

Hareshill Document Control Log

	Document Title	Reference Number	Version and Amendment Number	Document Type	Document Author	Date Created	Reviewed & Authorised By	Current Status	The Date the Document was Published	Frequency of Review	Date Next Review Due	Location of Documents	Comments
1	Document Control Procedure	PCE/EMS/DCP	Version 1.1	Procedure	Helen Boyd (TACCL)	26/09/2012	A Shaw (PCE)	Live	07/02/2021	N/A	N/A	Digital IMS - Head Office & Site Office	
	HH EMS Document Control Log		Version 1.1	Document	T Barr	12/11/2012	A Shaw (PCE)	Live	28/04/2021	Minimum Yearly	27/04/2022	Digital IMS - Head Office & Site Office	
2	Planning Application for Construction Of Horse Cross Country Track etc.	D44513	N/A	Planning Application	Rochdale MBC	October 2004	Rochdale MBC		October 2004	N/A	N/A	Head Office	
	Planning Permission Extension Of Time	14/00779/VRCON	N/A	Planning Permission Granted	Rochdale MBC	23/06/2014	Rochdale MBC		23/06/2014	N/A	N/A	Digital IMS - Head Office & Site Office	
	Planning Permission Extension Of Time	16/00108/VCOM	N/A	Planning Permission Granted	Rochdale MBC	27/01/2016	Rochdale MBC		27/01/2016	N/A	N/A	Digital IMS - Head Office & Site Office	
	Variation of Condition too Planning	17/01506/VRCON	N/A	Planning Permission Granted	Rochdale MBC	09/01/2018	Rochdale MBC		09/01/2018	N/A	N/A	Digital IMS - Head Office & Site Office	
	Planning Appeal Decision and Relevant Correspondence	APP/P4225/A/05/1189632	N/A	Planning Permission	SEC OF STATE	18/10/2006	Sec Of State	Live	30/03/2005	N/A	N/A	Head Office	
3	Environmental Permit Application Deposit of Waste for Recovery		N/A	Standard Rules Permit	TACCL/PCE		EA	Live		N/A	N/A	Head Office	
	Waste Recovery Plan Part of Application)	06339/1A	Version 1.0	Operational Document	TACCL/PCE	May 2012	Tom Barr Technical Manager (PCE)	Live	May 2012	N/A	N/A	Digital IMS - Head Office & Site Office	
	Site Condition Report (Part of Application)	06339/2A	Version 1.0	Application Document	TACCL/PCE	Feb 2012	Tom Barr Technical Manager (PCE)	Live	September 2012	N/A	N/A	Digital IMS - Head Office & Site Office	
	Environmental Risk Assessment (Part of Application) Hydrogeological Risk	06339/3A	Version 1.0	Application Document	TACCL/PCE	September 2011	Tom Barr Technical Manager (PCE)	Live	September 2012	N/A	N/A	Digital IMS - Head Office & Site Office	
	Waste Acceptance Procedure (Planning)	ML/06339/080604-rmbc	Version 1.0	Application Document	TACCL	04/06/2008	Tom Barr Technical Manager (PCE)	Live	N/A	NA.	N/A	Digital IMS - Head Office & Site Office	
	Environmental Permit Application Drawings	Drawing No - 06339-05, 06339-06, 06339-09	Version 1.0	Operational Document	TACCL/PCE	May 2012	Tom Barr Technical Manager (PCE)	Live	September 2012	N/A	N/A	Digital IMS - Head Office & Site Office	
4	Environmental Permit EPR/CB3738AC	CB3738AC	N/A	Environmental Permit - Standard Rules	EA	08/03/2012	EA	Live	08/03/2012	N/A	N/A	Digital IMS - Head Office & Site Office	
5	U1 Exemption	EPR/NE5382SH/A001	N/A	Environmental Permit		21/08/2013	The Environmental Permitting		21/08/2013	N/A	N/A	Digital IMS - Head Office & Site Office	XLET7 Confirmation of Registration
6	Management Structure	Casey Enviro Organogram	N/A	Application Document	AS	15/06/2020	Enviro Director S. Harrison	Live	15/06/2020	N/A	N/A	Digital IMS - Head Office & Site Office	
7	Accident Management Fire And Explosion Prevention Plan	PCE/EMS/AMP	Version 1.0	Operational Document	Tom Barr Technical Manager (PCE)	01/09/2010	Tom Barr Technical Manager (PCE)	Live	12/02/2021	Minimum Yearly	11/02/2022	Digital IMS - Head Office & Site Office	
	Fire And Explosion Prevention Plan	PCE/EMS/EFMP	Version 1.0	Operational Document	Tom Barr Technical Manager (PCE)	09/04/2013	Tom Barr Technical Manager (PCE)	Live	12/02/2021	N/A		Digital IMS - Head Office & Site Office	
8	Ecology Survey	N/A	Version 1.0	Operational Document	Dr R P Gemmell	09/2004	Environmental Research & Advisory Partnership	Live	01/09/2004	N/A	N/A	Digital IMS - Head Office & Site Office	
	Ecological Map Of Site	N/A	Version 1.0	Operational Document	Dr R P Gemmell	01/12/2003	Environmental Research & Advisory Partnership	Live	01/09/2004	N/A	N/A	Digital IMS - Head Office & Site Office	
	Hareshill habitat and vegetation survey	N/A	Version 1.0	Operational Document	Dr R P Gemmell	01/12/2003	Environmental Research & Advisory Partnership	Live	01/09/2004	N/A	N/A	Digital IMS - Head Office & Site Office	
9	Mud Management Plan	PCE/EMS/MMP	Version 1.2	Operational Document	Helen Boyd (TACCL)	15/11/2012	Robert Barlow – Technical Manager / L Bradley – Technical Compliance Officer (PCE)	Live	04/03/2021	Minimum Yearly	03/03/2021	Digital IMS - Head Office & Site Office	
10	Particulate Matter Management and Monitoring	PCE/EMS/PMMM	Version 1.1	Operational Document	Alan Wallace Tom Barr	01/05/2013	L Bradley – Technical Compliance Officer (PCE)	Live	09/02/2021	Minimum Yearly	08/02/2022	Digital IMS - Head Office & Site Office	

Signed.....

Dated.....

I have received and understood the above documents

	Document Title	Reference Number	Version and Amendment Number	Document Type	Document Author	Date Created	Reviewed & Authorised By	Current Status	The Date the Document was Published	Frequency of Review	Date Next Review Due	Location of Documents	Comments
11	Leaks and Spills Procedure	PCE/EMS/EFMP	Version 0.1 - 1.4	Operational Document	Tom Barr Technical Manager (PCE)	12/11/2012	Robert Barlow – Technical Manager (PCE)	Live	07/02/2021	Minimum Yearly	06/02/2022	Digital IMS - Head Office & Site Office	
12	Emplacement Of Waste Procedure	PCE/EMS/EOWP	Version 1.0	Procedure	AWW	01/04/2013	Tom Barr Technical Manager (PCE)	Live	01/04/2013	Minimum Yearly	01/04/2014	Digital IMS - Head Office & Site Office	
	Waste Acceptance Procedure	PCE/EMS/WAP	Version 1.0	Procedure	AWW	15/04/2013	Tom Barr Technical Manager (PCE)	Live	15/04/2013	Minimum Yearly	15/04/2014	Digital IMS - Head Office & Site Office	
	Booking In Procedure / Gatehouse Procedures	ENVIRO-000-ENV/WBP	Version 1.0	Procedure	EB,AS	01/01/2018	Shane Harrison – Director (PCE) Robert Barlow – Technical Manager (PCE)	Live	01/08/2018	2 Year	30/07/2020	Can be Found in Seperate folder	Onsite within Gatehouse Procedures folder
	Waste Verification Form	PCE/EMS/WVF	Version 1.0	Form	PCE	Unknown	Tom Barr Technical Manager (PCE)	Live	Unknown	Minimum Yearly	16/11/2013	Head Office & Site Office	
13	Complaints Procedure	PCE/EMS/CP	Version 1.0	Procedure	Helen Boyd (TACCL)	12/10/2012	Tom Barr Technical Manager (PCE)	Live	17/10/2012	Minimum Yearly	17/10/2013	Head Office & Site Office	
14	Site User Rules - Inductions	PCE/EMS/SUR	Version 1.0	Operational Document	Alan Wallace Phil Hey	01/04/2013	Tom Barr Technical Manager (PCE)	Live	10/04/2013	Minimum Yearly	10/04/2014	Head Office & Site Office	
15	The Casey Group of Companies Health and Safety Policy	N/A	N/A	Policy	Group H&S Advisor (PCECL)	27/01/2017	CPC	Live		Minimum Yearly	01/01/2019	Head Office & Site Office	

Signed.....

Dated.....

I have received and understood the above documents

Updated 18th October 2012

	Awaiting comment/sign off
	Tom writing/looking into
	HB Writing
	Final Version Completed - Signed Off

Hares Hill Farm

Procedures	Document Ref
Tipping Procedure	
Waste Acceptance Procedure - Generic but with a site specific table as an appendix	
Document Control Procedure	
Complaints Procedures	
Site Works Procedure	

Generic Procedures
Complaints Procedures
Health and Safety Policy/Environmental Policy

Generic Documents
Management Structure
Staff roles, responsibilities and authority
Staff competence, training and awareness plans
Communication Strategy/Procedure
Internal Audit Sheets - Data Management

Operational Documents	Document Ref
Document Control Log	
Accident Management Plan	
Noise and Vibration Management and Monitoring Plan	
An Environmental Policy	
Health and Safety Policy	
Plant Maintenance Checklists	

Documents to Create
Environmental Assessment Report
Waste Acceptance Procedure - Generic with an a separate appendix for each waste recovery site
Waste Recovery Plan
Dirt and Mud Management Plan?
Communication Strategy/Procedure
Internal Audit Sheets - Data Management

