UMBRELLA ENVIRONMENTAL

PROTECTING YOUR BUSINESS

Fire Prevention Plan

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CIWM

Affiliated Organisation 2025

Together, we stand for a world beyond waste

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Terms and Definitions

Not all terms will be used in this document.

Term	Definition
Auditor	Person with the competence to conduct an audit.
Continual improvement	Recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance.
Corrective action	Action to eliminate the cause of a detected nonconformity.
Document	Information and its supporting media.
Environment	Surroundings in which site operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
Environmental aspect (EA)	Elements of sites activities or products or services that can interact with the environment.
Environmental impact	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from sites environmental aspects.
Environmental management system (EMS)	Part of sites management system used to develop and implement its environmental policy and manage its environmental aspects.
Environmental objective	Overall environmental goal, consistent with the environmental policy.
Environmental performance	Measurable results of sites management of its environmental aspects.
Environmental policy	Overall intentions and directions of sites related to its environmental performance.
Environmental target	Detailed performance requirement applicable to site or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
Interested party	Person or group concerned with or affected by the environmental performance of site.
Internal audit	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by site are fulfilled.
Nonconformity	Non-fulfilment of a requirement.

Organisation	Site/Operator
EP	Environmental Permit.
NTS	Non-technical Summary.
ERA	Environmental Risk Assessment.
SCR	Site Condition Report.
EMS_OT	Environmental Management System and Operating Techniques. Compliant with Permit Condition 1.1.1.
FPP	Fire Prevention Plan.
NVMP	Noise and Vibration Management Plan.
OMP	Odour Management Plan.
Appropriate Measures	Appropriate measures are the standards that operators should meet to comply with their environmental permit requirements.
Site	Location of waste activities.
EA	Environment Agency
HSE	Health and Safety Executive
TCM	Technically Competent Manager

Who this plan is for

This plan is for the Technically Competent Managers, Site staff, contractors and the local Fire and Rescue Service (FRS).

A copy of this plan will be kept on site and accessible for site staff, contractors or the FRS to review

1 INTRODUCTION

The 3R site consists of an open span warehouse of approximately 3,500 m^2 with offices attached opening to the rear onto a 2600 m^2 yard bordered by 2 m high palisade fencing and gates. The site is fully concreted and in good order throughout. The site sits within a large industrial area with the nearest residential housing some 310 m from the building. Within 500 m of the site there are at least 6 waste and recycling businesses. The M6 slip road is 2 km away with excellent estate roads providing quick and easy access to the site.

The company intends to operate a WEEE plastic separation business to meet the demands of the new POPs classification on WEEE waste. Purpose built equipment will be installed to carry out density separation to produce a number of recyclable streams from mixed WEEE shredder output that is likely to be classified as hazardous. This will principally be POPs-free plastic but will also include other materials removed from the feedstock including metals, paper, batteries etc. The heavy POPs waste will be disposed of through incineration.

2 TYPES OF COMBUSTIBLE MATERIALS

2.1 Combustible waste

The combustible waste accepted on site is dictated by the environmental bespoke permit,. The table below shows the form of waste accepted (Appendix 3 Waste Acceptance Procedure).

Table 1 Waste codes

Waste code	Description
16	**Wastes not otherwise specified in the list**
16 02	**wastes from electrical and electronic equipment**
16 02 09*	transformers and capacitors continaing PCBs
16 02 10*	discarded equipment containing or contmainated by PCBs other than those mentioned in 16 02 09
16 02 11*	discarded equipment containing chloroflurocarbons, hydrochlorofluorocarbons and hydrofluorocarbons
16 02 12*	discarded equipment containing free asbestos
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 15*	Hazardous components removed from discarded equipment – plastics only
16 02 16	Components removed from discarded equipment other than those mentioned in 16 02 15 – plastics only
19	**Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water intended for human consumption and water for industrial use**
19 02	**wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)**
19 02 04*	Premixed wastes composed of at least one hazardous waste
19 12	**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified**
19 12 11*	Other wastes (including mixtures of materials) from mechanical treatment of waste containing hazardous substances
19 12 12	Other wastes (including mixtures of materials) from mechanical treatment other than those mentioned in 19 12 11
20	**MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**

20 01	separately collected fractions (except 15 01)
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35

2.2 Persistent organic pollutants

WEEE that is stored on site contains POPs. The WEEE waste is stored as per site plan Drawing 2 Site Plan and. In the event of a fire the site plans would be used to identify the fires location by FRS. Any fire fighting water would be contained on site prior to testing and removal. Once the firefighting water is identified under waste classification WM3 it will be removed and sent for appropriate treatment.

All POPs will be stored in sealed containers that prevent the ingress or rainwater removing the opportunity for water to become contaminated with POPs. In the event of a fire and POPs being placed in the quarantine area clay mats will be used to block the surface water drains creating a sealed drainage system.

2.3 Other combustible materials

The below are managed by either having a 6 m fire break or a fire resistant barrier which last up to 120 mins Drawing 2 Site Plan see 5.9 Ignition sources for mitigations.

Table 2 Other combustible materials

Non combustible materials	Mitigation
COSHH Cupboard	- Fire resistant barrier between waste and COSHH cupboard or a minimum of 6.
Oily rags bin	- Fire resistant barrier between waste Stored in bin or a minimum of 6 m.
Office, electricals such as computers and other portable devices	- Electricals such as computers and other portable devices - Stored in excess of 6 m from combustible waste. - Fire resistant barrier provided where 6 m cannot be obtained see plan Drawing 2 Site Plan.

Lubricating Oil	- Stored in COSHH - Stored in excess of 6 m from combustible or with a fire resistant barrier between.
Fuel	- Stored in excess of 6 m from combustible waste

3 USING THIS FIRE PREVENTION PLAN

3.1 Where the plan is kept and how staff know how to use it

The Plan will be kept in four locations:

- Inside the rear access shutter doors.
- By the entrance from the offices to the warehouse.
- In the main office.
- Inside the front entrance to the offices.

All staff will be trained on the FPP requirements and be required to read through it. A record will be kept to show who has read it and been trained on it and the date. There will be annual re-training that will also be recorded see Appendix 10 Job Role Training and Appendix 11 Training Matrix.

3.2 Testing the plan and staff training

As above, every member of staff will undergo training on initial application of the plan and then annually.

A fire practice will be undertaken every year. This will involve a notional fire occurring in an input waste pile and will require staff to go through the process of warning, risk assessment, removal to quarantine area and suppression.

Records will be kept of all training and fire practices.

4 FIRE PREVENTION PLAN CONTENTS

The site will be carrying out plastic separation from WEEE AATFs. Specialist equipment will be installed to separate the heavy and light fractions of WEEE plastic to enable the light fraction to then be recycled whilst the heavy – POPs – fraction is destroyed through incineration. The site has an capacity of potentially, 25,000 tonnes per year, but the initial annual throughput is expected to be approximately 6000 tonnes. The maximum material stored on site at any one time will be approximately 200 tonnes.

The separation process will be a self-contained purpose built plant in extensive use in other countries.

4.1 Activities at the site

Receive hazardous plastic waste: The site takes in plastics from Waste Electrical and Electronic Equipment (WEEE), some of which contain harmful chemicals like brominated flame retardants.

Sort and clean: Incoming plastics are checked, then cleaned and separated to remove things like stones, glass, and metals.

Shred and size reduction: Plastics are ground down into smaller pieces (around 15 mm).

Separate by density: The shredded plastics are placed in water tanks to split heavy plastics (with harmful chemicals) from lighter plastics.

Send for recycling or safe disposal:

- Light plastics → recycled.
- Heavy plastics and contaminants → destroyed by high-temperature incineration or similar methods.

Store safely: All waste is stored and treated inside a building on sealed surfaces to prevent leaks.

Filter process water: Water used in cleaning is filtered, and any waste from this process is also sent for safe disposal.

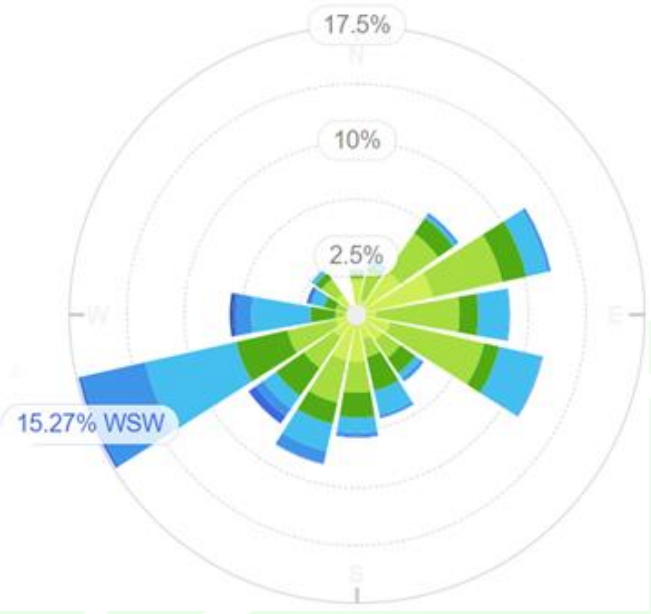
4.2 Site plan

The lay out of the site is shown in plan Drawing 2 Site Plan.

4.3 Plan of sensitive receptors near the site

Sensitive receptors have been identified up to 1 km and are shown on the sensitive receptors plan Drawing 3 Sensitive Receptors 1 km Plan. A full list of receptors is also shown in the sensitive receptors table in Appendix 4 Sensitive Receptors Table. The sensitive receptors shown are in all directions of the site. The closest observing station where weather data is available is Lancaster weather station approximately 30 km to the north north west of the site (based on observations between 2020 – present). Figure 1 below shows the wind rose for Lancaster which indicates the prevailing wind is WSW.

Figure 1 Wind Rose



(https://www.willyweather.co.uk/)

5 MANAGE COMMON CAUSES OF FIRE

Good house keeping and site infrastructure will reduce common cause of fire see Appendix 1 Daily Site Inspection For

DAILY/WEEKLY INSPECTION CHECKLIST

Version 1 Nov 2025

Site: 3R Technology UK PRESTON

Week Commencing:

TCM Minimum Attendance Required: 16 hours

TCM Attendance (hours/week):

	Inspected Items	Frequency	Mon	Tue	Wed	Thur	Fri	Sat	Sun	TCM Weekly Audit	Issues raised on next page
	Person Completing the Checklist	Daily Initials									
	All Facilities										
1	Condition of Site ID Board & Signs	Weekly									
2	Condition of Access, Site Road & Hardstanding	Weekly									
3	Condition of Waste Reception Area & Operational area	Weekly									
4	Site Building & Welfare	Weekly									
5	Condition of Interceptors	Weekly		External Checked/Emptied - Yes / No							
6	Surface Water management - Shut off valve check	Weekly									
7	Surface Water Management e.g. Drainage System, Kerbs & Gullies	Daily									
8	Surface water Containment systems - Pad and Kerb Condition	Daily									
9	Waste Type, Quantities & Storage (including stockpiles)	Daily									
10	Waste Acceptance / Inspection & Duty of Care	Daily									
11	Condition of Fencing, Gates & Security	Daily									
12	Condition of ALL Waste Containers	Daily									
13	Condition of Lighting System	Daily									
14	Condition of fuel & storage tanks, inc bunded pallets	Daily									
15	Condition and stability of all steps, including mobile steps on CRCs	Daily									
16	Other liquid storage; Availability of spillage kit	Daily									
17	Are Fire Extinguishers in the right place in in a good condition	Daily									
18	Thermal Camera and CCTV check	Daily (am)									
		Daily (pm)									
19	Control of Dust Extraction System	Daily (am)									
		Daily (pm)									
20	Control of Litter	Daily									
21	Control of Noise	Daily									
22	Control of Mice & Rats	Daily									
23	Control of Flies (* record spraying and any problem loads on reverse)	Daily									
24	Control of Odour	Daily									
25	Control of Debris on Yard & Road	Daily									
26	Have any samples been taken (e.g discharge monitoring). If sample taken please note what, date and time on next page.	Daily									
27	Weather information recorded on next page	Daily									
28	Have any inspections occurred (e.g. Regulator)	As Inspected									
29	Review of incidents and/or complaints	Monthly									
30	Review of tonnages	Monthly									

(please record your information on the 1st working day of each month) DATE:

For those sites with energy meters	Gas	Electricity	Water
Monthly Meter Reading			
Monthly Meter Consumption			
YTD Consumption			
Annual Verification of Supplier			

☑ **= Satisfactory; X = Unsatisfactory; NI = Not Inspected; NA = Not Applicable**

Note:

1 Checklists should be comleted at the end of each day

2 If the unsatisfactory condition is minor and resolved the same day, remedial action / comments to be recorded over page.

CoTC / TCM NAME: _____

CoTC / TCM Signature: _____ Date: _____

m.

5.1 Arson

The site it fully secured with palisade fencing and a palisade gate and manual barrier into the yard. The whole area is covered by CCTV (Appendix 6 CCTV Specification) with remote access out of hours. In addition, we will install thermal imaging CCTV to cover internal waste piles. CCTV cameras are shown on Drawing 8 FPP Infrastructure.

The thermal cameras will have a temperature alert system that will provide a mobile phone warning to the appropriate staff.

The CCTV system will be tested daily to ensure all cameras are fully functional and will also be part of the annual qualified electrician test. This will include a heat source tests for the thermal CCTV. Any failures of equipment will see immediate repair or replacement.

5.2 Plant and equipment

The planned equipment for the processing of WEEE plastic is shown in Drawing 2 Site Plan.

The plant is a combination of automation and hand sortation and consists of conveyor belts, granulators, trommels, flotation chambers, air classification equipment and picking belts. It is purpose built for the task of sorting mixed WEEE shredder output into its constituent parts and the processing the WEEE plastic into POPs and non-POPs.

There will also be the following additional equipment on site for managing waste:

- Vehicle weighbridge
- Fork lift
- Bucket loader

5.3 Electrical faults including damaged or exposed electrical cables

Any electrical faults noticed on site during normal inspections or throughout the working day are isolated. A qualified electrician will be called to resolve the problem. If required, the electric shall be switched off at the fuse box to prevent an ignition risk.

5.3.1 Electrics certification

The WEEE processing equipment will be installed by the manufacturers and along with all other equipment, will be fully tested and certified by a qualified electrician prior to commencement of operations. See Appendix 8 Electrical Certificates.

5.3.2 Electrical equipment maintenance arrangements

All equipment will be subject to annual testing and certification by a qualified electrician.

All equipment will undergo full maintenance according to the manufacturer's instructions.

5.4 Discarded smoking materials

Will be isolated in quarantine area or in situ if un safe to move waste to the quarantine area.

5.4.1 Smoking on site policies

There is no smoking allowed anywhere in the building or the rear yard. There is a designated smoking area by the access gate into the car park at the front of the building and another near the yard access gate. Both are at least 20 m from any waste area.

5.5 Hot works safe working practices

There will be no hot works on site as part of the waste operations. Where hot works may be required for equipment maintenance and repairs, there will be a hot works procedure and a fire attendant present during the hot work and afterwards for a period of 1 hour with an appropriate fire extinguisher. see Appendix 2 Hot Works Permit.

5.6 Industrial heaters

5.6.1 Use of industrial heaters

No industrial heaters will be used on site.

5.7 Hot exhausts and engine parts

Vehicles are parked off site. Mobile plant is parked a minimum of 6 m away. Fixed plant is either 6 m from waste storage or an fire resistant barrier is provided see site plan Drawing 2 Site Plan.

5.8 Fire watch procedures

The thermal imaging camera warning system will be monitored at all times during operational hours by office staff and on the automated warning app on staff mobiles. This will detect any flare up that may be caused by hot exhaust and engine parts. Out of hours will be monitored as per Appendix 5 Out of Hours Procedure.

There will be a designated fire watch operator for each shift who will be responsible for monitoring equipment generally and for ensuring that procedures are applied should there be any sign of excessive heating of engine parts and exhausts. All mobile plant operators will also be trained to ensure that they have full awareness of the signs that might lead to fires being caused by engine heat.

There will be a regular inspection routine for fluff build up and leaks of oil or fuel on mobile plant. These will take place before the start of each shift and then 4 hours of operation although operators will be instructed to continually look out for fluff build up in the exhaust area..

5.9 Ignition sources

There will not be any ignition sources on site other than equipment or mobile plant failure. Smoking is forbidden in the building, there will be no hot works other than under the conditions specified above.

5.9.1 Batteries

Acceptance: Batteries must **not** be accepted for treatment or storage at this facility.

Control Measures if Present Accidentally:

- **Inspection at Arrival**: All incoming waste loads must be visually inspected to ensure no batteries are present.
- **Immediate Segregation**: If batteries are found, they should be placed in a designated, fire-resistant container in a secure quarantine area.
- **Safe Storage**: Store batteries upright, in acid-resistant trays, away from combustible materials and ignition sources.
- **Prevent Short-Circuiting**: Cover terminals with insulating caps or tape.
- **Disposal**: Arrange prompt removal by a licensed battery recycling contractor.

Fire Prevention:

- Keep batteries away from heat sources and flammable waste.
- Ensure spill kits and absorbent materials are available for electrolyte leaks.
- Train staff on safe handling and emergency response for battery incidents

5.10 Leaks and spillages of oils and fuels

Spillages will be dealt with using on site spill kits. Any parts of the spill kits that are used during an incident will be disposed of appropriately.

- **Assess the risk**, Before you take action, make sure the scene is safe to proceed. Determine the source of the spill, the product(s) involved and protect yourself from any hazards that may be present.
- **Protect**, Choose the proper PPE and equipment to safely respond
- **Stop**, Prevent any further material spilling if safe to do so, e.g stand oil drum up, close valves etc on fuel tanks
- **Spill containment**, Use absorbent socks (Booms), pads to contain the spill to the immediate area. Prevent spilled product from entering waterways, storm drains, sewers, floor drains, etc.
- **Recover spilled material**, Use absorbent products (pads & booms) found in your spill kit to recover all free liquids and thoroughly clean the area.
- **Collect and package absorbents**, Gather used absorbents and other contaminated materials and place

into temporary disposal bags. Secure with cable tie and store safely until disposal.

- **Proper waste storage and disposal of used absorbents**, contaminated material and other waste products must be stored and disposed of in accordance to local regulations. Place into h azardous waste storage container. If you are unsure where this is located, please ask your Technically Competent

5.11 Build-up of loose combustible waste, dust and fluff

Mobile plant will be inspected and cleaned of dust and fluff by the operator before the start of each shift with the person inspecting completing an entry on a record sheet. This will be to identify and remove any waste, dust and fluff. Operators will also be required to apply a continual visual check process, especially in parts of the plant where it is known that these build up. The inspection will also include a check on engine leaks, which if identified, will lead to the plant being removed from service until rectified.

5.12 Reactions between wastes

Segregation:

- All waste is **stored and treated inside a building/Zapp shelter type building** on an impermeable surface with sealed drainage.
- Waste streams are clearly distinguished and kept separate to avoid mixing hazardous and non-hazardous materials.

Inspection:

- Every load is inspected upon arrival to confirm compliance with input criteria and ensure no prohibited or reactive materials are present.

Operational Controls:

- Hazardous waste must **not be mixed** with other categories unless specifically authorized and safe measures are in place.
- Any contaminants removed during processing (e.g., metals, glass) are stored separately and sent off-site for appropriate disposal.

Preventing Reactions:

- No liquids or incompatible chemicals are accepted.
- POP-containing plastics are isolated and sent for high-temperature incineration.
- Staff are trained to identify and quarantine suspect materials immediately.

5.13 Waste acceptance and deposited hot loads

Waste Acceptance

- **Inspection on Arrival**:
    - Every load must be visually inspected before unloading to confirm compliance with input criteria.
    - Check for prohibited items such as batteries, liquids, or incompatible materials.
- **Documentation**:
    - Waste must match the description in the producer's paperwork.
    - Maintain records of inspections and any rejected loads.

Hot Loads

- **Definition**: A "hot load" is waste that arrives at elevated temperature or shows signs of self-heating, smoke, or fire risk.
- **Immediate Actions**:
    - **Quarantine**: Move the hot load to a designated, fire-resistant quarantine area away from other waste and ignition sources.
    - **Cooling Measures**: Use water misting or controlled cooling if safe and approved.
    - **Monitor**: Apply thermal imaging or temperature probes to confirm cooling.
- **Notification**:
    - Report any hot load incidents to the Environment Agency if there is a risk of fire or pollution.
- **Disposal**:
    - Arrange prompt removal by a licensed contractor if the load cannot be safely treated on-site.

Fire Prevention Integration

- Staff trained to identify hot loads and follow emergency procedures.
- Firefighting equipment and water supply available near quarantine area.
- Maintain clear access routes for emergency services.

5.14 Hot and dry weather

Operational Controls

- **Enhanced Monitoring**:
    - Increase frequency of site inspections during hot weather.
    - Use thermal imaging.
- **Reduce Stockpile Size**:

  - Keep waste piles as small as possible and maintain separation distances to prevent fire spread.

- **Quarantine Area Preparedness**:
  - Ensure the designated quarantine area is clear and ready for immediate use if a hot load or overheating material is detected.

Fire Prevention Measures

- **Ignition Source Control**:
  - Prohibit hot works unless absolutely necessary and ensure permits-to-work are enforced.
  - Check mobile plant for overheating and maintain equipment regularly.
- **Emergency Readiness**:
  - Confirm water supply and firefighting equipment are fully operational.
  - Ensure firewater containment systems are ready to prevent environmental pollution.

Waste Storage Protection

- **All waste is stored under cover and protected from direct sunlight**, either within a fully enclosed building or in a covered bay. This significantly reduces the risk of heat build-up and ignition during prolonged hot and dry weather.

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6 PREVENT SELF-COMBUSTION

6.1 General self-combustion measures

We will be monitoring all input loads for any temperature variation. Bags and loose material will emptied into the incoming WEEE storage bays. These bays will also be continually monitored these bays with the thermal CCTV camera to identify any heat increases that may point towards self combustion. In the event of this occurring, the waste will be removed to the external quarantine area.

7 MANAGE STORAGE TIME

Waste is managed for storage in accordance with Table 3: Waste Pile Sizes. The operation will work on a strict first in first out basis with bays being emptied for treatment whilst other bays are used for incoming storage. This waste will be stored as per Table 3: Waste Pile Sizes under normal circumstances and may only exceed that during any unplanned shut down for repairs or unexpected maintenance.

7.1 Method used to record and manage the storage of all waste on site

Recording Method

- **Waste Tracking System**:
    - Every load is logged upon arrival, including:
        - Date and time of receipt
        - Waste description and EWC code
        - Quantity
        - Source and producer details
    - Records are maintained electronically and backed up, with paper copies available on-site.
- **Inspection Records**:
    - Visual inspection results are documented to confirm compliance with acceptance criteria.
    - Any rejected loads or quarantined materials are recorded with reasons and actions taken.

Storage Management

- **Location Mapping**:
    - Waste is stored in designated areas shown on the Drawing 2 Site Plan.
    - Each storage bay or building section is clearly labelled.
- **Segregation**:
    - Hazardous and non-hazardous wastes are kept separate.
    - POP-containing plastics are isolated for onward disposal.
- **Under Cover Protection**:
    - All waste is stored under cover, either within a building or in a covered bay, to protect from direct sunlight and weather conditions.
- **Stock Control**:

- Maximum storage quantities comply with permit limits (less than 25,000 tonnes per year).
- Regular checks ensure compliance with pile size and separation requirements.

7.2 Stock rotation policy

- Input and output WEEE plastics are processed quickly.
- Short retention period minimises fire risk and ensures compliance with permit conditions for waste storage and throughput.

8 MONITOR AND CONTROL TEMPERATURE

8.1 Reduce the exposed metal content and proportion of 'fines'

The WEEE waste will not be on site long enough for there to be a risk of self-combustion. Metals will be separated out through the sorting and shredding process. The only metal that will be present will be small items left in the primarily plastic residue from the small mixed WEEE treatment facility. This is not considered to be an area of combustion risk given the maximum storage time and the heat monitoring of the material on arrival.

8.2 Monitoring temperature

We will monitor temperature through the identification of hotspots using thermal imaging. There will be a thermal CCTV covering the waste receiving bays and CCTV at various stages in the process. Incoming loads will also be scanned by a hand held thermal device.

All staff will be trained in fire detection and reaction procedures and specific staff will be trained in the monitoring of the CCTV screens and the hand-held device.

8.3 Controlling temperature

For WEEE-derived material, if there is evidence of temperature build up, we will remove the material to the external quarantine areas with the bucket loader and spread the material to identify the cause. If there has been no combustion, the offending article will be removed and placed in a bucket of sand. If there is combustion or a perceived danger of combustion ie smoke, then sand would be quickly poured onto the hot area and supervised for an hour before uncovering to determine if the risk of fire had disappeared. If it had, the offending item would be removed and placed in a bucket of sand for 24 hours to ensure there was no further risk and then disposed of.

8.4 Dealing with hot weather and heating from sunlight

Hot weather can increase fire risk by raising temperatures and promoting self-heating in waste. The following measures will be implemented:

Waste Protection

- **All waste is stored under cover and protected from direct sunlight**, either within a fully enclosed building or in a covered bay. This eliminates exposure to solar heating and significantly reduces the risk of ignition.

Additional Controls

- **Enhanced Monitoring**:
    - Increase inspection frequency during hot weather.
    - Use thermal imaging or temperature probes to detect hotspots.
- **Ignition Source Control**:

  - Prohibit hot works unless essential and enforce permit-to-work systems.
  - Maintain mobile plant to prevent overheating.
- **Emergency Readiness**:
  - Ensure firefighting equipment and water supply are fully operational.
  - Keep quarantine area clear for immediate use if overheating is detected.

Staff Awareness

- Brief staff on increased fire risk during hot weather and reinforce emergency procedures.

9 WASTE BALE STORAGE

No waste bales stored on site.

10 MANAGE WASTE PILES

10.1 Storing waste materials in their largest form

- **No unnecessary shredding or size reduction prior to processing**:
    - WEEE plastics will remain in their original form until they enter the treatment process.
- **Controlled Processing**:
    - Size reduction (e.g., shredding to 15 mm) only occurs inside the enclosed treatment system immediately before separation and recycling.
- **Storage Conditions**:
    - All waste is stored under cover, either within a building or in a covered bay, protecting it from direct sunlight and adverse weather.
- **Segregation**:
    - Hazardous fractions and POP-containing plastics are isolated and stored securely before onward disposal.

Why This Matters

- Larger form storage reduces fire risk compared to storing shredded or fragmented material.
- Combined with short storage times reduce the risk of spontaneous combustion.

11 MAXIMUM PILE SIZES FOR THE WASTE ON YOUR SITE

Table 3: Waste Pile Sizes

Waste stream	Location	How it is stored For example this may include piles, bays, containers, skips, racks, bales	Max. length / m	Max. width / m	Max. height / m	Volume / m^3	Max. time it will be stored
15 01 01	1	Bay	10	7	3	210	Up to 3 months
15 01 03	2	Container	12.9	2.44	2.59	82	Up to 3 month
16 02 09*	3	Bay	10	7	3	Up to in combined total 210	Up to one week
16 02 10*	4						Up to one week
16 02 11*	5						Up to one week
16 02 12*	6						Up to one week
16 02 13*	7						Up to one week
16 02 14	8						Up to one week
16 02 15*	9						Up to one week
16 02 16	10						Up to one week
17 04 10	11		15	7	3	Up to in combined total 315	Up to two months
17 04 02	12						Up to two months
19 02 04*	13		16	4.8	2.4	184	Up to 3 days
19 10 01	14	Container	12.9	2.44	2.59	82	Up to 2 months

Waste stream	Location	How it is stored For example this may include piles, bays, containers, skips, racks, bales	Max. length / m	Max. width / m	Max. height / m	Volume / m^3	Max. time it will be stored
19 12 11*	15	Bay	15	7	3	Up to in combined total 315	Up to one week
19 12 12	16						Up to one week
20 01 23*	17						Up to one week
20 01 35*	18						Up to one week
20 01 36	19						Up to one week
20 01 35*	18a	Bag	7	4	1.5	Up to in combined	Up to 3 days
20 01 36	19a					Total 42	

12 WASTE STORED IN CONTAINERS

Types of containers you are using

Non-recyclable waste from the WEEE sorting facility will be stored in 1100 litre wheelie bin containers. As the volume of these is slightly greater than 1100 litres, these are considered to be outside the pile size limits. These can be rapidly moved by manually handling the containers out of the way.

Other output streams from WEEE processing stored in polypropylene bulk bags. This will be stored in such a way as to be well below the pile size restriction of 450 cu.m. These will be able to be moved using the onsite forklift.

Accessibility of containers

The building has large roller-shutter door access front and back.

Output containers described above will all be stored inside the building easily accessible through the front roller-shutter door.

Moving containers in a fire

In the event of a fire, the supervisor would assess the location and potential scale of the fire and the risks in moving any waste at risk of igniting.

This would be balanced by the evacuation drills and the need to clear the building to prevent any danger to life.

The only waste stored in containers would be the output material in 1100 litre wheeled containers. Two of these would be in use by the WEEE treatment equipment near the front roller shutter door which could be easily moved manually to a safe place aware from any fire including to the outside front of the building through a roller shutter door. Containers awaiting emptying would be stored to the rear of the building and would be able to be easily moved manually into the rear yard through a roller shutter door.

13 PREVENT FIRE SPREADING

Physical Barriers

- **WEEE Input**:
    - Loose and bagged material will be stored in bays constructed of **fire-resistant concrete blocks**.
- **WEEE Output**:
    - All processed material will be contained in **2 cu.m polypropylene bags**, stored in bays constructed of **fire-resistant concrete blocks**.
- Bays will be designed to:
    - Provide **full segregation** between input and output materials.
    - Maintain **minimum separation distances** recommended by EA guidance (typically 6 meters between combustible waste piles or bays, unless alternative measures are justified).

Compliance with EA Guidance

- **Objective**: Prevent fire spread beyond its point of origin.
- Measures include:
    - **Under Cover Storage**: All waste stored inside a building or covered bay to reduce ignition risk and prevent wind-driven fire spread.
    - **Bay Construction**: Fire-resistant concrete walls of sufficient height and thickness to act as a thermal barrier.
    - **Access Routes**: Clear emergency access maintained around bays for firefighting equipment.
    - **Stock Control**: Waste quantities and bay sizes kept within EA limits or supported by alternative measures (e.g., thermal monitoring).
    - **Quarantine Area**: Designated space for isolating suspect or hot loads.

Additional Controls

- **Fire Detection**:
    - Thermal imaging or temperature probes for early hotspot detection.
- **Firefighting Readiness**:
    - Adequate water supply and firewater containment systems in place.
- **Staff Training**:
    - Emergency procedures for isolating affected bays and preventing fire spread.

14 FIRE WALLS CONSTRUCTION STANDARDS

14.1 Fire walls construction standards

The bays would be constructed of fire-resistant materials to BS 476 or BS 8810:1997 to provide fire resistance for a minimum of 120 minutes.

Walls and bays would be sealed to ensure their fire resistance. The height, thickness and construction of firewalls would be sufficient to stop a fire spreading and minimise radiant heat. BS8810 specifies a minimum wall thickness of 160 mm to resist fire for two hours. The design, installation and maintenance of bay walls would be covered by an appropriate UKAS accredited third party certification scheme.

14.2 Storing waste in bays

The following measures will be implemented to meet EA guidance and prevent fire spread:

Fire Resistance

- **Resist Fire (Radiative Heat and Flaming)**
  All storage bays will be enclosed on **three sides by fire-resistant concrete blocks** with a **minimum 1 m freeboard** at the top. This design prevents flames and radiant heat from escaping and igniting adjacent waste.
- **Fire Resistance Period**
  Bays will be constructed using **sealed concrete blocks to achieve at least 120 minutes fire resistance**, allowing sufficient time to isolate waste and extinguish a fire within the EA's four-hour target.

Stock Management and Monitoring

- **Stock Rotation**
  Although no baled waste is stored, all material will be recorded with **unique identifiers and dates on bags** to ensure clear tracking. Storage will be organised so that material can be removed in **date order (first in, first out)**.
- **Temperature Checks**
  Representative temperature checks will be carried out across the entire volume of waste in each bay using thermal probes or infrared devices to detect hotspots early.

Fire Spread Prevention

- **Flame Height and Radiation**
  Bays will maintain a **minimum 1 m freeboard** at the top and front to reduce flame radiation and prevent fire jumping between piles.
- **Containment of Burning Material**
  The bay walls will prevent brands or burning debris from escaping and igniting other waste.
- **Clear Freeboard Space**
  A **1m freeboard** will be maintained at all times to comply with EA guidance and reduce fire spread risk.

Emergency Isolation

- **Quarantine Protocol**
  Any waste at risk of ignition will be **quickly and effectively removed to the designated quarantine area**, isolating affected bays during an incident.

15 QUARANTINE AREA

15.1 Quarantine area location and size

15.1.1.1 Quarantine area location and size

Capacity: The quarantine bay will be **large enough to hold at least 50% of the largest stockpile on site**, ensuring sufficient space to isolate burning or at-risk material during an incident.

Construction: The bay will be built from **fire-resistant concrete blocks**, providing a minimum fire resistance of **120 minutes**, in line with Environment Agency guidance.

Location: The exact position of the quarantine bay is shown on the Drawing 2 Site Plan, ensuring clear identification for staff and emergency services.

Access: The bay will have **unobstructed access routes** for plant and emergency vehicles to allow quick and safe transfer of material.

Use During Fire:

- Burning waste will only be moved if safe to do so; otherwise, non-burning waste will be relocated to the quarantine bay to isolate the incident.
- Thermal monitoring will continue during and after transfer to detect any further hotspots.

Post-Incident Procedure:

- Material stored temporarily in the quarantine bay will be assessed for damage and contamination.
- Salvageable material will be returned to normal storage; damaged material will be disposed of via an authorized route.

15.2 How to use the quarantine area if there is a fire

The quarantine area will be used to store **burning or non-burning waste** to prevent fire spread.
Burning waste will only be moved if safe; if not, non-burning waste will be relocated to the quarantine area to isolate the incident.

Fire suppression will be carried out using extinguishers or, if necessary, left for the Fire and Rescue Service (FRS).

15.3 Procedure to remove material stored temporarily if there is a fire

Once the fire is extinguished and the area is safe:

- Material in the quarantine area will be inspected for structural integrity and contamination.
- Salvageable material will be returned to normal storage or processing.

- Damaged or contaminated material will be removed promptly for disposal via an authorised route.

16 DETECTING FIRES

16.1 Detection systems in use

The site will be fully monitored by **CCTV coverage inside and outside the facility** to ensure security and early incident detection.

Thermal CCTV cameras will cover all waste storage bays and WEEE processing equipment.

- These cameras will be linked to a **24-hour monitoring service**.
- The system will be configured to **trigger automatic alerts** to designated staff via mobile devices if abnormal temperature readings or fire indicators are detected.

In addition to fixed systems, a **hand-held thermal imaging device** will be used for:

- **Daily checks** on all stored waste.
- **Inspection of each incoming WEEE load** before acceptance to identify hotspots or elevated temperatures.

All detection systems will be maintained and tested regularly to ensure reliability and compliance with EA guidance for early fire detection.

16.2 Certification for the systems

The CCTV and thermal detection systems will be UKAS-accredited to guarantee compliance with recognized standards.

Installation will occur after the environmental permit is granted, as this represents a significant investment that cannot be justified under the current exemption conditions.

Certification records will be retained on-site and made available for inspection by the EA or FRS.

17 SUPPRESSING FIRES

17.1 Suppression systems in use

The site does not propose installing a high-cost automated sprinkler system, as the scale of operations and the nature of the waste present a very low risk of combustion. Instead, the following measures will be implemented to meet EA objectives and mitigate fire spread:

- **Early Detection and Rapid Response**:
  - All waste piles and WEEE processing equipment will be monitored by thermal CCTV linked to a 24-hour monitoring service, with automatic alerts sent to designated staff via mobile devices.
- **Proximity to Fire and Rescue Service (FRS)**:
  - The nearest Fire Station is 4 km from the site, ensuring rapid emergency response.
- **Access for Firefighting**:
  - Waste bays can be easily accessed through by the FRS.
  - External access routes are kept clear at all times for emergency vehicles.
- **Keyholder Response**:
  - Keyholders will be able to reach the site within **20 minutes** to assist emergency services.
- **Low Combustion Risk**:
  - Input waste is either pre-treated or processed quickly.
  - Site operates a FIFO system.
- **Portable Firefighting Equipment**:
  - Fire extinguishers and foam suppression systems will be available on-site for immediate use.
- **Suspended Firefighting Extinguishers**
  - See Appendix 7 Fire Fighting System Specification.
- **Quarantine Area**:
  - A designated bay constructed of fire-resistant concrete blocks will be used to isolate burning or at-risk material if safe to do so.

These combined measures satisfy EA guidance by ensuring **early detection**, **rapid isolation**, and **effective suppression within four hours**, without the need for a fixed sprinkler system.

17.2 Certification for the systems

- As no automated sprinkler system will be installed, **formal certification for such a system does not apply**.
- All portable firefighting equipment will comply with **BS EN standards** and be maintained under a recognised inspection regime.
- Thermal CCTV and monitoring systems will be **UKAS-accredited**, with certification records retained on-site for inspection.

18 FIREFIGHTING TECHNIQUES

18.1 Active firefighting

The site will implement practical and effective measures for active firefighting to ensure rapid response and containment of any fire incident:

Mobile Plant Availability

- **Front Bucket Loader**: Permanently on-site for moving loose in-feed WEEE material into the treatment process and, if safe, for isolating and transferring burning or at-risk material to the quarantine bay.
- **Forklift Truck**: Permanently on-site for handling bagged output material and for relocating affected bags during an incident.
- Both machines will remain available at all times for emergency use and will be operated only under the supervision of the site supervisor following a dynamic risk assessment.

Portable Fire Suppression

- **Fire Extinguishers**: Standard extinguishers (foam and CO_2) will be positioned strategically around the site, including near waste storage bays and processing equipment.
- **Portable Foam Suppression System**: Available for staff to deploy if safe to do so, providing rapid knockdown capability for small fires or hotspots.

Additional Firefighting Measures

- **Sand Buckets**: Located next to the input storage area and treatment process for immediate use in burying lithium batteries showing signs of overheating.
- **Elide Fire Extinguisher "Bombs"**:
    - Positioned near WEEE input and output storage areas.
    - Designed for deployment in inaccessible or high temperature zones within waste piles.
    - When thrown onto a burning area, the device bursts and disperses extinguishing powder, helping control the fire until the Fire and Rescue Service (FRS) arrives.
    - While not a complete suppression solution, these devices provide critical early intervention to prevent escalation.

Emergency Coordination

- All firefighting actions will prioritize staff safety, environmental protection, and compliance with EA objectives:
    - Prevent fire spread
    - Extinguish within four hours
    - Minimise environmental impact

19 WATER SUPPLIES

19.1 Available water supply

The site will not have its own water supply (eg storage tanks/lagoons) beyond normal on site taps.

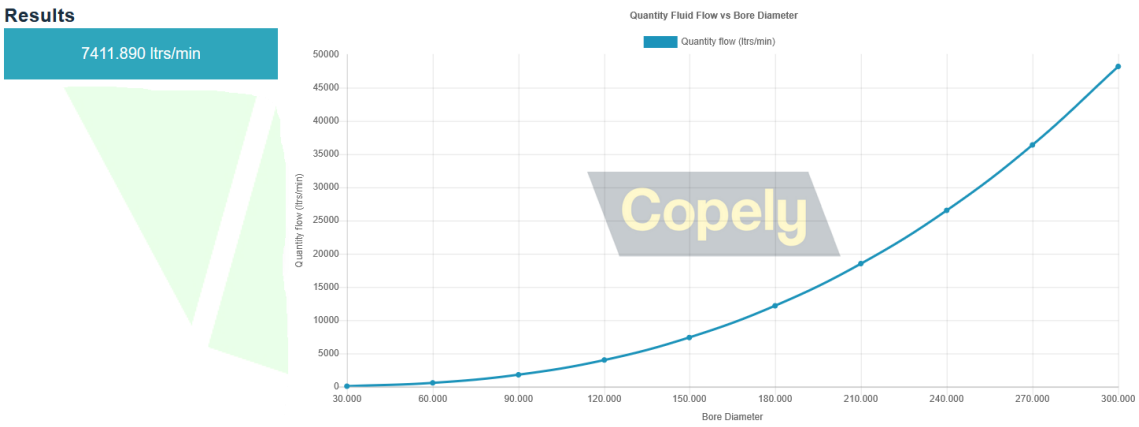
Fire hydrants have been identified see Drawing 8 FPP Infrastructure and would be expected to provide the necessary water supply for the FRS to deal with an incident see Figure 2 Flow Rate.

19.2 Show the calculation for your required water supply

Table 4: Water Supply

Maximum pile volume in cubic metres	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on site in litres
315	2100 litres/minute	378,665 litres	1,333,980 (over 3 hours, from 1 hydrant) see Figure 2 Flow Rate

Figure 2 Flow Rate



(https://www.copely.com/discover/tools/flow-rate-calculator/)

20 MANAGING FIRE WATER

20.1 Containing the run-off from fire water

To prevent environmental pollution during firefighting, the site will implement robust containment measures:

Firewater Volume Calculation

- The maximum firewater volume has been calculated based on the building footprint:
    - **Total area**: 5,478 m² (see Drawing 5 Fire Water Containment Plan)
    - **Average fall of site surface**: 0.10 m
    - **Site surface storage (actual):** 548 m^3/548,000 litres
    - **Required fire water storage:** 379 m^3/379,000 litres

Containment Measures

- **Internal Retention**:
    - The building has no internal drainage, ensuring firewater remains on the floor during an incident.
- **External Protection**:
    - Surface water drains are located in the yard outside the building.
    - A lock-off valve will be installed on the main surface water drain outlet at the front of the building.
    - In the event of a fire, this valve will be closed remotely, preventing contaminated firewater from entering the surface water system.

Compliance with EA Guidance

- Measures ensure:
    - Firewater is contained on-site.
    - No uncontrolled discharge to surface water or groundwater.
    - Remote isolation capability for rapid response.

21 DURING AND AFTER AN INCIDENT

21.1 Dealing with issues during a fire

Immediate Actions:

- All site operations will cease immediately.
- No further waste will be accepted during the incident.
- Incoming waste will be diverted to other appropriately authorized facilities until the site is declared safe and operational.

Safety Priority:

- Staff will follow emergency procedures and cooperate fully with the FRS.
- The site supervisor will maintain communication with emergency services and the EA throughout the incident.

21.2 Notifying residents and businesses

Notification will be based on the severity of the incident, following a clear escalation protocol:

- **Severity 1 – Minor Incident**
  Fire contained by site staff using on-site suppression measures.
  - No external notification required beyond internal reporting and EA update.
- **Severity 2 – Moderate Incident**
  FRS called, fire contained within the building.
  - Notify the EA and local authority.
  - Inform neighboring businesses if there is any risk of smoke or restricted access.
- **Severity 3 – Significant Incident**
  Fire spreading within the building, potential need for evacuation of nearby businesses.
  - Notify the EA, local authority, and affected businesses.
  - Coordinate with emergency services for evacuation and traffic management.
- **Severity 4 – Major Incident**
  Fire out of control with risk of widespread air pollution or off-site impact.
  - Notify the EA, local authority, and all neighboring businesses.
  - Issue public warnings via local authority channels and emergency services.
  - Activate contingency plans for environmental protection and community safety.

Table 5 Neighbour contact details

Name	Contact details
Next door business	HMT logistics, 20 Roman Way, Preston Tel: 01772 786900 TGM Ltd, Unit 23 Roman Way, Preston Tel: 01772 909306 Astra Business Centre, Roman Way, Preston - Tel: 01772 797589
Other businesses in Roman Way	Kuehne & Nagel. 24 Roman Way, Preston Tel: 01772 704139 Misfits, Unit 25 Roman Way, Preston Tel: 07732 333236 HIQ Tyres, 26 Roman Way, Preston Tel: 01772 652662 Alston, 27 Roman Way, Preston Tel: 01772 700590
Environment Agency	General enquiries - 03708 506506 Incident hotline - 0800 807060
Preston Fire and Rescue Service	Non-emergency – 01772 795222 Emergency - 999
Police	Non-emergency - 101 Emergency - 999
Preston City Council	Environmental Health – 01772 906907 Emergency out of hours – 01772 906916 General enquiries – 01772 906900

21.3 Clearing and decontamination after a fire

Third-Party Specialist Contractor

A qualified clean-up contractor will be appointed to clear and decontaminate all areas impacted by the fire. All waste removed will be sent to suitably permitted facilities for treatment or disposal.

Post-Fire Safety Assessment

Once the Fire and Rescue Service (FRS) confirms the site is safe, management will:

- Assess structural damage and contamination.

- Determine the scope of clean-up and restoration required before operations can resume.

Immediate Priorities

- **Firewater and Foam Disposal**: Residual firewater, foam, and any polluted stock will be collected and contained.
- **Chemical Analysis**: Samples will be tested to identify hazardous substances, particularly Persistent Organic Pollutants (POPs), to establish the correct disposal route.
- **Environmental Protection**: Ensure no contaminated water enters surface drains or groundwater.

Clean-Up Process

- Engage a specialist decontamination company to remove fire-damaged and contaminated materials.
- Prepare the site for safe recommencement of operations, including any repairs and deep cleaning.

Regulatory Consultation

The EA will be consulted throughout the process to confirm:

- The extent of restoration required.
- Compliance with permit conditions before waste receipt and processing resumes.

21.4 Making the site operational after a fire

Site Reopening Criteria

The site will not recommence operations until a full inspection confirms that all infrastructure, equipment, and safety systems are fit for purpose. This includes verification of fire detection, suppression, and containment measures.

Root Cause Analysis and Review

- The cause of the fire will be thoroughly investigated.
- A full incident report will be compiled, detailing findings and corrective actions.
- All site procedures and this Fire Prevention Plan will be reviewed and updated as necessary.
- Staff will receive updated training on any revised procedures.

Preventing Recurrence

- Action will be taken to mitigate the possibility of similar incidents, including improvements to monitoring, storage, and emergency response protocols.

Clearance and Repairs

- All fire-damaged and contaminated waste will be removed and disposed of via authorized routes.

- Any structural damage to the building or equipment will be repaired to restore operational integrity.

Regulatory Approval

- Once the site is fully restored and deemed safe, the EA will be consulted and invited to inspect the site.
- Operations will only recommence following EA confirmation that the site meets all permit and fire prevention requirements.

.

22 DRAWINGS

Drawing 1 Permit Boundary

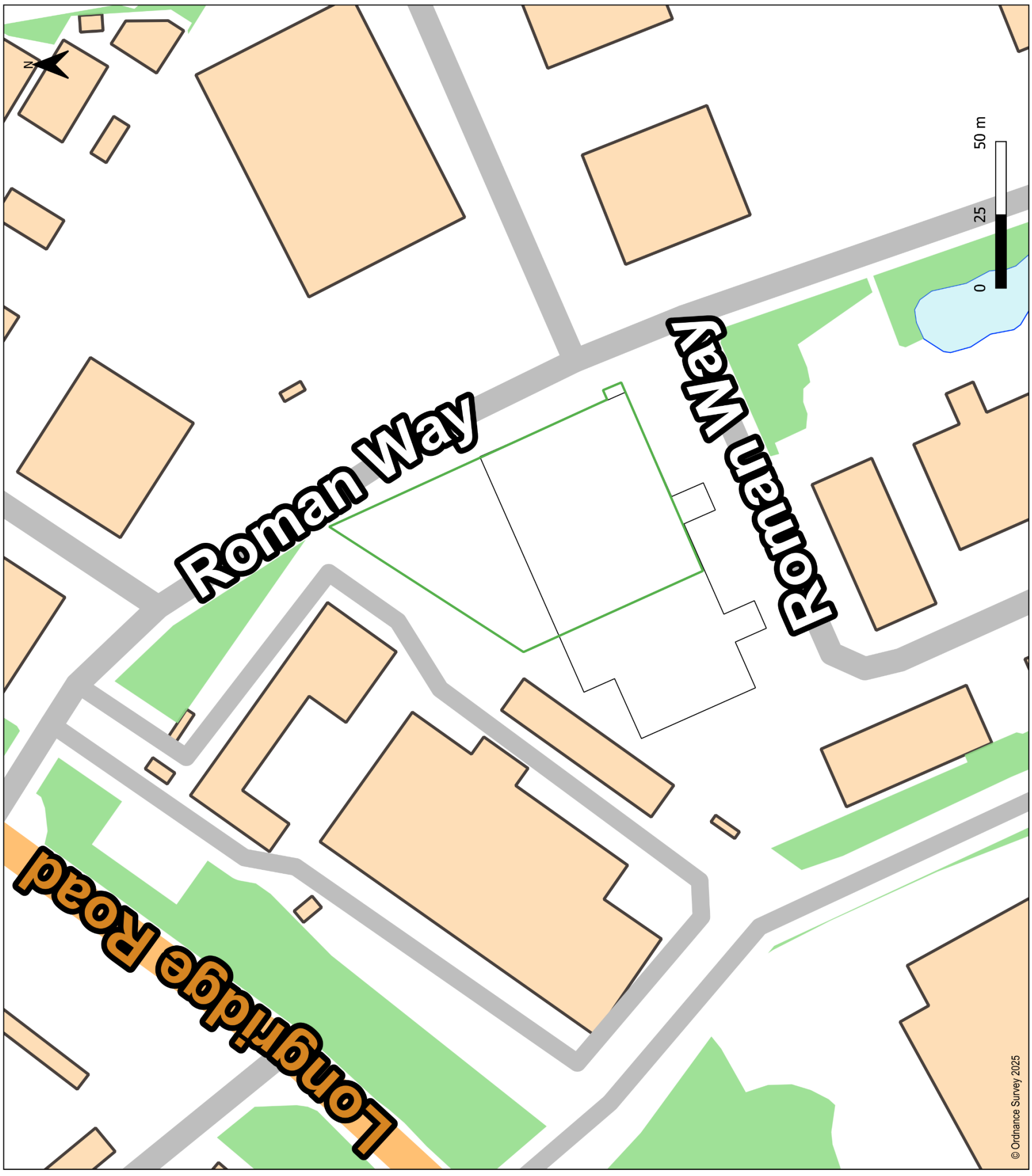
Key:
Permit Boundary

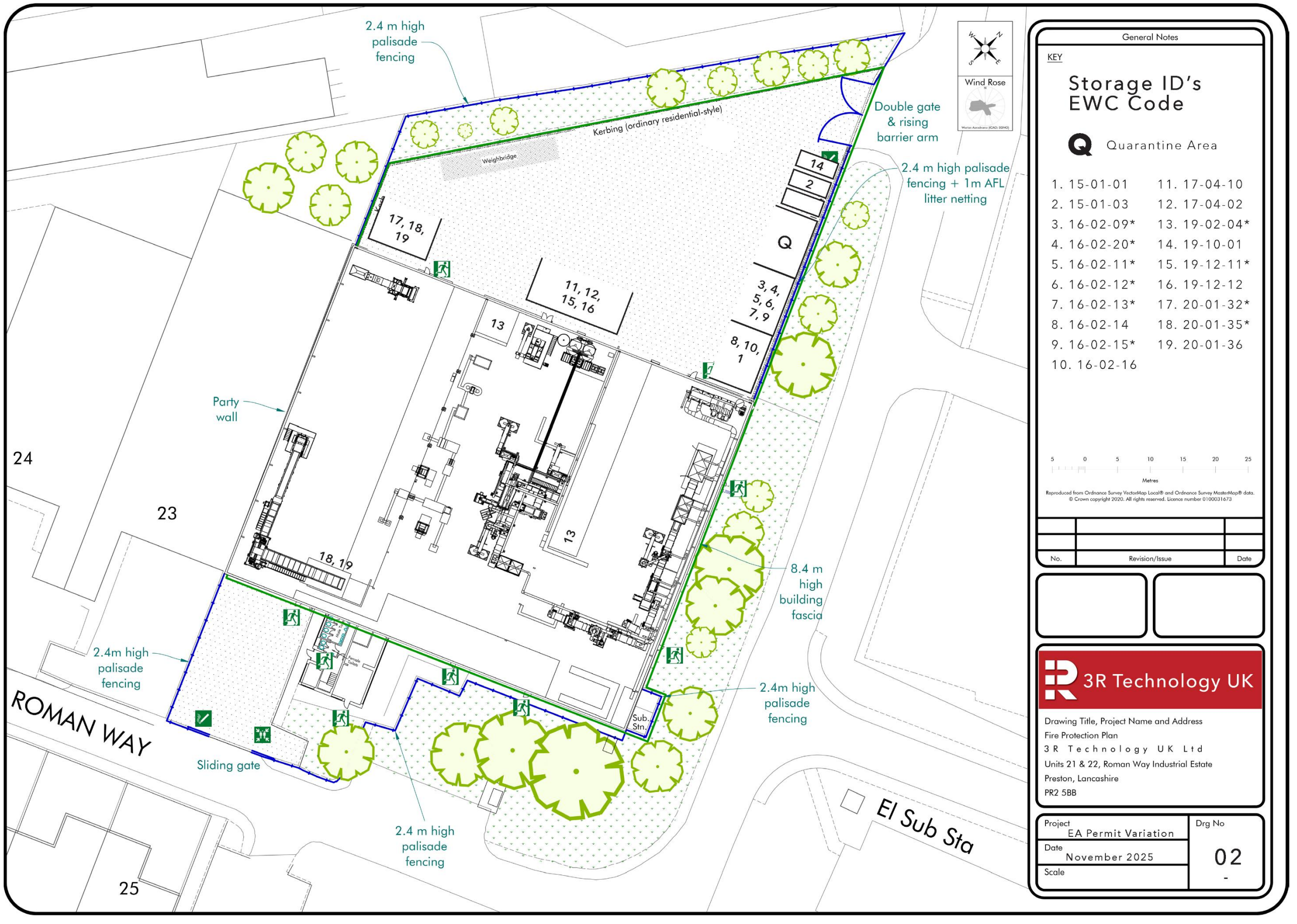
Drawing Title: Permit Boundary
Ref: 027.1_09_001
Scale: 1:1200 (A3)
Date: 2025-11-27
Revison: REV A
Drawn By: AIL
Address: Unit 21-22 Roman Way Longridge Road, Preston, PR2 5BB

Changelog:
- N/A

3R Technology

UMBRELLA ENVIRONMENTAL
PROTECTING YOUR BUSINESS





General Notes

KEY

Storage ID's EWC Code

Q Quarantine Area

1. 15-01-01	11. 17-04-10
2. 15-01-03	12. 17-04-02
3. 16-02-09*	13. 19-02-04*
4. 16-02-20*	14. 19-10-01
5. 16-02-11*	15. 19-12-11*
6. 16-02-12*	16. 19-12-12
7. 16-02-13*	17. 20-01-32*
8. 16-02-14	18. 20-01-35*
9. 16-02-15*	19. 20-01-36
10. 16-02-16	

5 0 5 10 15 20 25

Metres

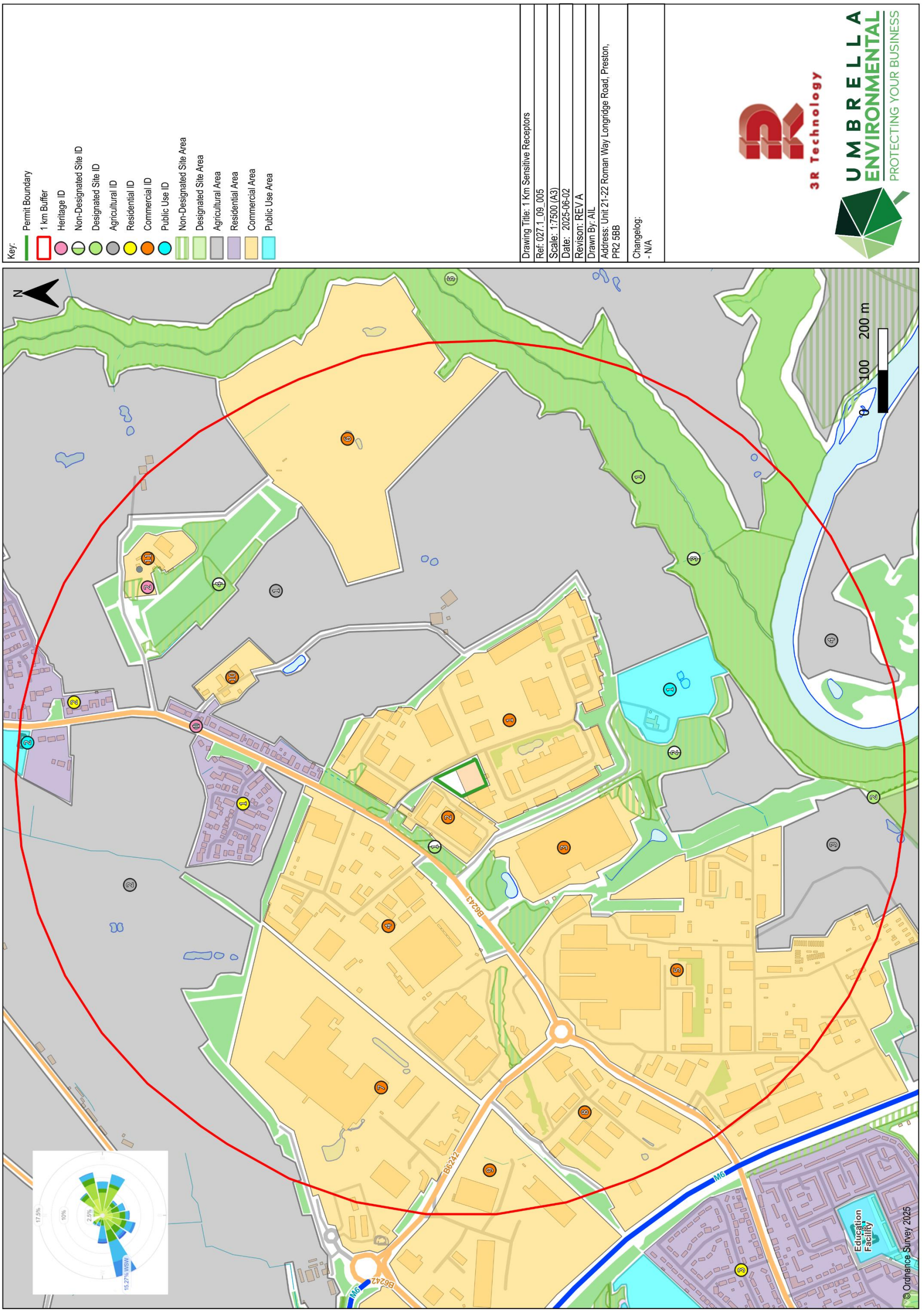
No.	Revision/Issue	Date

3R Technology UK

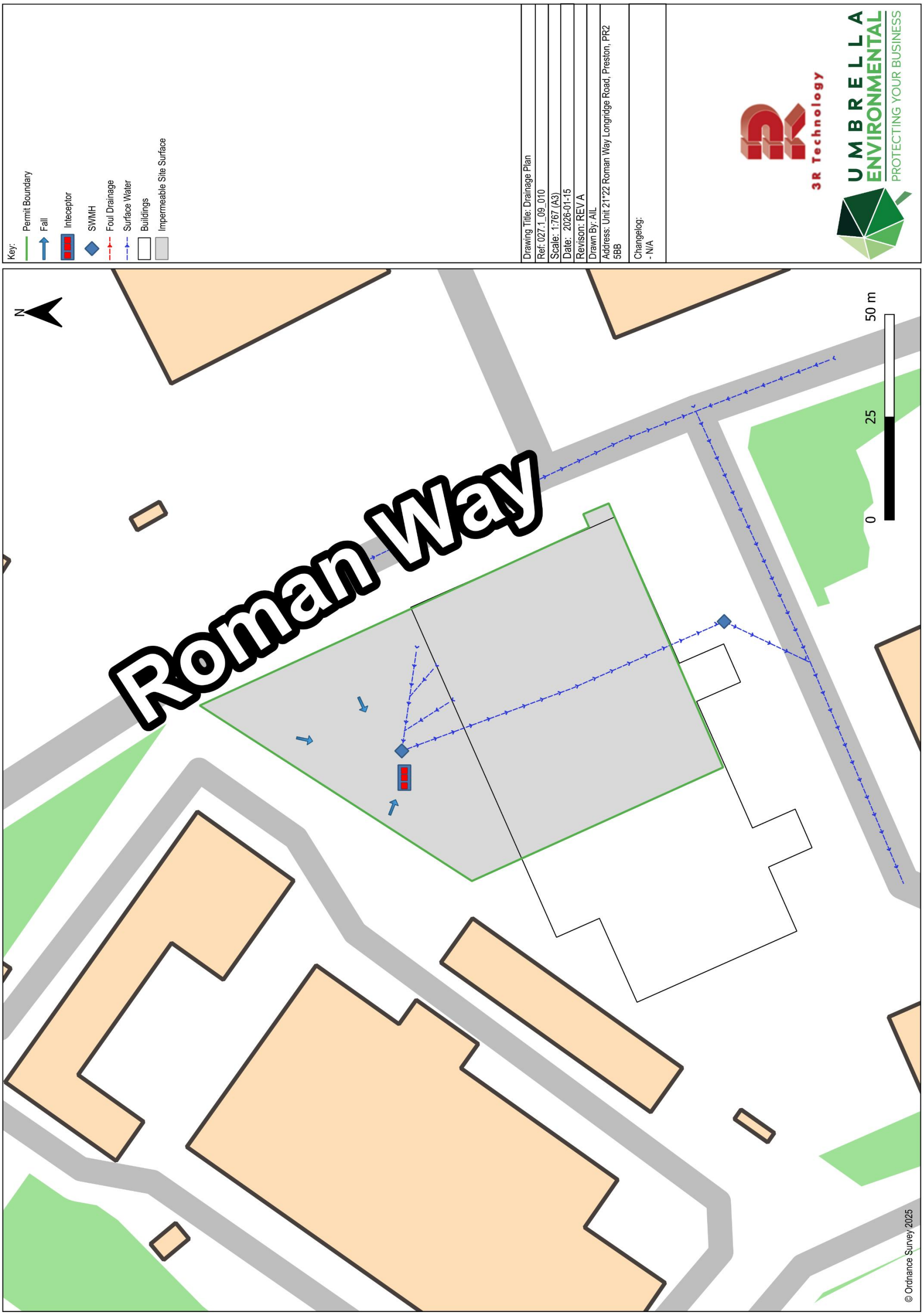
Drawing Title, Project Name and Address
Fire Protection Plan
3R Technology UK Ltd
Units 21 & 22, Roman Way Industrial Estate
Preston, Lancashire
PR2 5BB

Project: EA Permit Variation	Drg No: 02 -
Date: November 2025	
Scale:	

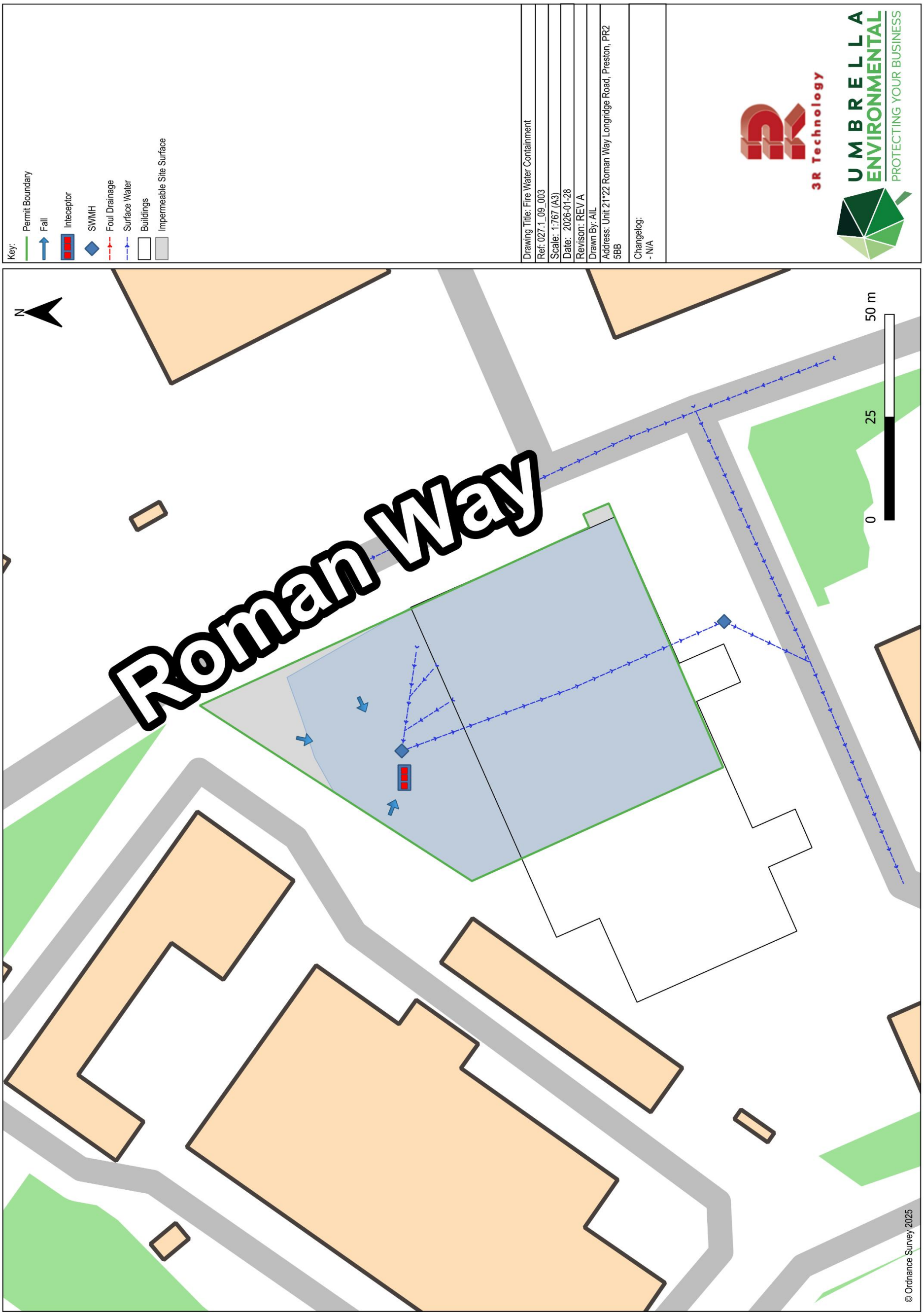
Drawing 3 Sensitive Receptors 1 km Plan



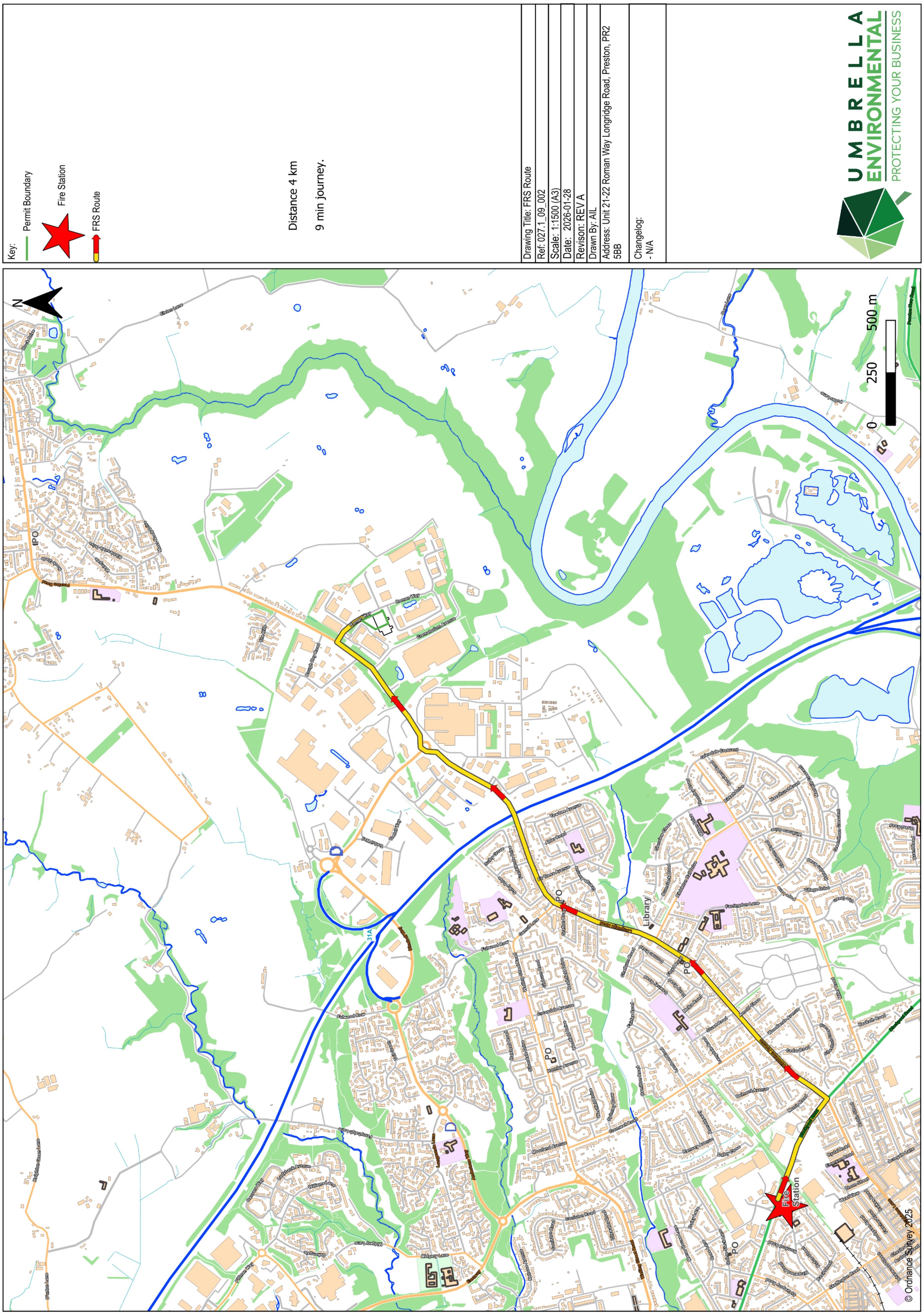
Drawing 4 Drainage Plan



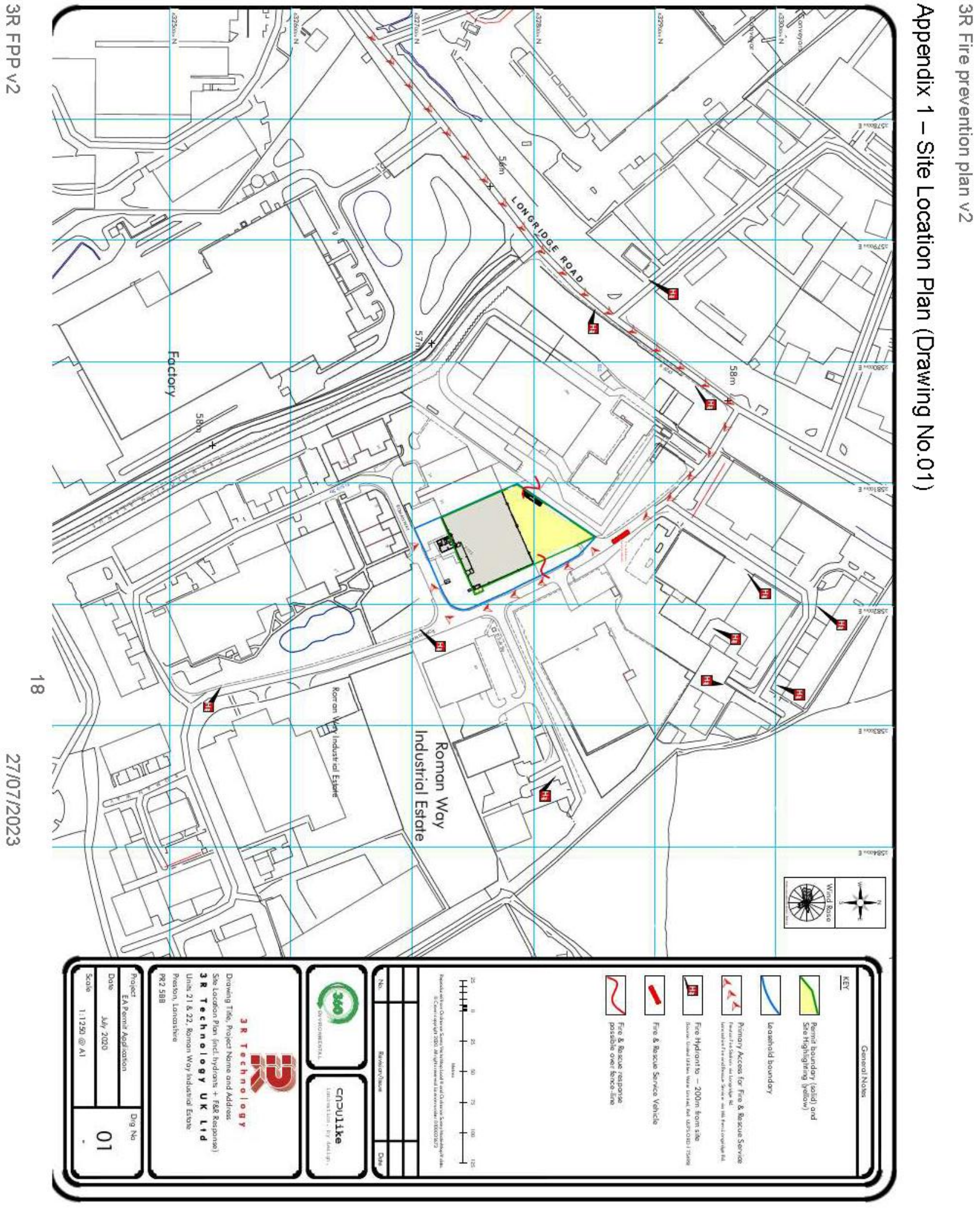
Drawing 5 Fire Water Containment Plan

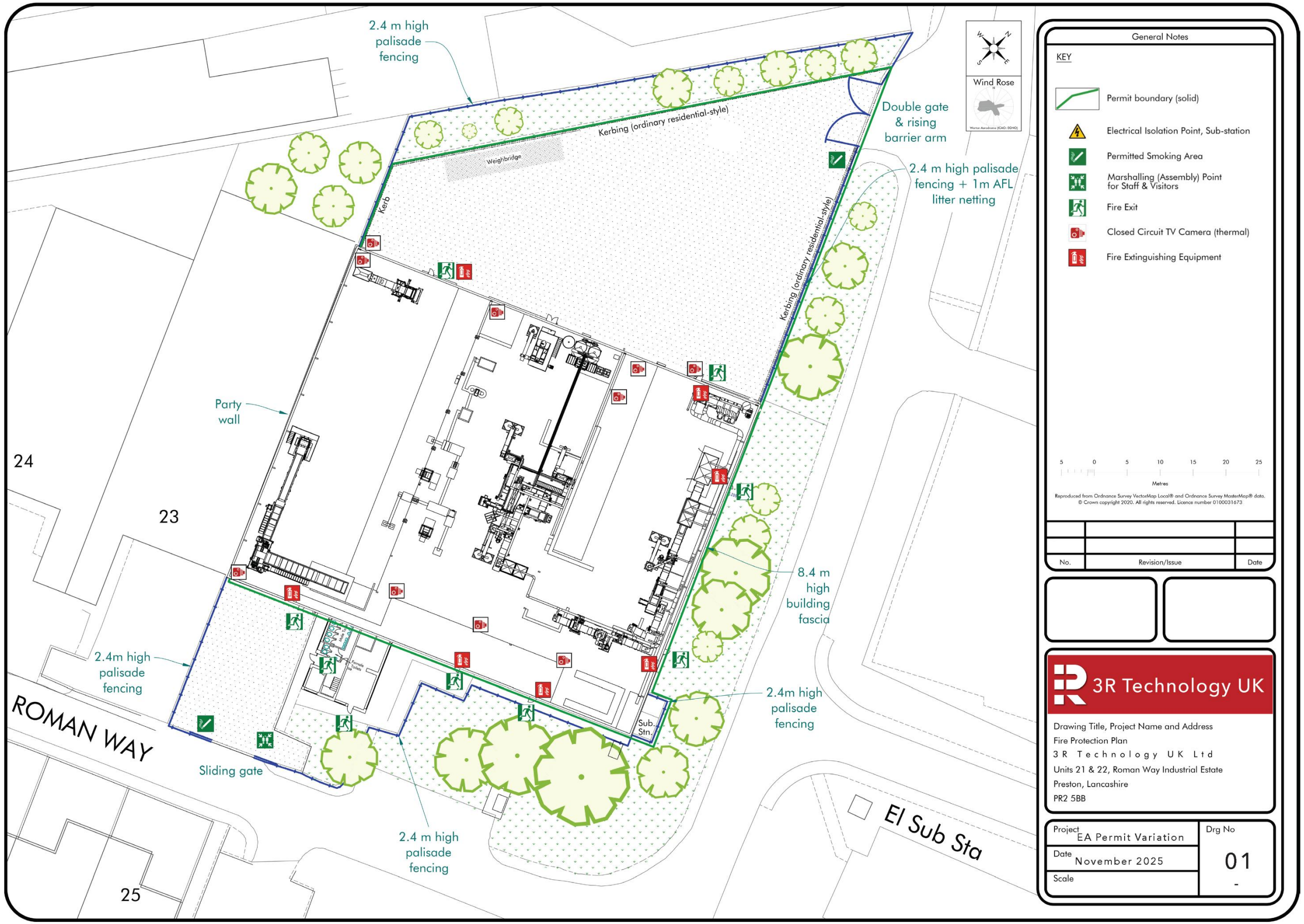


Drawing 6 FRS Route Plan



Drawing 7 Firefighting Water Locations




2.4 m high palisade fencing
Kerbing (ordinary residential-style)
Weighbridge
Kerb
Double gate & rising barrier arm
2.4 m high palisade fencing + 1m AFL litter netting
Kerbing (ordinary residential-style)
Party wall
24
23
25
ROMAN WAY
2.4m high palisade fencing
Sliding gate
2.4 m high palisade fencing
Sub. Stn.
8.4 m high building fascia
2.4m high palisade fencing
El Sub Sta
Wind Rose
General Notes
KEY
Permit boundary (solid)
Electrical Isolation Point, Sub-station
Permitted Smoking Area
Marshalling (Assembly) Point for Staff & Visitors
Fire Exit
Closed Circuit TV Camera (thermal)
Fire Extinguishing Equipment
5 0 5 10 15 20 25
Metres
Reproduced from Ordnance Survey VectorMap Local® and Ordnance Survey MasterMap® data. © Crown copyright 2020. All rights reserved. Licence number 0100031673
No.
Revision/Issue
Date
3R Technology UK
Drawing Title, Project Name and Address
Fire Protection Plan
3 R Technology UK Ltd
Units 21 & 22, Roman Way Industrial Estate
Preston, Lancashire
PR2 5BB
Project
EA Permit Variation
Drg No
01
Date
November 2025
Scale
-

23 APPENDICES

Appendix 1 Daily Site Inspection For

DAILY/WEEKLY INSPECTION CHECKLIST

Version 1 Nov 2025

Site: 3R Technology UK PRESTON

Week Commencing: _____

TCM Minimum Attendance Required: 16 hours

TCM Attendance (hours/week): _____

	Inspected Items	Frequency	Mon	Tue	Wed	Thur	Fri	Sat	Sun	TCM Weekly Audit	Issues raised on next page
	Person Completing the Checklist	Daily Initials									
	All Facilities										
1	Condition of Site ID Board & Signs	Weekly									
2	Condition of Access, Site Road & Hardstanding	Weekly									
3	Condition of Waste Reception Area & Operational area	Weekly									
4	Site Building & Welfare	Weekly									
5	Condition of Interceptors	Weekly		External Checked/Emptied - Yes / No							
6	Surface Water management - Shut off valve check	Weekly									
7	Surface Water Management e.g. Drainage System, Kerbs & Gullies	Daily									
8	Surface water Containment systems - Pad and Kerb Condition	Daily									
9	Waste Type, Quantities & Storage (including stockpiles)	Daily									
10	Waste Acceptance / Inspection & Duty of Care	Daily									
11	Condition of Fencing, Gates & Security	Daily									
12	Condition of ALL Waste Containers	Daily									
13	Condition of Lighting System	Daily									
14	Condition of fuel & storage tanks, inc bunded pallets	Daily									
15	Condition and stability of all steps, including mobile steps on CRCs	Daily									
16	Other liquid storage; Availability of spillage kit	Daily									
17	Are Fire Extinguishers in the right place in in a good condition	Daily									
18	Thermal Camera and CCTV check	Daily (am)									
		Daily (pm)									
19	Control of Dust Extraction System	Daily (am)									
		Daily (pm)									
20	Control of Litter	Daily									
21	Control of Noise	Daily									
22	Control of Mice & Rats	Daily									
23	Control of Flies (* record spraying and any problem loads on reverse)	Daily									
24	Control of Odour	Daily									
25	Control of Debris on Yard & Road	Daily									
26	Have any samples been taken (e.g discharge monitoring). If sample taken please note what, date and time on next page.	Daily									
27	Weather information recorded on next page	Daily									
28	Have any inspections occurred (e.g. Regulator)	As Inspected									
29	Review of incidents and/or complaints	Monthly									
30	Review of tonnages	Monthly									

(please record your information on the 1st working day of each month) DATE:

For those sites with energy meters	Gas	Electricity	Water
Monthly Meter Reading			
Monthly Meter Consumption			
YTD Consumption			
Annual Verification of Supplier			

☑ **= Satisfactory; X = Unsatisfactory; NI = Not Inspected; NA = Not Applicable**

Note:

1 Checklists should be comleted at the end of each day

2 If the unsatisfactory condition is minor and resolved the same day, remedial action / comments to be recorded over page.

CoTC / TCM NAME: _____

CoTC / TCM Signature: _____ Date: _____

m

3R Technology UK

DAILY/WEEKLY INSPECTION CHECKLIST

Site: 3R Technology UK PRESTON

Week Commencing: _____

Monday	
Weather ;	Sample;
Daily info and any CAR's-	
Tuesday	
Weather ;	Sample;
Daily info and any CAR's-	
Wednesday	
Weather ;	Sample;
Daily info and any CAR's-	
Thursday	
Weather ;	Sample;
Daily info and any CAR's-	
Friday	
Weather ;	Sample;
Daily info and any CAR's-	
Saturday	
Weather ;	Sample;
Daily info and any CAR's plus maintenance activities	
Other Comments	

Appendix 2 Hot Works Permit

Permit to Work Form Note: Only to be issued by an authorised person			
Location of works……..			
Permit type (please tick			
○ Asbestos	○ Excavation	○ Machinery	○ Working at height
○ Confined space entry	○ Electrical isolation	○ Hot work	○ other
Name of receiver…….		Company…….	
Other persons covered by this permit			

Work to be undertaken

The following documents must be available for work to start (please tick confirm)	
○ **Risk assessment**	○ **Safe system of work**
List all identified hazards and precautions	
○ **Hazards**	○ **Precautions**

Isolation and lock off Note: Only a competent person may verify that all isolation and lock offs are in place. All HV work must be approved by an electrical specialist.	
Isolation type and location	
Authorised by	
Signature	
Date	
Time	
Warning notices to be displayed at the following locations	
The permit will be	

displayed at the following locations		
Emergency Contacts		
Name	**Position**	**Contact Number**

Permit Validation	
This permit is valid from	**This permit is valid to**

Issue and acceptance of permit	
Issued: I authorise the above work to be carried out subject to all relevant conditions being adhered to. I also confirm that I have reviewed the risk assessment and safe system of work which have been communicated to the receiver of this permit.	
Signature	**Print**
If the receiver of this permit leaves the work area then the job must stop immediately. It will not re-start until the authorised person has been notified and a new permit has been raised.	
Extended time	
Time overrun: If the time specified within permit validation has expired then the authorised person must either extend the validity of the permit or cancel it.	
This permit extended from	**This permit is extended to**

Closure of the permit (to be completed by the authorised person)			
The work has been completed and the area/plant has been left in a safe condition and is ready for operation			○
Signed		**Date**	**Time**

The permit has been cancelled. Work has been suspended and a new permit has been issued				○
Signed			**Date**	**Time**

Monitoring of permit/activity		
Observations	**Date/Time**	**Initials**

Appendix 3 Waste Acceptance Procedure

Scope

To be followed by all site operators.

Objective

This procedure is to ensure the safe, efficient, accurate and compliant acceptance of waste at site. All wastes received at 3R Technology UK sites are pre-booked.

Operator has a legal obligation under the 'Duty of Care' to know what wastes are being deposited, that waste is controlled correctly, and that there is sufficient and accurate written information accompanying the waste.

- To ensure compliance with legal requirements
- To ensure the identification on non-compliant waste
- To ensure correct completion of paperwork and therefore customer invoicing
- To ensure the identification of reuse items, and compliance with the Waste Hierarchy

Responsibility

Logistics manager

Business development manager

Operations Manager

Vehicle Arrival

Upon arrival of delivery vehicle, The duty of care paper work must be handed to weighbridge operator for first compliance inspection of paper work and visual inspection of waste. This inspection includes but not limited to;

- Integrity of vehicle and containers looking for potential sources of pollution
- Waste type
- Written description matching what is actually there
- Any obvious non-conforming waste types (against permitted wastes)

Consignment/Transfer note

The consignment note must be inspected. Ensure all Parts (A-D) have been completed, and that the driver

and waste producer have signed and dated Part C and D respectively.

Ensure that the date of consignment is the same date as the date upon which the load is received, or within one working day.

Check the written description of the waste, provided on the Consignment Note Recyclables Annex. Confirm with the driver that this is a true representation of the waste collected and undertaken an initial visual inspection of the waste within the vehicle.

Ensure that the correct box is completed to indicate whether hazardous or non-hazardous wastes are being received.

The transfer note should be completed and signed by both persons the handling the waste e.g. producer and person receiving.

A waste transfer note must include;

- a description of the waste
- any processes the waste has been through
- how the waste is contained or packaged
- the quantity of the waste
- the place and date of transfer
- the name and address of both parties
- details of the permit, licence or exemption of the person receiving the waste
- the licence or registration number of the person handing over the waste, if they have a waste management licence or are a registered carrier of controlled waste
- the Standard Industry Code (SIC) of your business
- the appropriate European Waste Catalogue (EWC) code for your waste

Unloading of Waste

The Reuse Operator must be present during the unloading of the vehicle to identify any items which are suitable for reuse.

Continue to observe the wastes as they are unloaded, check that the waste types match the number and type listed on the Consignment Note/Transfer Note. Only those wastes listed on the Consignment Note/Transfer Note Annexes are to be accepted at the site, these are the only wastes permitted for acceptance in accordance with the sites Environmental Permit.

Where any waste is identified which has not been noted on the Consignment Note/Transfer Note inform the

Site Manager and place the waste within a isolation area.

Where the load conforms with the accompanying Consignment Note or Transfer Note, continue to weigh and categorise WEEE Inputs and record all net weights on the Consignment Note Annex.

Identify the treatment/recovery operations to which the waste is to be subjected, this is likely to be one of the following:

- Temporary Storage Pending Recovery Elsewhere
- Mechanical Reprocessing of WEEE
- Repair / refurbishment / cleaning etc. for reuse
- Repair / refurbishment / cleaning for re-use in products or components

Complete the information required within Part E and sign/date.

Non-Conformances

Where a non-conformance with the Consignment Note/Transfer Note has been identified the Operations Manager will assess the action to be taken:

Where the Consignment Note/Transfer Note is incomplete – the load may be rejected and returned to the customer, however, wherever possible the Operations Manager will attempt to complete the Consignment Note/Transfer Note through liaison with the producer to enable acceptance of the load.

Where the Consignment Note/Transfer Note is incorrect – the Operations Manager will attempt to correct the Consignment Note/Transfer Note through liaison with the producer, their agreement to additional charges and have the corrections countersigned, where this is not possible the load/non-conforming wastes are to be rejected.

Where the waste is not permitted at the site – Reject the load, take photographs and reload. The Operations Manager will assess whether it is safe for the load to go back on the road. If so, they will contact the waste producer to arrange to return the waste. Where this is not possible the waste is to be quarantined, Environment Agency and Directors informed, and arrangements made between the parties to remove the waste to a suitable licenced facility at the earliest opportunity.

The safety of personnel, road users and the site are the paramount concern.

Health & Safety

As a minimum during the unloading, weighing and categorisation and acceptance of waste at the site, all operators and drivers must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following

specification:

- Abrasion resistance 4
- Blade cut resistance 5
- Tear resistance 4
- Puncture resistance 3

- Safety boots including steel midsole.
- Hi Visibility Jacket

Training

All Recycling Operatives will be trained in the Waste Acceptance procedure. This will ensure the correct identification of non-conforming wastes.

Training is provided during the site induction, which covers the key topics of this document.

Appendix 4 Sensitive Receptors Table

TYPE OF RECEPTOR	ID #	DESCRIPTION	DISTANCE FROM BOUNDARY (M)	DIRECTION
HUMANS & PROPERTY	-	Site Workers	On site	-
	-	Site Visitors	On site	-
		COMMERCIAL		
	1	Units at Roman Way Industrial Estate	0 m	E, S, W
	2	Multiple Units at Astra Business Centre	0 m	NW
	3	Distribution Centre off Longridge Road (ANBO International)	154 m	SW
	4	Multiple Units at Rough Hey Industrial Estate	157 m	NW
	5	Multiple Units at Red Scar Business Park	322 m	WSW
	6	Solar Farm off Longridge Road	490 m	ENE
	7	Distibution Centre off Bowland View (SPAR)	597 m	WNW
	8	Multiple Industrial Units off Longridge Road	652 m	WSW
	9	Multiple Distribution Centres south of Lancashire Way	749 m	WSW
	10	Multiple Industrial Units off Longridge Road	787 m	NE
	11	Depot off Longridge Road (Jhn Turner Construction Group)	815 m	NNE
	12	Multiple Retail Units off Bluebell Way	1211 m	WNW
	13	Multiple Car Showrooms off Bluebell Way	1499 m	W
		RESIDENTIAL		
	1	Multiple Residential Properties off Longridge Road	357 m	N
	2	Residents of Grimsargh	854 m	NNE
		ROADS & RAILWAYS		
	-	Roman Way	0 m	E, S
	-	B6243	154 m	NW
	-	B6242	645 m	WSW
	-	M6	1073 m	WSW
		PUBLIC USE		
	1	Preston Crematorium	368 m	SSE
	2	Grimsargh Parish Church	967 m	NNE
	3	Grimsargh St. Michaels CE Primary	1146 m	NNE
	4	St. Maria Goretti Catholic School & Parish Centre	1176 m	WSW
	5	Highfield Priory School	1280 m	WSW
	6	Preston Grange Primary School	1306 m	WSW
	7	Moor Nook Community Primary School	1695 m	SSW
	8	Sir Tom Finney Community High School	1859 m	SW
	9	The Rainbow Nursery	1903 m	WSW
		RECREATIONAL		
	1	Hills & Hollows Nature Reserve	1310 m	WSW

TYPE OF RECEPTOR	ID #	DESCRIPTION	DISTANCE FROM BOUNDARY (M)	DIRECTION
	2	Brockholes Playground	1402 m	SSE
	3	Grange Park	1424 m	SSW
	4	Grimsargh Recreational Ground	1612 m	NNE
	5	Sion Park	1793 m	SW
WATER		**SURFACE WATER**		
	-	Pond off Longridge Road	215 m	WSW
	-	Multiple Ponds within Arable Land east of Longridge Road	462 m	ENE
	-	Multiple Ponds within Arable Land west of Longridge Road	665 m	NNW
	-	River Ribble	743 m	SSE
	-	Tun Brook	759 m	SE
	-	Multiple Attenuation Ponds east of M6	1495 m	S
	-	Savick Brook	1670 m	NW
	-	Bezza Brook	1813 m	SSE
		GROUNDWATER		
	-	Bedrock Geology - Principal Aquifer	On site	-
	-	Superficial Layer - Secondary A Aquifer	On site	-
ENVIRONMENTALLY SENSITIVE		**DESIGNATED SITES**		
	-	Preston Green Belt Area	620 m	SSE
	-	South Ribble Green Belt Area	714 m	SSE
	1	SSSI & Ancient Woodland - Red Scar & Tun Brook Woods	728 m	ESE
	2	Local Nature Reserve - Pope Land Open Space	923 m	S
	3	Local Nature Reserve - Grange Valley	1286 m	SW
	4	Ancient Woodland - Big Wood	1555 m	E
	5	Local Nature Reserve - Hills & Hollows	1625 m	WSW
	6	Local Nature Reserve - Fishwick Bottoms	1680 m	SSW
	-	SSSI - Darwen River Section	4458 m	SE
	-	SSSI - Beeston Brook Pasture	4963 M	SSE
		NON-DESIGNATED SITES		
	1	BAP - Pockets of Deciduous Woodland off Longridge Road	122 m	NW
	2	BAP - Pockets of Deciduous Woodland at Preston Crematorium	266 m	S
	3	BAP - Pockets of Deciduous Woodland adjacent to River Ribble	641 m	SE
	4	Pockets of Deciduous Woodland west of Longridge Road	654 m	NE
	5	BAP - Pockets of Deciduous Woodland adjacent to Turn Brook	1050 m	E
	6	BAP - Pockets of Deciduous Woodland adjacent to M6	1167 m	SW
	7	BAP - Coastal & Floodplain Grazing Marshes north of River Ribble	1169 m	SE
	8	BAP - Pockets of Deciduous Woodland south of Bluebell Way	1242 m	WSW

TYPE OF RECEPTOR	ID #	DESCRIPTION	DISTANCE FROM BOUNDARY (M)	DIRECTION
	9	BAP - Pockets of Deciduous Woodland north of Bluebell Way	1245 m	WNW
	10	BAP - Coastal & Floodplain Grazing Marshes west of River Ribble	1400 m	SSE
	11	BAP - Pockets of Deciduous Woodland between Turn Brook & River Ribble	1542 m	E
	12	BAP - Pockets of Deciduous Woodland adjacent to Savick Brook	1712 m	NW
		HERITAGE SITES		
	1	Grade II Listed Feature - Grimsargh War Memorial	583 m	NNE
	2	Grade II Listed Building - Grimsargh Village Hall	819 m	NNE
	3	Grade II Listed Building - Haighton House	1529 m	NW
	4	Grade II Listed Buildings - Elston Cottage & Place House Farmhouse	1601 m	ESE
	5	Grade II Listed Building - Former Railway Station on Former Longridge Railway	1603 m	WSW
	6	Grade II Listed Building - Samlesbury Lower Hall	1880 m	SE

Appendix 5 Out of Hours Procedure

OUT-OF-HOURS PROCEDURE WITH REMOTE MONITORING & FIRE-RESPONSE ROTA

1. Purpose

This procedure ensures the waste site remains safe, secure, and compliant during periods when no staff are physically present. It introduces a structured rota system for remote monitoring and rapid response in case of fire or other emergencies.

2. Definitions

- **Out-of-Hours:**
    - Mon–Fri: Day shift 08:00-16:30/ Night shift 16:00- 00:30
    - Saturday: Maintenance only
    - Sundays & Public Holidays –CLOSED
- **Remote Monitoring:**
  Observing CCTV, fire-alarm alerts, or monitoring notifications off-site.
- **On-Call Fire Response Role:**
  The designated staff member responsible for initiating the emergency response procedure if fire, smoke, or abnormal activity is detected.

3. Staff Rota – Remote Monitoring & Fire Response

3.1 Weekly On-Call Cycle

A weekly rota ensures that cover is continuous.

Week	Staff Member	Role	Contact
1	Staff Member A	Primary On-Call	Mobile / Email
1	Staff Member B	Secondary Backup	Mobile
2	Staff Member B	Primary On-Call	Mobile
2	Staff Member C	Secondary Backup	Mobile
…	Continues rotating weekly		

Rules

- On-Call staff must be reachable 24/7 during their rota week.
- Secondary Backup steps in if Primary doesn't answer within 5 minutes.
- All on-call staff must have:
    - Access to CCTV system
    - Fire alarm push-notification app (if fitted)
    - Emergency contacts list

- Site plan & FPP
- Understanding of waste fire risks (combustible limits, hot load risks)

4. Responsibilities During Out-of-Hours

4.1 Primary On-Call

- Respond immediately to:
  - Fire alarm notifications
  - CCTV alerts / abnormal activity
  - Reports from external agencies (FRS, EA, Police)
- Assess severity using remote tools.
- Initiate response:
  - Call 999 if fire or smoke is detected.
  - Contact Yard Manager and TCM.
  - Attend site only if safe and instructed.
- **4.2 Secondary On-Call**
- Provide support if:
  - Primary does not respond.
  - Incident requires two responders.
- Take over communication when required.
- **4.3 Yard Manager**
- Reviews incident details the next working day.
- Liaises with regulators and external contractors.
- Initiates investigation and corrective actions.
- **4.4 Technically Competent Manager (TCM)**

Must be notified for:

- Any fire
- Major spill or pollution
- Structural damage
- Waste outside permitted limits
- EA involvement

5. Close-Down Procedure (Before Leaving Site)

The last staff member on site must confirm the following:

5.1 Fire & Safety Controls

- All waste stored in designated bays:
- No hot loads, smouldering waste, or heat sources.
- Fire exits clear and secure.
- All electrical equipment not needed out-of-hours is turned off.
- Fire extinguishers unobstructed and accessible.

5.2 Environmental Controls

- Dust suppression equipment off and stored correctly.
- Litter, debris, and loose material removed from yard.
- All doors locked; perimeter secure.

5.3 Plant & Equipment

- All plant parked in designated zones.
- Keys removed and locked away.
- Spill kits stocked and accessible.

5.4 Documentation

- Any unusual activity recorded in the site diary.
- Non-conforming waste quarantined and logged.

6. Remote Monitoring Procedure (Out-of-Hours)

6.1 CCTV Monitoring

The On-Call staff member must:

- Review any triggered alerts.
- Check:
    - Waste bays
    - Fuel storage
    - Building interior
    - External yard
- Confirm any signs of smoke, fire, trespass, or environmental hazard.

6.2 Fire Alarm Notifications

If the alarm activates:

1. Check fire panel notification or linked mobile app.
2. Verify via CCTV if possible (without delay).
3. If ANY suspicion of fire:
    - Immediately call 999

- Provide site details
- Do NOT attempt to extinguish fire alone.

7. Out-of-Hours Emergency Procedures

7.1 If Fire is Detected

The On-Call person must:

1. Call 999 immediately
2. Notify:
    - Yard Manager
    - TCM
    - Secondary On-Call
3. If safe and authorised, attend site to meet FRS.
4. Provide waste storage information:
    - Combustible volume
    - Height limits
    - Waste types
5. After event:
    - Complete incident report.
    - Ensure site diary entry is logged.

8. Communications Protocol

Order of Contact in an Emergency

1. 999 – Fire Brigade
2. Yard Manager
3. TCM
4. Secondary On-Call
5. EA Hotline (for pollution or fire affecting environment)

Emergency contact list must be updated monthly.

9. Post-Incident Requirements

The Yard Manager will:

- Investigate root cause.
- Review permit compliance requirements.
- Update fire prevention measures.
- Update training if gaps identified.

- Document all outcomes in:
    - Site Diary
    - Incident Log
    - Significant Findings Log

10. Training Requirements

All staff participating in monitoring must be trained in:

- Fire safety & emergency response
- Waste-fire risks
- Remote monitoring tools
- Permit limits & storage rules
- Spill response
- Site layout, assembly points, access routes

Refresher training: annual or following any incident.

Appendix 6 CCTV Specification

A total of two distinct types of cameras are utilised on site to ensure comprehensive surveillance coverage and to address varying security requirements. Each camera type has been selected based on its technical capabilities and suitability for specific monitoring environments, thereby enhancing the overall effectiveness of the security system.

📷 Hikvision DS-2CD1043G2-LIU – Technical Specifications

Camera & Imaging

- **Image Sensor:** 1/3" Progressive Scan CMOS [hikvision.com], [hikvision-uae.ae]
- **Max Resolution: 4 MP (2560 × 1440)** [hikvision.com], [hikvision-uae.ae]
- **Frame Rate:**
    - 20 fps @ 2560 × 1440
    - Up to 25 fps @ 1920 × 1080 [hikvision.com]
- **Minimum Illumination:**
    - Colour: **0.005 Lux @ F1.6**
    - B/W: **0 Lux with IR** [hikvision.com]
- **Day/Night:** IR cut filter (auto switch) [hikvision.com]
- **Wide Dynamic Range: 120 dB True WDR** [gematechltd.com]

Lens Options

- **Lens Type:** Fixed focal lens [hikvision.com]
- **Available Lenses:**
    - **2.8 mm** – 98° horizontal FOV
    - **4.0 mm** – 78° horizontal FOV [hikvision.com], [hikvision-uae.ae]
- **Aperture:** F1.6 [hikvision.com]

Smart Hybrid Light (Dual-Light)

- **Illuminators:** Infrared + White Light [hikvision.com]
- **Light Range:** Up to **30 m** [hikvision.com], [bhphotovideo.com]
- **Smart Mode:** Auto-switch between IR and white light based on events [hikvision.com]
- **IR Wavelength:** 850 nm [hikvision.com]

Smart Analytics

- **Motion Detection 2.0**
- **Human & Vehicle Classification** (reduces false alarms) [hikvision.com], [gematechltd.com]

Video & Compression

- **Main Stream Codecs:** H.265+, H.265, H.264+, H.264 [hikvision.com]
- **Sub-Stream Codecs:** H.265, H.264, MJPEG [hikvision.com]
- **Bitrate:** 32 Kbps – 8 Mbps [hikvision.com]
- **ROI:** 1 fixed region (main stream) [hikvision.com]

Audio

- **Built-in Microphone:** ✅ Yes (Mono) [hikvision.com], [gematechltd.com]
- **Audio Compression:** G.711, G.722.1, G.726, AAC-LC, MP2L2, PCM [hikvision.com]
- **Noise Filtering:** Supported [hikvision.com]

Network & Integration

- **Ethernet:** 10/100 Mbps RJ45 [hikvision.com]
- **PoE: IEEE 802.3af** [bhphotovideo.com]
- **Protocols:** TCP/IP, HTTP, HTTPS, RTSP, ONVIF, FTP, NTP, SMTP, IPv6 [hikvision-uae.ae]
- **ONVIF Profiles: S, T, G** (G supported on -F model) [hikvision-uae.ae]
- **Users:** Up to 32 simultaneous users [hikvision-uae.ae]

Storage

- **MicroSD Slot:** Up to **512 GB** (model-dependent, typically -F variant) [hikvision.com], [bhphotovideo.com]

Power

- **Power Supply:**
  - 12 V DC ±25%
  - **PoE (802.3af)** [bhphotovideo.com]
- **Typical Use Case:** Single-cable PoE install (power + data)

Environmental & Build

- **Protection Rating: IP67** (water & dust resistant) [hikvision.com], [hikvision-uae.ae]
- **Operating Temperature:** approx. −30 °C to +60 °C (typical Hikvision Value Series) [hikvision-uae.ae]
- **Housing:** Metal + plastic bullet camera body [gematechltd.com]

🔥 Hikvision DS-2TD2628-7/QA – Technical Specifications

Overview

- **Camera Type:** Thermal & Optical Bi-Spectrum Network Bullet Camera
- **Series:** HeatPro
- **Primary Use:** Fire detection, temperature monitoring, perimeter protection, human/vehicle detection [hikvision.com], [manualzz.com]

🌡️ Thermal Module

- **Thermal Sensor:** Vanadium Oxide (VOx), Uncooled Focal Plane Array [hikvision.com]
- **Thermal Resolution: 256 × 192** [hikvision.com]
- **Pixel Pitch: 12 µm** [hikvision.com]
- **Spectral Range: 8 µm – 14 µm** [hikvision.com]
- **NETD (Thermal Sensitivity): < 40 mK @ 25°C (F1.0)** [hikvision.com]
- **Thermal Lens (QA model): 6.9 mm** [cdn.connectec.uk]
- **Thermal Field of View: 24.9° × 18.7° (H × V)** [hikvision.com], [cdn.connectec.uk]
- **IFOV: 1.74 mrad** [cdn.connectec.uk]
- **Minimum Focus Distance: 1.3 m** [cdn.connectec.uk]
- **Aperture: F1.0** [hikvision.com]
- **Digital Zoom:** ×2, ×4 [hikvision.com]

📷 Optical (Visible Light) Module

- **Image Sensor:** 1/2.7" Progressive Scan CMOS [hikvision.com]
- **Max Resolution: 2688 × 1520 (~4 MP)** [hikvision.com]
- **Lens (QA model): 6.4 mm** [hikvision.com], [cdn.connectec.uk]
- **Field of View: 53.0° × 28.0° (H × V)** [hikvision.com]
- **Minimum Illumination:**
    - Colour: **0.0089 Lux @ F1.6**
    - 0 Lux with IR [hikvision.com]
- **Shutter Speed:** 1 s to 1/100,000 s [hikvision.com]
- **Wide Dynamic Range: 120 dB True WDR** [hikvision.com]

💡 Illuminators & Alarms

- **IR Illumination Range:** Up to **30 m** (auto-adjusting) [hikvision.com]
- **White Light Range:** Up to **30 m** [hikvision.com]
- **Visual Alarm:** White light strobe with adjustable flash patterns [hikvision.com]
- **Audio Alarm:**
    - Built-in speaker
    - Preset voice alerts + user-defined alerts (VCA & temperature events) [hikvision.com]

🧠 Smart Functions

Video Content Analysis (VCA)

- Human & Vehicle Classification [hikvision.com], [cdn.connectec.uk]
- Line crossing
- Intrusion detection
- Region entrance / exit
- **Up to 8 VCA rules** [hikvision.com]

Temperature Measurement & Fire Detection

- **Temperature Range: –20°C to +150°C** [hikvision.com]
- **Accuracy: ±8°C** [hikvision.com]
- **Rules Supported:**
    - 10 point measurements
    - 10 area measurements
    - 1 line measurement (21 total) [hikvision.com]
- **Fire Detection:** ✅ Supported
- **Smoking Detection:** ✅ Supported
- **Sun-reflection Filter:** ✅ Supported [hikvision.com]

🎥 Video & Compression

- **Main Stream Compression:** H.265 / H.264 [hikvision.com]
- **Sub-Stream:** H.265 / H.264 / MJPEG [hikvision.com]

Frame Rates

- **Thermal:** Up to 25 fps
- **Optical:**
    - 25 fps (50 Hz)
    - 30 fps (60 Hz) [hikvision.com]

🌐 **Network & Power**

- **Ethernet:** RJ45 10/100 Mbps [sourceipcameras.com]
- **Power Options:**
    - 12 V DC
    - **PoE (IEEE 802.3af)** [sourceipcameras.com]
- **Typical Power Consumption:** ~6 W [sourceipcameras.com]
- **Protocols:** IPv4/IPv6, HTTP/HTTPS, RTSP, RTP, SMTP, FTP, NTP, SNMP, ONVIF [hikvision.com], [sourceipcameras.com]

🧱 **Environmental & Build**

- **Ingress Protection: IP67** (fully outdoor-rated) [sourceipcameras.com]
- **Operating Temperature: –40°C to +65°C** [sourceipcameras.com]
- **Dimensions:** approx. **321 × 106 × 107 mm** [sourceipcameras.com]
- **Weight:** approx. **1.55 kg** [sourceipcameras.com]

Appendix 7 Fire Fighting System Specification

Automatic Fire Extinguishers-Specification

Dry Powder is an effective suppressant on Class A, B, C fires and electrical equipment fires ideally used in confined spaces.

This CE Approved Automatic Extinguisher can be used for the following applications: trucks, small boats, large boats, motor sports and engine/plant rooms.

The 12kg Automatic Fire Extinguisher will cover a radial area of 18 metres positioned at a height of 3.5 metres.

This automatic extinguisher is fully refillable, it's supplied with a 68°C red bulb as standard (other temperatures available on request for bulk orders).

Technical Data	
Product Code:	AU001/017
Product:	FireChief 12Kg Automatic Dry Powder Fire Extinguisher
Height:	372mm
Capacity:	12 Kilograms
Cylinder Diameter:	290mm
Filled Weight:	15.66Kg
Range Of Throw:	18 Metres
Duration Of Discharge:	30 Seconds
CE Approved:	Yes

Image as example:

Appendix 8 Electrical Certificates

CityGroup
MANAGED SERVICES LTD

ELECTRICAL INSTALLATION CONDITION REPORT

Requirements For Electrical Installations - BS 7671

Certificate Number:

1 DETAILS OF THE PERSON ORDERING THE REPORT

Client: ***3R Technology***

Address: ***22 Roman Way, Preston, Lancashire, PR2 5BB***

2 REASON FOR PRODUCING THIS REPORT

Reason for producing this report:

Determine as far as practicable, any factors impairing the safe function of the electrical installation

Date on which inspection and testing was carried out: ***14/11/2025***

3 DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Installation Address: ***3R Technology, 22 Roman Way, Preston, Lancashire, PR2 5BB***

Description of premises: Domestic ***N/A*** Commercial ✓ Industrial ***N/A*** Other: ***N/A***

Estimated age of wiring system: ***30*** years Evidence of additions/ alterations: ***Yes*** if yes, estimated age: ***5*** years

Installation records available? (Regulation 651.1) ***No*** Date of last inspection: ***N/A***

4 EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

Sub mains and all associated circuits.

Agreed limitations including the reasons (see Regulation 653.2):

Characteristics of Primary Supply Overcurrent device. No testing of HVAC control cables. Routing of cables in prescribed zones or within mechanical protection. No Testing above 3m in height

Agreed with: ***Manager***

Operational limitations including the reasons:

n/a

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2024.
It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

5 SUMMARY OF THE CONDITION OF THE INSTALLATION

See section 8 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*: **SATISFACTORY**

*** An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.**

6 RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.
Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'.
Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by: ***5 Years***

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 1 of 18

7 OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations specified on page 1 of this report under 'Extent of the Installation and Limitations of Inspection and Testing':

N/A There are no items adversely affecting electrical safety

or

✓ The following observations and recommendations are made

Item No	Observations	Classification Code
1	*Inspection Schedule Item 5.2: Security of fixing (134.1.1) is in a potentially dangerous condition. Urgent remedial action is required.*	*completed*
2	*Inspection Schedule Item 5.4: Adequacy/security of barriers (416.2) is in a potentially dangerous condition. Urgent remedial action is required.*	*completed*
3	*Inspection Schedule Item 5.7: Enclosure not damaged/deteriorated so as to impair safety (651.2) is in a potentially dangerous condition. Urgent remedial action is required.*	*completed*
4	*Inspection Schedule Item 5.13: RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.5.2; 531.2) is recommended for improvement.*	*C3*
5	*Inspection Schedule Item 5.14: RCD(s) provided for additional protection/requirements, where required - includes RCBOs (411.3.3; 415.1) is recommended for improvement.*	*C3*
6	*Inspection Schedule Item 5.16: Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1) is recommended for improvement.*	*C3*
7	*Inspection Schedule Item 5.17: Presence of alternative supply warning notice at or near equipment, where required (514.15) is recommended for improvement.*	*C3*
8	*Inspection Schedule Item 5.18: Presence of next inspection recommendation label (514.12.1) is recommended for improvement.*	*C3*
9	*Inspection Schedule Item 5.22: Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11) is recommended for improvement.*	*C3*
10	*Inspection Schedule Item 6.7: Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) is recommended for improvement.*	*C3*
11	*Inspection Schedule Item 7.12.1: For all socket-outlets of rating 32A or less, unless an exemption is permitted (411.3.3) * is recommended for improvement.*	*C3*
12	*Inspection Schedule Item 7.12.2: For the supply of mobile equipment not exceeding 32A rating for use outdoors (411.3.3) * is recommended for improvement.*	*C3*

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

C1 **Danger Present** Risk of injury. Immediate remedial action required	C2 **Potentially dangerous** Urgent remedial action required	C3 **Improvement recommended**	FI **Further investigation required without delay**

Immediate remedial action required for items:	*N/A*
Urgent remedial action required for items:	*N/A*
Improvement recommended for items:	*4, 5, 6, 7, 8, 9, 10, 11, 12*
Further investigation required for items:	*N/A*

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 2 of 18

7 OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN (CONTINUED)

Item No	Observations	Classification Code
13	*Inspection Schedule Item 7.12.3: For cables concealed in walls at a depth of less than 50mm (522.6.202, 522.6.203) * is recommended for improvement.*	C3
14	*Inspection Schedule Item 7.12.4: For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) * is recommended for improvement.*	C3
15	*Inspection Schedule Item 7.16.1: Connections under no undue strain (526.6) is recommended for improvement.*	C3
16	*Inspection Schedule Item 7.16.3: Connections of live conductors adequately enclosed (526.5) is in a dangerous condition and presents risk of injury. Immediate remedial action is required.*	completed
17	*DB21/1/12 Kitchen lighting circuit can't get an R1 + R2 reading*	completed
18	*Office Double Socket burnt out*	completed
19	*Control Panel completely broken in Maintenance Live parts on show (Maintenance repaired)*	completed
20	*TV radial on a 32a MCB (rectified whilst on site and fit a 16a RCBO)*	completed
21	*2 Blanks missing in DB21/1 (rectified whilst on site)*	completed
22	*High CPC continuity reading on Ring Main Main Office Sockets DB First Floor*	completed
23	*Found a overheated LED driver on EML2 - Informed Manager and he's got it changed straight away*	completed
24	*No RCD protection on all circuits on DB First Floor*	C3
25	*DB in warehouse damaged*	completed
26	*Hole in top of double metal clad socket*	completed
27	*Burnt out double weatherproof socket*	completed
28	*Cracked double weatherproof socket*	completed
29	*DB missing blanks and can see live terminals (Rectified whilst on site)*	completed
30	*DB in the warehouse is missing its cover, danger present as busbar and cables can be seen*	completed
31	*Round bulkhead not secure in the gents toilet*	completed
32	*Light switch outside female toilets has water damage*	completed
33	*Containment missing in the Immersion heater cupboard*	C3
34	*3 x Isolators not correctly installed as you can see single core cables and holes in the top*	completed
35	*Outdoor weatherproof box has twin and earth to it needs replacing*	completed

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:

- C1 **Danger Present** Risk of injury. Immediate remedial action required
- C2 **Potentially dangerous** Urgent remedial action required
- C3 **Improvement recommended**
- FI **Further investigation required without delay**

Immediate remedial action required for items:	*N/A*
Urgent remedial action required for items:	*N/A*
Improvement recommended for items:	*13, 14, 15, 24, 33*
Further investigation required for items:	*N/A*

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7 OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN (CONTINUED)

Item No	Observations	Classification Code
36	*Emergency light outside completely broken*	*completed*
37		

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:

C1 **Danger Present** Risk of injury. Immediate remedial action required

C2 **Potentially dangerous** Urgent remedial action required

C3 **Improvement recommended**

FI **Further investigation required without delay**

Immediate remedial action required for items:	*N/A*
Urgent remedial action required for items:	*N/A*
Improvement recommended for items:	*N/A*
Further investigation required for items:	*N/A*

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8 GENERAL CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

Poor Condition

9 DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section 4 of this report.

Trading Title: **City Group Managed Services Ltd**

Address:

01772395734

Postcode: **PR8L**

Carl Stephenson	**Electrician**	**04/12/2025**
Carl Stephenson	**Electrician**	**04/12/2025**

10 SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Earthing Arrangements

TN-S:	N/A
TN-C-S:	✓
TNC:	N/A
TT:	N/A
IT:	N/A

Number and Type of Live Conductors

AC:	✓	1-phase (2-wire):	N/A	2-phase (3-wire):	N/A
		3-phase (3-wire):	N/A	3-phase (4-wire):	✓
DC:	N/A	2-wire:	N/A	3-wire:	N/A
Other:	N/A				
Confirmation of supply polarity:					

Nature of Supply Parameters

Nominal voltage, U/Uo:	230 V
Nominal frequency, f:	50 Hz
Prospective fault current, Ipf:	4.97 kA
External earth fault loop impedance, Ze:	0.10 Ω
Number of supplies:	1

Supply Protective Device

BS (EN):	LIM
Type:	LIM
Rated current:	LIM A

11 PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT

Means of Earthing

Distributor's facility:	✓
Installation earth electrode:	N/A

Details of Installation Earth Electrode (where applicable)

Type:	N/A	Location:	N/A
Resistance to Earth:	N/A Ω	Method of measurement:	N/A

Main Switch / Switch-Fuse / Circuit-Breaker / RCD

Location:	Meter Room	BS (EN):	LIM	Number of poles:	4
Current rating:	600 A	Fuse/device rating or setting:	600 A	Voltage rating:	415 V

If RCD main switch:

RCD Type:	N/A	Rated residual operating current ($I_{\Delta n}$):	N/A mA	Rated time delay:	N/A ms	Measured operating time:	N/A ms

Earthing and Protective Bonding Conductors

Earthing conductor

Conductor material:	Copper	csa:	20 mm^2	Connection/ continuity verified:	✓

Main protective bonding conductors

Conductor material:	Copper	csa:	20 mm^2	Connection/ continuity verified:	✓

Bonding of extraneous-conductive parts

To water installation pipes:	✓	To gas installation pipes:	✓
To oil installation pipes:	N/A	To lightning protection:	N/A
To structural steel:	✓	To other service(s):	N/A

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12 INSPECTION SCHEDULE

Item	Description	Outcome
1.0	**EXTERNAL CONDITION OF INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)** Where inadequacies in intake equipment are encountered, it is recommended that the person ordering the report informs the appropriate authority	
1.1	Service cable	*Pass*
1.2	Service head	*Pass*
1.3	Earthing arrangements	*Pass*
1.4	Meter tails	*Pass*
1.5	Metering equipment	*Pass*
1.6	Isolator (where present)	*Pass*
2.0	**PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES**	
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	*N/A*
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	*N/A*
3.0	**AUTOMATIC DISCONNECTION OF SUPPLY**	
3.1	**Main earthing/bonding arrangements (411.3; Chap 54):**	
3.1.1	Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3)	*Pass*
3.1.2	Adequacy of earthing conductor size (542.3; 543.1.1)	*Pass*
3.1.3	Adequacy of earthing conductor connections (542.3.2)	*Pass*
3.1.4	Accessibility of earthing conductor connections (543.3.2)	*Pass*
3.1.5	Adequacy of main protective bonding conductor sizes (544.1)	*Pass*
3.1.6	Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)	*Pass*
3.1.7	Accessibility of all protective bonding connections (543.3.2)	*Pass*
3.1.8	Provision of earthing/bonding labels at all appropriate locations (514.13)	*Pass*
3.2	FELV - requirements satisfied (411.7; 411.7.1)	*Pass*
4.0	**OTHER METHODS OF PROTECTION (where any of the methods listed below are employed details should be provided on separate sheets)**	
4.1	Non-conducting location (418.1)	*Pass*
4.2	Earth-free local equipotential bonding (418.2)	*Pass*
4.3	Electrical separation (Section 413; 418.3)	*Pass*
4.4	Double insulation (Section 412)	*Pass*
4.5	Reinforced insulation (Section 412)	*Pass*
5.0	**DISTRIBUTION EQUIPMENT**	
5.1	Adequacy of working space/accessibility to equipment (132.12; 513.1)	*Pass*
5.2	Security of fixing (134.1.1)	*C2*
5.3	Condition of insulation of live parts (416.1)	*Pass*
5.4	Adequacy/security of barriers (416.2)	*C2*
5.5	Condition of enclosure(s) in terms of IP rating etc (416.2)	*Pass*
5.6	Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	*Pass*
5.7	Enclosure not damaged/deteriorated so as to impair safety (651.2)	*C2*
5.8	Presence and effectiveness of obstacles (417.2)	*Pass*
5.9	Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2)	*Pass*
5.10	Operation of main switch(es) (functional check) (643.10)	*Pass*
5.11	Manual operation of circuit-breakers, RCDs and AFDDs to prove functionality (643.10)	*Pass*
5.12	Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (643.10)	*Pass*
5.13	RCD(s) provided for fault protection – includes RCBOs (411.4.204; 411.5.2; 531.2)	*C3*
5.14	RCD(s) provided for additional protection/requirements, where required – includes RCBOs (411.3.3; 415.1)	*C3*

OUTCOMES

Acceptable condition	**PASS**	Unacceptable condition	**C1 or C2**	Improvement recommended	**C3**	Further investigation	**FI**	Not verified	**N/V**	Limitation	**LIM**	Not applicable	**N/A**

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 6 of 18

12 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Outcome
5.15	Presence of RCD six-monthly test notice, where required (514.12.2)	Pass
5.16	Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	C3
5.17	Presence of alternative supply warning notice at or near equipment, where required (514.15)	C3
5.18	Presence of next inspection recommendation label (514.12.1)	C3
5.19	Presence of other required labelling (please specify) (Section 514)	Pass
5.20	Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432, 433)	Pass
5.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	Pass
5.22	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)	C3
5.23	Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	Pass
6.0	**DISTRIBUTION CIRCUITS**	
6.1	Identification of conductors (514.3.1)	Pass
6.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	Pass
6.3	Condition of insulation of live parts (416.1)	Pass
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	Pass
6.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	Pass
6.6	Cables correctly terminated in enclosures (Section 526)	Pass
6.7	Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	C3
6.8	Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6)	Pass
6.9	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	Pass
6.10	Adequacy of protective devices: type and rated current for fault protection (411.3)	Pass
6.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	Pass
6.12	Coordination between conductors and overload protective devices (433.1; 533.2.1)	Pass
6.13	Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522)	Pass
6.14	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	Pass
6.15	**Cables concealed under floors, above ceilings, in walls/partitions less than 50mm from a surface, and in partitions containing metal parts:**	
6.15.1	Installed in prescribed zones (see Section 4. Extent and limitations) (522.6.202) or	Pass
6.15.2	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section 4. Extent and limitations) (522.6.204)	Pass
6.16	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	Pass
6.17	Band II cables segregated/separated from Band I cables (528.1)	Pass
6.18	Cables segregated/separated from non-electrical services (528.3)	Pass
6.19	Condition of circuit accessories (651.2)	Pass
6.20	Suitability of circuit accessories for external influences (512.2)	Pass
6.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	Pass
6.22	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment – identify/record numbers and locations of items inspected (Section 526)	Pass
6.23	Presence, operation and correct location of appropriate devices for isolation and switching (Chapter 46; Section 537)	Pass
6.24	General condition of wiring systems (651.2)	Pass
6.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	Pass
7.0	**FINAL CIRCUITS**	
7.1	Identification of conductors (514.3.1)	Pass
7.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	Pass
7.3	Condition of insulation of live parts (416.1)	Pass

OUTCOMES

Acceptable condition	**PASS**	Unacceptable condition	**C1 or C2**	Improvement recommended	**C3**	Further investigation	**FI**	Not verified	**N/V**	Limitation	**LIM**	Not applicable	**N/A**

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12 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Outcome
7.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	*Pass*
7.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	*Pass*
7.6	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	*Pass*
7.7	Adequacy of protective devices: type and rated current for fault protection (411.3)	*Pass*
7.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	*Pass*
7.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	*Pass*
7.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)	*Pass*
7.11	**Cables concealed under floors, above ceilings, in walls/partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204):**	
7.11.1	Installed in prescribed zones (see Section 4. Extent and limitations) (522.6.202)	*Pass*
7.11.2	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section 4. Extent and limitations) (522.6.201; 522.6.204)	*Pass*
7.12	**Provision of additional protection by 30mA RCD:**	
7.12.1	For all socket-outlets of rating 32A or less, unless an exemption is permitted (411.3.3) *	*C3*
7.12.2	For the supply of mobile equipment not exceeding 32A rating for use outdoors (411.3.3) *	*C3*
7.12.3	For cables concealed in walls at a depth of less than 50mm (522.6.202, 522.6.203) *	*C3*
7.12.4	For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) *	*C3*
7.12.5	For final circuits supplying luminaires within domestic (household) premises (411.3.4) *	*N/A*
	* Note: Older installations designed prior to BS 7671:2018 may not have been provided with RCDs for additional protection.	
7.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	*Pass*
7.14	Band II cables segregated/separated from Band I cables (528.1)	*Pass*
7.15	Cables segregated/separated from non-electrical services (528.3)	*Pass*
7.16	**Termination of cables at enclosures – identify/record numbers and locations of items inspected (Section 526):**	
7.16.1	Connections under no undue strain (526.6)	*C3*
7.16.2	No basic insulation of a conductor visible outside enclosure (526.8)	*Pass*
7.16.3	Connections of live conductors adequately enclosed (526.5)	*C1*
7.16.4	Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)	*Pass*
7.17	Condition of accessories including socket-outlets, switches and joint boxes (651.2)	*Pass*
7.18	Suitability of accessories for external influences (512.2)	*Pass*
7.19	Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3)	*Pass*
8.0	**ISOLATION AND SWITCHING**	
8.1	**Isolators (Sections 460; 537):**	
8.1.1	Presence and condition of appropriate devices (Section 462; 537.2.7)	*Pass*
8.1.2	Acceptable location – state if local or remote from equipment in question (Section 462; 537.2.7)	*Pass*
8.1.3	Capable of being secured in the OFF position (462.3)	*Pass*
8.1.4	Correct operation verified (643.10)	*Pass*
8.1.5	Clearly identified by position and/or durable marking (537.2.6)	*Pass*
8.1.6	Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2)	*Pass*
8.2	**Switching off for mechanical maintenance (Section 464; 537.3.2):**	
8.2.1	Presence and condition of appropriate devices (464.1; 537.3.2)	*Pass*
8.2.2	Acceptable location – state if local or remote from equipment in question (537.3.2.4)	*Pass*
8.2.3	Capable of being secured in the OFF position (462.3)	*Pass*
8.2.4	Correct operation verified (643.10)	*Pass*
8.2.5	Clearly identified by position and/or durable marking (537.3.2.4)	*Pass*

OUTCOMES

Acceptable condition	**PASS**	Unacceptable condition	**C1 or C2**	Improvement recommended	**C3**	Further investigation	**FI**	Not verified	**N/V**	Limitation	**LIM**	Not applicable	**N/A**

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 8 of 18

12 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Outcome
8.3	**Emergency switching/stopping (Section 465; 537.3.3):**	
8.3.1	Presence and condition of appropriate devices (Section 465; 537.3.3; 537.4)	*Pass*
8.3.2	Readily accessible for operation where danger might occur (537.3.3.6)	*Pass*
8.3.3	Correct operation verified (643.10)	*Pass*
8.3.4	Clearly identified by position and/or durable marking (537.3.3.6)	*Pass*
8.4	**Functional switching (Section 463; 537.3.1):**	
8.4.1	Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2)	*Pass*
8.4.2	Correct operation verified (537.3.1.1; 537.3.1.2)	*Pass*
9.0	**CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)**	
9.1	Condition of equipment in terms of IP rating etc (416.2)	*Pass*
9.2	Equipment does not constitute a fire hazard (Section 421)	*Pass*
9.3	Enclosure not damaged/deteriorated so as to impair safety (134.1.1; 416.2; 512.2)	*Pass*
9.4	Suitability for the environment and external influences (512.2)	*Pass*
9.5	Security of fixing (134.1.1)	*Pass*
9.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: List number and location of luminaires inspected (separate page) (527.2)	*Pass*
9.7	**Recessed luminaires (downlighters):**	
9.7.1	Correct type of lamps fitted (559.3.1)	*Pass*
9.7.2	Installed to minimise build-up of heat by use of 'fire rated' fittings, insulation displacement box or similar (421.1.2)	*Pass*
9.7.3	No signs of overheating to surrounding building fabric (559.4.1)	*Pass*
9.7.4	No signs of overheating to conductors/terminations (526.1)	
10.0	**LOCATION(S) CONTAINING A BATH OR SHOWER**	
10.1	Additional protection for all low voltage (LV) circuits by RCD not exceeding 30mA (701.411.3.3)	*N/A*
10.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)	*N/A*
10.3	Shaver supply units comply with BS EN 61558-2-5 formerly BS 3535 (701.512.3)	*N/A*
10.4	Presence of supplementary bonding conductors, unless not required by BS 7671:2018 (701.415.2)	*Pass*
10.5	Low voltage (e.g. 230 V) socket-outlets sited at least 2.5m from zone 1 (701.512.3)	*N/A*
10.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)	*Pass*
10.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)	*Pass*
10.8	Suitability of current-using equipment for particular position within the location (701.55)	*Pass*
11.0	**OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS** List all other special installation or locations present, if any. (Record separately the results of particular inspections)	
11.1	*N/A*	*N/A*
11.2	*N/A*	*N/A*
11.3	*N/A*	*N/A*
11.4	*N/A*	*N/A*
11.5	*N/A*	*N/A*
12.0	**PROSUMER'S LOW VOLTAGE ELECTRICAL INSTALLATION(S)** Where the installation includes additional requirements and recommendations relating to Chapter 82, additional inspection items should be added to the checklist below.	
12.1	*N/A*	*N/A*
12.2	*N/A*	*N/A*
12.3	*N/A*	*N/A*
12.4	*N/A*	*N/A*
12.5	*N/A*	*N/A*

Inspected by:

Name: *Carl Stephenson* Position: *Electrician* Signature: Date: *14/11/2025*

OUTCOMES

Acceptable condition	**PASS**	Unacceptable condition	**C1 or C2**	Improvement recommended	**C3**	Further investigation	**FI**	Not verified	**N/V**	Limitation	**LIM**	Not applicable	**N/A**

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 9 of 18

DISTRIBUTION BOARD DETAILS

DB reference: DB 1 | Location: Office | Supplied from: Origin

Distribution circuit OCPD: BS (EN): BS EN 60947-3 | Type: 3 | Rating/Setting: 100 A | No of phases: 1

SPD Details: Types: T1 N/A T2 N/A T3 N/A N/A ✓ | Status indicator checked (where functionality indicator present) N/A

Confirmation of supply polarity ✓ | Confirmation of phase sequence ✓ | Zs at DB: 0.17 Ω | Ipf at DB: 1.02 kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

CIRCUIT DETAILS																				TEST RESULT DETAILS																	
		Conductor details						Overcurrent protective device					RCD				Continuity (Ω)					Insulation resistance				Zs	RCD		AFDD
Circuit number	Circuit description	Type of wiring	Reference method	Number of points served	Number and size: Live (mm²)	Number and size: cpc (mm²)	Max disconnect time permitted by BS7671 (s)	BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	BS (EN)	Type	Rated operating current (mA)	Rating (A)	Ring final circuit: r1 (line)	Ring final circuit: rn (neutral)	Ring final circuit: r2 (cpc)	R1+R2 or R2: R1+R2	R1+R2 or R2: R2	Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Maximum measured (Ω)	Disconnection time (ms)	Test button operation (tick)	Manual test button operation (tick)
1	Ring Main this Wall	C	C	14	2 x 2.5	1 x 1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A	0.12	0.55	0.15	0.28	N/A	250	> 499	> 499	✓	0.32	N/A	N/A	N/A
2	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	Ring Main Office 1+2	C	C	9	2 x 2.5	1 x 1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A	0.25	0.24	0.44	0.10	N/A	250	> 499	> 499	✓	1.09	N/A	N/A	N/A
4	Ring Main Kitchen	C	C	6	2 x 2.5	1 x 1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A	0.16	0.18	0.29	0.16	N/A	250	> 499	> 499	✓	0.26	N/A	N/A	N/A
5	TV Radial	C	C	1	2.5	1.5	0.4	61009	B	16	10	2.73	61009	B	30	16	N/A	N/A	N/A	0.19	N/A	250	> 499	> 499	✓	0.26	17	✓	N/A
6	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Emergency Lights	C	C	6	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.28	N/A	250	> 499	> 499	✓	1.45	N/A	N/A	N/A
8	Lights Kitchen and Corridor	C	C	11	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.48	N/A	250	> 499	> 499	✓	0.65	N/A	N/A	N/A
9	Lights	C	C	9	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.34	N/A	250	> 499	> 499	✓	1.51	N/A	N/A	N/A
10	Lights	C	C	2	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A		N/A	250	> 499	> 499	✓	2.3	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A Thermoplastic insulated/sheathed cables	B Thermoplastic cables in metallic conduit	C Thermoplastic cables in nonmetallic conduit	D Thermoplastic cables in metallic trunking	E Thermoplastic cables in nonmetallic trunking	F Thermoplastic /SWA cables	G Thermosetting /SWA cables	H Mineral insulated cables	O - Other
									N/A

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional: 23010950 | Insulation resistance: N/A | Continuity: N/A

Earth electrode resistance: N/A | Earth fault loop impedance: N/A | RCD: N/A

TESTED BY

Name: Carl Stephenson | Position: Electrician | Signature: | Date: 04/12/2025

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 10 of 18

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

DB reference: DB 1 | Location: Office | Supplied from: Origin

CIRCUIT DETAILS																				TEST RESULT DETAILS																	
		Conductor details						Overcurrent protective device					RCD				Continuity (Ω)					Insulation resistance				Zs	RCD		AFDD
Circuit number	Circuit description	Type of wiring	Reference method	Number of points served	Number and size: Live (mm²)	Number and size: cpc (mm²)	Max disconnect time permitted by BS7671 (s)	BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	BS (EN)	Type	Rated operating current (mA)	Rating (A)	Ring final circuit: r1 (line)	Ring final circuit: rn (neutral)	Ring final circuit: r2 (cpc)	R1+R2 or R2: R1+R2	R1+R2 or R2: R2	Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Maximum measured (Ω)	Disconnection time (ms)	Test button operation (tick)	Manual test button operation (tick)
11	Lights	C	C	16	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2.13	N/A	250	> 499	> 499	✓	2.3	N/A	N/A	N/A
12	Lights Canteen	C	C	12	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	?	N/A	250	> 499	> 499	✓	?	N/A	N/A	N/A
13	Back office Radial	C	C	8	4	2.5	0.4	61009	B	20	10	2.19	61009	B	30	20	N/A	N/A	N/A	0.47	N/A	250	> 499	> 499	✓	0.61	18	✓	N/A
14	Sockets Far End	C	C	4	2.5	1.5	0.4	60898	B	16	10	2.73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.64	N/A	250	> 499	> 499	✓	0.70	N/A	N/A	N/A
15	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16	Spare	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A Thermoplastic insulated/sheathed cables	B Thermoplastic cables in metallic conduit	C Thermoplastic cables in nonmetallic conduit	D Thermoplastic cables in metallic trunking	E Thermoplastic cables in nonmetallic trunking	F Thermoplastic /SWA cables	G Thermosetting /SWA cables	H Mineral insulated cables	O - Other
									N/A

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 11 of 18

DISTRIBUTION BOARD DETAILS

DB reference: **DB First Floor** Location: ***First Floor*** Supplied from: ***Origin***

Distribution circuit OCPD: BS (EN): ***BS EN 60947-3 - Type B*** Type: ***B*** Rating/Setting: ***100*** A No of phases: ***1***

SPD Details: Types: T1 T2 T3 N/A Status indicator checked (where functionality indicator present)

Confirmation of supply polarity ✓ Confirmation of phase sequence ✓ Zs at DB: ***0.12*** Ω Ipf at DB: ***1.45*** kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuit number	Circuit description	Conductor details: Type of wiring	Reference method	Number of points served	Number and size: Live (mm²)	cpc (mm²)	Max disconnect time permitted by BS7671 (s)	Overcurrent protective device: BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	RCD: BS (EN)	Type	Rated operating current (mA)	Rating (A)	Continuity (Ω) Ring final circuit: r1 (line)	rn (neutral)	r2 (cpc)	R1+R2 or R2: R1+R2	R2	Insulation resistance: Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Zs: Maximum measured (Ω)	RCD: Disconnection time (ms)	Test button operation (tick)	AFDD: Manual test button operation (tick)
1	Ring Main Main Office Sockets	A	F	24	2 x 2.5	1 x 1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A	0.64	0.58	2.41	1.11	N/A	500	> 200	> 200	✓	1.23	N/A	N/A	N/A
2	Ring Main Kitchen/Office Sockets	A	F	12	2 x 2.5	1 x 1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A	0.51	0.49	0.90	0.69	N/A	250	> 499	> 499	✓	0.81	N/A	N/A	N/A
3	Central Heating	A	F	2	2.5	1.5	0.4	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.14	N/A	250	> 499	> 499	✓	0.26	N/A	N/A	N/A
4	Emergency Lights	A	F	4	1.5	1	0.4	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.27	N/A	250	> 499	> 499	✓	0.39	N/A	N/A	N/A
5	Lights Toilet and Office	A	F	6	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.32	N/A	250	> 478	> 482	✓	0.44	N/A	N/A	N/A
6	Lights Office and Kitchen	A	F	18	1.5	1	0.4	60898	C	6	10	3.64	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.85	N/A	250	> 278	> 265	✓	0.97	N/A	N/A	N/A
7	Loft Light	A	F	1	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	250	> 200	> 200	✓	0.22	N/A	N/A	N/A
8	Extractor Fans	A	F	1	1	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	> 200	> 200	✓	LIM	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	N/A

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional: ***23010950*** Insulation resistance: ***N/A*** Continuity: ***N/A***

Earth electrode resistance: ***N/A*** Earth fault loop impedance: ***N/A*** RCD: ***N/A***

TESTED BY

Name: ***Carl Stephenson*** Position: ***Electrician*** Signature: Date: ***14/11/2025***

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 12 of 18

DISTRIBUTION BOARD DETAILS

DB reference: **DB 22/1** Location: ***Warehouse*** Supplied from: ***Origin***

Distribution circuit OCPD: BS (EN): ***60947-3 Isolator*** Type: ***B*** Rating/Setting: ***100*** A No of phases: ***3***

SPD Details: Types: T1 ***N/A*** T2 ***N/A*** T3 ***N/A*** N/A ✓ Status indicator checked (where functionality indicator present) ***N/A***

Confirmation of supply polarity ✓ Confirmation of phase sequence ✓ Zs at DB: ***0.17*** Ω Ipf at DB: ***1.47*** kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuit number	Circuit description	Conductor details: Type of wiring	Reference method	Number of points served	Number and size: Live (mm²)	cpc (mm²)	Max disconnect time permitted by BS7671 (s)	Overcurrent protective device: BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	RCD: BS (EN)	Type	Rated operating current (mA)	Rating (A)	Continuity (Ω) Ring final circuit: r1 (line)	rn (neutral)	r2 (cpc)	R1+R2 or R2: R1+R2	R2	Insulation resistance: Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Zs: Maximum measured (Ω)	RCD: Disconnection time (ms)	Test button operation (tick)	AFDD: Manual test button operation (tick)
1 L1	Store Room Sockets	A	F	4	2.5	1.5	0.4	60898	B	20	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.52	N/A	500	> 200	> 200	✓	0.69	N/A	N/A	N/A
1 L2	Canteen Sockets	A	F	5	2.5	1.5	0.4	60898	B	20	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.74	N/A	500	> 200	> 200	✓	0.91	N/A	N/A	N/A
1 L3	DB Office Board	F	F	1	25	16	0.4	60898	D	50	10	0.22	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.16	N/A	500	> 200	> 200	✓	0.26	N/A	N/A	N/A
2 L1	Fan Server Room	A	F	1	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.35	N/A	500	> 200	> 200	✓	0.52	N/A	N/A	N/A
2 L2	Fire Alarm	A	F	1	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.19	N/A	500	> 200	> 200	✓	0.36	N/A	N/A	N/A
2 L3	Contactor	A	F	1	1.5	1	0.4	60898	B	6	10	7.28	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.02	N/A	500	> 200	> 200	✓	0.19	N/A	N/A	N/A
3 TP	Security/lights/cameras/alarm DB	A	F	1	25	16	0.4	60898	C	63	10	0.35	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	500	> 200	> 200	✓		N/A	N/A	N/A
4 TP	Roller Shutters DB	A	F	1	25	16	0.4	60898	C	63	10	0.35	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.09	N/A	500	> 200	> 200	✓	0.26	N/A	N/A	N/A
5 L1	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.65	N/A	500	> 200	> 200	✓	0.82	N/A	N/A	N/A
5 L2	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.98	N/A	500	> 200	> 200	✓	1.15	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	N/A

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional: ***23010950*** Insulation resistance: ***N/A*** Continuity: ***N/A***

Earth electrode resistance: ***N/A*** Earth fault loop impedance: ***N/A*** RCD: ***N/A***

TESTED BY

Name: ***Carl Stephenson*** Position: ***Electrician*** Signature: Date: ***14/11/2025***

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 13 of 18

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

DB reference: **DB 22/1** Location: ***Warehouse*** Supplied from: ***Origin***

Circuit number	Circuit description	Conductor details: Type of wiring	Reference method	Number of points served	Number and size: Live (mm²)	Number and size: cpc (mm²)	Max disconnect time permitted by BS7671 (s)	Overcurrent protective device: BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	RCD: BS (EN)	Type	Rated operating current (mA)	Rating (A)	Continuity (Ω): Ring final circuit: r1 (line)	rn (neutral)	r2 (cpc)	R1+R2 or R2: R1+R2	R2	Insulation resistance: Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Zs: Maximum measured (Ω)	RCD: Disconnection time (ms)	RCD: Test button operation (tick)	AFDD: Manual test button operation (tick)
5 L3	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.73	N/A	500	> 200	> 200	✓	0.9	N/A	N/A	N/A
6 L1	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.05	N/A	500	> 200	> 200	✓	1.22	N/A	N/A	N/A
6 L2	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.27	N/A	500	> 200	> 200	✓	1.44	N/A	N/A	N/A
6 L3	Warehouse Lights/Emergency	A	F	24	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.41	N/A	500	> 200	> 200	✓	1.58	N/A	N/A	N/A
7 L1	Warehouse Lights	A	F	4	1.5	1	0.4	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.36	N/A	500	> 200	> 200	✓	1.53	N/A	N/A	N/A
7 L2	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.59	N/A	500	> 200	> 200	✓	1.76	N/A	N/A	N/A
7 L3	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.28	N/A	500	> 200	> 200	✓	1.45	N/A	N/A	N/A
8 L1	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.64	N/A	500	> 200	> 200	✓	1.81	N/A	N/A	N/A
8 L2	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.92	N/A	500	> 200	> 200	✓	2.09	N/A	N/A	N/A
8 L3	Warehouse Lights	A	F	4	1.5	1	0.4	60898	C	10	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.49	N/A	500	> 200	> 200	✓	1.66	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	N/A

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 14 of 18

DISTRIBUTION BOARD DETAILS

DB reference: **DB 21/3** Location: ***Warehouse*** Supplied from: ***Origin***

Distribution circuit OCPD: BS (EN): ***BS EN 60947-3*** Type: ***B*** Rating/Setting: ***100*** A No of phases: ***3***

SPD Details: Types: T1 ***N/A*** T2 ***N/A*** T3 ***N/A*** N/A ✓ Status indicator checked (where functionality indicator present) ***N/A***

Confirmation of supply polarity ✓ Confirmation of phase sequence ✓ Zs at DB: ***0.11*** Ω Ipf at DB: ***1.59*** kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuit number	Circuit description	Conductor details: Type of wiring	Reference method	Number of points served	Number and size: Live (mm²)	Number and size: cpc (mm²)	Max disconnect time permitted by BS7671 (s)	Overcurrent protective device: BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	RCD: BS (EN)	Type	Rated operating current (mA)	Rating (A)	Continuity (Ω): Ring final circuit: r1 (line)	rn (neutral)	r2 (cpc)	R1+R2 or R2: R1+R2	R2	Insulation resistance: Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Zs: Maximum measured (Ω)	RCD: Disconnection time (ms)	RCD: Test button operation (tick)	AFDD: Manual test button operation (tick)
1 TP	Roller Doors	F	F	1	6	2.5	5	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.49	N/A	250	> 499	> 499	✓	0.6	N/A	N/A	N/A
2 TP	Roller Doors	F	F	1	6	2.5	5	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.72	N/A	250	> 499	> 499	✓	0.83	N/A	N/A	N/A
3 TP	Roller Doors	F	F	1	6	2.5	5	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.89	N/A	250	> 499	> 499	✓	1	N/A	N/A	N/A
4 TP	Roller Doors	F	F	1	6	2.5	5	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.96	N/A	250	> 499	> 499	✓	1.07	N/A	N/A	N/A
5 TP	Roller Doors	F	F	1	6	2.5	5	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.10	N/A	250	> 499	> 499	✓	1.21	N/A	N/A	N/A
6 TP	Roller Doors	F	F	1	6	2.5	5	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.62	N/A	250	> 499	> 499	✓	0.73	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	N/A

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional: ***23010950*** Insulation resistance: ***N/A*** Continuity: ***N/A***

Earth electrode resistance: ***N/A*** Earth fault loop impedance: ***N/A*** RCD: ***N/A***

TESTED BY

Name: ***Carl Stephenson*** Position: ***Electrician*** Signature: Date: ***14/11/2025***

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DISTRIBUTION BOARD DETAILS

DB reference:	DB 22/1	Location:	*Warehouse*	Supplied from:	*Origin*
Distribution circuit OCPD: BS (EN):	*BS EN 60947-3*	Type: *B*	Rating/Setting: *100* A	No of phases:	*3*
SPD Details: Types: T1 *N/A* T2 *N/A* T3 *N/A* N/A ✓		Status indicator checked (where functionality indicator present)	*N/A*		
Confirmation of supply polarity	✓	Confirmation of phase sequence	✓	Zs at DB: *0.12* Ω	Ipf at DB: *1.48* kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuit number	Circuit description	CIRCUIT DETAILS – Conductor details – Type of wiring	Reference method	Number of points served	Number and size – Live (mm²)	cpc (mm²)	Max disconnect time permitted by BS7671 (s)	Overcurrent protective device – BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	RCD – BS (EN)	Type	Rated operating current (mA)	Rating (A)	TEST RESULT DETAILS – Continuity (Ω) – Ring final circuit – r_1 (line)	r_n (neutral)	r_2 (cpc)	R_1+R_2 or R_2 – R_1+R_2	R_2	Insulation resistance – Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Zs – Maximum measured (Ω)	RCD – Disconnection time (ms)	Test button operation (tick)	AFDD – Manual test button operation (tick)
1 L1	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1 L2	*Sockets*	F	F	1	2.5	1.5	0.4	60898	C	32	10	0.68	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.24	N/A	250	> 499	> 499	✓	0.36	N/A	N/A	N/A
1 L3	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 L1	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 L2	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 L3	*Diesel Tank and Socket Below Board*	F	F	2	2.5	1.5	0.4	60898	C	20	10	1.09	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	250	> 499	> 499	✓	0.22	N/A	N/A	N/A
3 L1	*DB 22/2 Sub Main*	F	F	1	16	10	0.4	60898	B	63	10	0.69	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.24	N/A	250	> 499	> 499	✓	0.36	N/A	N/A	N/A
3 L2	*Outside Lights*	F	F	1	1.5	1	0.4	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.66	N/A	250	> 499	> 499	✓	1.78	N/A	N/A	N/A
3 L3	*Lighting Contactor*	F	F	1	1.5	1	0.4	60898	B	5	10	8.74	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.07	N/A	250	> 499	> 499	✓	0.19	N/A	N/A	N/A
4 TP	*Roller Shutter*	F	F	1	6	2.5	0.4	60898	B	20	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.63	N/A	250	> 499	> 499	✓	0.75	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	*N/A*

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional:	*23010950*	Insulation resistance:	*N/A*	Continuity:	*N/A*
Earth electrode resistance:	*N/A*	Earth fault loop impedance:	*N/A*	RCD:	*N/A*

TESTED BY

Name:	*Carl Stephenson*	Position:	*Electrician*	Signature:		Date:	*14/11/2025*

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SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

DB reference:	DB 22/1	Location:	*Warehouse*	Supplied from:	*Origin*

Circuit number	Circuit description	CIRCUIT DETAILS – Conductor details – Type of wiring	Reference method	Number of points served	Number and size – Live (mm²)	cpc (mm²)	Max disconnect time permitted by BS7671 (s)	Overcurrent protective device – BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	RCD – BS (EN)	Type	Rated operating current (mA)	Rating (A)	TEST RESULT DETAILS – Continuity (Ω) – Ring final circuit – r_1 (line)	r_n (neutral)	r_2 (cpc)	R_1+R_2 or R_2 – R_1+R_2	R_2	Insulation resistance – Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Zs – Maximum measured (Ω)	RCD – Disconnection time (ms)	Test button operation (tick)	AFDD – Manual test button operation (tick)
5 L1	*Warehouse Lights*	F	F	5	1.5	1	0.4	60898	B	5	10	8.74	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	> 499	> 499	✓	LIM	N/A	N/A	N/A
5 L2	*Warehouse Lights*	F	F	5	1.5	1	0.4	60898	C	5	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	> 499	> 499	✓	LIM	N/A	N/A	N/A
5 L3	*Warehouse Lights*	F	F	4	1.5	1	0.4	60898	C	5	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	> 499	> 499	✓	LIM	N/A	N/A	N/A
6 L1	*Warehouse Lights*	F	F	4	1.5	1	0.4	60898	B	5	10	8.74	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	> 499	> 499	✓	LIM	N/A	N/A	N/A
6 L2	*Warehouse Lights*	F	F	4	1.5	1	0.4	60898	B	5	10	8.74	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	250	> 499	> 499	✓	LIM	N/A	N/A	
6 L3	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	*N/A*

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022. Page: 17 of 18

DISTRIBUTION BOARD DETAILS

DB reference: DB ? Location: *Warehouse above Gents Toilet* Supplied from: *Origin*

Distribution circuit OCPD: BS (EN): *BS EN 60947-3* Type: *B* Rating/Setting: *100* A No of phases: *1*

SPD Details: Types: T1 *N/A* T2 *N/A* T3 *N/A* N/A ✓ Status indicator checked (where functionality indicator present) *N/A*

Confirmation of supply polarity ✓ Confirmation of phase sequence ✓ Zs at DB: *0.17* Ω Ipf at DB: *1.19* kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

CIRCUIT DETAILS																TEST RESULT DETAILS														
		Conductor details						Overcurrent protective device					RCD				Continuity (Ω)					Insulation resistance				Zs	RCD			AFDD
					Number and size													Ring final circuit													
Circuit number	Circuit description	Type of wiring	Reference method	Number of points served	Live (mm^2)	cpc (mm^2)	Max disconnect time permitted by BS7671 (s)	BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	BS (EN)	Type	Rated operating current (mA)	Rating (A)	r_1 (line)	r_n (neutral)	r_2 (cpc)	R_1+R_2 or R_2	R_2	Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Maximum measured (Ω)	Disconnection time (ms)	Test button operation (tick)	Manual test button operation (tick)
1	*DB First Floor*	F	C	1	10	6	5	60898	B	50	10	0.87	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.10	N/A	500	> 200	> 200	✓	0.27	N/A	N/A	N/A
2	*Ring Main Reception and Front office*	A	B	5	2 x 2.5	1 x 1.5	0.4	60898	B	32	10	1.37	N/A	N/A	N/A	N/A	0.31	0.32	0.46	0.78	N/A	500	> 200	> 200	✓	0.95	N/A	N/A	N/A
3	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	*Gents Lights*	A	B	9	1.5	1	0.4	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.45	N/A	500	> 200	> 200	✓	1.62	N/A	N/A	N/A
5	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	*Reception, Womens and Front Office Lights*	A	B	10	1.5	1	0.4	60898	B	10	10	4.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.87	N/A	500	> 200	> 200	✓	2.04	N/A	N/A	N/A
7	*Spare*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	*Untraceable*	A	B	LIM	2 x 2.5	1 x 1.5	0.4	60898	B	20	10	2.19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	LIM	N/A	500	> 200	> 200	✓	N/A	N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A Thermoplastic insulated/sheathed cables	B Thermoplastic cables in metallic conduit	C Thermoplastic cables in nonmetallic conduit	D Thermoplastic cables in metallic trunking	E Thermoplastic cables in nonmetallic trunking	F Thermoplastic /SWA cables	G Thermosetting /SWA cables	H Mineral insulated cables	O - Other
									N/A

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional: *23010950* Insulation resistance: *N/A* Continuity: *N/A*

Earth electrode resistance: *N/A* Earth fault loop impedance: *N/A* RCD: *N/A*

TESTED BY

Name: *Carl Stephenson* Position: *Electrician* Signature: Date: *14/11/2025*

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ELECTRICAL INSTALLATION CONDITION REPORT
GUIDANCE FOR RECIPIENTS

(to be appended to the Report)

This Report is an important and valuable document which should be retained for future reference.

1. The purpose of this Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section 5). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see Section 7).

2. This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results

3. The person ordering the Report should have received the 'original' Report and the inspector should have retained a duplicate.

4. The original Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner/occupier with details of the condition of the electrical installation at the time the Report was issued.

5. Section 4 (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section 4.

7. For items classified in Section 7 as CI (Danger present), the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.

8. For items classified in Section 7 as C2 (Potentially dangerous), the safety of those using the installation at risk and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

9. Where it has been stated in Section 7 that an observation requires further investigation (code FI) the inspection has revealed an apparent deficiency which may result in a code CI or C2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section 7).

10. For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due is stated in Section 7 of the Report under Recommendations.

11. Where the installation includes a residual current device (RCD) it should be tested six-monthly by pressing the button marked 'T' or 'Test'. The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

12. Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should. be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions shall be followed with respect to test button operation.

13. Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important that this instruction is followed.

14. Where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

Appendix 9 Maintenance Schedule

Appendix 10 Job Role Training

Employee Name **XXXXXXXXXX**	**Job Title** **XXXXXXXX**					
Training Required	Date due	Date done	Date for refresher	Employee Signature	Reviewer Signature	Comments
Continuing Competence						
Environmental Policy						
Daily Weekly Inspection						
Environmental Awareness						
Waste Acceptance/Duty of Care						
Waste Separation & Storage						
Daily defect reports						
Regular maintenance and repairs						
Accident Plan						
First Aid						
Emergency Procedure						
Fire Procedure						
Spillage Procedure						

Appendix 11 Training Matrix

STAFF TRAINING MATRIX

Name	Induction inc H&S	Manual Handling	EA Technical Comp	Load Accetance and Rejection Procedure	Waste Receipt, Separation and Storage	Env Permit Awareness	Fire Prevention Plan	Fire Marshall & Extinguisher Users Course	Evacuation and emergency response	Spill Response	Daily Checks and Maintenance - WEEE Plant	Daily Checks and maintenance Balance Forktruck	Plant re-fueling	Loading / Unloading
Site Manager														
Site Supervisor														
Operator 1														
Operator 2														
Operator 3														

Trained

Training in Progress

Able to Train Others

Training Required

Version 1

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