

# Maintenance Procedure

EPR-OP04

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<b>Adopted by:</b>	Charlton Park Biogas Ltd
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<b>Authorised by:</b>	Stuart Homewood
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Version	Type of Change	Date	Description of Change
0.1	N/A	30/03/2021	Initial Draft
1.0	N/A	11/08/2021	First Issue

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## 1.0 PURPOSE

This document aims to outline the procedure which must be followed by Charlton Park Biogas Ltd (hereby referred to as Charlton Park) to ensure the site fulfils the requirements of its Environmental Permit conditions.

### 1.1 Procedure Overview

This procedure details how Charlton Park shall implement plant equipment pre-use checks, site inspections, and ensure that maintenance, servicing and calibration works are undertaken at the required frequencies. This document outlines the roles and responsibilities for the aforementioned maintenance process.

## 2.0 SCOPE OF MAINTENANCE

Charlton Park shall proactively maintain the work environment and site infrastructure in accordance with the site's Environmental Permit conditions. Error! Reference source not found. provides an overview of all maintenance requirements covered within the scope of this procedure.

**Table 1 - Site Maintenance Scope**

Infrastructure/ Plant/ Equipment	Number	Pre-Use Check	Inspection	Maintenance & Calibration
Silage Clamps		N/A	Visual inspection annually including the inspection of joints, mechanical damage and drains.	Time should be allocated annually for the maintenance and remedial work required following visual inspection.

## 3.0 SITE INFRASTRUCTURE & MAINTENANCE PROCEDURE

The various maintenance processes implemented by Charlton Park are as follows:

### 3.1 Plant Maintenance

No plant will be operated unless full instructions and training have been given by a person competent to do so.

Any new or hired plant equipment shall be subject to scrutiny to ensure it meets the standards required by both Charlton Park and current legislation.

All breakdowns and incidents involving plant or equipment shall be recorded. Routine maintenance is recorded, and pre-use checks shall be undertaken for specific equipment to identify any faults or damage before use. Maintenance of all AD equipment shall be carried out in line with manufacturer guidance.

### 3.2 Site Inspection Checks

- 1) Daily maintenance logs will be completed during the working day to assess any damage or general wear of the machine.
- 2) A competent person will undertake a weekly inspection of the site. The inspection will be undertaken and documented in the Site Diary.
- 3) The Plant Manager will ensure that all documented site inspections are retained in accordance with the Environmental Permit.
- 4) The site drainage system will be visually inspected for condition and performance weekly.
- 5) Any minor issues identified by the site inspection shall be resolved and overseen by the Plant Manager. The Plant Manager may delegate actions to site operatives where required.
- 6) Any significant issues identified such as permit condition breaches or compliance obligation breaches will be recorded in the Plant Maintenance Logbook. In such instances, the Directors shall also be consulted where required to ensure the issue is resolved. The Plant Manager shall retain responsibility for overseeing the implementation of any necessary corrective actions.

## 4.0 ROLES AND RESPONSIBILITIES

The roles and responsibilities for upholding this procedure are as follows:

### Site Operatives shall:

- Where required undertake pre-use checks of equipment prior to use;
- Inform the Project/Contracts Manager of any identified defects or issues relating to site infrastructure or equipment;
- Ensure equipment is secured when not in use and stored appropriately; and;
- Ensure equipment is used in accordance with the manufacturer's instructions

### Plant Manager shall:

- Ensure records of, site inspections and, equipment and infrastructure maintenance are maintained;
- Ensure maintenance and servicing of plant equipment takes place at the required intervals following relevant methodologies and standards where appropriate.
- Maintain a log of all maintenance, servicing and calibration of infrastructure and equipment used on the site;
- Co-ordinate and arrange maintenance, servicing and calibration works, ensuring the work is carried out by a suitably qualified person;
- Ensure all plant equipment out of service or requiring maintenance is appropriately secured preventing unauthorised access or use;
- Ensure all plant equipment and monitoring equipment is identifiable and stored appropriately when not in use;
- Annually review the need for changes to the sites existing infrastructure.

### Appointed Engineers shall:

- Provide evidence of their competency to undertake maintenance, servicing or calibration works;
- Undertake maintenance, servicing or calibration works following recognised standards or methodologies where appropriate; and;
- Provide a formal record of works undertaken.

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