ATTACHMENT NUMBER 11

Conditioning Plan

Contents

As this waste management facility is a new facility, this attachment is not applicable.

ATTACHMENT NUMBER I2

Environmental Management System

Contents

Attachment I2.1	**Introduction to Indaver Ireland Environmental and Quality Management Systems**
Attachment I2.2	**Index of Environmental and Quality Management System Procedures**
Attachment I2.3	**Indaver Ireland Document Control Procedure**
Attachment I2.4	**Indaver Ireland Document Amendment Procedure**
Attachment I2.5	**Indaver Ireland Internal Audit Procedure**
Attachment I2.6	**Indaver Ireland Non-conformance Procedure**

Attachment I2.1 Introduction to Indaver Ireland Environmental and Quality Management Systems

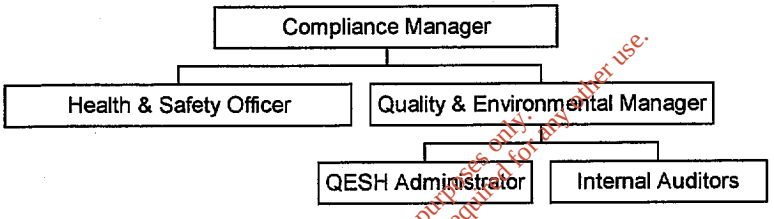
INDAVER IRELAND

Indaver's Quality and Environmental Management Systems ISO 14001 and ISO 9002

Indaver Ireland received accreditation to the Quality Standard ISO 9002 and the Environmental Standard ISO 14001 in December 2000.
The most recent surveillance audit against both standards was held in June 2001 and there were no corrective actions issued at that time.

QESH Department

To maintain accreditation with the ISO standards Indaver have a dedicated Quality, Environmental, Safety and Health (QESH) department. The department is structured as follows:



Experience, qualifications and training:

Compliance Manager – 6 years experience in the Waste Management Industry, fully trained Quality & Environmental Auditor, Qualified Trainer.

Health & Safety Officer - BSc Science, Occupational Health and Safety, MSc Occupational Health and Ergonomics, Qualified Dangerous Goods Safety Advisor, fully trained EMS/Internal Environmental Auditor.

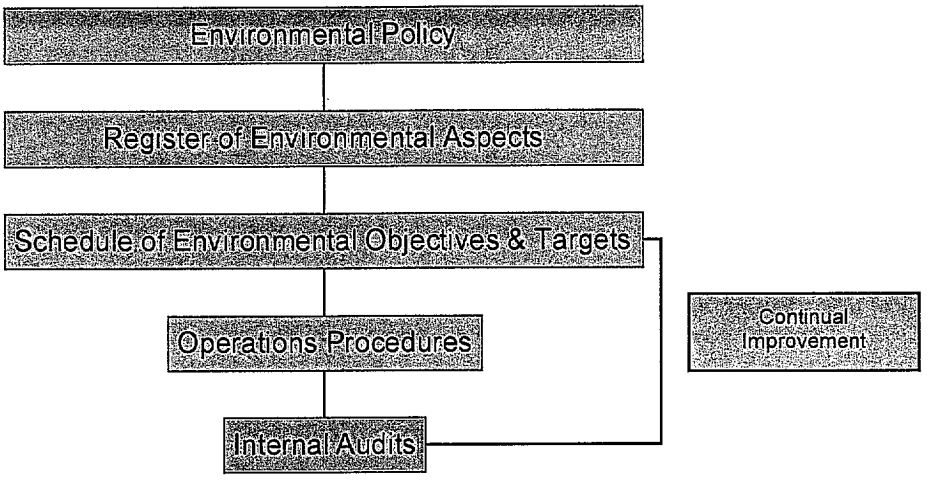
Quality & Environmental Manager – Bachelor of Engineering (Chemical), fully trained Environmental & Quality Auditor and Advanced EMS Auditor

QESH Administrator - BSc in Environmental Science, fully trained Environmental & Quality Auditor

Internal Auditors – fully trained Internal Quality Auditors

ISO 14001 – Environmental Management System

The basic structure of Indaver's Environmental Management System is as shown below.



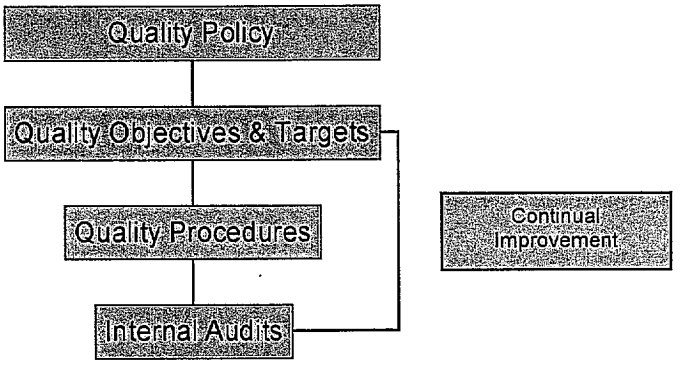
The Environmental policy is the top-level document and it defines Indaver's policies and overall aims with respect to the environment.

Below this is the Register of Environmental Aspects which identifies Indaver's environmental aspects. (An Environmental Aspect is an element of Indaver's activities that can interact with the environment.)

Once identified these environmental aspects are controlled via the schedule of environmental objectives and targets, which details Indaver's environmental objectives, targets for achieving those objectives and specific actions being undertaken to achieve these targets.

Quality Management System

The basic structure of Indaver's Quality Management System is as shown below.



As with the Environmental Policy, the Quality Policy is the top-level document on which the QMS is based. The Quality Policy defines Indaver's overall objectives and commitment to providing a quality service to customers and a quality workplace for employees.

In order to meet the aims laid down in the policy, quality objectives and targets are put in place. These objectives take the form of long term targets that are reviewed on a 6-monthly basis.

Operational Procedures

Indaver have put in place operational and quality procedures covering all aspects of its activities. The purpose of these procedures is to ensure that Indaver:

- Maintains control over the environmental, quality and safety aspects of its activities
- Meets the aims laid down in the Environmental, Quality and Safety Policies
- Remains compliant with all relevant operating permits and legislative requirements

An index of these procedures is attached.

Document Control

All QESH documentation is controlled as per the following procedures:

Operations 1.1 Control of Quality, Environmental and Safety System Documentation
Operations 1.2 Amendment of Quality, Environmental and Safety System Documentation

Copies of these procedures are attached.

Monitoring of the Effectiveness of EMS and QMS

Monitoring of the effectiveness of both the Environmental and Quality Management Systems is achieved through internal environmental and quality audits against these procedures. A copy of the procedure for Internal Audits is attached.

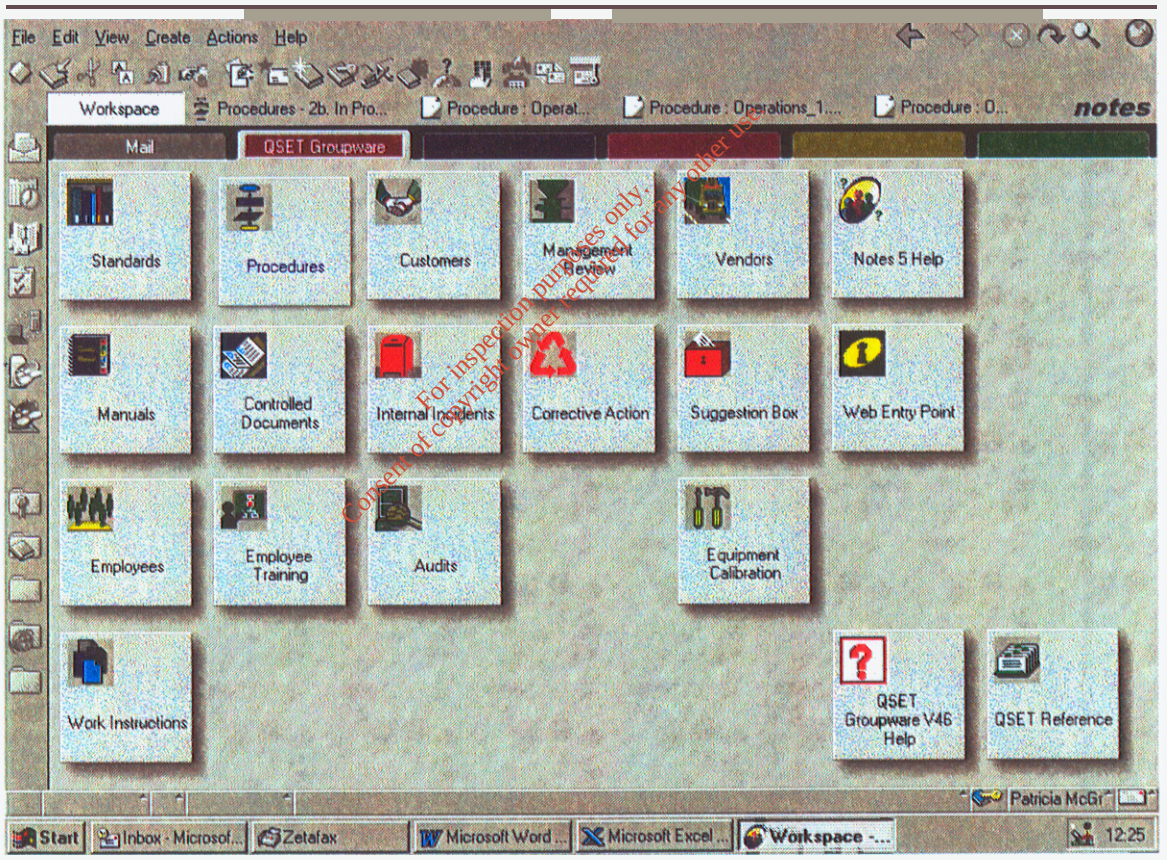
Audits are carried out as per the monthly audit schedule. Internal Auditors are fully trained and independent of the area being audited.

Issues raised as a result of these audits are dealt with through non-conformances and observations and are raised at management meetings and at reviews of the environmental and quality objectives and targets.
A copy of the Procedure for Processing a Non Conformance is attached.

Computerised System

In March 2001 Indaver installed a computeriscd Quality and Environmental system to maintain both the ISO 9002 and ISO 1400 I systems. This system provides desktop access to procedures and the ability to directly input suggestion and comments about the systems to all Indaver employees. This has led to an increased awareness and interaction of Indaver employees and hence an increased effectiveness of both the environmental and quality systems.

This system shall increase the ease with which lndaver shall implement encompass proposed facilities into the existing EMS and QMS.



OSHAS 18001

As part of the QESH department. Indaver have a full time Health & Safety Officer. Indaver aims to receive accreditation to the Health & Safety standard OSHAS 18001 in the coming year and shall implement this system across any future proposed facilities.

Attachment I2.2 **Index of Environmental and Quality Management System Procedures**

INDAVER IRELAND

Section 1: Approval Amendment & Control

Operations 1.1	Control of Quality, Environmental and Safety System Documentation
Operations 1.2	Amendment of Quality, Environmental and Safety System Documentation

Section 6: Environmental

Operations 6.1	Environmental Communications
Operations 6.2	Environmental Complaints
Operations 6.3	Environmental Non Compliance
Operations 6.4	Environmental Incident Investigation and Reporting
Operations 6.5	Disposal of Hazardous and Non Hazardous Waste produced by MinChem and Indaver
Operations 6.6	Monitoring and Recording of Environmental Information
Operations 6.7	Monitoring and Measuring of Environmental Emissions

Section 7: Indaver

Operations 7.1	Moving Newspaper Waste From Indaver Dublin Port to Recycling plant
Operations 7.2	Customer Processing and Quotation for Newspaper Recycling Service
Operations 7.3	Supply of Wheelie Bins and Collection of Newspapers
Operations 7.4	Ensuring Compliance with Waste Permit
Operations 7.5	Storage of Newspapers, Magazines and Paper in Indaver Warehouse
Operations 7.6	General Fire Procedure for Indaver Warehouse
Operations 7.7	Indaver Project (Waste Management Infrastructure)
Operations Draft_1	Acceptance of Waste at the Carranstown Waste Management Facility
Operations Draft_2	Acceptance of Waste at the Material Recycling Facility

Section 9: Sundry

Operations 9.1	Evaluation of New Equipment
Operations 9.2	Obsolete Equipment Disposal
Operations 9.4	Backing Up Computer System
Operations 9.5	Operation of the Out of Hours Telephone System

Section10: Administration of System

Operations 10.1	Quality Management Review
Operations 10.2	Environmental Management Review
Operations 10.3	Identification & Evaluation of Aspects
Operations 10.4	Setting and Monitoring of Objectives and Targets
Operations 10.5	Quality, Environmental, Safety and Health Records
Operations 10.6	Training Procedure
Operations 10.7	Processing a Non Conformance Report
Operations 10.8	Procedure for Internal Audits
Operations 10.9	Ensuring Compliance with MinChem's Waste Licence
Operations 10.10	Ensuring Compliance with the Safety Statement
Operations 10.11	Customer Questionnaire
Operations 10.12	Updating Codes of Practise and Legislation

Section 11: Vendor Control

Operations 11.1	Haulier Approving and Monitoring
Operations 11.2	Approving and Monitoring of Waste Facilities
Operations 11.3	Environmental Control of Sub-Contractors/Vendors
Operations 11.4	Code of Practice for Contractors
Operations 11.5	Auditing of Sub Contractors
Operations 11.6	Procedure for Identifying, Monitoring and Taking Corrective Action where Vendors Underperform.

Attachment I2.3 Indaver Ireland Document Control Procedure

Procedure: Control of Quality Environmental and Safety System Documentation

Reference	Status	Version	Owner
Operations_1.1	Unauthorised : Being Modified	1.01	Patricia McGrath

Type Operations Manual **Sub-Type** Approval Amendment & Control

1. Purpose

The purpose of this procedure is to outline the method for controlling all Quality, Environmental and Safety System documentation to ensure that the correct revision of documents is always available to those who need them.

This procedure covers the issue, modification and control Quality/Environmental/Safety documents including:

The Quality Manual
The Environmental Manual
The Safety Statement
The Operations Manual
Register of Environmental Legislation,
Register of Environmental Aspects

2. Definition

3. Responsibilities

The Quality & Environmental Manager is responsible for ensuring that this procedure is implemented.

4. References

Amendment of the Quality, Environmental and Safety System Documentation Operations 1.2

5. Procedure

5.1

All Quality, Environmental and Safety documentation is controlled via the Qset Quality Software Package.

5.2

When a new version of a document is issued through the Qset software then the previous version is automatically electronically archived.

5.3

All new procedures and new versions of procedures must forwarded to the compliance manager for authorisation.

5.4

The Quality & Environmental Manager is responsible for ensuring that only the current issue of a procedure, form or manual is in use. Only the Quality & Environmental Manager has access to issue documents.

5.5
The procedure for Amendment of the Quality, Environmental and Safety System Documentation is detailed in Operations 1.2

5.5
Staff are informed of changes, additions or amendments to Quality, Environmental and Safety System documentation which affects them via e-mail. This e-mail is sent through the Qset software at the time of issue of the new/amended document.

5.6
Redundant versions of documents are electronically stored for a minimum period of 7 years.

Last Change:
Previously Word QCM 9.1, issue no. 2; 17/12/99 and Operations 1.1 Issue No. 5;17/11/00
Patricia McGrath 06/04/2001 20:18:32 Version: 1

Change History:
Previously Word QCM 9.1 New Document
Patricia McGrath 02/08/2001 09:32:03 AM Version: 0

Previously Word QCM 9.1, issue no. 2; 17/12/99 and Operations 1.1 Issue No. 5;17/11/00
Patricia McGrath 06/04/2001 20:18:32 Version: 1

- End of Document -

Attachment I2.4 Indaver Ireland Document Amendment Procedure

Procedure: Amendment of Quality Environmental and Safety System Documentation

Reference	Status	Version	Owner
Operations_1.2	Unauthorised : Being Modified	1.01	Patricia McGrath

Type Operations Manual **Sub-Type** Approval Amendment & Control

1. Purpose

The purpose of this procedure is to outline the method for amending, approving and issuing all Quality, Environmental and Safety System documentation to ensure that documentation is updated efficiently.

This procedure covers the amendment of existing procedures and the issue of new procedures. The procedure covers the following all Quality, Environmental and Safety documents including:

The Quality Manual
The Environmental Manual
The Safety Statement
The Operations Manual
Register of Environmental Legislation,
Register of Environmental Aspects

2. Definition

3. Responsibilities

It is the responsibility of the Quality and Environmental Manager to ensure that this procedure is adhered to.

4. References

Control of Quality Environmental and Safety System Documentation Operations 1.1

5. Procedure

5.1

A new procedure may need to be issued:

- To instigate additional operational control on some aspect of MinChem/Indavers business.
- As a result of an External/Internal Audit
- As a result of the purchase of a new piece of Equipment

5.2

Amendments to Quality, Environmental and/or Safety documentation can result from:

- A review of the procedure
- A request for change from a member of staff
- An observations from an internal/external audit

5.3

All amendments to procedures and the issue of new procedures are done through the Qset Quality Software System.

5.4
Any changes to be made to documentation must be notified to the Quality & Environmental Manager. This is automatically controlled through the Qset software system as only the Quality & Environmental Manager has access to issue documents.

5.5
The procedure for Control of Quality, Environmental and Safety documentation is detailed in Operations 1.1.

5.6
When reviewing a document in the Qset system, the system creates an unauthorized version of the document to which amendments are made. The existing authorized version is then superseded by this new version when issued. All redundant versions are electronically archived within the system.

Last Change:
Previously Word Operations 2.1 Issue No. 4; 17/11/00
Patricia McGrath 06/04/2001 20:19:25 Version: 1

Change History:
Previously Word Operations 2.1 Issue No. 4; 17/11/00
Patricia McGrath 03/04/2001 17:25:13 Version: 0

Previously Word Operations 2.1 Issue No. 4; 17/11/00
Patricia McGrath 06/04/2001 20:19:25 Version: 1

- End of Document -

Attachment I2.5 Indaver Ireland Internal Audit Procedure

Procedure: Internal Audits

Reference	Status	Version	Owner
Operations_10.8	Unauthorised : Being Modified	1.01	Patricia McGrath

Type Operations Manual **Sub-Type** Administration of System

1. Purpose
The purpose of this procedure is to specify the method for conducting Internal Quality and Environmental Audits and recording results.

2. Definition

3. Responsibilities
The Quality & Environmental Manager is responsible for the implementation of this procedure.

4. References

Internal Audit Check List	Operations 10.8.1
Internal Audit Report	Operations 10.8.2
Procedure for Processing a Non Conformance Report	Operations 10.7
Non Conformance Report	Operations 10.7.1
Internal Audit Schedule	Operations 10.8.3 Found in Data\Exceldat\ISO 14001 & ISO 9002
Observations	Operations 10.8.4 Found in Data\Exceldat\ISO 14001 & ISO 9002
Non Conformance Register	Operations 10.7.2 Found in Data\Exceldat\ISO 14001 & ISO 9002

5. Procedure
Internal Audits are carried out on all operational procedures and manuals in accordance with the Excel based Internal Audit Schedule Operations 10.8.3.
The frequency of audits can be adjusted, depending on the result of previous audits.

All auditors must be trained and independent of the area being audited.

Responsibilities of Auditor

- It is the responsibility of each auditor to carry out the audits assigned to them as per the Internal Audit Schedule Operations 10.8.3.
- An Internal Audit Checklist Operations 10.8.1 must be completed for every audit carried out. Prepared checklists for each procedure are available and can be found in the Standards

Module. Each audit is assigned a unique reference number e.g. PM/JUNE/03 (auditor initials, month, audit number).

- Where a non-conformance is discovered during an audit, the details of the non-conformance must be recorded by the auditor on the non-conformance register Operations 10.7.2 (found in Data\Exceldat\ISO 14001 & ISO 9002). Each Non Conformance is given a unique reference number.

- Details of observations arising from internal audits are entered on the observations spreadsheet Operations 10.8.4 by the auditor. Each observation is given a unique reference number.

- An Internal Audit Report Operations 10.8.2 must be completed monthly by each auditor detailing the audits completed and any resulting observations and/or non conformances (giving non conformance and observation reference numbers). The completed audit checklists and audit reports must be returned to the Quality and Environmental Manager by the end of each month.

Responsibilities of Quality and Environmental Manager

- The Quality & Environmental Manager is responsible for ensuring that audits are carried out as per the Internal Audit Schedule Operations 10.8.3 and that the findings are made known to management and other relevant personnel.

- On receipt of all audits for the month in question the Quality & Environmental Manager completes a summary Internal Audit report which outlines the number of non-conformances together with any recommendations the auditor may make as a result of the findings of the audit.

- The Quality and Environmental Manager must then raise the non conformance reports for that month according to the procedure for processing a non conformance Operations 10.7. The Quality & Environmental Manager where necessary assigns a corrective action and enters details of this in the non conformance register.

- The Quality and Environmental Manager is responsible for ensuring that all the corrective actions from non conformances and observations are implemented.

Last Change:
Previously Word QCM 7.1, Issue No: 3; 07/01/00
Patricia McGrath 03/05/2001 15:03:48 Version: 1

Change History:
Previously Word QCM 4.1
Patricia McGrath 01/03/2001 14:57:22 Version: 0

Previously Word QCM 7.1, Issue No: 3; 07/01/00
Patricia McGrath 03/05/2001 15:03:48 Version: 1

- End of Document -

Attachment I2.6 Indaver Ireland Non-conformance Procedure

MinChem INDAVER IRELAND
PART OF THE INDAVER GROUP

Procedure: Processing a Non Conformance Report

Reference	Status	Version	Owner
Operations_10.7	Authorised	1	Patricia McGrath

Type Operations Manual **Sub-Type** Administration of System

1. Purpose
The purpose of this procedure is to provide guidance on the processing of a non conformance report.

2. Definition
A non-conformance report should be processed when a staff member, supplier or sub-contractor supplies a product or service which does not comply with MinChem and/or Indaver's specifications and is likely to adversely affect the quality of product or service.

3. Responsibilities
It is the responsibility of the Quality and Environmental Manager, Health and Safety Officer and all MinChem/Indaver personnel to adhere to this procedure.

4. References

Non Conformance Report	Operations 10.7.1
Non Conformance Register	Operations 10.7.2
Environmental Complaints Procedure	Operations 6.2

5. Procedure
When to raise a non Conformance:

- **Vendor:** In the event of a product or service being supplied which does not comply with MinChem and/or Indavers specifications and procedures then a Vendor Non Conformance must be raised.
- **Internal:** In the event that a member of staff has not followed the laid down procedures then an Internal Non Conformance must be raised.
- **Customer Complaint:** A Non Conformance Report may also be used to draw attention to recommendations for improving quality and service to the customer and for processing customer complaints. (However Environmental Complaints are dealt with using the Environmental Complaints Procedure Operations 6.2)

Raising a Non Conformance:

- The details of all Non Conformances are recorded in the Non Conformance Register Operations 10.7.2. This spreadsheet is password protected. Each Non Conformance is assigned a unique reference number.

- A Non Conformance Report Operations 10.7.1 must be completed and forwarded to the non conforming party.
- The recipient of the Non Conformance must furnish a reply within 5 working days.
- A file should be opened for each non-conformance using the register reference. The file should contain the non-conformance report and the reply.
- The reply and any corrective action taken should be recorded in the non-conformance register.

Review and Signing Off:

- MinChem Vendor Non Conformances are raised, reviewed and signed off on a weekly basis by the Commercial & Logistics Manager and Health & Safety Officer or Quality & Environmental Manager.
- All other non-conformances are reviewed and signed off at the monthly QESH meetings.
- No non-conformances may be signed off until the appropriate action has been taken.
- Non conformances should be signed off on both the Non Conformance Register and the physical file.
- **Annual Review:** A review and trend of all Vendor and Internal Non Conformances is carried out at least annually. This review should be presented and minuted at a QESH meetings.

Change History:
Suggested Next Review Date: 10/01/2002

- End of Document -