



WORK INSTRUCTION W.I. EMS 20 V1

INFRASTRUCTURE & WASTE HANDLING CHECKS

In addition to the series of brief daily checks it is necessary to carry out certain inspections in more detail. This will involve arranging for third party specialists to attend site to carry out service work to such items as the boiler and LEV units. Once a week the waste storage areas should be inspected to ensure waste is being accumulated and disposed of correctly. These activities are summarised on Monitoring Form EMS No 2

- The items that require third party input will be arranged by the Production Manager against a pre-arranged program/contract as per monitoring form No 2.
- The Production Manager should inspect the integrity of the liquids handling systems on a monthly basis as per monitoring form No 2.
- The interceptors will be inspected quarterly by the Production Manager or his deputy and necessary actions taken.
- The waste storage areas should be checked on a weekly basis by the EMS co-ordinator in order to ensure waste accumulation and disposal is compliant.
- Monitoring Form No 2 will be held in the office by the EMS co-ordinator who must ensure it is duly populated.
- Any abnormal situations are to be reported to the Production Manager who will investigate the cause.

PLEASE DESTROY PREVIOUS COPIES

Signed:

Date: 20.01.2023

A handwritten signature in black ink, appearing to be 'J. Smith', written over a horizontal line.

Copies to: Engineering, Control Room, Production Manager & WI File