

## Sandgate Quarry – Environmental Management System

### Indicative Contents

Section	Document
Document Control	Document Control
Environmental Policy	Environmental Policy Statement
Environmental Risk	Environmental Impacts
	Environmental Risk Assessment
List of Procedures	List of Procedures
Operations and Maintenance	Operating Techniques
	Site Maintenance Procedure
	Maintenance Record
	Maintenance Checklist
	Site Waste Management Record
Accident Management	Accident Management Plan
	Procedure for Investigation of Accidents & Near Misses
	Accident Record
	Accident Register
Incidents and Non-Conformances	Procedure for Investigation of Non-Conformances
	Record of Non-Conformances
	Register of Non-Conformances
Complaints	Complaints Procedure
	Complaints Record
	Complaints Register
Staff Training and Competence	Training Checklist
	Training Record
	Staff Responsibilities
	Delegation of Responsibilities
	Certificate of Technical Competence
Legislation Register	Legislation Register
Additional Documents	Environmental Permit (when issued)
	Planning Permission
	Approved Waste Recovery Plan