Doulton House
Forge Lane
Etruria
Stoke-on-Trent
ST1 5BD
Tel: +44 (0)1782 276 700

BIRMINGHAM

Two Devon Way
Longbridge Technology Park
Longbridge
Birmingham
B31 2TS
Tel: +44 (0)121 580 0909

BOLTON

41-50 Futura Park
Aspinall Way
Middlebrook
Bolton
BL6 6SU
Tel: +44 (0)1204 227 227

BRISTOL

Temple Studios
Temple Gate
Redcliffe
Bristol
BS1 6QA
Tel: +44 (0)117 203 4477

BURY ST EDMUNDS

Armstrong House
Lamdin Road
Bury St Edmunds
Suffolk
IP32 6NU
Tel: +44 (0)1284 765 210

CARDIFF

Tudor House
16 Cathedral Road
Cardiff
CF11 9LJ
Tel: +44 (0)292 072 9191

CARLISLE

Marconi Road
Burgh Road Industrial Estate
Carlisle
Cumbria
CA2 7NA
Tel: +44 (0)1228 550 575

EDINBURGH

Great Michael House
14 Links Place
Edinburgh
EH6 7EZ
Tel: +44 (0)131 555 3311

GLASGOW

24 St Vincent Place
Glasgow
G1 2EU
Tel: +44 (0)141 428 4499

LEEDS

36 Park Row
Leeds
LS1 5JL
Tel: +44 (0)113 831 5533

LONDON

Third Floor
46 Chancery Lane
London
WC2A 1JE
Tel: +44 (0)207 242 3243

NEWCASTLE UPON TYNE

City Quadrant
11 Waterloo Square
Newcastle upon Tyne
NE1 4DP
Tel: +44 (0)191 232 0943

TRURO

Baldhu House
Wheal Jane Earth Science Park
Baldhu
Truro
TR3 6EH
Tel: +44 (0)187 256 0738

International office:

ALMATY

29/6 Satpaev Avenue
Hyatt Regency Hotel
Office Tower
Almaty
Kazakhstan
050040
Tel: +7(727) 334 1310