



## Fleetlands Pollution Prevention Control (PPC), Consents & Licenses

### VAIL-EHS-048

Affected Departments	
ALL – Fleetlands Site	

	Role	Date
Originator	EHS Manager	28 Jan 2025
Reviewer	EHS Manager	28 Jan 2025
Process Owner	EHS Manager	28 Jan 2025
Approved By	EHS Manager	28 Jan 2025
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1.0	Renumber and Reformat	05 Sep 2019
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2.0	Full rewrite	28 Jan 2025

List of Abbreviations	
PPC	Pollution Prevention Control
LAPCC	Local Authority Pollution Prevention Control
CCP	Chemical Cleaning Plant
EHS	Environmental Health and Safety
CAFM	Computer Aided Facility Management
EHS	Environment, Health and Safety
BCP	Business Continuity Plan
MCERTS	Monitoring Certification Scheme
EMS	Environmental Management System

Reference Documents	
A	Environmental Protection Act 1990 (EPA)
B	Control of Pollution Act 1974
C	Pollution Prevention and Control Act 1999 (As Amended)
D	Environmental Permitting Regulations 2007
E	CIRIA C736 containment systems for the prevention of pollution
VAIL-EHS-030	Work Equipment
VAIL-EHS-040C	Fleetlands Emergency Procedure
VAIL-EHS-046	Fleetlands Spillage Response Plan
VAIL-EHS-070	Evaluation of Environmental Aspects
VAIL-EHS-073	Accident, Incident, Dangerous Occurrences and Diseases Reporting
VAIL-EHS-074	Management of Waste
VAIL-SUP-005	Control of Contractors Procedure
VAIL-SUP-068	Business Continuity Plan
VAIL-SUP-068GD01	Business Continuity Plan – Fleetlands Important Information
VAIL-OPS-046	Management of Change
VAIL-QAS-014	Auditing

Forms	
None	

## **1.0 Purpose**

- 1.1 Vector Aerospace International Limited, hereafter cited as the “Company” shall establish & implement the arrangements detailed herein to ensure its undertakings at its Gosport facility, ‘Fleetlands’, do not adversely impact the environment through planned or accidental release of pollution to air, land or water.
- 1.2 To identify the key management system arrangements for the control of equipment, processes or plant that may give rise to a pollution accident or incident where any such effect may have a significant adverse impact on the environment.
- 1.3 Under the Environmental Protection Act 1990 and the Control of Pollution Regulations 1996, it is an offence to pollute waters, either deliberately or accidentally. Most pollution incidents are avoidable. Careful planning of facilities and operational procedures can reduce the risk of spillage and simple precautions can prevent a spillage becoming a pollution incident. Pollution prevention measures can also offer substantial economic benefits (including saving expensive raw materials and products), minimize the frequency of site accidents and reduce the risk of prosecution for water pollution offences. The controls identified herein are designed to ensure that the company has measures in place to prevent pollution incidents and their consequences.

## **2.0 Scope**

- 2.1 This procedure sets out the key management systems arrangements for the Environment Agency permitted installation, herein referred to as the ‘installation’ identified within the red boundary of [Appendix A](#), ref permit number EPR/YP312SE. The installation undertakes the following permitted activities, as described within Environmental Permitting Regulations 2016 (EPR 2016):
  - 2.1.1 Surface Treatment of Metals, EPR 2016, Schedule 1, Part 2, Section 2.3, Part B.
  - 2.1.2 Disposal, recovery or a mix of disposal and recovery of non-hazardous waste. Schedule 1, Part 2, Section 5.4, Part A.
  - 2.1.3 Medium Combustion Plant, EPR 2016, Schedule 25A, Part 1 & Part 2.
- 2.2 The general principles identified within this procedure should be considered for all process, plant and equipment that may give rise to a significant risk of pollution as determined within the sites aspects and impacts assessments. For further information please refer to VAIL-EHS-070.

## **3.0 Roles and Responsibilities**

- 3.1 Managing Director
  - 3.1.1 Responsible for ensuring the arrangements detailed herein are implemented and followed;
  - 3.1.2 Shall provide adequate resources to ensure the arrangements detailed herein are implemented, effective and sustained, so far as is reasonably practicable.
  - 3.1.3 Is the responsible person for the installation and the primary point of contact for regulators in that respect.

### 3.2 Business Unit (BU) Director

- 3.2.1 Responsible for ensuring the arrangements detailed herein are implemented and followed within their areas of responsibility;
- 3.2.2 Shall provide adequate resources to ensure the arrangements detailed herein are implemented, effective and sustained, so far as is reasonably practicable.
- 3.2.3 Shall inform the Health and Safety Manager of any change in circumstance affecting the validity of any permit or consent held by the Company before such change is put into effect.

### 3.3 Line Management

- 3.3.1 Shall implement, coordinate and control, within their area of responsibility, the arrangements detailed herein and:
- 3.3.2 Ensuring that any limit or condition detailed or implied within all consents, authorisations and / or permits held by the company are complied with.
- 3.3.3 Shall inform the Health and Safety Manager of any change in circumstance affecting the validity of any permit or consent held by the Company before such change is put into effect.
- 3.3.4 Shall establish and maintain a recorded inventory of raw materials stored and consumed within the installation.
- 3.3.5 Shall monitor energy and water consumption within the installation.
- 3.3.6 Establish an emissions monitoring plan
- 3.3.7 Establish an effluent sampling plan
- 3.3.8 Shall hold relevant records as indicated herein
- 3.3.9 Shall ensure those appointed roles and responsibilities within the installation are competent in that respect and are provided adequate information, instruction and training in respect to their roles and responsibilities;
- 3.3.10 Shall ensure appropriate contact information is provided for the installation to members of the public as detailed herein.
- 3.3.11 Shall develop emergency arrangements for the installation as detailed herein.
- 3.3.12 Shall maintain suitable and sufficient installation plans as detailed herein.

### 3.4 Facilities Manager:

- 3.4.1 Shall coordinate and control the inspection and maintenance arrangements detailed herein.
- 3.4.2 Shall implement arrangements to control vermin and pests within the site including the installation.

- 3.4.3 Shall inform the Health and Safety Manager of any change in circumstance affecting the validity of any permit or consent held by the Company before such change is put into effect.

### 3.5 EHS Manager

- 3.5.1 Shall provide technical expertise as is appropriate in the circumstance or appoint a competent person to do so;
- 3.5.2 Shall undertake periodic audits and where necessary for the purpose of audit, inspections of the installation to determine adherence to compliance requirements.
- 3.5.3 Shall inform the appropriate regulator of any change in circumstance affecting the validity of any permit or consent held by the Company before such change is put into effect.
- 3.5.4 Shall undertake statutory health, safety and environmental reporting in line with legal and other requirements.
- 3.5.5 Shall act as the secondary point of contact for the regulator in regards to the installation.
- 3.5.6 Shall set annual objectives and targets for energy and water reduction within the installation.
- 3.5.7 Shall coordinate the preparation, and maintain a site condition report for the installation.
- 3.5.8 Shall ensure complaints arising from the permitted installation, are investigated.

### 3.6 All Employees:

- 3.6.1 Shall comply with the arrangements detailed herein and any applicable information, instruction and training provided by or on behalf of the Company;
- 3.6.2 Shall immediately report any unsafe act or condition related to the Company's undertakings to their line Manager/ Team Leader & EHS Manager in line with VAIL-EHS-073, including any leaks from primary and secondary containment systems.
- 3.6.3 Shall not discharge to sewer, air, land or water any unlawful substance.

## 4.0 Containment Systems for the Prevention of Pollution

- 4.1 A suitable and sufficient risk assessment shall be undertaken to identify sources of potential environmental pollution and resulting pathways to identified receptors (i.e., ground water, flora, fauna and water courses etc.). Where the risk assessment identifies a significant risk resulting from a loss of primary containment, secondary and tertiary containment systems to prevent pollution should be used where reasonably practicable. Containment systems shall be implemented and maintained in accordance with site risk assessments and regulatory requirements.
- 4.2 Containment systems may include the following:
  - 4.2.1 Bunds are generally used around storage tanks or drums containing hazardous substances. Alternative measures may be used, such as sumps and interceptors.

- 4.2.2 Where a single bulk liquid tank is bunded, the recommended minimum bund capacity is 110% of the capacity of the tank.
- 4.2.3 Where two or more tanks are installed within the same bund, the recommended capacity of the bund is the greater of:
- 110% of the capacity of the largest tank in the bund or
  - 25% of the total capacity of all of the tanks within the bund
  - except where the tanks are hydraulically linked, in which case they would be treated like they are a single tank.
- 4.2.4 Where practicable, storage tanks should be installed above ground. Where indicated by risk assessment, storage tanks should be provided with suitable secondary containment to contain spillages.
- 4.2.5 The materials construction shall offer adequate strength and stability and be appropriate to the contents of the tank i.e., impermeable to the liquid being stored.
- 4.2.6 All pollution prevention and control equipment, including primary, secondary and tertiary containment systems, must be adequately inspected and maintained in accordance with the risk assessment and compliance requirements.
- 4.2.7 Drip trays are often used beneath equipment liable to small leaks, such as pumps, in process buildings and are effectively mini-bunds. They are intended to prevent the spread of toxic or flammable substances to other plant areas or to sumps and drains where secondary effects resulting in a major accident could occur by domino effect.
- 4.2.8 Where there is a possibility that hazardous substances could be discharged into a drainage system, interceptors or sumps should be provided of sufficient capacity to ensure that an unlawful discharge to the sewer network does not occur. Local sumps should be considered where effluent may occur from leaks of plant wash down. Any sump provided should incorporate level indications and alarms for monitoring.
- 4.2.9 Double skinned vessels may be used as an alternative to bunding. Such systems are sometimes used for underground or tanks in remote areas, where undetected leaks to the environment may occur. Consideration should be given to leak detection.
- 4.2.10 Concentric pipes should be considered in particular to protect pipes of less robust materials of construction such as glass or plastic which are being used for very corrosive substances. Leak detection and trace heating should be incorporated as required.
- 4.2.11 Building ventilation should be designed so that contaminants are removed from the work area to a safe location, taking due consideration of both environmental risks and occupational exposure.
- 4.2.12 Oil interceptors are installed at various points on the surface water drainage system within the Fleetlands Site. These interceptors are designed to protect receiving waters from pollution by oil which may be present due to minor leaks from vehicles and plant
- 4.2.13 Spill kits should be provided where the risk assessment identifies a risk of pollution resulting from a loss of containment requiring emergency action to prevent the

migration of that pollution to other areas. General purpose spill kits may be provided for water-based contaminants and hydrocarbons, and specialised kits for oil-based substances may be provided where required. The size of the kit should be appropriate to the capacity of the materials stored. Any spill kit provided should be labelled, periodically inspected and replenished to ensure the contents are readily available.

- 4.2.14 Any containment system provided should be made with suitable and sufficient materials for the substances contained (i.e., steel would not be appropriate for acids).
- 4.2.15 Containment systems shall be designed to prevent the mixture of incompatible substances so that unsafe adverse reactions do not occur.
- 4.2.16 Tertiary containment systems should be provided where the risk assessment identifies a risk of pollution from either catastrophic loss of containment or fire water runoff. Such systems may comprise a lagoon, sump, containment within sewage networks by use of penstock valves etc. For further information, see reference E.

## **5.0 Drainage**

- 5.1 The site surface water drainage network is designed to carry only clean rainwater runoffs from roofs and hard standings. This network leads to Fareham Creek. Surface water drains are indicated with a blue marking and may depict a directional arrow to indicate flow. No hazardous substance or effluent is permitted to be discharged to the surface water drainage network, unless an appropriate permit or consent is held.
- 5.2 The site's foul sewer network is designed to route sanitary waste and permitted process waters to Southern Water's sewage works at Peel Common, Gosport. Foul water drains are indicated with a red marking and may depict a directional arrow to indicate flow. No hazardous substance or effluent is permitted to be discharged to the foul sewage drainage network, unless an appropriate permit or consent is held.
- 5.3 Upon accidental release and/or discovery of a non-consented or permitted discharge to the drainage networks, please follow VAIL-EHS-046. Every effort should be made by the spill response team to prevent a migration of the spill off site.
- 5.4 All site drains and gullies should be regularly maintained and cleaned not less than once per year. Designated colour coding is to be easily detectable.

## **6.0 Inspection and Maintenance**

- 6.1 All pollution prevention and control equipment including containment systems must be regularly inspected and maintained to ensure those systems remain fit for purpose and safe. Records of inspections and maintenance should be held within the Facilities Maintenance Systems or similar.
- 6.2 Operators and users of pollution prevention and control equipment must, where reasonably practicable, carry out a pre use check of that equipment to ensure it is fit for purpose and safe to use. The intent of such inspections is to identify any system leaks or defects etc.
- 6.3 A regular maintenance and inspection regime shall be implemented for primary, secondary and tertiary containment systems to ensure defects are identified in a timely

manner in order to prevent a loss of containment. Primary, secondary and tertiary containment systems shall be maintained in accordance with the risk assessment and legal & other requirements. For the installation, the maintenance and inspection regime shall include:

- 6.3.1 Reference to a plan which shows the locations of the assets and/or groups of assets to be inspected and maintained.
  - 6.3.2 An inventory of secondary and tertiary containment systems, including sumps.
  - 6.3.3 Records of any inspection and maintenance should be retained in line with record retention requirements identified in section 23.0 and be readily available for inspection by the relevant enforcement authority, as required.
  - 6.3.4 Details of the type, frequency and responsibility of inspections and maintenance.
  - 6.3.5 Any person carrying out maintenance or inspection of containment systems shall be competent. Records of training, experience and/or qualifications shall be held.
  - 6.3.6 Any defects found during maintenance and inspection shall be recorded on the relevant service or inspection report, and a CAFM raised. The CAFM will be assigned a priority rating based on risk, and will be tracked to resolution by the facilities team.
- 6.4 Equipment and machinery must be maintained in line with VAIL-EHS-030.

## **7.0 Installation Plans**

- 7.1 Installation plans should be established and maintained to ensure technical aspects of the installation are known and current. Such plans include:
- 7.1.1 The site permit installation plan - detailed within [Appendix A](#). The plan identifies the main buildings and assets pertaining to the installation.
  - 7.1.2 Gas and Electrical Meters Plan - Drawings for gas and electrical meter coverage on site is held by the Facilities team and are available upon request.
  - 7.1.3 Drainage plans - Foul and surface water drainage networks are provided within the site boundary
  - 7.1.4 Site drainage plans are held by the Facilities team and are available upon request.
  - 7.1.5 Pollution Prevention and Control Plans – A plan of all pollution prevention and control equipment should be established and maintained.

## **8.0 Site Operations**

- 8.1 Suitable and sufficient information, instruction and training must be given in regards to the tasks related to the start- up, normal operation and shutdown of processes, equipment and plant including those within the installation.
- 8.2 Any instructions provided should identify the steps taken to minimise risk to the environment from each activity or process.
- 8.3 A competent person(s) must be appointed to check storage tank levels prior to bulk deliveries of oils and or chemicals to prevent overfilling and to ensure such processes are adequately supervised.



- 8.4 Employees must ensure that liquid chemicals and oils are stored only within designated storage areas. External storage areas must be either banded or have sump pallets upon which to place chemicals. Ideally, these storage areas should be roofed. If this is not possible, inform line management when rainwater has collected in the sump pallets and requires to be emptied.

## **9.0 Contingency plans**

- 9.1 VAIL-EHS-040C (Emergency Procedure) and VAIL-SUP-068 (Business continuity Plan)
- 9.2 Contingency plans should be developed for process equipment and plant that could give rise to a pollution incident.
- 9.3 Where the risk assessment identifies a foreseeable risk of a pollution incident occurring related to any process, equipment and plant, suitable and sufficient contingency plans should be developed to respond to such incidents.
- 9.4 Contingency plans should be developed for the following:
- 9.4.1 Breakdowns
  - 9.4.2 Enforced shutdowns
  - 9.4.3 Changes in normal operations due to extreme weather

## **10.0 Accident prevention and management plan**

- 10.1 Risk assessments should identify potential accidents that may result in a pollution incident and evaluate the controls necessary to mitigate risk to an acceptable level. Such scenarios may include permit exceedance, loss of containment, adverse weather events etc.
- 10.2 Where a significant risk of pollution is identified, resulting from an accident or incident, an assessment should be completed in accordance with VAIL-SUP-068. Typical scenario may include:
- 10.2.1 Equipment breakdowns
  - 10.2.2 Enforced shutdowns
  - 10.2.3 Fire
  - 10.2.4 Vandalism
  - 10.2.5 Flooding
  - 10.2.6 Weather events
- 10.3 Incident reporting, recording and investigation shall be undertaken in accordance with VAIL-EHS-073
- 10.4 Emergency contact details are included in VAIL-SUP-068GD01
- 10.5 An inventory of substances stored within the Environment Agency permitted installation shall be maintained and detail the following:
- 10.5.1 Maximum quantity stored
  - 10.5.2 Annual usage

10.5.3 Substance name and expiry dates

10.6 Notification – Notify the EA without delay by phone, and confirm in writing the next working day of any pollution incident as specified within the Permit.

**11.0 Security plan**

11.1 A security plan should be developed and implemented for all processes, equipment and plant that may give rise to a significant pollution incident.

11.2 The risk assessment should identify appropriate security arrangements in line with company security procedures and compliance requirements.

11.3 Access restriction to dangerous process and equipment should be evaluated. i.e. tanks and pipelines should have suitable valves fitted which are lockable. These valves are to be locked when not in use and the keys kept in safe custody until required.

**12.0 Site closure plan**

12.1 In the event of a planned closure of the installation at Fleetlands, the following steps shall be undertaken.

12.1.1 The Environment Agency shall be consulted and informed regarding the plan for the installation to be decommissioned.

12.1.2 A management of change process shall be initiated, following VAIL-OPS-046, to identify the aspects, impacts and risks associated with the planned decommissioning and those controls necessary to ensure the work is carried out safely.

12.1.3 A risk assessment shall be prepared to determine the appropriate control strategy for decommissioning the plant, processes and equipment.

12.1.4 A Legal and Other compliance assessment shall be undertaken to determine statutory obligations for decommissioning the plant, including:

- Contractor management
- Waste management
- Compliance monitoring (including continued emissions monitoring)
- Statutory reporting

12.1.5 A site closure condition report shall be prepared for the installation, this may comprise:

- A Type 1 and or Type 2 environmental survey shall be undertaken and compared to the baseline assessment for the installation to ascertain if any pollution has occurred during the operational life of the installation.
- If required remediation shall be carried out in agreement with the Environment Agency to return the site to a satisfactory state.
- An application to surrender the permit shall be prepared and submitted to the Environment Agency for review and approval.

12.2 Contact information for the public

- 12.2.1 Conditions of the Environmental Permit require the site to display contact information for the public. An entrance notice board to the site shall display:
- Company name.
  - An emergency contact name and telephone number
  - A statement that the site is permitted by the Environment Agency.
  - The permit number.
  - Environment Agency telephone number 03708 506506 and the incident hotline 0800 807060 (or another number they subsequently tell you about in writing).

### **13.0 Complaint's procedure**

- 13.1 Any complaints received, in relation to the permitted installation and directly associate activities (i.e., the Effluent Treatment Plant B97, Cleaning Bay B110, and Materials Recycling Facility) should be forwarded to the site EHS Manager for review and action as required.
- 13.2 Records of complaints should be maintained for a minimum of 5 years and be reported and investigated in line with VAIL-EHS-073 and compliance requirements.

### **14.0 Managing staff competence and training records**

- 14.1 All persons with responsibilities within the installation shall be competent in respect to their roles and responsibilities.
- 14.2 Training needs should be identified and managed in accordance with company Procedures. Training needs should include technical competencies required to undertake activities within the installation (i.e. MCERTS certification for stack testers etc.).
- 14.3 Non-VAIL employees that undertake work within the permitted installation should be managed in accordance with VAIL-SUP-005 and records of competence retained.

### **15.0 Emissions Monitoring (noise, vibration, effluent and air)**

- 15.1 Periodic monitoring of the permitted installation shall be undertaken in accordance with compliance requirements, including any site permits and/ or consents.
- 15.2 VAIL shall establish an emissions monitoring schedule to identify:
- 15.2.1 What emissions are to be monitored.
  - 15.2.2 Who will undertake the emissions monitoring.
  - 15.2.3 When emissions monitoring will be undertaken.
  - 15.2.4 Why emissions monitoring is to be undertaken.
  - 15.2.5 Where emissions monitoring will be undertaken.
- 15.3 Results from emissions monitoring shall be compared to legal and other requirements to ascertain that the site is operating in accordance with compliance requirements.
- 15.4 Any breaches of compliance requirements are to be reported to the EHS Manager without delay, who will then consider statutory reporting in accordance with legal and other requirements.

## **16.0 Site Condition Report**

- 16.1 VAIL will establish a site condition report to identify and monitor the condition of land and ground water at and in close proximity to the installation.
- 16.2 The site condition report will be periodically reviewed to determine if the sites control strategy for pollution, prevention and control has remained effective for the life of the installation. Associated groundwater monitoring may be used to detect the presence of pollution caused by a failure of primary and secondary containment. Bore holes for the purpose of ground water sampling with the installation are identified within [Appendix B](#).
- 16.3 The site condition report will be kept up to date through the life of the permit and include the following information:
  - 16.3.1 Incident reports detailing spills that have occurred in close proximity to the Environment Agency permitted installation.
  - 16.3.2 Historic spills or contamination.
  - 16.3.3 Other records related to the effectiveness of any measures taken to protect land or groundwater during the lifetime of the installation.
- 16.4 The site condition report will be updated and prepared in the event of a surrender of the permit.
- 16.5 Following surrender of the permit, the site condition report prepared prior to surrender will be compared to the site condition report undertaken as part of the permit application. This is to determine what (if any) pollution has resulted from operation of the permitted installation during its lifetime.
- 16.6 Upon detection of any pollution, agreement must be reached with the regulator on ownership and remediation.
- 16.7 A type 1 desktop or type 2 intrusive environmental survey should be undertaken on any proposed purchase of land before the acquisition of the land in transacted to determine if there is any historic pollution on the land so that liability for that pollution may be determined and agreed.

## **17.0 Waste**

- 17.1 Waste within the installation shall be managed in accordance with VAIL-EHS-074.
- 17.2 Waste received from Hants and Sussex Aviation Limited shall be recorded by suitable waste transfer or consignment note including:
  - 17.2.1 The quantity (weight or volume) transferred;
  - 17.2.2 Its List of Waste (LoW) Code;
  - 17.2.3 Its origin;
  - 17.2.4 The identity of the producer of the waste;
  - 17.2.5 The dates between the waste arriving on site and the dates it was first produced.
- 17.3 Transport and storage of all materials including waste must be in a manner that will not allow spillage or leakage.

## **18.0 Pest Management**

- 18.1 Vermin and pests may adversely impact the permitted installation, resulting in pollution incident.
- 18.2 The sites facilities management team shall implement arrangements to control vermin and pests within the permitted installation and other areas where required.

## **19.0 Water Pollution Prevention**

- 19.1 Work on or near surface or ground water shall be risk assessment to identify a suitable and sufficient control strategy to prevent a pollution incident. Any such work must be controlled to prevent pollution.
- 19.2 Only clean rain water is authorised to be discharged to surface water drains unless a consent to discharge, permit or exemption is held and or issued by the relevant regulator.
- 19.3 Only domestic sewerage is authorised to be discharged to foul sewer unless a consent to discharge, permit or exemption is held and or issued by the relevant regulator. Domestic sewerage includes waste water used for domestic purposes such as washing, food and drink and for toilets.

## **20.0 Energy & Water Usage**

- 20.1 Monthly Energy and Water usage shall be monitored and recorded within the installation. Any such records should be made readily available to relevant persons on request (i.e., the Health and Safety Manager).
- 20.2 The Health and Safety Manager shall set annual improving objectives and targets to reduce energy and water consumption within the installation.

## **21.0 Inventory**

- 21.1 Inventory stored and used within the installation shall be monitored and recorded. The record of inventory stored and used should detail:
  - 21.1.1 The area where inventory is stored within the installation;
  - 21.1.2 The process the inventory is used within the installation;
  - 21.1.3 A description of the inventory including any trade name.
  - 21.1.4 The maximum quantity stored at the storage location;
  - 21.1.5 The quantity consumed at a relevant interval i.e., monthly but no greater than annual.
- 21.2 Inventory in the context of the installation refers to any raw material i.e., chemical or mixture used or produced by the installation. Liquid wastes or similar are out of scope for record keeping purposes. Inventory levels should be monitored to determine if process consumption is outside of the normal range thus indicating a potential process issue is or has occurred where upon an investigation of causality should be reviewed.

## **22.0 Audit**

- 22.1 The EHS department should undertake periodic audits of the installation in line with VAIL-QAS-014 to evaluate compliance with associated legal and other requirements, including:
- 22.1.1 Meeting operational controls identified within the Environment Agency permit for the installation.
  - 22.1.2 Adherence to associated consents to discharge
  - 22.1.3 Evaluating the effectiveness of operational controls identified in aspects and impacts assessments or similar.
  - 22.1.4 Reviewing the effectiveness of procedural requirements.

## **23.0 Record keeping**

- 23.1 The following is a summary of records and associated retention times for equipment, processes and plant associated with the Environment Agency permitted installation at Fleetlands. The following records shall be retained for the life of the permit + 6 years.
- 23.1.1 Inspection and maintenance records
  - 23.1.2 Equipment and operating manuals
  - 23.1.3 Training records
  - 23.1.4 Effluent sampling records
  - 23.1.5 Emissions monitoring records
  - 23.1.6 Site condition report
  - 23.1.7 Type 1 and Type 2 environmental surveys
  - 23.1.8 Contractor management records
  - 23.1.9 Compliance assessments
  - 23.1.10 Waste management records
  - 23.1.11 Copies of licences, consents and permits
  - 23.1.12 Best available technique
  - 23.1.13 Air emissions modelling
  - 23.1.14 Noise emissions modelling
  - 23.1.15 Effluent emissions modelling
  - 23.1.16 EMS records (i.e., policies, procedures and plans etc.)
  - 23.1.17 Schematics and technical drawings
  - 23.1.18 Energy assessments and certification
  - 23.1.19 Safety data sheets
  - 23.1.20 Permit application records
  - 23.1.21 Process flow diagrams
  - 23.1.22 Aspects and impacts assessments
  - 23.1.23 Environmental risk assessment

23.1.24 Statutory reporting

23.1.25 Audit reports

23.1.26 The following records shall be retained for 5 years

23.1.27 LEV inspection and test records

23.1.28 Complaints records

23.1.29 Management review's

23.1.30 Workplace inspection reports

23.1.31 Incident records

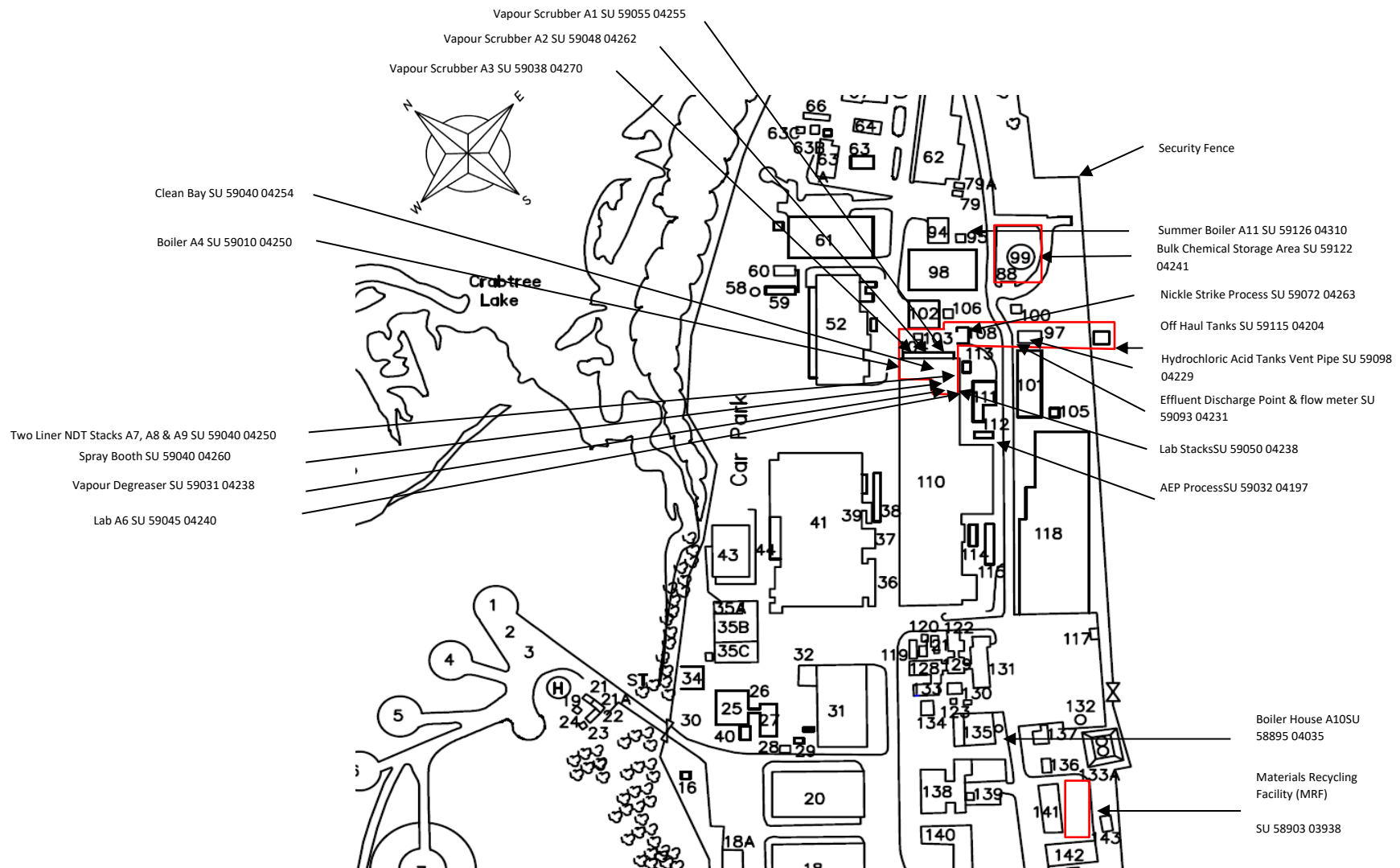
## 24.0 Appendix A – Permit Installation Plan

Operator: Vector Aerospace International Ltd

Site name: Fleetlands

National Grid Reference of the centre of the site: SU 58875 04122

Scale: 1:2500





## 25.0 Appendix B – Site Condition Borehole Location Map

