



Written Management System Matrix – Site Name

This matrix has been compiled to show the location of key documents, already in use as part of ISO 14001:2015 and which meets the requirements of permit management condition 1.1.1

Item	Location	Additional Information/notes for compliance
Site Permit (working plan where relevant)	Where are copies kept and does everyone have access?	Main site permit available for all site staff to view as necessary. Other legal requirements register.
Site layout Plan	Where is this kept?	This plan should detail the specific characteristics of the site including traffic management, fuel storage PPE zones etc, where waste is stored, where spill kits are deployed, monitoring points (where relevant). Plans need to also show any water courses, residential/commercial premises/protected areas in proximity to the site. Site plans now need to contain mains supply details, such as water stop tap, gas/electric isolators.
Site drainage Plan and discharge consents	Where is this kept?	This plan details the site drainage layout. Plans must show flows of different waters, locations of discharge points, location of manholes and drains and location of interceptor/stop valves. In addition, on-site drain covers must be colour coded (red for foul, blue for surface etc). A copy of the discharge consent is available.
Aspects & Impacts assessment (Environmental Risk Assessment)	Where is this kept, is it relevant and does it cover all applicable activities on site and exclude activities not undertaken?	Templates are within the VMS under Environmental Risk Assessment, identifying our aspects and impacts from a number of factors and details the control measure therein. Consideration of future impacts of climate change on the site.
Waste Storage Plan	Where is this kept	<ul style="list-style-type: none"> • This plan must contain details about how you store waste and needs to include the following: • Longest amount of time waste will be kept on site • Processes and procedures for ensuring limits are not exceeded



		<ul style="list-style-type: none"> • Maximum amounts of each waste type will be stored by volume • Maximum height of storage piles on site • Process/procedure for identification of each waste type being stored • Process/procedure for how different waste types will be separated • Process/procedure for how you will ensure site can only accept permitted waste types
Business Continuity Plan	This plan is produced in accordance with ISO 22301 and is kept where?	Business continuity plans are approved by Veolia's Risk & Insurance department and are designed to ensure that our business remains operational in the event of a significant crisis – Emergency Management Plans, Crisis Policy and BCPs
Operational procedure (e.g. HWRC/TS)	Which one is relevant and where is it kept?	Operational procedures, although generic, do contain key elements such as quarantine, emergency response etc - VMS documents
Site Emergency Plan	Where is this kept?	This plan details the measures employed in relation to an emergency event. All site staff are trained in emergency response
Organogram	An up to date copy of the site organisation chart is kept where?	This details the site staff whom are responsible (either in part of entirely) for permit compliance
Site Training Matrix	Where is a copy of the training matrix, is this up to date and are all staff covered?	The matrix is a snapshot of the key minimum competencies (required based on position) for running the site. Certificates to validate training are located in the relevant personnel files
Plant & Equipment Maintenance Records	Where are the records located?	Preventative and swift reactive maintenance is vital to ensure the smooth running of the site. Details for all plant and machinery including the weighbridge and MRF machinery can be found where?
Fire Risk Assessment	Do you have an FPP or completed Veolia FPP template? If not, then where is	If you do not store non hazardous combustible waste, the following VMS documents should qualify as best practise (Fire Safety and Risk Assessment)



	your VMS fire risk assessment?	
Objectives & Targets	Where are these kept and do they cover environmental objectives?	In order to demonstrate continual improvement, all Veolia locations need to establish objectives and targets for the forthcoming year. These need to reflect any corporate targets, but will also include objective linked with the risks in your Environmental Risk Assessment (Aspects and Impacts)
Site Diary	Although no longer a requirement under modern permits, the site still needs to complete a daily diary entry. The diary is kept where?	As part of the Veolia Management System, all operational sites are required to complete daily and monthly inspection forms, which cover the majority (if not all) environmental considerations – see below - A site diary should also be kept for completeness
Daily Site Inspection Sheet	If used, where are these kept?	This is a comprehensive list of Risk and Assurance checks that site are required to complete on a daily basis
Monthly VMR Site Inspection	Where are these kept?	A comprehensive monthly snapshot of Risk and Assurance at site level
Permit Checklist and Other Legal Requirements Checklist	Are these printed out or just completed and kept on AVA?	Each operational site is required to complete an electronic permit review checklists and Other Legal requirements checklist which is subject to internal and external audit. Completed checklists remain with AVA
Complaints	Where are details of complaints kept - is it all on AVA?	There is a standard procedure for the investigation of complaints and the recording can be either electronically via AVA or paper based. 'Complaints and Non Conformance Reportin'
Contractor Induction Records	Where are they kept?	All contractors onto Veolia sites must be inducted. The contractor will be made aware of environmental factors and reportable events
Management Reviews	Where is it kept?	A management review pro-forma is required to be completed on a monthly basis. This form details items such as complaints, audits, training etc – 'Management Review'



Veolia Minimum Requirements (VMR)	Has this been completed? Do you have your improvement plan in place	Veolia Minimum Requirements (VMR) is a holistic risk management tool created by Veolia to manage and control all areas of Risk and Assurance, including improvement planning.
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