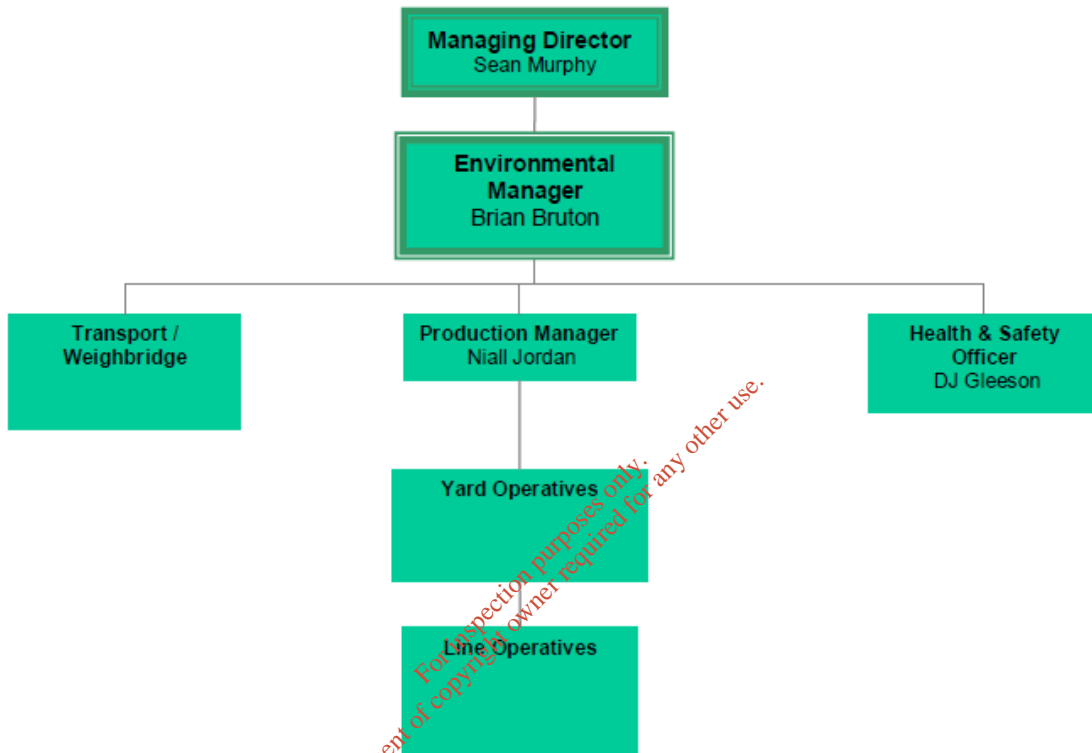


Attachment C.1 – Technical Competence and Site Management

The EMS submitted in Attachment C.2. includes an Environmental Manual that provides details on the company, its key personnel and how it will operate the Forge Hill site. The roles and responsibilities of the key personnel are also included in the Manual. The organisational chart as laid out in Section 4.7 of the Environmental Manual is reproduced below.



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Attachment C.2 – Environmental Management System

The EMS is comprised of an Environmental Manual and a series of EMS Procedures (EP01 to EP18) and EMS Records (ER01 to ER15) each of which is attached to this Section of the Waste licence Application.

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EMS Table of Contents

Procedures

Procedure Number	Procedure Name
EP01	Waste Acceptance
EP02	Waste Inspection
EP03	Sampling and Analysis
EP04	Waste Quarantine & Rejection
EP05	Weekly Housekeeping & Nuisance Inspection
EP06	Environmental Non Conformance
EP07	Corrective and Preventative Action
EP08	Environmental Training
EP09	Emergency Response
EP10	Setting Targets and Objectives
EP11	Communications and Complaints
EP12	Management Review
EP13	Document Control
EP14	Waste Dispatch (Recyclables Export)
EP15	General Monitoring
EP16	EMS Internal Audit
EP17	Vermin, Fly & Bird Control
EP18	Oil Spill Clean-Up

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EMS Table of Contents

Records

Procedure Number	Procedure Name
ER01	Weekly Facility Checklist
ER02	Register of Employee Training
ER03	Supplier Guidelines
ER04	Corrective Action Form
ER05	Environmental Non Conformance
ER06	Incident Notification Form
ER07	Training Matrix
ER08	Register of Complaints
ER09	Register of Maintenance and Inspection of Interceptor
ER10	Incoming MDR Quality Checksheet
ER11	Incoming MDR Inspection Sheet
ER12	Export Dispatch Checksheet
ER13	Baled Material Quality Checksheet
ER14	Environmental Internal Audit Form
ER15	Monitoring Points Map

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Forge Hill Recycling Ltd
Forge Hill
Cork

Environmental Manual

March 2016

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ENVIRONMENTAL MANUAL

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1. Company Profile

Name and Address: Forge Hill Recycling Ltd
Forge Hill,
Cork

Year Formed: 2015
Company Profile: Material Recovery Facility, Waste Transfer Station.

1.1 Company Background

Forge Hill Recycling (FHR) was established in 2015 and operates a Materials Recovery Facility at its site in Forge Hill, Cork..

1.2 Process Description

All incoming waste is weighed on the weighbridge which is located near the site entrance and the following information is recorded for site records:

- Description of waste – waste types and relevant EWC code
- Origin of waste including customer details
- Weight of the load

The material is deposited in the Materials Recovery Facility at the Intake Area where it is inspected prior to processing. Any load failing inspection is transferred to the quarantine area where it undergoes further inspection and if found to be non complaint is returned to the customer if possible. If not it is transferred to a competent processor of the failed material.

Waste for recycling/recovery is segregated into the relevant waste streams and depending on the nature of the material is either bailed for further processing offsite or loaded for off site disposal/recovery.

Materials undergoing further processing offsite are transferred to the storage area where they are stored until sufficient quantities are available for shipment by container/curtainsider.

FHR ensures that all information relating to the loading of containers on site is recorded for site records. All containers are sealed prior to shipment off site.

2. Definitions

Continual Improvement

Process of enhancing the Environmental Management System to achieve improvements in overall performance in line with the organisation's environmental policy.

Note: The process need not take place in all areas of the activity simultaneously.

Environment

Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their interaction.

Note: Surroundings in this context extend from within an organisation to the global system.

Environmental Aspect

Element of an organisation's activities, products or services that can interact with the environment.

Note: A significant environmental aspect is one that has or can have a significant environmental impact.

Environmental Impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

Environmental Management System

The part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

Environmental Management System Audit

A systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organisation's Environmental Management System conforms to the Environmental Management System audit criteria set by the organisation, and for communication of the results of this process to management.

Environmental Objective

Overall environmental goal, arising from the environmental policy, that an organisation sets itself to achieve, and which is quantifiable where practicable.

Environmental Performance

Measurable results of the environmental management system, related to an organisation's control of its environmental aspects, based on its environmental policy, objectives and targets.

Environmental Policy

Statement by the organisation of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets.

Environmental Target

Detailed performance requirement, quantifiable where practicable, applicable to the organisation 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

Individual or group concerned with or affected by the environmental performance of an organisation.

Organisation

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

Note: For organisations with more than one operating unit, a single operating unit may be defined as an organisation.

Prevention of Pollution

Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

Note: The potential benefits include the reduction of adverse environmental impacts, improved efficiency and reduced costs.

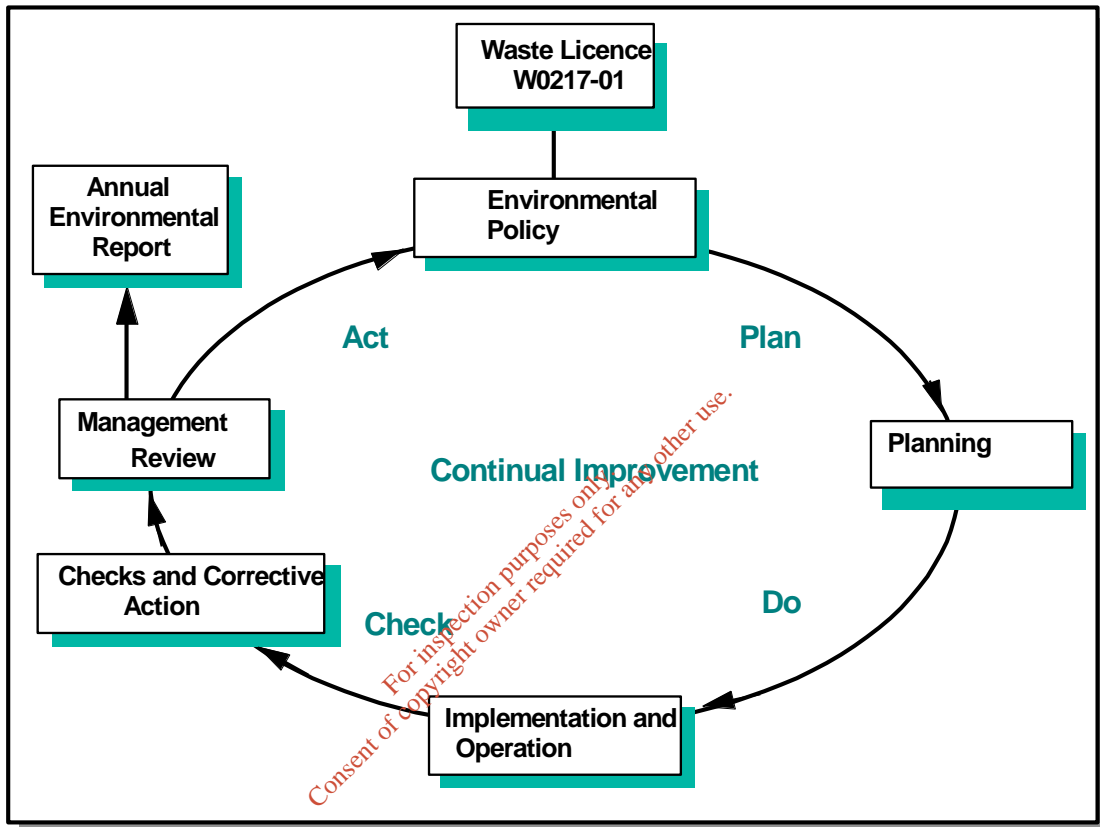
Sustainable Development

Meeting the needs of the current generation without compromising the ability of future generations to meet their own needs.

3. Environmental Management Systems Requirements

The Environmental Management Programme functions as an action plan dealing with the implementation of measures to achieve the objectives and targets set for the facility. An overview of the system can be seen in Figure 1.

Figure 1 Environmental Management System



3.1 Environmental Management Manual Format

3.2 Purpose

The purpose of this Environmental Management Manual is to describe the environmental management system in operation at FHR.

This document provides direction to related documentation.

3.3 Scope

The Environmental Management System consists of:

- Environmental Aspects and Impacts
- Environmental Management Programme (Objectives and Targets)
- Environmental Management Manual
- Environmental Procedures
- Waste Facility Permit WFP-CK-15-0148-01

3.4 Format

The format of this manual is designed to address the main requirements of Waste Facility Permit WFP-Ck-15-0148-01. Specific procedures and associated reports are referenced in the appropriate sections of the manual.

3.5 Control

The Environmental Manager will maintain a master copy of the Environmental Management Manual.

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4. Environmental Policy

Environmental Policy

FHR are committed to the prevention of pollution and protecting and conserving the natural environment.

We will demonstrate this commitment by incorporating environmental consciousness in our daily activities and complying with all statutory, regulatory requirements and recognised standards. The Environmental Management System is designed to continually improve our environmental performance and encompasses activities.

Our Company

Forge Hill Recycling located in Forge Hill, Cork provides waste management services to commercial and domestic customers. We have a proactive approach to minimising landfill waste by operating a variety of waste treatment activities to recover materials. As a result our business has a positive contribution to the national goal of reducing landfill waste disposal.

Our Commitments

We are committed to effective implementation of our Environmental Management System and continual improvement. We at FHR take responsibility for the impact of our organisation on the environment. Our policy is to measure, manage, minimise, our impact that on the environment.

Our Actions

- o Conserving resources, promoting recycling and reducing waste as far as practical.
- o Ensuring efficient use of resources such as energy and water
- o Preventing pollution through a combination of controls and monitoring
- o Ensuring that all personnel on site are aware of their responsibility regarding environmental procedures and requirements
- o Complying with all regulatory and legislative requirements
- o Ensure the Environmental Policy is made available to employees, interested parties and the public.
- o Continually improve by setting and reviewing objectives and targets.
- o Maintain documented Environmental Management Systems for all activities and regularly reviewed by audit to confirm the systems effectiveness.
- o Initiate and encourage communication that will foster responsible environmental management by all.

Signed: _____

Sean Murphy
Managing Director
March 2016



4.1 Posting of the Policy

Hard copies of the Environmental Policy will be signed by the Managing Director and will be posted reception, and company notice board. The Environmental Manager is responsible for posting the Environmental Policy. The Managing Director is responsible for ensuring that the Environmental Policy Statement is reviewed.

4.2 Communication of the Policy

The policy has been communicated to all employees through general awareness training sessions or at induction training.

The Environmental Policy is available for any member of the Public to review on request. In addition if a member of the public requests a copy of the environmental policy it will be provided to them by the Environmental Manager.

4.3 Planning

The EMS includes strategic planning activities, the organisational structure and implementation of the environmental policy as an integral part of the manufacturing process.

4.4 Aspects and Impacts

The environmental aspects and impacts associated with the facility have been determined with relevance to operational procedures which may potentially negatively impact with the environment. Where aspects and associated impacts have been identified actions and management plans have been identified to reduce and minimise and mitigate these potential impacts.

Environmental Aspects and Impacts Register

Aspects	Impacts	Actions
Water	Mismanagement of liquid effluents may: cause contamination of surface waters or groundwater; affect flora/fauna, food chain, or human health; cause soil contamination; and result fines and violations.	Onsite effluent is treated through an advance waste water treatment unit, and wetland lagoon. Water samples are recorded at surface and treated effluent monitoring locations to ensure there is no contamination. A silt trap and oil separator will be installed as a precautionary measure to reduce potential for water contamination. Bunded structures will be integrity tested to ensure they are intact. Groundwater monitoring boreholes will be installed to monitor groundwater.
	Excessive water consumption may deplete the sole source aquifer; initiate hydraulic pressure on the aquifer, which may cause movement of existing pollutant plumes (offsite).	Water consumption is tracked on a monthly basis, targets and objectives and targets are set for on an annual basis to reduce water consumption. Energy efficiency audit of the facility are undertaken with the aim of reducing consumption.
Waste	Mismanagement of mixed wastes may: cause soil and/or water contamination; affect flora/fauna or human health; affect landscape and natural beauty; result fines and violations.	Reduce onsite waste generation is reduced where possible, A report examining waste recovery options will be completed, establish and maintain written procedures for the acceptance and handling of waste.
Power Consumption	Excessive power consumption may: deplete natural resources; contribute to greenhouse gas emissions; cause environmental impacts at location of power generation.	Power consumption is tracked on a monthly basis, targets and objectives and targets are set for on an annual basis to reduce power consumption. Energy efficiency audit of the facility are undertaken with the aim of reducing consumption.
Atmospheric Emissions	Mismanagement of airborne emissions may: cause exposures to on-site and off-site residents; contribute to global warming; and result fines and violations.	Prepare programme for identification and reduction of fugitive emissions.
Sensitive Species And Sensitive Habitats	May damage or disturb: Protected wetlands, flora; endangered species; water flow.	Planting of trees to screen and reduce noise generation, and buffer the development from the surrounding environs. There is programme for the control and eradication of vermin and fly infestations.
Environmental Noise	May exceed Waste Facility Permit Limits, May cause community concern.	Planting of trees, and embankment to visually screen nearby houses, and buffer noise from the facility. Completion of biannual Noise survey to ensure compliance with the oise limits. Implementation of mitigation measure where non-compliance is detected. Prepare programme for the identification and reduction of noise emissions

Forge Hill Recycling Ltd. has established actions and environmental management programs for all of the issues associated with the environmental aspects and impacts.

4.5 Objectives and Targets

Key environmental objectives and targets are identified, managed and controlled by means of EP10 **Setting and Reviewing Objectives and Targets**.

KWD maintain a Register of the site's objectives and targets which are contained in the Environmental Management Programme. The objectives and targets are consistent with the environmental policy and address continuous improvement in environmental performance

4.6 Environmental Management Programme

KWD has established a programme for achieving the environmental objectives and targets.

The programme specifies the objectives and targets to be achieved, responsibility, the means and timeframe by which they are to be achieved. The EMP is reviewed in accordance with EP001 **Setting and Reviewing Objectives and Targets**.

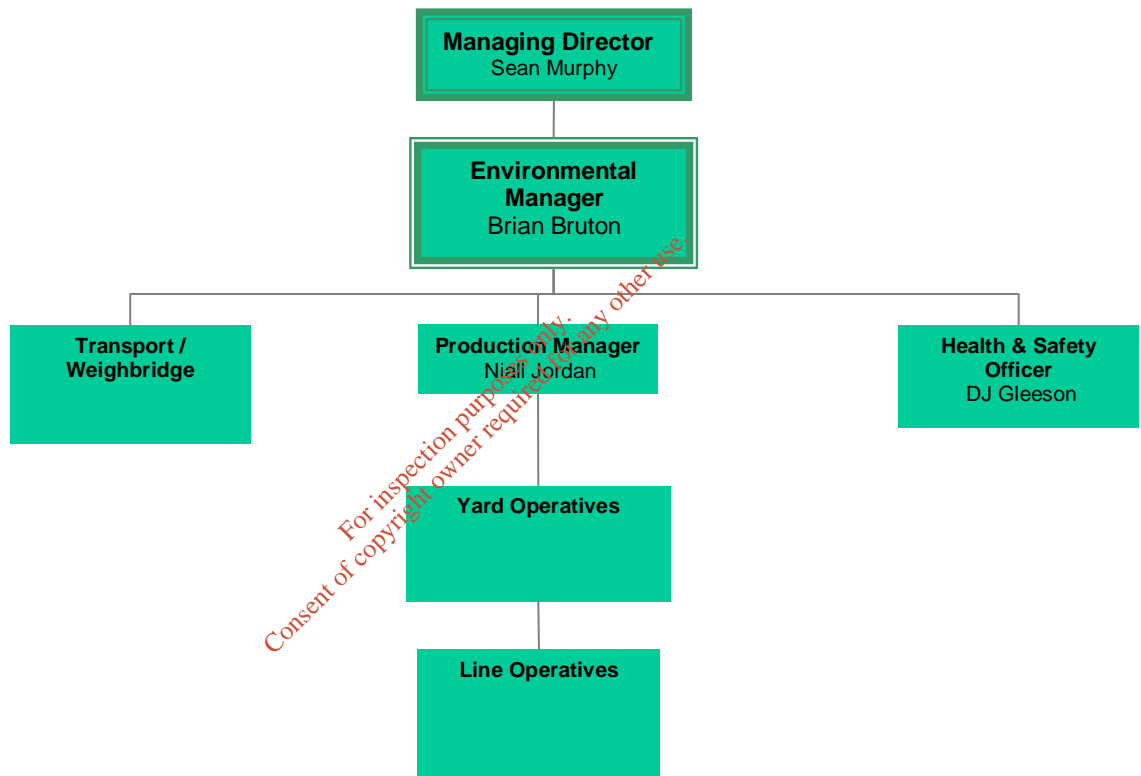
Where a review of a new project or change to the site requires a new objective or environmental project this will be included in the next revision of the EMP.

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4.7 Structure and Responsibility

In order to organise an effective Environmental Management System, FHR employees have individual roles and responsibilities for applying the Environmental Management System and the Environmental Policy in the performance of their tasks. Management will provide resources essential to the implementation and control of the Environmental Management System. Some specific responsibilities are outlined below.

The Structure of the Environmental Management System at FHR is represented by this organisational chart:



The Environmetnal Manager is also appointed as **the Environmental Management Representative**. In the absence of the Environmental Manager the Managing Director assumes this role.

The **Managing Director** has ultimate responsibility for:

- Effective implementation of the Environmental Management System.
- Ensuring that adequate resources and specialised skills, essential to the implementation and control of the Environmental Management System, are available to maintain the Environmental Management System at its required level
- Delivering a statement to the media on environmental issues if necessary

The **Environmental Manager** has responsibility and authority for:

- Ensuring the Environmental Management System requirements are established and maintained in accordance with the Company policy.
- Ensuring that all environmental incidents/releases are investigated, and reported in accordance with the Environmental Management System
- Reporting on the performance of the Environmental Management System to senior management
- Participating in the Environmental evaluation of new processes, new equipment or major projects
- Reviewing environmental training needs.
- Control of all contractors entering site.
- Ensuring that adequate records are maintained and updated for demonstration of conformance to Environmental Management System requirements
- Implementation of relevant Environmental Management System procedures
- Ensuring that FHR Management are kept up to date with changes to Waste Licence
- Developing and Reviewing Objectives, Targets and Environmental Management Programme.
- Reviewing Environmental non conformances
- Co-ordinating internal audits of the Environmental Management System to ensure continued adherence to documented requirements
- Maintaining and continually improving the Environmental Management System.
- Co-ordinating Environmental Monitoring.
- Identifying Environmental Training Needs
- Ensuring that MSDSs are available for all chemicals used on site

- Reviewing and updating the emergency plan
- Identifying training needs in relation to emergency response and organising external training

All **Departmental Managers/Supervisors** are responsible for:

- Ensuring that all persons whom they lead or engage are fully aware of FHR's environmental policy and that they comply with the policy.
- Ensuring that environmental procedures relating to their areas are fully complied with.
- Identifying and reviewing objectives and targets relating to their area of responsibility.
- Informing the Environmental Manager of any changes in their area which may have an environmental significance.

Internal Auditor (s) are responsible for co-ordinating audits organised by the Operations manager.

The Document Controller is responsible for storage, distribution of documents in the environmental system.

The **Employees** have responsibility for:

- Adhering to the environmental procedures relating to their respective tasks.
- Being aware of the environmental policy.
- Adhering to the emergency response and accident prevention procedures.

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4.8 Training, and Awareness and Competence

On an annual basis the Operations Manager compiles a company training and development plan. The plan is based on the submission of individual Department plans, which are submitted, by the relevant Department Manager or area representative.

Environmental awareness training is provided to all employees. The aim of environmental awareness training is to make employees aware of the importance of conformance with the documented policies, procedures and requirements of the Environmental Management System and Waste Facility Permit WFP-CK-15-0148-01 including:

- The significant environmental impacts of their work activities and the benefits of improved personal performance.
- Their roles and responsibilities as part of the Environmental Management System, including emergency preparedness and response requirements.
- The potential consequences of departing from documented procedures.

FHR personnel performing tasks which may cause environmental impacts shall be competent on the basis of appropriate education, training and experience.

4.9 Communication

EP11 Environmental Communications and Complaints procedure specifies the method by which external communications and complaints are dealt with in FHR.

Internal communications in relation to environmental issues at FHR are largely in the form of face-to-face meetings or emails. Formal recorded meetings include:

- Environmental Management Review Meeting – at least annually.
- The Managing Director and Operations manager meet weekly to discuss operational issues at the facility, when relevant environmental issues are included in these discussions.

4.10 Environmental Management System Documentation

The Environmental Management System is adequately and systematically documented by means of the following core elements:

- Environmental Management Programme (Objectives and Targets)
- Environmental Management Manual
- Environmental Procedures and associated Records
- Waste Facility Permit WFP-CK-15-0148-01

4.11 Document Control

A comprehensive system is in place to ensure that adequate, accurate, current and valid documentation is maintained and that such documents are available at appropriate locations.

Standard Operating Procedures

All SOPs that form part of the Environmental Manual are controlled by means of EP13.

4.12 Operational Control

FHR has identified operations and activities associated with the identified significant impacts and have established and maintain documented procedures. All significant impacts shall be managed by means of operational control i.e. documented in a procedure or by the setting of an environmental objective.

Procedures are in existence, which cover situations where their absence could lead to deviations from the environmental policy, Corporate Guidelines and objectives and targets. Procedures relevant to the Environmental Management System are detailed below :

Procedure Number	Procedure Name
EP01	Waste Acceptance
EP02	Waste Inspection
EP03	Sampling and Analysis
EP04	Waste Quarantine & Rejection
EP05	Weekly Housekeeping & Nuisance Inspection
EP06	Environmental Non Conformance
EP07	Corrective and Preventative Action
EP08	Environmental Training
EP09	Emergency Response
EP10	Setting Targets and Objectives
EP11	Communications and Complaints
EP12	Management Review
EP13	Document Control
EP14	Waste Dispatch (Recyclables Export)
EP15	General Monitoring
EP16	EMS Internal Audit
EP17	Vermin, Fly & Bird Control

Maintenance

Forge Hill Recycling operates a preventative maintenance system for all equipment on site. Maintenance may be undertaken by engineering personnel or by an external contractor.

4.13 Emergency Preparedness and Response

FHR has established procedures to identify potential for and response to accidents and emergency situations. The Emergency Response Plan for the site is included in EP09 and the spill clean up procedure for the site is included is EP18.

FHR will review and revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations. Where necessary non-compliance procedures as per EP06 will be filed and corrective actions implemented to ensure that all emergency procedures are optimised.

FHR will also periodically test such procedures where practicable as part of the audit schedule.

4.14 Monitoring and Measurement

EP15 encompass all of FHR's monitoring and measurement activities and processes, which significantly affect or have the potential to significantly affect the environment..

EP10 Setting and Reviewing of Objectives and Targets, and Compilation of the Environmental Management Programme specify the method by which the environmental objectives and targets are set by FHR and how their effectiveness is monitored.

4.15 Non Conformance, Corrective and Preventative Action

In the event of an environmental incident, complaint or non conformance arising from a third party audit of the Environmental Management System it is the responsibility of the Environmental Manager to assign a corrective action request to the relevant personnel.

In the case of an internal Environmental Management System audit, it is the responsibility of the Environmental Manager to assign the corrective action request to the relevant personnel.

This will be done in accordance with EP06 Environmental Non Conformance and EP07 Corrective and Preventive Action Procedure.

Non conformances and environmental incidents shall be reviewed at the Environmental Management System Review Meeting in accordance with EP12.

FHR will record any changes in the documented procedures as a result of corrective and preventive actions, in line with its commitment to continual environmental improvement.

4.16 Records

It is the responsibility of the Environmental Manager to maintain a list of all relevant environmental records to demonstrate compliance with the requirements of the Environmental Management System. All records are maintained in electronic format, as attachments to the relevant procedures or

documents. A controlled Environmental Records List is maintained in accordance with EP13.

4.17 Environmental Management System Audit

FHR conducts periodic audits of the Environmental Management System in accordance with the EP16 Environmental Auditing Procedure. The purpose of auditing the system is to ensure that the system conforms to planned arrangements for environmental management including the objectives and targets, the environmental policy and also to determine if the system is being properly implemented and maintained.

The Environmental Manager is responsible for arranging, scheduling and directing the internal environmental audits. The Audit Schedule is contained in **KWEP006**. Site inspections of the facility are also undertaken in accordance with EP05 as part of the audit.

The results of all Environmental Management System audits carried out within FHR are reported to management at the Environmental Management System Review Meeting- EP12 Management Review.

4.18 Management Review

The Management at FHR shall review the Environmental Management System on at least an annual basis to ensure its continued suitability and effectiveness. This review shall be documented and carried out in accordance with EP12 Environmental Management Review.

The environmental management review shall address the possible need for changes to FHR's Environmental Policy, objectives and other elements of the EMS in light of changing circumstances, environmental audit results and the commitment to continual improvement and the prevention of pollution.



EP01- Waste Acceptance Procedure

Rev. 1.0

EMS Procedure	Waste Acceptance Procedure		
Date:	01/02/2016	Revision No.	1.0

Reasons for Revision	

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EP01- Waste Acceptance Procedure

Rev. 1.0

1. Purpose

The purpose of this Procedure is to describe the standard procedures to be followed during the acceptance of material into the facility. This document is a controlled document and must be adhered to. This document is in place to ensure that the waste handled in the FHR recovery facility is deemed suitable for processing and is in compliance with the waste facility permit.

2. Scope

This procedure applies to all waste and recyclables arriving to the Facility. All waste accepted on site is required to be in accordance the waste facility permit WFP-CK-15-0148-01

3. Responsibilities

The EHS Manager is responsible for communicating and training drivers and waste operatives on types of waste accepted at the facility.

Production Manager, supervisors and Liebherr driver are responsible for checking all incoming loads before and after tipping.

Administration for invoicing of non-conforming or contaminated material

Directors and Operations Manager are responsible for obtaining full specification of new customers waste.

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EP01- Waste Acceptance Procedure

Rev. 1.0

4. Procedure

- 4.1 When waste delivery vehicle arrives on site the weighbridge operator logs all relevant information required by our license.
- 4.2 The vehicle is then directed to the relevant area on site for unloading following the sites traffic plan route.
- 4.3 A visual inspection of the vehicle will be carried out by the Liebherr operator before/during unloading. Details are recorded on the Incoming Inspection sheet.
- 4.4 Loads are checked for prohibited items outwit our license (e.g. hazardous waste, asbestos, oil, liquids and medical/clinical waste) and unwanted materials (contaminating fractions in load – non-hazardous)
- 4.5 If prohibited material or quantities of unwanted material are present in the load the quality controller/site manager will be called for further inspection. Photos of the load will be taken as evidence and fed back to the customer along with a completed Incoming MDR Quality Checksheet.
- 4.6 If prohibited material is present the load will be rejected. If prohibited material is already unloaded it will be sent to the waste quarantine area before sent off site to a specialised licensed facility/collector.
- 4.7 Once unloading is completed the vehicle returns to the weighbridge where the vehicle is weighed out.
- 4.8 All records of waste deliveries/inspections/rejections will be kept on file.

5. Associated Documents

- Incoming MDR inspection sheet (ER11)
- Incoming MDR Quality Checksheet (ER10)



EP02 - Waste Inspection Procedure

Rev. 1.0

EMS Procedure	Waste Acceptance Procedure		
Date:	01/02/2016	Revision No.	1.0

Reasons for Revision	

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EP02 - Waste Inspection Procedure

Rev. 1.0

1. Purpose

To outline the procedure for assessment of co-mingled dry recyclables upon receipt at the MRF. Explain the Non- Conformity of waste arriving to each waste department.

2. Scope

Mixed Dry Recyclables accepted at the facility must conform to the Forge Hill Recycling *Guidelines for Suppliers of Co-mingled Dry Recyclables to the Forge Hill MRF*, and this procedure.

3. Responsibilities

Quality Controller, Production Manager and Liebherr driver are responsible for checking incoming loads before and after tipping.

Administration for invoicing of non-conforming or contaminated material

Directors and EHS Manager are responsible for obtaining full specification of new customers waste.

4. Procedure

Third Party suppliers are sent a copy of the Forge Hill Recycling *'Guidelines for acceptance of Co-mingled dry recyclables at the Forge Hill MRF'* which details the type and quality of waste material that will be accepted.

For new suppliers, the Operations Manager or Director will undertake a pre-supply inspection and go through guidelines prior to acceptance of the initial delivery.

Each load of waste arriving at the facility shall be weighed and recorded by the Weighbridge Office on Weighbridge System.

4.1 Comingled Dry Recyclables acceptance assessment:

The Input Material streams will undergo the following assessments;

- (1) Visual Assessment
- (2) Quantitative Visual Assessment of two randomly tossed one meter square quadrat sections
- (3) Sampling of the input material followed by Quantitative and Qualitative Analysis of the material sample by Quality Controller

EP02 - Waste Inspection Procedure

Rev. 1.0

Frequency of Assessment	Visual Inspection	Quadrat Section Assessment	Sampling & Analysis
Co-mingled Dry Recyclables Input	Every Load – Liebherr driver	Two random selected loads per day	As required.

4.2 Comingled Dry Recyclables acceptance standards:

The FHR acceptance standards and limits are as follows;

TARGET MATERIALS:

Group Code	Designation	Description	Target Materials Limit max.	Special Characteristics
1.01	Paper	Newspapers, Magazines, Mail, Envelopes, Office Paper, Phone Books, Catalogues, Tissue Boxes, Sugar Bags, Potato Bags, Calendars and Diaries, Egg box.	No Limit	Wet Paper must not be degraded or so wet as to restrict sortation. Excessive shredded paper not desirable.
1.02	Cardboard	Food boxes, Packaging boxes, Cereal boxes, Kitchen towel tubes	No Limit	
1.03	Milk and Juice Containers	Used beverage and Juice cartons including Tetra-pak and waxed lined cartons	No Limit	
1.04	Plastic Bottles and Containers	Mineral Bottles, Water Bottles, Mouthwash bottles, Dressing bottles, Milk and Juice Bottles, Shampoo, Laundry, detergent bottles, Yogurt bottles, margarine tubes, rigid food packaging, fruit containers.	No Limit	
1.05	Plastic Films	Shrink wrap, bags, bin liners, sheeting	Max 10% of comingled material	Long stringy film and strapping not desirable.
1.06	Aluminium	Drinks cans,	No Limit	Aluminium aerosols and foils allowed
1.07	Steel Packaging	Pet Food Cans, Food cans, Biscuit tins, Soup tins	No Limit	May include steel aerosols

EP02 - Waste Inspection Procedure

Rev. 1.0

UNWANTED MATERIALS

Group Code	Designation	Description	Unwanted Materials Max.	Assessment
2.01	Food Waste	Including accepted materials containing heavy residue of food materials	Present in max. 1 of 2 quadrat sections	(1) Visual assessment of every load. (2) Periodic assessment of surface area of 2 no. randomly tossed quadrat sections (1 sq. meter ea) per load. (3) Periodic sampling and assessment of 1 1100L bin grab sample (approx 50kg).
2.02	General Waste	Bagged household general waste including badly contaminated bagged comingled material	Max 1 bag waste present in 2 quadrat sections	
2.03	Textiles	Clothing, linen, upholstery, wipes and rags.	Max 1 item in 2 quadrat sections	
2.04	Household WEEE	Household electronic and electrical items including cables	Max 1 item in 2 quadrat sections	
2.05	Glass	Glass bottles and jar, glass bulbs, mirrors and other plate glass.	Max 2 items in 2 quadrat sections	
2.06	Wood	Fruit boxes, crates, timber sections.	Max 2 items in 2 quadrat sections	
2.07	Polystyrene Foam	Expanded polystyrene foam packing blocks and packing nuts	Max 1 item present in 2 quadrat sections	
2.08	Nappies	Used Nappies and Sanitary Pads	Max 1 item present in 2 quadrat sections	

PROHIBITED MATERIALS:

Group Code	Designation	Description	Prohibited Materials Max.	Assessment
3.01	Hazardous household waste	Car Batteries, Weed killers, pesticides, paints.	None tolerated in load, quadrat section, or grab sample.	(1) Visual assessment of entire load. (2) Periodic assessment of surface area of 2 no. randomly tossed quadrat sections (1 sq. meter ea) visually assessed (3) Periodic sampling and analysis of 1 1100L bin grab sample (approx 50kg)
3.02	Medical / Clinical Waste	Medical / Hospital waste clearly not of Non-household origin	None tolerated in load, quadrat section, or grab sample.	
3.03	Asbestos	Asbestos tiling, sheeting or packing	None tolerated in load, quadrat section, or grab sample.	
3.04	Liquids & Compressed Gases	Any liquids and gas cylinders and fire canisters	None tolerated	

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QUALITY OF TARGET MATERIALS:

The following characteristics of the load will be assessed.

Group Code	Constituent	Description	Limit	Assessment
4.01	Moisture	Clean, dry and free-flowing material required. No damp or wet material in a matted / lumped state.	Material should not be wet or degraded to extent that it will limit sorting	(1) Visual assessment of load.
4.02	Odour	No strong smell or odour suggesting food and/or general waste contamination	No foul or malodourous material will be accepted	
4.03	Age	Fresh material. No material excessively old and degraded	Material should not be degraded to extent that it will limit sorting	
4.04	Cleanliness	Material should be bright and clean	Dirty and soiled material is not desirable.	

The Grab Operator conducts a visual assessment of the load upon off-loading and records the acceptance or rejection of the load on Incoming MDR Inspection Sheet.

If the Grab Operator is satisfied that the waste is acceptable the waste will be transferred into the raw material stockpile for processing through the sortation line.

In the event that the Grab Operator has concerns regarding the load this will be recorded on ER10 and immediately communicate the concern to the Quality Controller or Production Manager.

If Quality Controller and Production Manager are not available the Grab Operator may transfer the load into the holding area for later assessment.

4.3 Comingled Dry Recyclables Quantitative Assessment:

The Quality Controller will conduct daily qualitative and quantitative assessment of a minimum of two loads. The loads may be randomly selected or those identified by the Grab Operator, following initial inspection, as warranting further assessment.

The qualitative assessment will incorporate assessing and scoring the quality of the target materials in the load on a scale of 1 to 5 for the following parameters (1) Moisture (2) Odour (3) Age and (4) Cleanliness

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The quantitative assessment is conducted using either the visual or quadrat section assessment method. The Quality Controller may undertake sampling and analysis of the intake comingled dry recyclables if deemed necessary .

QUADRAT SECTION ASSESSMENT

A one meter square quadrat section will be randomly tossed onto the incoming material. The surface area within the quadrat will be visually assessed for presence of unwanted and prohibited materials. The number and nature of the unwanted and prohibited should be recorded on the Incoming MDR Quality Checksheet.

A minimum of two quadrat sections will be sampled for each load assessed.

Any large items such as cardboard or sheets of film within the quadrat section which are covered by more than 33% of the quadrat area should be removed to allow representative assessment. Otherwise, only the surface area of the quadrat area should be assessed.

Based on the results of the qualitative and quantitative assessment number of unwanted and prohibited materials is compared to the prescribed limits and the appropriate action taken.

SAMPLING & ANALYSIS

If required a representative grab sample (circa 50kg) will be taken using an excavator grab. The load will be mixed to redistribute any settled heavy items. A random grab will be lifted and dropped directly into a 1100 L wheelie bin.

Any exceptional items, e.g. particularly large or heavy items that might damage equipment or impact on the sorting process and that would ordinarily be removed, should be removed at this stage and do not need to be weighed.

The sample analysis should be done immediately after the collection of the sample. Analysis should be done in an area clear of other material with potential of cross contamination. No picking or sorting of sample should be undertaken prior to the analysis.

The sample should be manually sorted into Target Material and Un-wanted and Prohibitive. The sorted materials should be transferred to separate dedicated receptacles.

On completion of sorting the weight of the various segregated Target Materials, the Un-wanted Materials and Prohibitive Material should be

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weighed and recorded. The percentage of each constituent should be calculated and recorded.

4.4 Procedure for Non-conforming Comingled Dry Recyclables:

The following are the options and procedures that will be followed in the event of a load that does not fully comply with the acceptance guidelines:

FHR will REJECT any loads which predominantly comprising of any or all of the following;

- Target material of markedly low quality
- Grossly contaminated with un-wanted materials
- Containing prohibited materials

FHR will QUARANTINE any load, or part of any load, partially comprising of any, or all, of the following;

- Target material of markedly low quality
- Contaminated with several un-wanted materials more than 2 times exceeding the maximum levels.
- Containing prohibited materials

The supplier will be furnished with photographic evidence and offered to either take the material back, or accept other suitable processing alternatives.

FHR will issue suppliers with a written notification of 'CONDITIONAL ACCEPTANCE' of a load comprising of any, or all, of the following;

- Target material of low quality
- Contaminated with un-wanted materials exceeding the max levels listed in the 'unwanted materials' list

FHR will notify the supplier of the quality non-conformance and request the supplier take steps to avoid a reoccurrence. FHR will monitor further loads for similar quality issues. The supplier will be furnished with photographic evidence. Repeat warnings may trigger a review of the supply arrangements.

5. Associated Documents

- Forge Hill Recycling Guidelines for Suppliers of Co-mingled Dry Recyclables (ER03)
- Incoming MDR inspection sheet (ER11)
- Incoming MDR Quality Checksheet (ER10)

EP03- Sampling and Analysis Procedure

Rev. 1.0

EMS Procedure	Sampling and Analysis Procedure		
Date:	01/02/2016	Revision No.	1.0

Reasons for Revision	

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EP03- Sampling and Analysis Procedure

Rev. 1.0

1. Purpose

To ensure that Forge Hill Recycling specified output materials are suitable for classification as appropriate for export under green list procedures.
To demonstrate that the Forge Hill Recycling output materials comply with recovery facilities quality standards, as may be advised.
To ensure that the Forge Hill Recycling Material Recovery Facility is efficiently and effectively segregating the incoming mixed recyclables with minimal cross-contamination and value stream loss.

2. Scope

This procedure applies to all specified output materials generated from the Forge Hill Recycling Material Recovery Facility and which are intended for export under Green List procedure.

The Specified Output Materials include Paper, Cardboard, Plastics (Bottles and Films), and Metals (Aluminium and Steel).

3. Responsibilities

The Site Manager is responsible for quality control of output material, and awareness of off-spec material.

The Quality Controller is responsible for conducting qualitative and quantitative assessment of the output product quality.

The MRF Operatives, and specifically the Baler, Forklift and Quality Control Operatives have responsibility for monitoring and controlling quality of specified output products on an ongoing basis.

4. Procedure

4.1 Specified Output Materials - Assessment Procedure

4.1.1. Method of Assessment

The Output Material streams will undergo the following assessments;

- (1) Qualitative External Visual Assessment of the baled product
- (2) Quantitative External Visual Assessment of the baled product
- (3) Sampling of the baled product followed by Quantitative and Qualitative Analysis of the material sample by Quality Controller

4.1.2. Frequency of Assessment

The Frequency of the Assessment is as follows;

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Frequency	Visual Assessment			Sampling & Analysis	
	Daily	Weekly	Monthly	Weekly	Monthly
Paper	Yes			Yes	
Cardboard	Yes				Yes
Plastics	Yes				Yes
Metals	Yes				Yes
Other	Yes			As deemed appropriate by OM	

The Frequency denotes the minimum level of assessment required. Assessment may be undertaken on an increased frequency under the following circumstances

- (i) Assessment results warrant additional assessment
- (ii) In line with Recovery Facility requirements.
- (iii) As directed by the Operations Manager

4.1.3. Qualitative Bale External Visual Assessment

Responsibility: Baler Operatives, Forklift Operatives & QC Operatives
Record: None.

Product	Frequency	No. of Bales Assessed	Quality Parameter	Quality Requirements	Action if Non-conforming
All Products	Daily	All Bales	Bale Integrity	4 Wires. Solid well formed bale	Re-work
			Moisture	Touch dry. No leachate.	Re-work
			Brightness	Clean and bright material	Re-work
			Odour	No strong or offensive smell	Re-work
			Prohibitives	None	Re-work

4.1.4. Quantitative Bale External Visual Assessment

Responsibility: Quality Controller
Record: FM3 – Baled Material Quality Check-sheet

Product	Frequency	No. of Bales Assessed	Quality Parameter	Quality Requirements	Action if Non-conforming
Paper & Cardboard	Daily	2 bales per day	Bale Integrity	4 Wires. Solid well formed	Re-work

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			bale	
			Moisture	Touch dry. No leachate.
			Brightness	Clean and bright material
			Odour	No strong or offensive smell
			Non-Target & Un-wanted	Max. average 10 pieces/bale face. Min. 2 faces assessed
			Prohibitive Materials	None
				Re-work

4.1.5. Sampling of Specified Output Material

A sample bale of the specified output material should be chosen at random either from production (baler) or from the bale storage stock. Sample source should be recorded.

Sampling should be done before bales are trimmed or cleaned of visual external non-target materials.

The wire on the sample bale should be split and the bale broken into two halves. One half of the bale is then mechanically agitated by the forklift to break open the bale into smaller pieces and ensure the material is randomised.

A grab sample of agitated material should be transferred to a clean sample receptacle (A 240L Bin will hold 30kg Paper).

Sampling should be scheduled to ensure it is as representative as possible. Samples should be taken at different times on different days and across different shifts where applicable.

Sample bales should be chosen at random. While there is no proven correlation between the count of contaminants on the external bale surface and the bale internal, the results of quantitative external visual assessment should be used as an indicator of possible changes in specified output material quality and as a trigger for bale sampling and analysis.

The following sample size is required.

Sampling Requirements of Specified Output Materials

Material	Sample Size (kg)
----------	------------------

Paper	30
Cardboard	30
Plastics	20
Metals	10

4.1.6. Analysis of Specified Output Material Sample

Sample analysis should be done immediately after the collection of the sample.

Analysis should be done in an area clear of other material with potential of cross contamination. No picking or sorting of sample should be undertaken prior to the analysis.

The sample should be manually sorted into Target Material and Other (Non-Target, Un-wanted and Prohibitive). The sorted materials should be transferred to separate dedicated receptacles.

On completion of sorting the weight of the Target Material and Other Material should be weighed and recorded. The percentage of Other material should be calculated and recorded on Form ER13 Baled material Quality Checksheet.

The content and type of Non-Target, Un-wanted and Prohibited present in the 'Other' material should be recorded on Form ER13 Baled material Quality Checksheet.

The following are the limits for contamination;

Product	Target	Non-Target	Un-Wanted	Prohibitives	Action if Non-conforming
Paper	Max 20% Brown	Max 5%*	Trace	None	Re-Work
Cardboard	Min 70% Brown	Max 5%*	Trace	None	Re-Work
Bottles	98%	Max 2%*	Trace	None	Re-Work
Metals	98%	Max 2%*	Trace	None	Re-Work

Note: Limit of Non-Target and Un-wanted dependent on Recovery Facility Specification and/or National Requirements for Non-OECD destinations

Bales of output material which have been sampled and are found to be conforming can be sent for re-baling. Bales which are non-conforming should be returned to the raw material intake stockpile for re-processing (re-working).

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Where sampling and analysis has found contamination levels that are either of;

1. above plant norms
2. borderline (within +/- 10% of limit) or
3. non-conforming

the Quality Controller should notify the Operations Manager immediately.

The Operations Manager will be responsible for implementing whatever corrective action is deemed necessary following review of the sample analysis data, and assessment of the MRF operations, to rectify the quality.

The Quality Controller should carry out further sampling and analysis as is deemed necessary and appropriate to monitor the quality and ensure it returns within limits and/or norms.

5. Procedure Record of Revisions

Form ER13 – Baled Material Quality Check-sheet

Forge Hill Recycling List of Target, Unwanted and Prohibitive Materials as contained in Guidelines for Supplier of Co-mingled Dry Recyclables (ER03)

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EP04- Waste Rejection/Quarantine Procedure

Rev. 1.0

EMS Procedure	Waste Rejection/Quarantine Procedure		
Date:	02/02/2016	Revision No.	1.0

Reasons for Revision

Reasons for Revision	

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EP04- Waste Rejection/Quarantine Procedure

Rev. 1.0

1. Purpose

The purpose of this Procedure is to define the standard procedures to be followed when material received into the facility has to be rejected or quarantined. This document is a controlled document and must be adhered to. This document is in place to ensure that the wastes received outwit our licence or that is harmful are quarantined and sent for proper disposal.

2. Scope

This procedure applies to all waste and recyclables arriving to the Facility. All waste accepted on site is required to be in accordance the waste facility permit WFP-CK-15-0148-01. If not in accordance the material will be sent to the waste quarantine area.

3. Responsibilities

The Site Manager is responsible for communicating and training drivers and waste operatives on types of waste required to be sent to quarantine area.

Operation Manager and supervisors and Liebherr driver are responsible for checking all incoming loads before and after tipping.

4. Procedure

If material is judged or suspected to have prohibited material and/or markedly low quality material the following procedure will be followed:

- 4.1 Driver will be instructed to stop unloading the material.
- 4.2 Photographic evidence is taken of the material.
- 4.3 Contact is made with the supplier.
- 4.4 If supplier agrees the rejected load is returned provided haulier is permitted to carry if prohibited item present.
- 4.5 If prohibited material is present and it cannot be returned it will be sent to the waste quarantine area.
- 4.6 Quarantined material will be sent for disposal/treatment to an appropriately licensed facility who deals with the prohibited material type.
- 4.7 If a load is rejected for markedly low quality (not prohibited material) but cannot be returned to the supplier either (a) the full load is sent for disposal/recovery or (b) the full load is set aside for manual sorting before been fed into the processing line.
- 4.8 Charges will be applied to the supplier based on remedial action required.
- 4.9 All records of waste inspections/rejections will be kept on file.

5. Associated documents

- Incoming MDR inspection sheet (ER11)
- Incoming MDR Quality Checksheet (ER10)

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EP05- Weekly Housekeeping & Nuisance Inspection Procedure Rev. 1.0

EMS Procedure	Waste Acceptance Procedure		
Date:	02/02/2016	Revision No.	1.0

Reasons for Revision	

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EP05- Weekly Housekeeping & Nuisance Inspection Procedure Rev. 1.0

1. Purpose

The purpose of this procedure is to define the process used to carry out the housekeeping and nuisance checks within the facility.

2. Scope

This procedure applies only to the checking internally for the company Forge Hill Recycling

3. Responsibilities

It is the responsibility of the Site Manager and / or deputy to ensure that this procedure is adhered to.

4. Procedure

- 1) On a weekly basis the Production Manager or deputy shall inspect the whole of the facility for nuisance caused by:
 - a) Birds
 - b) Vermin
 - c) Flies
 - d) Mud / Dust
 - e) Odour
 - f) Litter
 - g) Damage to hardstand or perimeter
- 2) All loose litter on the facility and the surrounding environs should be noted and the appropriate steps taken to ensure that it is removed. All waste / recyclables should be dropped to the appropriate area.
- 3) The road network in the vicinity of the facility should be inspected and the appropriate steps taken to have any debris removed as soon as possible.
- 4) During prolonged dry periods particular notice should be taken of dust within the facility and the site roads, appropriate action should be taken to minimise airborne dust nuisance.
- 5) This inspection shall include a check of all drains and gullies within the boundaries of the site.
- 6) Results of all inspections and any actions should be noted on the Weekly Facility Checksheet (ER01) and filed for future reference.
- 7) Inspection levels may be increased if there are noted issues with any of the listed items. There will be regular ongoing monitoring of

EP05- Weekly Housekeeping & Nuisance Inspection Procedure Rev. 1.0

checklist items by the Production Manager in the day to day running of the site in conjunction with the documented weekly facility checklist.

5. Associated Documents

- ER01-Weekly Facility Checklist

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EP06 – Environmental Non Conformance Procedure

Rev. 1.0

EMS Procedure	Environmental Non Conformance Procedure		
Date:	03/02/2016	Revision No.	1.0

Reasons for Revision	

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EP06 – Environmental Non Conformance Procedure

Rev. 1.0

1. Purpose

The purpose of this procedure is to outline the steps to be followed for recording environmental incidents/non-conformances identified. An environmental non-conformance is an event or action which leads to a deviation from the waste licence but does not pose an immediate threat to the environment.

2. Scope

This procedure applies to all staff in the FHR facility.

3. Responsibilities

The Production/EHS Manager is responsible for checking conformity with licence and environmental issues.

Supervisors responsible for alerting Production Manager if any issues which may be causing Environmental Non Conformance.

4. Procedure

In the event of a significant departure from the Environmental Management System or of a deficiency in the Environmental Manual an NCR shall be raised in accordance with this procedure.

- 4.1 Any persons becoming aware of an environmental non-conformance notify the Site Manager or Deputy.
- 4.2 Details of any environmental nonconformance are entered in the Non Conformance Records form.
- 4.3 Priority is to restore compliance and evaluate the consequential environmental impact if any.
- 4.4 All non-compliances must be evaluated within 3 working days and the appropriate corrective action must be initiated. The measures taken will reflect the seriousness of the non-conformance.
- 4.5 Corrective and preventative action procedure will then be followed for action required.
- 4.6 All records of non-conformance to be kept on file.
- 4.7 A quarterly review of non-conformance records will be undertaken by Site Manager to analyse any trends.

5. Associated Documents

- Corrective and Preventative Action Procedure (EP07)
- Non-Conformance Record (ER05)



EP07 – Corrective & Preventative Action Procedure

Rev. 1.0

EMS Procedure	Corrective & Preventative Action Procedure		
Date:	03/02/2016	Revision No.	1.0

Reasons for Revision	

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EP07 – Corrective & Preventative Action Procedure

Rev. 1.0

1. Purpose

The purpose of this Procedure is to define the approach that will be taken in implementing and evaluating corrective and preventive action.

2. Scope

This procedure applies to all corrective and preventive actions raised to resolve non-conformances arising from:

- receiving mixed dry recyclable materials,
- specified output product quality assessment
- external compliance auditing & inspections
- environmental incidents and accidents
- health and safety incidents and accidents
- internal forms completion

3. Responsibilities

- 3.1. Any member of staff can initiate a corrective and preventive action form (CAF).
- 3.2. The Site Manager is responsible for ensuring that all corrective and preventive actions are appropriately implemented and closed.
- 3.3. The recipient of corrective ensures that they are applied in a timely and effective manner.

4. Procedure

4.1. Corrective Action:

- 4.1.1. The Corrective Action Form (CAF) is raised by the initiator and contains details of the non-conformance. Initiator passes the CAF onto the recipient or to the Manager.
- 4.1.2. . The Manager files a copy and determines the person (recipient) best placed to undertake the corrective action and assigns the CAF.
- 4.1.3. The recipient (investigation team) needs to determine cause of non-conformance (collect data, get expert advice, consult with clients, review legal and regulatory requirements etc.)
- 4.1.4. The recipient has to follow the investigation:
 - 4.1.4.1. evaluate information, determine level of response and make recommendations
 - 4.1.4.2. decide on action to be taken

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EP07 – Corrective & Preventative Action Procedure

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- 4.1.4.3. assign responsibility for corrective action and allocate resources
- 4.1.4.4. implements appropriate corrective and preventive actions within the agreed designated timescale.
- 4.1.5. The recipient records the action taken on the CAF and passes onto / returns it to GM.
- 4.1.6. The GM ensures that the assigned actions have been completed successfully and confirms this by completing the CAF form and register. Non-competition of assigned CAF should be raised by GM at MT meetings.
- 4.1.7. Initiator and / or GM will investigate the effectivity of the corrective actions taken
- 4.1.8. Where appropriate the GM will communicate proposed corrective actions implementation schedules & completion reports to appropriate external bodies.
- 4.1.9. The Initiator or GM may dispose of non-conforming issue without raising a CAF if such non-conformance is considered to be without appreciable cost or further implications to other staff or to customers, and the non-conformance is not recurring in nature.

4.2. Preventive Action:

- 4.2.1. If preventive action is taken to prevent potential non conformances follow point 5.1
- 4.2.2. If preventive action is taken to prevent re-occurrence of non-conformance.
 - 4.2.2.1. The MT will review trends for corrective action, internal audit result and other forms of quality system feedback to determine need for preventive.
 - 4.2.2.2. Recipient and / or Initiator will identify what long term preventive action is needed
 - 4.2.2.3. GM will make sure that the preventive action is placed

4.3. Close out & Filing

Completed CAFs must be signed off and filed in the CAF File.

5. Associated documents

- Corrective Action Form (ER04)

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Date of Issue: 03/02/2016

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EP08 – Environmental Training Procedure Rev. 1.0

EMS Procedure	Environmental Training Procedure		
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Reasons for Revision	

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EP08 – Environmental Training Procedure

Rev. 1.0

1. Purpose

To define the process that Forge Hill Recycling use for defining the training needs of employees and the implementation of training programs.

2. Scope

This procedure applies to all staff at Forge Hill Recycling.

3. Responsibilities

It is the responsibility of each manager to ensure their staff are appropriately trained for the works they carry out. The manager can nominate supervisors, senior operatives or outside training contractors to conduct the training on specific equipment, machines, operations etc.

4. Procedure

- 4.1 The training needs analysis of all employees will be carried out by Senior Management or its designee at least once per year. The results of this analysis will be displayed in the form of a training matrix to show all employees and the status of the training (certified). This will also highlight any training required for employees.
- 4.2 No employee will be asked to carry out a task which he does not feel trained to do so. The management will make every effort to identify appropriate training needs for each employee and provide the necessary finance and support to ensure this training is carried out.
- 4.3 It may be necessary in the business operated by Forge Hill recycling that training must sometimes be undertaken 'on the job' as only working with experienced staff and learning the day to day tasks in some areas will teach an employee how best to carry out a specific task. The management are comfortable that when a training course is deemed not the most effective way to train an employee on the job training will be a priority.
- 4.4 The effectiveness of training will be monitored to ensure no impact to the environment due to training.

5. Procedure Record of Revisions

- Training Matrix (ER07)
- Register of Employee Training (ER02)

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Rev.1.0

Approved By: SM

Date of issue: 23/02/2016



EP09 – Emergency Response Procedure Rev. 1.0

EMS Procedure	Emergency Response Procedure		
Date:	09/03/2016	Revision No.	1.0

Reasons for Revision	

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Originator: NJ

Rev.1.0

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EP09 – Emergency Response Procedure

Rev. 1.0

1. Purpose

The purpose of this document is to set out the procedure to be followed in the event of an emergency at Forge Hill Recycling. Emergency Response procedures are designed to ensure the safety of people in buildings during emergencies by coordinating and controlling building evacuations until the appropriate emergency services arrive.

2. Scope

This procedure applies to all staff at Forge Hill Recycling.

3. Responsibilities

Emergency Coordinator

The Emergency Coordinator shall be responsible for overall coordination of actions in connection with Emergency Response Procedures. He/she is responsible for:

Before Fire or Emergency:

- Ensuring that personnel responsible for emergency evacuation are aware of their responsibilities.

In the case of Fire or Emergency:

- Checking that the alarm has been relayed to the Fire Service.
- Ensuring that designated duties are correctly and promptly carried out.
- Acting as liaison officer with Police, Fire Service and other emergency services.
- Ensuring that all emergency service personnel are directed to the building involved in the emergency.
- Liaison with the Building Warden for the building involved in the fire or emergency.
- Advising staff and contractors when it is safe to re-enter the building.

Fire Wardens

The Fire Warden, during emergency situations, will be in control of the occupants of the whole building until the arrival of the Fire Service Senior Officer. It is the Fire Warden's responsibility to:

Before Fire or Emergency:

Assist in training of emergency personnel under their command. Designate an assembly area (or areas) for the staff. Occupants of the area should be directed to assemble at a designated location out in accordance with the emergency

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plan. This will facilitate checking that all occupants are safe and enable speedy return to the building when the "all clear" is given.

Ensure that in each area, a current list of the Area Wardens (and telephone numbers) is displayed, together with an emergency floor plan. The emergency floor plan should show all rooms, exits, assembly area to be used in case of fire or emergency, fire alarms, extinguishers, fire hose reels and special emergency equipment.

Ensure that all staff in the building are given instruction in relation to:

- evacuation procedures;
- means of escape from the building and location of assembly areas;
- the location and operation of fire alarms; and
- the location and operation of fire extinguishers or other emergency equipment required in the building.

In the case of Fire or Emergency (the assistance of a deputy may be required to undertake some of these tasks):

- Respond immediately to an alarm; determine the nature of the emergency.
- Initiate Emergency Response Procedures for the building.
- Direct the actions of Floor and Area Wardens within the building.
- Check that all occupants have proceeded to the designated assembly area.
- In consultation with the Fire Service and the Emergency Coordinator, advise occupants when it is safe to return to the building.

All personnel

Before FIRE or EMERGENCY: All personnel should make themselves familiar with the Emergency Response Procedures for their area, the location of fire exits and the operation of fire-fighting and emergency equipment.

4. Procedure

In the case of Fire or Emergency: Until the arrival of the Fire Service, the Emergency Coordinator and fire wardens will control all evacuation and fire fighting (use of fire extinguishers) on their floor or in their area. The Area Warden should:

- Check the source, type and severity of the emergency.
- Order the evacuation of the area if necessary.

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- Advise the Emergency Coordinator of the incident and the proposed action to be taken.
- Ensure that all occupants of the area are aware of the evacuation procedure, and direct the occupants to the nearest accessible exit through which they should proceed to the designated assembly area.
- Ensure that evacuation from the area is orderly and by means of the stairs.
- Ensure that necessary assistance is given to disabled and other persons in need of special care.
- Check fire doors to ensure that they are closed and post a watch so that they are kept closed except during the escape of occupants.
- Provided it is safe to do so, make a thorough search of the whole floor or area to ensure that no persons remain.
- Advise the Building Wardens when evacuation is completed.
- Assist the Building Warden in checking that all building occupants have arrived at the assembly area.
- It should be emphasised that the primary role of wardens is not to combat fire and emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from emergencies.

In the case of FIRE or EMERGENCY:

- Any person who discovers a fire or emergency: Sound the fire alarm system (if there is a push button alarm).
- Notify the Area Warden who will contact the appropriate emergency service and provide:
 - Name & location of the caller.
 - Details of location, type and scale of the emergency
 - If it is safe to do so, use the appropriate fire extinguisher to put out any fire (*do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher*).
- Any person who hears the evacuate mode of the fire alarm or when instructed to evacuate by the Area Warden must:
 - Walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.
 - Listen and follow instructions from Area Wardens.
- In order to prevent injury and possible panic during evacuation:
 - Do not run, push, or overtake
 - Do not return to your desk, office or room
 - Do not return to your building until the "all clear" is given by the Building Warden or Fire Service.

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EP09 – Emergency Response Procedure

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- Outside of normal working hours (08.00 a.m. to 6.00 p.m. Monday to Friday, Sat 8 a.m.-2.p.m) on hearing the fire alarm, occupants should evacuate the building.

1. Emergency Evacuation Information

- Building wardens in co-operation with the emergency co-ordinator should arrange for a sign to be placed at a prominent position on each floor or in each area showing the following:
 - The name of the Building and Floor number or area description.
 - A brief statement of evacuation procedures, such as:
 - Alert Fire Service, and/or other emergency service, using the appropriate call-out number
 - Warn people in the vicinity
 - Evacuate the building, if necessary
 - If safe, confine the fire or other source of danger
 - The location of the assembly area.
 - A floor or area plan (Property and Facilities Division can assist in the provision of floor plans and preparation of emergency evacuation signage) showing the location of:
 - fire exits and escape routes
 - manual alarm points
 - fire extinguishers, and other emergency equipment
 - The names (and telephone numbers) of the:
 - Area Warden any additional wardens appointed.

2. Where emergency ambulance assistance is required the Emergency Coordinator will dial **999** and notify the operator that an ambulance is required and provide details of the location, the nature of the emergency, and provide a contact phone number for first aider.

Points to include in emergency procedures

- Consider what might happen and how the alarm will be raised. Don't forget night and shift working, weekends and times when the premises are closed, eg holidays
- Plan what to do, including how to call the emergency services. Help them by clearly marking your premises from the road. Consider drawing up a simple plan showing the location of hazardous items

Originator: NJ

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Date of issue: 09/03/2016

EP09 – Emergency Response Procedure

Rev. 1.0

- If you have 25 tonnes or more of dangerous substances, you must notify the fire and rescue service and put up warning signs
- Decide where to go to reach a place of safety or to get rescue equipment. You must provide suitable forms of emergency lighting
- You must make sure there are enough emergency exits for everyone to escape quickly, and keep emergency doors and escape routes unobstructed and clearly marked
- Nominate competent people to take control (a competent person is someone with the necessary skills, knowledge and experience to manage health and safety)
- Decide which other key people you need, such as a nominated incident controller, someone who is able to provide technical and other site-specific information if necessary, or first-aiders
- Plan essential actions such as emergency plant shutdown, isolation or making processes safe. Clearly identify important items like shut-off valves and electrical isolators etc
- You must train everyone in emergency procedures. Don't forget the needs of people with disabilities and vulnerable workers
- Work should not resume after an emergency if a serious danger remains. If you have any doubts ask for assistance from the emergency services

Clean-up of fire damaged waste

- ❖ Fire damaged/wet waste recycling to be sent to landfill if safe to do so.
- ❖ Fire damaged equipment will be stripped down & recycled as much as possible with unrecyclable components sent for appropriate disposal.
- ❖ Fire damaged areas will be cleaned & efforts made to redesign/redecorate to original layout.
- ❖ Area will be inspected after redesign/redecoration/clean-up to ensure it is safe for staff to return to work.

5. Fire Safety Register

Fire Prevention

- No smoking on-site (only in designated smoking area)

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EP09 – Emergency Response Procedure

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- Hot work permit (sub-contractors)
- Maintenance schedule on machines
- CCTV & security fencing in place around site
- All vehicles fitted with fire extinguishers
- Fire doors

Fire detection & warning systems

- Alarm system
- CCTV
- Emergency lighting

Fire control & Fire-fighting facilities

- Sprinkler system
- Fire extinguishers/blankets
- Fire hose reels
- Fire doors
- Fire hydrants
- 100,000 litres of water available at Lagoon

Fire escape, signage & lighting

- Exits free from obstruction
- Exit signage lighting & in good order with wayfinding signage
- Emergency lighting

Fire response planning & staff training

- Emergency response plan (displayed)
- Staff fire safety training & awareness
- Fire routine

Post fire actions

- Fire & accident investigation
- Safety issues
- Clean-up of fire damaged waste & fire water

Originator: NJ

Rev.1.0

Approved By: SM

Date of issue: 09/03/2016

EP10 – Setting Objectives & Targets

Rev. 1.0

EMS Procedure	Setting Objectives & Targets Procedure		
Date:	16/02/2016	Revision No.	1.0

Reasons for Revision	

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EP10 – Setting Objectives & Targets

Rev. 1.0

1. Purpose

The purpose of this procedure is to specify the method by which environmental objectives and targets are set and reviewed and ultimately how their efficacy is monitored. The purpose of this Procedure is also to specify how the Environmental Management programme is compiled.

2. Scope

This procedure applies to all FHR personnel who are involved in setting, specification, reviewing and achievement of environmental objectives and targets.

3. Responsibilities

The Managing Director is responsible for setting objectives and targets.

The Environmental Manager is responsible for ensuring that KWD's environmental objectives and targets are reviewed. It is the responsibility of the person designated in the environmental management programme to ensure that objectives and targets are achieved.

Department Managers are responsible for identifying specific projects in their area.

4. Procedure

The Environmental Manager and Managing Director shall, in conjunction with the Office Manager , Accounts Manager and Transport Manager develop a set of environmental objectives, which demonstrate a commitment to continual, on-going improvement in the company's environmental performance.

4.1 When setting and reviewing objectives and targets, account shall be taken of:

- Legal requirements
- Environmental Aspects
- Technological Options
- Financial, Operational and Business Requirements
- Views of Interested Parties

The objectives set should have the following characteristics, where possible:

- Clear and Unambiguous

EP10 – Setting Objectives & Targets

Rev. 1.0

- Quantifiable

4.2 Objectives can be short term or can also be project managed over one or a number of years.

4.3 Where objectives are quantified, they should be normalised (i.e related to unit of throughput, operating hours, no. of loads etc.) where possible.

4.4 The Environmental Management Programme shall specify the following information:

- Specific Objectives and Targets
- Person Responsible for Achieving Objectives/Targets
- The Means by which they are to be Achieved
- Date by which they are to be Achieved

4.5 The Environmental Management Programme is reviewed at environmental meetings by the Environmental Manager, Managing Director, Office Manager and Transport Manager. If deemed appropriate, the EMP is updated.

This meeting should be minuted and circularised to all relevant personnel by the Office Manager.

When an objective or target has not been achieved, or when the Environmental Manager decides that the objective/target cannot be achieved in the specified time scale, the reason will be minuted at the Environmental meeting. Any required modification to the objective or its completion date or the necessity for the allocation of new resources will be minuted. The Environmental Management Programme will be updated accordingly at the Environmental management review meeting.

4.6 If new or modified process, products or materials generate new significant environmental impacts, an objective should be set for them or they should be managed by operational control.

5. Associated Documents

- Objectives & Targets

EP11- Environmental Communications & Complaints Procedure Rev. 1.0

EMS Procedure	Environmental Communications & Complaints Procedure		
Date:	23/02/2016	Revision No.	1.0

Reasons for Revision	

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EP11- Environmental Communications & Complaints Procedure Rev. 1.0

1. Purpose

To describe the method of receiving, documenting and responding to relevant communication from external interested parties.

To describe the procedure for communicating with relevant public bodies e.g. EPA; Local Authorities.

To describe the method of dealing with complaints.

2. Scope

This procedure applies to any communication with an external party in relation to environmental matters this includes all reports sent to the EPA and local authorities.

3. Responsibilities

Environmental Manager

- To ensure that this procedure reflects current practice and requirements at all times.
- Deciding whether copies of information shall be issued to interested parties.
- Issuing copies to interested parties as required.
- Co-ordinating, documenting and preparing a response to all environmental communications.
- Dealing with all requests for information, complaints and external communication.
- Informing the Managing Director about all complaints and external communications regarding the environment. Maintaining records of all complaints, information requests and communications with statutory authorities including reports to the EPA.
- Communicating this procedure to all relevant personnel.

Managing Director:

- Endorsing statements to the media on environmental issues, if necessary.

Production Manager

- Recording complaints and information requests received at the information point.
- Sending all records of these to the Environmental Manager.

All other staff:

Directing requests for information or complaints to the Receptionist or Environmental Manager.

EP11- Environmental Communications & Complaints Procedure Rev. 1.0

4. Procedure

Forge Hill Recycling has developed an environmental policy as part of their implementation of their waste permit. This policy which demonstrates the Company's commitment to improvement is available to the Public. Consistent with the company Environmental Policy, FHR will deal with requests for information from any interested party who contacts the company.

A Log of External Communications shall be maintained by the Environmental Manager. This shall detail all, complaints and communications with statutory bodies and shall outline the follow-up action taken.

4.1 Environmental Communications

Environmental communications may be in the form of a request for environmental information about the Company's EMS or a complaint. The procedure for dealing with complaints is outlined in section 4.3 of this procedure.

Any request for information from an external interested party should be passed directly to the Environmental Manager by the person receiving the request.

Copies of the environmental policy are freely available to the public.

It is at the discretion of the Managing Director as to whether copies of information are given to interested parties. If hard copies of any extracts from documents are provided to persons visiting the site, or sent to interested parties who have written to the company, the issuing of such documents will be recorded by the Environmental Manager.

4.2 Communications with Statutory Authorities

The Environmental Manager will inform the Managing Director of all complaints and external communication regarding the environment.

Communications with Statutory Authorities may be required due to:

- new development/modifications on the site
- increase in emissions or discharges on site
- an incident on site
- any other issues which are considered to be relevant.

Communications with Statutory Authorities will be in writing, telephone or facsimile as appropriate

EP11- Environmental Communications & Complaints Procedure Rev. 1.0

Copies of all letters from FHR to Statutory Authorities and any replies will be kept in the External Communication File. Contact numbers are as follows;

- Environmental Protection Agency Tel. (021) 4875540
- Cork County Council Tel. (021) 4532727

4.3 Complaints

A complaint may be received from members of the general public, local authorities or any interested party.

Complaints shall be recorded on the Environmental Complaint Register ER08 by the recipient and forwarded to the Environmental Manager. The Environmental Manager / Managing Director shall then investigate the complaint.

If a complaint is found to be valid it will be classed as either an objective, or as an 'immediate action' item, depending on the seriousness of the complaint.

If a complaint is classified as an 'immediate action' item, it will be investigated by the Environmental Manager and the necessary remedial and preventative action will be taken.

If a complaint is not classed as an 'immediate action' item it will form part of the objectives and targets. This fact will be noted in the 'action' section, preventative action will be investigated and the complaint form will be closed out.

When a complaint has been investigated and remedial action taken (either immediate or objective) the Environmental Manager or Managing Director will communicate to the complainant explaining what action has been taken. The response time for this is dealt with below.

In closing out any complaint all relevant documentation associated with the complaint will be attached to the form and filed in the Communications file. Environmental communications are recorded by the environmental manager in accordance with ER002.

4.4 Communications Response Times

All complaints/communications must be addressed within one working day. If further investigation is necessary the complainant will be

EP11- Environmental Communications & Complaints Procedure Rev. 1.0

contacted. A written explanation of what action has been taken to deal with a complaint will be sent to the complainant within two weeks. Communications regarding requests for information will be responded to within two weeks.

4.5 Communications in the event of an Emergency

Communication procedures in the event of an Emergency are outlined in the Site Emergency Plan.

5. Associated Documents

- Complaints Log (ER08)

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EP12- Management Review

Rev. 1.0

EMS Procedure	Management Review Procedure		
Date:	23/02/2016	Revision No.	1.0

Reasons for Revision	

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EP12- Management Review

Rev. 1.0

1. Purpose

To describe the method of conducting Management Review of the Environmental Management Programme at Forge Hill Recycling Ltd.

2. Scope

This procedure applies to Environmental Management Reviews performed by Senior Management.

3. Responsibilities

It is responsibility of the Environmental Manager to ensure that this procedure reflects current practice and requirements at all times. This involves conducting the Environmental Management Review along with other members of the Management team and Acting on decisions of the Environmental Management Review meeting including raising any necessary NCR's.

4. Procedure

An Environmental Management Review meeting will take place at least annually, in which the entire environmental management system shall be reviewed. This meeting shall be attended by the Management Team at FHR.

The purpose of the review shall be to ensure the EMS's continuing suitability, adequacy and effectiveness. The review shall address the possible need for changes to the Environmental Policy, Objectives and other elements of the EMS, in the light of EMS audit results, changing circumstances.

The agenda for the Management review will include the following –

- Review of Environmental Policy Statement
- Review of Objectives and Targets and EMP
- Summary of Environmental performance
- Review of new and pending legislation and implications for Forge Hill Recycling Ltd.
- Environmental Incidents and complaints
- Environmental Non-Conformances
- Internal and External Audit reports
- A.O.B.

The Environmental Manager shall ensure that the review is documented.

Any corrective actions decided upon shall be recorded in the minutes and communicated as necessary. NCR's may then be raised by the Operations Manager, in accordance with Environmental Non-Conformances and Corrective Action Procedure.

Additional reviews may be held at the discretion of the Managing Director.

5. Associated Documents

- Environmental Non Conformance Form (ER05)
- Corrective Action Procedure (EP07)

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EP13- Document Control Procedure

Rev. 1.0

EMS Procedure	Document Control Procedure		
Date:	08/03/2016	Revision No.	1.0

Reasons for Revision	

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EP13- Document Control Procedure

Rev. 1.0

1. Purpose

The purpose of this procedure is to ensure that the Environmental Management System is available in an accessible and efficient format, thereby assisting adherence to the conditions of the waste permit. The purpose of the procedure is to identify which documents and records are needed, how they should be maintained and how long they should be retained.

2. Scope

The Scope of the procedure applies to all documentation of the EMS, in paper or electronic format.

3. Responsibilities

It is the responsibility of the Environmental Manager to ensure that all documentation for the EMS is in the correct format and updated as required.

4. Procedure

- 4.1 The Environmental Manager is responsible for the control of Environmental documentation, which includes Procedures, Forms, Records, and Reports and copies of Waste Licence.
- 4.2 The logging and inspection forms relating to the Waste Licence and the Environmental Management System shall be updated by the Environmental Manager on consultation with appropriate personnel and available for both internal and external inspection.
- 4.3 All documentation shall be readily tracked and controlled incorporating titles, dates of revision, revised by whom, when it was issued and documentation type. i.e. Standard Environmental Operating Procedures (EP), Records & Forms (ER).
- 4.4 All procedures are to be maintained in a standardised format, so as they are readily identifiable. The headings to be addressed are as follows:

Revisions, Purpose, Scope, Responsibilities, Procedure, and associated documents.
- 4.5 The distribution records of all documents are maintained and updated as necessary.
- 4.6 All records shall contain comprehensive data on specific issues/programmes, allowing for information to be easily accessed and analysed for the Annual Environmental Report.

EP13- Document Control Procedure

Rev. 1.0

- 4.7 All Environmental Documents are approved by the Managing Director and Environmental Manager.
- 4.8 Current versions of relevant documents are to be available at all locations where operations essential to the effective functioning of the environmental management system are performed.
- 4.9 All relevant personnel are to be made aware of the location of environmental documentation.
- 4.10 Procedures and responsibilities shall be established and maintained in relation to the programmes and requirements of the Environmental Management System.

5. Associated Documents

- EMS

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EP14- Waste Dispatch Procedure (Recyclables Export) Rev. 1.0

EMS Procedure	Waste Dispatch Procedure (Recyclables Export)		
Date:	16/03/2016	Revision No.	1.0

Reasons for Revision	

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EP14- Waste Dispatch Procedure (Recyclables Export)

Rev. 1.0

1. Purpose

To establish how the recyclables are shipped to reprocessing facilities and what documentation is needed to satisfy legal requirements.

To ensure that FHR specified output materials are inspected prior to export to ensure they are appropriately classified for export under green list procedures.

2. Scope

This procedure applies to all specified output materials generated from the FHR Material Recovery Facility and which are intended for export under Green List procedure.

The Specified Output Materials include Paper, Cardboard, Plastics (Bottles and Films), and Metals (Aluminium and Steel).

3. Responsibilities

Directors and Operations Manager are responsible for sourcing and assessing outlets and reprocessing facilities.

Quality Controller is in charge of the day to day implementation & compliance of this procedure.

Operations Manager is responsible for compliance with TFS Regulations.

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4. Procedure

4.1. Pre-shipment:

4.1.1. :

4.1.1.1. Directors/ Operators Manager contact the Reprocessing Facility Representative (RFR) or Broker when required to find out what quantity of material they require and agree supply contract, including the specified material quality specification.

4.1.1.2. The RFR / Broker provides an order number, or LC number, for each consignment ordered. The RFR / Broker must be licensed by the NTFSO to export the Green List waste from Ireland.

4.1.1.3. The Operations Manager will book a Shipping Agent for the material transportation.

4.1.2. The Operations Manager will liaise with Production Supervisors and Weighbridge Officer to inform them of any RFR/Broker specific quality requirements if these are different from the normal KWD specified output material quality.

4.1.3. Weighbridge Officer opens a packing list for the consignment.

4.1.4. Operations Manager and Quality Controller ensure that the specified output material bales are ready and made according to the FHR specifications or the RFR/Broker requirements where these are more stringent.

4.2. Pre-loading Checks

4.2.1. Weighbridge Officer ensures that container release is received from appropriate / booked transport company.

4.2.2. The Annex VII Accompanying Document is provided by the RFR/Broker. The Annex VII must detail the following;:

- (a) Name, address, contact person, telephone, fax and email address of the Notifier, Consignee, Recovery facility, Carriers.
- (b) Type of material, Waste codes, Recovery Coding, Country of Export, Transit, and Destination.

4.2.3. The Weighbridge Officer schedules the collection of allocated containers from the Docks. On arrival on site the empty container is weighed. The container number and weight is recorded on the Weighbridge system and on the appropriate packing list.

EP14- Waste Dispatch Procedure (Recyclables Export)

Rev. 1.0

4.3. Loading and shipment:

- 4.3.1. The Weighbridge Officer contacts the Quality Controller and notifies of an imminent loading. The Quality Controller must attend and supervise all export loadings.
- 4.3.2. The Weighbridge Officer directs the Forklift driver to load the specified output material into the dedicated container.
- 4.3.3. On loading the Forklift driver/Quality Controller inspect the quality of the bales. Only bales that have undergone Visual Assessment and quality acceptance should be loaded.
- 4.3.4. The Quality Controller is responsible for ensuring that material loaded is free of prohibitives, and contains only such level of non-target and un-wanted as is permitted under the KWD Quality Control Limits or as advised by the RFR / Broker. Non-conforming material will be sent for re-processing
- 4.3.5. The Forklift driver will take a minimum of 3 photographs of the material during the loading of the container. Photographs will be taken of each third of load. The final photograph should include the back door half closed with the material and the container number clearly visible.
- 4.3.6. The Quality Controller records the loading inspection and taking of the photographs in form Export Dispatch Checksheet.
- 4.3.7. The loaded container is given a final check by the Quality Controller before it is returned to the Weighbridge where the container is weighed and the details recorded in the Weighbridge Software System and on the appropriate packing list.
- 4.3.8. The Weighbridge Officer completes the Annex VII Accompanying document with the date of loading, weight, number of bales, container number, and seal number. The Annex VII Box 5 must be signed by the Transport HGV Driver.
- 4.3.9. The HGV Driver obtains a seal and 2 copies of the completed Annex VII from the Weighbridge Officer. The HGV Driver inserts one copy of the Annex VII into the container and seals the container.
- 4.3.10. The Forklift Driver must make photographic evidence of the seal number and the seal application.

EP14- Waste Dispatch Procedure (Recyclables Export)

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4.3.11. The Forklift Driver then returns the camera to the Weighbridge Officer. The Weighbridge Officer must download and save the photographs.

4.3.12. The Weighbridge Officer will forward a copy of the Weighbridge Ticket, Completed Annex VII, and the Loading Photos to the RFR / Broker.

4.3.13. The HGV Driver transports the Container to the Port of Export. On laydown at the port the HGV Driver must produce a Copy of the Annex VII Accompanying Document.

4.4 Reporting:

4.4.1 Weighbridge Officer verifies completion of shipment to RFR / Broker.

4.4.2 Operations Manager ensures that reprocessing facilities are invoiced for, and pay for, the shipment.

4.4.3 Weighbridge Officer generates a monthly Recyclables Out report and a monthly Repak report.

4.4.4 Operations Manager ensures that the Annex VII - Accompanying Document is filed and kept for the prescribed period on file.

4.5 National TFS Office

4.5.1 If and when so instructed, the Weighbridge Officer will inform the NTFSO of planned Green List a minimum of 24 hours before intended movement. nationaltfs@dublincity.ie .

4.5.2 If and when required the Weighbridge Officer will send the Quarterly Reconciliation Reports to NTFSO at the beginning of each new quarter. Quarterly Reconciliation Reports should be sent by email to nationaltfs@dublincity.ie

4.5.3 Where appropriate the Credit Control Manager will pay the invoices from National TFS Office, Dublin City Council with maximum 60 days credit term.

5. Associated Documents

- Export Dispatch Checksheet (EP14)



EP15 – General Monitoring Procedure

Rev. 1.0

EMS Procedure	General Monitoring Procedure		
Date:	22/03/2016	Revision No.	1.0

Reasons for Revision	

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EP15 – General Monitoring Procedure

Rev. 1.0

1. Purpose

The purpose of this document is to define the process for monitoring Dust, noise, Foul Water and Surface Water also Electricity Usage from / into our facility on a regular basis as required by our facility permit.

2. Scope

This procedure applies only to the checking internally for the company Forge Hill Recycling.

3. Responsibilities

The EHS Manager is responsible for ensuring this procedure is adhered to.

4. Procedure

Noise:

The levels of noise on or around the facility will be measured annually as required by our waste facility permit. Monitoring will take place at four monitoring points. Monitoring locations will be labelled as NS-1, NS-2, NS-3 and NS-4 and measurements will be taken and reports written and provided as per the frequency required by permit.

Dust:

The dust levels on site will be measured quarterly as required by our waste facility permit. Monitoring will take place at four different locations. Monitoring locations will be labelled as ST-1, ST-2, ST-3 and ST-4. Measurements will be taken and reports written and provided as per the frequency required by our permit.

Foul/Waste Water:

The foul water system will be checked and analysed bi annually as required by our waste facility permit. Samples will be taken from one monitoring location on site namely FW-1. Flow to the sewer via the foul water system will be monitored on a daily basis. All samples taken will be analysed and reports provided per the frequencies outline in our permit.

Surface Water:

Surface Water emissions will be checked and analysed on a quarterly basis as required by our waste facility permit. Samples will be taken from one location on site and this will be labelled as SW-1. All samples taken will be analysed and reports provided per the frequencies outline in our licence.

Weighbridge:

The weighbridges will be calibrated on an annual basis to ensure it is operating accurately.

EP15 – General Monitoring Procedure

Rev. 1.0

Results:

Results of all reporting will be kept on file within Forge Hill Recycling for future reference and will be made available on request. Copies will be also be sent to the Cork County Council for their review as per waste facility permit.

Competency:

Only qualified certified companies will carry out monitoring on site. Companies experienced in waste licence monitoring will be used.

5. Associated Documents

- Waste Facility Permit WFP-CK-15-0148-01

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EP15- EMS Internal Audit Procedure Rev. 1.0

EMS Procedure	EMS Internal Procedure		
Date:	22/03/2016	Revision No.	1.0

Reasons for Revision	

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EP15- EMS Internal Audit Procedure

Rev. 1.0

1. Purpose

The purpose of this Procedure is to define the process for scheduling and conducting audits in Forge Hill Recycling.

2. Scope

This procedure applies to Forge Hill Recycling Only.

3. Responsibilities

The EHS Manager is responsible for implementing, maintaining and communicating this procedure to relevant employees.

4. Procedure

4.1 Frequency of Internal Environmental Audits

Internal environmental audits will be carried out in accordance with the audit schedule, to determine whether the environmental management system conforms to the specified requirements of the Waste Facility Permit and FHR's environmental management system. The interval between audits of a particular area shall not be greater than 12 months and will depend on the environmental importance of the area and the results of previous audits.

4.2 Responsibility of the Audit Co-ordinator

The audit co-ordinator will co-ordinate the entire internal environmental audit process and will draw up the internal environmental audit schedule specifying the activities/areas to be audited and the audit dates.

The audit schedule will be based on and updated as necessary due to the:

- Environmental importance of the activity
- Results of previous audits
- Availability of personnel
- Audit history

The Audit Co-ordinator will nominate internal auditors or an external consultant to carry out an internal audit (at least one week in advance of the audit).

The Environmental Manager will define the scope of the internal audit and will assign areas of the environmental management system to be reviewed; specifying what particular sections/clauses of the Waste

EP15- EMS Internal Audit Procedure

Rev. 1.0

facility permit and or procedures should be covered during the course of the audit.

The Audit Co-ordinator shall notify the relevant department and agree a date and time.

4.4 Responsibility of the Internal Environmental Auditor

The nominated Internal Environmental Auditor shall be responsible for:

- Reviewing all appropriate documentation in accordance with the defined audit scope
- Performing the audit.
- Completing an Environmental Audit Report; ensuring that the audit scope is clearly defined and that any findings are clearly stated.

4.5 Non-conformance from Previous Audits

As part of the internal environmental audit procedure, the auditor must verify that all non-conformances found in the area under review, during the previous internal environmental audit, have been closed off and that the corrective action, has been implemented.

If the corrective action is not effective, then a new non-conformance should be raised using ER05.

4.6 Non-conformances/Discrepancy found during the Internal Audit

The auditor must ensure that all non-conformances found during the internal Audit have been agreed and discussed with the relevant Auditee/Departmental Manager and documented any non-conformance as part of EP005 Environmental Non-Conformance and Corrective Action Procedure, and the appropriate corrective action will be implemented.

The number of the relevant clause violated is quoted.

The date by which the non-conformance will be rectified is agreed with the relevant Auditee/Departmental Manager.

4.7 Steps to be taken if the Auditor and the Auditee/Departmental Manager disagree on the 'ownership' of the non-conformance/discrepancy.

If agreement cannot be obtained between the auditor and the Auditee/Departmental Manager on the ownership of a non-conformance,

EP15- EMS Internal Audit Procedure

Rev. 1.0

then the issue will be escalated to the Managing Director who will decide on the ownership of the non-conforming issue. The decision of the Managing Director will be final.

4.8 Agreed Corrective Action

It is the responsibility of the Audit Coordinator to ensure that a detailed description of the proposed corrective action as a result of a non-conformance is defined by the Auditee after review of the audit findings.

4.9 Review of the Corrective and Preventative Action

All proposed corrective and preventative actions and their expected completion dates, will be reviewed by the Environmental Manager and the Managing Director. The assignee will be notified of any changes that are required.

4.10 Communication of Copies of the Internal Audit Report and Results

Copies of the Audit report form and any non-conformances raised during the audit will be circulated by the Audit Co-ordinator to the relevant Managers/Supervisors. It is the responsibility of the Managers/Supervisors to communicate audit results within their department.

4.11 Closing Out Corrective Actions

The verification section will be completed by the Audit Coordinator/Environmental Manager. Once it is verified that the non-conformance has been rectified or during the next audit in the area, to provide objective evidence that the non-conformances have in fact been corrected. The Environmental Manager will review audit reports regularly and highlight to the relevant personnel open actions overdue.

4.12 Physical Site Audits

Physical Site Audits will be undertaken on at least a monthly basis by the Environmental Manager or a designee. The findings of these audits will be recorded. The relevant Managers/Supervisors will be informed regarding the findings. If a persistent problem emerges then a non-conformance will be raised using ER05.

5. Associated Documents

EP15- EMS Internal Audit Procedure

Rev. 1.0

- Environmental Internal Audit Form (ER14)
- Corrective and Preventative Action Form (ER04)
- Environmental Non Conformance Form (ER05)

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EP17- Vermin, Fly & Bird Control Procedure

Rev. 1.0

EMS Procedure	Vermin, Fly & Bird Control Procedure		
Date:	18/03/2016	Revision No.	1.0

Reasons for Revision	

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EP17- Vermin, Fly & Bird Control Procedure

Rev. 1.0

1. Purpose

The purpose of this Procedure is to define the control measures placed on site for the control of vermin, flies and vermin.

2. Scope

This procedure applies to the Forge Hill Recycling facility.

3. Responsibilities

The EHS Manager is responsible for communicating the procedure to staff at the facility and to contract an appropriately qualified third party to carry out pest control on site.

Production Manager is responsible for carrying out weekly facility checklist.

Production Manager and Supervisors are responsible for daily visual monitoring of the site for any unexpected increased pest activity.

4. Procedure

- 4.1 An appropriately qualified specialised company will be contracted for the control of pest on site. This will involve placing of bait boxes at key areas around the site, regular servicing of these and reporting of any issues/areas of concern while carrying out their operations.
- 4.2 There will be provision in agreement with pest control company for unscheduled call outs if necessary.
- 4.3 Production Manager will carry out the weekly facility checklist and record any areas of concerns in relation to vermin, flies and birds if needed.
- 4.4 If any persistent issues these will be brought to the attention of the EHS Manager. Increased levels of control, monitoring and servicing will then be discussed with third party pest control company if required.
- 4.5 Visual undocumented inspections will be ongoing by production manager and supervisors on a day to day basis. Again if any areas of concern this will be brought to attention of the EHS Manager.
- 4.6 Material on site will be processed and moved regularly to ensure no regular areas of nesting/feeding can be built up.
- 4.7 Outside of normal waste acceptance hours all doors on the processing and storage building will be kept closed.
- 4.8 Yard will be kept clean and tidy at all times.

5. Associated Documents

- Weekly Facility Checklist (EP01)

EP18- Oil Spill Clean-up Procedure

Rev. 1.0

EMS Procedure	Oil Spill Clean-up Procedure		
Date:	22/03/2016	Revision No.	1.0

Reasons for Revision	

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EP18- Oil Spill Clean-up Procedure

Rev. 1.0

1. Purpose

The purpose of this procedure is to define the process used to follow if there is an oil leakage/spillage within the facility.

2. Scope

This procedure applies to any oil spillages at Forge Hill Recycling only.

3. Responsibilities

Managers/Supervisors

All Managers/Supervisors are also responsible for ensuring that all spills are investigated.

The Managing Director is responsible for arranging training on spill response, provision of spill kits and suitable PPE and providing advice on the potential environmental impacts of spills. The Environmental Manager is responsible for auditing corrective actions undertaken after spills.

All Personnel

All personnel are responsible for notifying their supervisor or manager regarding spills on site.

4. Procedure

- 4.1 Spill kits and Oil Absorbent Powder are stored on site for any minor machine leakages/spillage.
- 4.2 For any major spillages containment plans will be put in place using bunds/sand bags if necessary. An oil spill specialist will be engaged to assist if a major oil spill occurs.
- 4.3 Only qualified properly equipped members of staff should handle any chemicals used in the cleanup/containment of an oil spillage.
- 4.4 Any spillage that is interpreted to have possibly caused environmental harm will be reported to Cork County Council as soon as possible
- 4.5 Any equipment used in clear up containment of oil will be disposed of in an appropriate manner.

5. Associated Documents

- Incident Notification Form (ER06)



ER01- Weekly Facility Checklist

Rev. 1.0

Date: _____			
	Yes	No	Comments
Is the perimeter fence in satisfactory condition?			
Are the facility gates in working condition?			
Is site hard stand in satisfactory condition?			
Is there any odour present within the facility?			
Is there any loose litter on the facility grounds or surrounding area?			
Are all drains and gullies free of litter?			
Is there any sign of leakage or damage to the oil interceptor?			
Are dust levels around the facility causing a visual obstruction?			
Is there any mud present within the facility?			
Does wheel cleaning area need to be drained?			
Is there any increased vermin activity visible on site?			
Is there an increased presence of flies around the facility?			
Is there an increased presence of birds around the facility?			
Signature _____			

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Please inform Site Manager if issues with any of the above. Remedial/preventative measures will be taken.



Guidelines on the supply of Co-mingled Dry Recyclables for Recycling to the Forge Hill Recycling Material Recovery Facility

This document applies to the following MRF:

Forge Hill Recycling,

Forge Hill, Co. Cork

Waste Facility Permit No: WFP-Ck-15-0148-01

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1. Plant Specific Data:

Forge Hill Recycling Limited

Address:

Forge Hill, Co. Cork

Acceptance Times:

Monday to Friday 08:00 hrs to 17:30 hrs

Contact Person:

Brian Bruton

Contact Details;

Telephone: 064-6635666

Email: brian.bruton@kwd.ie

Site Licence:

Waste Facility Permit: WFP-CK-15-0148-01

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2. Incoming Material Inspection:

All material received at the FHR facility will undergo;

1. Visual Inspection of delivery for:
 - a. Non-target materials
 - b. Prohibited materials
 - c. Quality of target materials
2. Documentation of the assessment
3. Rejection, quarantine, downgrading, warning as described in Section 5.

The collection of a load at a supplier premises by FHR, or a FHR appointed haulier, does not denote acceptance of the collected material quality. The supplier is responsible for the quality of material loaded. The quality inspection at the FHR facility is the primary and final assessment.

3. Visual Assessment & Sampling Process

- (i) All loads undergo visual inspection upon tipping.
- (ii) Periodic assessment of the surface areas of two randomly tossed one meter square quadrat sections. Sections inspected in detail for the presence of unwanted materials, and / or prohibitive materials, exceeding the maximum limits. This assessment may be triggered by the initial visual assessment or through random load selection.
- (iii) Sampling and analysis of a representative grab sample (circa 50kg) taken using an excavator grab. The load will be mixed to redistribute any settled heavy items. A random grab will be lifted and dropped directly into a 1100 L wheelie bin. The sample is segregated and constituents recorded

4. Material Acceptance and Exclusions

4.1 TARGET MATERIALS:

Group Code	Designation	Description	Target Materials Limit max.	Special Characteristics
1.01	Paper	Newspapers, Magazines, Mail, Envelopes, Office Paper, Phone Books, Catalogues, Tissue Boxes, Sugar Bags, Potato Bags, Calendars and Diaries, Egg box.	No Limit	Wet Paper must not be degraded or so wet as to restrict sortation. Excessive shredded paper not desirable.
1.02	Cardboard	Food boxes, Packaging boxes, Cereal boxes, Kitchen towel tubes	No Limit	
1.03	Milk and Juice Containers	Used beverage and Juice cartons including Tetra-pak and waxed lined cartons	No Limit	
1.04	Plastic Bottles and Containers	Mineral Bottles, Water Bottles, Mouthwash bottles, Dressing bottles, Milk and Juice Bottles, Shampoo, Laundry, detergent bottles, Yogurt bottles, margarine tubes, rigid food packaging, fruit containers.	No Limit	
1.05	Plastic Films	Shrink wrap, bags, bin liners, sheeting	Max 10% of comingled material	Long stringy film and strapping not desirable.
1.06	Aluminium	Drinks cans,	No Limit	Aluminium aerosols and foils allowed
1.07	Steel Packaging	Pet Food Cans, Food cans, Biscuit tins, Soup tins	No Limit	May include steel aerosols

4.2 UNWANTED MATERIALS

Group Code	Designation	Description	Unwanted Materials Max.	Assessment
2.01	Food Waste	Including accepted materials containing heavy residue of food materials	Present in max. 1 of 2 quadrat sections	(1) Visual assessment of every load. (2) Periodic assessment of surface area of 2 no. randomly tossed quadrat sections (1 sq. meter ea) per load. (3) Sampling and assessment of 1 no 1100L bin grab sample (approx 50kg).
2.02	General Waste	Bagged household general waste including badly contaminated bagged comingled material	Max 1 bag waste present in 2 quadrat sections	
2.03	Textiles	Clothing, linen, upholstery, wipes and rags.	Max 1 item in 2 quadrat sections	
2.04	Household WEEE	Household electronic and electrical items including cables	Max 1 item in 2 quadrat sections	
2.05	Glass	Glass bottles and jar, glass bulbs, mirrors and other plate glass.	Max 2 items in 2 quadrat sections	
2.06	Wood	Fruit boxes, crates, timber sections.	Max 2 items in 2 quadrat sections	
2.07	Polystyrene Foam	Expanded polystyrene foam packing blocks and packing nuts	Max 1 item present in 2 quadrat sections	
2.08	Nappies	Used Nappies and Sanitary Pads	Max 1 item present in 2 quadrat sections	
2.09	Stringy Material	Rope, Netting, Label Backing, Silage Wrap	Max 1 item present in 2 quadrat sections	

4.3 PROHIBITED MATERIALS:

Group Code	Designation	Description	Prohibited Materials Max.	Assessment
3.01	Hazardous household waste	Car Batteries, Weed killers, pesticides, paints.	None tolerated in load, quadrat section, or grab sample.	(1) Visual assessment of entire load. (2) Periodic assessment of surface area of 2 no. randomly tossed quadrat sections (1 sq. meter ea) visually assessed (3) Sampling and analysis of 1 no 1100L bin grab sample (approx 50kg)
3.02	Medical / Clinical Waste	Medical / Hospital waste clearly not of Non-household origin	None tolerated in load, quadrat section, or grab sample.	
3.03	Asbestos	Asbestos tiling, sheeting or packing	None tolerated in load, quadrat section, or grab sample.	
3.04	Liquids & Compressed Gases	Any liquids and gas cylinders and fire canisters	None tolerated in load, quadrat section, or grab sample.	

4.4. QUALITY OF TARGET MATERIALS:

The following characteristics of the load will be assessed.

Group Code	Constituent	Description	Limit	Assessment
4.01	Moisture	Clean, dry and free-flowing material required. No damp or wet material in a matted or lumped state.	Material should not be wet or degraded to extent that it will limit sorting	(1) Visual assessment of every load.
4.02	Odour	No strong smell or odour suggesting food and/or general waste contamination	No foul or malodourous material will be accepted	
4.03	Age	Fresh material. No material excessively old and degraded	Material should not be degraded to extent that it will limit sorting	
4.04	Cleanliness	Material should be bright and clean	Dirty and soiled material is not desirable.	

5.0 Non-conforming materials

The following steps will be taken in the event of receipt of non-conforming materials;

5.1 REJECTION

FHR will reject any loads which predominantly comprising of any or all of the following;

- Target material of markedly low quality
- Grossly contaminated with un-wanted materials
- Containing prohibited materials

Where rejected loads have been transported from the supplier site by a FHR appointed haulier, FHR will charge the supplier for the cost of transporting the rejected load back to the supplier.

5.2 QUARANTINE

FHR will quarantine any load, or part of any load, partially comprising of any, or all, of the following;

- Target material of markedly low quality
- Contaminated with several un-wanted materials more than 2 times exceeding the max levels listed in Table 4.2
- Containing prohibited materials

The supplier will be furnished with photographic evidence and offered to either take the material back, or accept other suitable processing alternatives.

5.3 WARNING

FHR will issue suppliers with a written notification of 'conditional acceptance' of a load comprising of any, or all, of the following;

- Target material of low quality
- Contaminated with un-wanted materials exceeding the max levels listed in Table 4.2

FHR will notify the supplier of the quality non-conformance and request the supplier take steps to avoid a reoccurrence. FHR will monitor further loads for similar quality issues. The supplier will be furnished with photographic evidence. Repeat warnings may trigger a review of the supply arrangements.



6.0 Requirements for Delivery Vehicles

Bulk loose and baled deliveries are facilitated at the FHR facility.

Walking Floor and Ejector bulker trailers are permitted. Bulk tipper trailers are not accepted. The requirements of the Road Traffic Act must be observed.

Only roadworthy vehicles in full compliance with the approval conditions are permitted access to the site.

7.0 Safety Rules

The safety rules of the FHR site must be fully observed at all times. The Driver must be able to understand English so that these can be explained to him/her.

Mandatory personal protective equipment to be worn

- Hi-Vis Safety Vest / Jacket
- Safety Shoes
- Hard Hat
- Only Drivers may enter the site with the delivery vehicle
- The specific safety rules of the site must be acknowledged when registering at the weighbridge / gate, and must be followed
- No smoking on the entire site, including in the vehicle.

8.0 Miscellaneous

This section is blank



9.0 Supplier Acknowledgement

Supplier Name: _____

I acknowledge receipt of Forge Hill Recycling 'Guidelines on the supply of Co-mingled Dry Recyclables for Recycling to the Forge Hill Recycling Material Recovery Facility'

Signed: _____

Print Name: _____

On Behalf Of: _____

Date: _____

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Please return to Brian Bruton Email: brian.bruton@FHR.ie

CORRECTIVE ACTION FORM

DATE:		INTERNAL:	<input type="checkbox"/>
		EXTERNAL:	<input type="checkbox"/>
NON-CONFORMANCE/REQUEST		CAF No.:	<input type="text" value="/20"/>
INITIATOR: _____		CAF RECIPIENT: _____	
INVESTIGATION OF NON-CONFORMANCE: (to be completed by recipient)	COST OF NON-CONFORMANCE: (to be completed by recipient)		
CORRECTIVE ACTION(SHORT TERM): (to be completed by recipient)	EFFECTIVITY OF SHORT TERM C.A.: (to be completed by Initiator or EQM)		
PREVENTIVE ACTION(LONG TERM): (to be completed by recipient or Initiator of EQM)			
EFFECTIVITY:			
DATE OF SIGN-OFF :		SIGNED:	

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ENC No.	Area:	Originator:	Date:
1	Details of Environmental Non-Conformance:		
2	Corrective Action: Completed By:		
3	Corrective Action Follow Up: Review Date: Comments: Signed:		

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ER06- Environmental Incident Notification Form

Rev. 1.0

Licence/COA Number Licence/COA Name																	
Licensee/COA Address:																	
Incident notification form submitted by:																	
Licenses/COA holders Environmental Impact Ranking:	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/>																
Details of incident:																	
Date of incident:																	
Approximate start time of incident (Provide range if time is not known)																	
Details of when incident first noticed:																	
Still ongoing: Yes/No Finish time and date																	
New or reoccurring incident ¹																	
Uncontrolled release:	Air <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Ground <input type="checkbox"/> No uncontrolled release <input type="checkbox"/>																
Incident Nature (Explosion, Fire, Spillage, Odour, Breach of ELV, Monitoring Equipment offline, Trigger Level Reached, Uncontrolled Release, Other – specify)																	
Details of any vulnerable receptors																	
Details of ELV Exceedance if available ² (Provide measurement units for values provided)	<table border="1"> <tr> <td>Parameter</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Value</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Parameter								Value							
Parameter																	
Value																	
Grab or Composite sample																	
Location of incident: Discharge point/Other																	

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Digital Photographs taken:	Yes/No
Odour ³	Not applicable <input type="checkbox"/> Odour detected <input type="checkbox"/>
Odours detected	
Extent ⁴	Intermittent <input type="checkbox"/> Persistent <input type="checkbox"/>
Sensitivity ⁵	Remote <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Extra <input type="checkbox"/>
Intensity ⁶	Faint <input type="checkbox"/> Moderate <input type="checkbox"/> Strong <input type="checkbox"/> Very strong <input type="checkbox"/>
Weather at time of incident:	
Wind Direction:	
Details of who was notified:	EPA by telephone <input type="checkbox"/> Local Authority <input type="checkbox"/> Fisheries <input type="checkbox"/> Other
Corrective actions taken:	
Preventative actions taken or planned:	
Likelihood of reoccurrence	
Details of any other relevant detail or supporting information for submission to the Agency	
This section should be completed by the licensee/COA holder for their records once the corrective and preventative actions are complete⁷	
Follow up actions	
Close out date	
Signed	
Position	

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ER07 - Training Matrix

Employee Name	Safety Induction	Date Completed	Manual Handling	Next Due Date	Forklift 5000kgs	Next Due Date	Tele - porter	Date Completed	Loading Shovel	Next Due Date	360° Handler Operator	Date Completed

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ER08- Register of Complaints

Rev. 1.0

Date of Complaint	Time of Complaint	Name of Complainant	Details of Complaint	Actions Taken	Response to Complainant	Date of Notification to CCC/Method

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ER10- incoming MDR Quality Checksheet

Rev. 1.0

DATE: _____ TIME: _____ FHR W/B Ref No. _____

VEHICLE REG: _____ SUPPLIER: _____ SUPPLIER W/B Ref No. _____

(A) QUALITY OF TARGET MATERIALS:(Score parameters 1 to 5)

Parameter	Scale Ratings	Score
Moisture	1 (Dry & Free Flowing) – 5 (Damp & Clumped)	
Odour	1 (Mild/Musty) – 5 (Strong/Putrid)	
Age	1 (Fresh/Current) – 5 (Old/Degraded)	
Cleanliness	1 (Bright & Clean) – 5 (Dull & Dirty)	

(B) PRESENCE OF UNWANTED MATERIALS:

Designation	QUADRAT No. 1	QUADRAT No. 2.	LIMIT
Food Waste			Present in max. 1 of 2 quadrat sections
General Waste			Max 1 bag waste present in 2 quadrat sections
Textiles			Max 1 item in 2 quadrat sections
Household WEEE			Max 1 item in 2 quadrat sections
Glass			Max 2 items in 2 quadrat sections
Wood			Max 2 items in 2 quadrat sections
Polystyrene Foam			Max 1 item present in 2 quadrat sections
Nappies			Max 1 item present in 2 quadrat sections
Stringy Material			Max 1 item present in 2 quadrat sections

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(C) PRESENCE OF PROHIBITED MATERIALS:

Designation	PRESENT (Y/N)	DETAILS	LIMIT
Hazardous household waste			None
Medical / Clinical Waste			None
Asbestos			None
Liquids			None

MATERIAL QUALITY ASSESSMENT

Acceptance Conditional Acceptance Quarantine Reject

Additional Comments:

Signed: _____

Date: _____

Quality Controller



DATE: _____

Time	Reg. No.	Name of Supplier	Liebherr Driver	Accept - Quality ok	Conditional Acceptance	Reject and quarantine	Inform QC and circle reason for conditional acceptance or rejection. QC to notify Operations Manager and info supplier of conditional or rejected loads	QC Signature
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	
							Excessive - Straps, Stringy Material, Food Waste, General Waste, Textiles, Electronics, Glass, Wood,Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids.	

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Section A

CONTAINER LOADING CHECK

LOADING DATE: _____

CONTAINER No.: _____

WASTE TYPE: _____

MATERIAL PRE-LOADING QUALITY CHECKED AND OK YES NO
 (0% Allowed of Food Waste, General Waste, Textiles, Household WEEE, Glass, Wood, Polystyrene Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids. Reject bales if anything on this list is found and inform QC and/or Operations Manager immediately)

	<u>ROW 3</u>	<u>ROW 6</u>	<u>END ROW</u>
PICTURE TAKEN	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
CLARITY OK	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
CONTAINER NUMBER VISIBLE IN END ROW PHOTO:			YES <input type="checkbox"/> NO <input type="checkbox"/>
BACK DOOR QUALITY CHECKED			YES <input type="checkbox"/> NO <input type="checkbox"/>
CONTAINER ACCEPTED FOR DISPATCH			YES <input type="checkbox"/> NO <input type="checkbox"/>

COMMENTS:

Signed: _____
 Loading Controller

Date: _____

Section B

COMPLETION CHECK

Signed: _____

Date: _____

ER13- Baled Material Quality Checksheet

Rev. 1.0

DATE: _____ TIME: _____

MATERIAL TYPE: _____ SAMPLE SOURCE:

Stock Bale From Baler

CLEANLINESS OF FIBRE (Score 1 to 5)

Clean & Bright	<<<< >>>>			Dull & Soiled	
1	2	3	4	5	

QUALITY OF FIBRE:

(check minimum of 2 faces of the bale)

BALE FACE No.

	<u>Top</u>	<u>Front</u>	<u>Left</u>	<u>Right</u>	<u>Back</u>	Limit
Count of Unusable:	_____	_____	_____	_____	_____	10 pcs per Face (Or) 25 pcs per Bale

(Plastic Film. Hold bales if anything on this list exceeds limit and inform QC immediately)

Count of Prohibitive: _____ **0 pcs per Bale**
 (0% Allowed of Food Waste, General Waste, Textiles, Household WEEE, Glass, Wood, Polystyrene Foam, Nappies, Hazardous household waste, Medical / Clinical Waste, Asbestos, Liquids. Reject bales if anything on this list is found and inform QC immediately)

QUALITY OBSERVATIONS:

MATERIAL QUALITY ASSESSMENT

Suitable for Loading No Remedial Action	Suitable for Loading Action Required	Re-Processing Recommended
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REPORTED TO: _____

DETAILS OF REMEDIAL ACTION TAKEN:

Signed: _____ Date: _____
 Quality Controller



ER14 - Environmental Management System Audit Report Form Rev 1.0

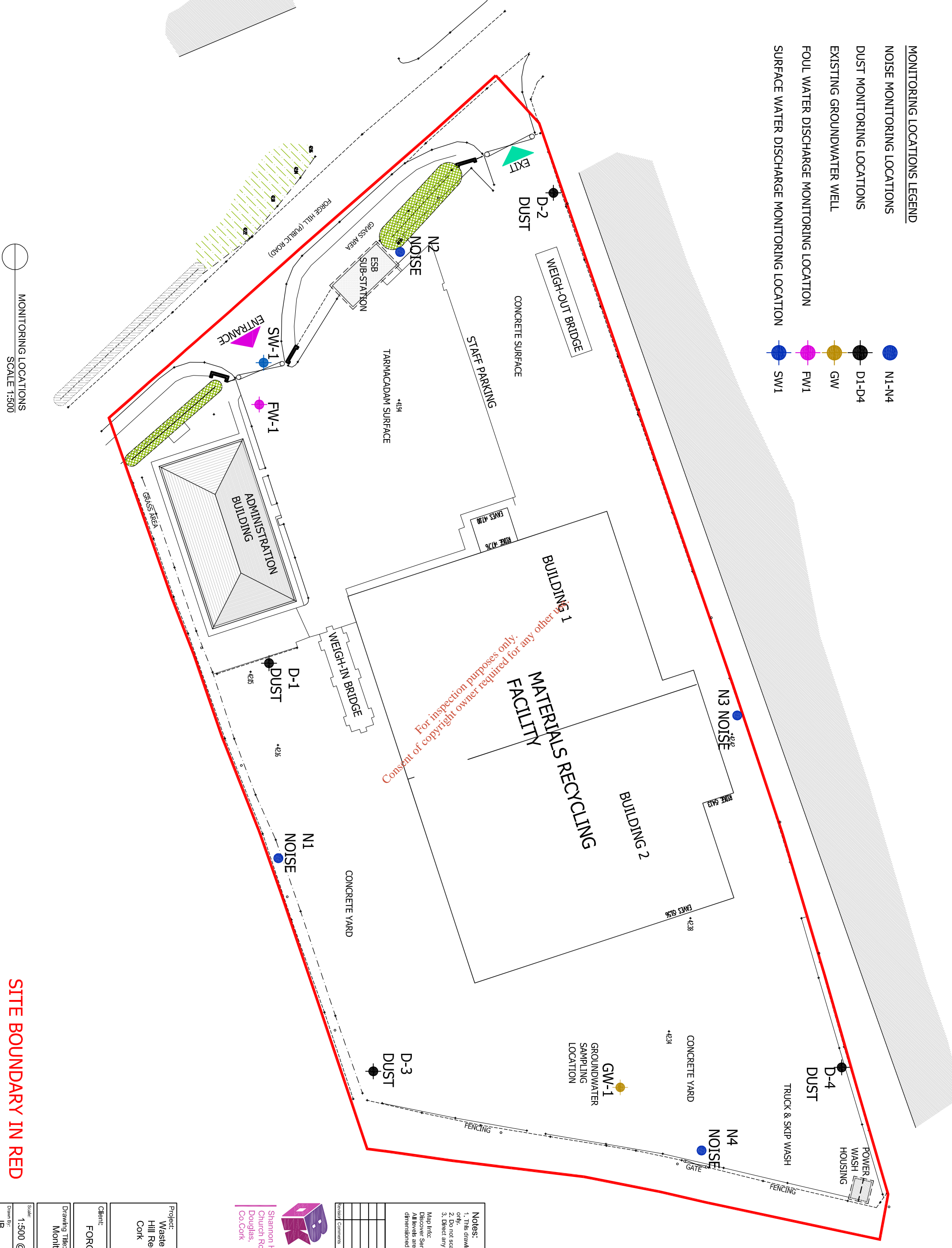
Report No: Date:	Auditor: Section Audited
-----------------------------------	---

Condition / Procedure Reference	Audit Details	Yes / No	N/C	Observations

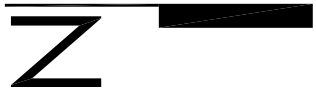
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MONITORING LOCATIONS LEGEND

- NOISE MONITORING LOCATIONS ● N1-N4
- DUST MONITORING LOCATIONS ● D1-D4
- EXISTING GROUNDWATER WELL ● GW
- FOUL WATER DISCHARGE MONITORING LOCATION ● FW1
- SURFACE WATER DISCHARGE MONITORING LOCATION ● SW1



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MONITORING LOCATIONS
SCALE 1:500

SITE BOUNDARY IN RED

- Notes:**
1. This drawing is for permit application purposes only.
 2. Do not scale from drawing.
 3. Direct any queries to the engineer.
- Map Info:
Discover Series 87, Scale 1:50,000
All levels are related to Mean Head Datum and dimensioned in meters.

Revised	Comments	Date

BRIAN O'KENNEDY & ASSOCIATES LTD
Consulting Engineers

Shannon House,
Church Road,
Douglas,
Co. Cork

Tel: 021-4899854
Fax: 021-4899464
Email: info@bok.ie
Web: www.bok.ie

Client:
FORGE HILL RECYCLING

Project:
Waste Permit Application for Forge Hill Recycling at Forge Hill, Co. Cork

Drawing Title:
Monitoring Locations

Scale:	Date:	Revision:
1:500 @A3	31/03/2016	-
Drawn By: JB	Drawing Number: 4348-WL17	

Attachment C.3 – Hours of Operation

The hours of operation and waste acceptance are currently limited at the facility by Section 5.5 of the waste permit issued by Cork County Council, as follows:

5.5 Waste Acceptance Hours and Hours of Operation

- 5.5.1 Waste shall only be accepted at the facility between the hours of 06:30 – 20:00 Monday to Saturday and 09:30 – 18:00 on a Bank Holiday
- 5.5.2 The facility shall only be operated during the hours of 06:00 – 22:00 Monday to Saturday and 09:00 – 18:00 on a Bank Holiday.
- 5.5.3 Waste shall not be accepted at the facility and the facility shall not be operated on Sundays

The applicant is now seeking a 24 hour, 7 day licence to operate the facility to ensure that there is availability of processing capacity at all times and to maximise contingency arrangements.

The facility will be strategically important to Cork City. It is logistically and environmentally better for night time collections of commercial dry recyclables in the city to be brought straight to Forge Hill at night time, rather than being brought to another facility and then transferred in the morning.

The site is located in an industrial area with no neighbouring houses or residential areas, so it is considered a suitable location for such 24/7 operation.

There is no planning restriction on the hours of operation. Planning permission issued by An Bord Pleanála in 2003 (PL 04.202198) contains the following condition in relation to opening hours:

“10. The facility shall not open to receive waste outside of the terms as specified in the waste licence issued to the operator of the site.”

Cork County Council’s planning consent from 2006 (Reg. No. 06/10127) repeats that requirement as Condition 8, with the exact same wording.

It is clear therefore that the EPA can licence the facility to operate on a 24/7 basis. Other waste facilities that can operate 24/7 under EPA licences include the following:

- W0039 Panda (formerly Veolia / Ipodec site) Ballymount, Dublin.
- W0044 Thorntons Recycling, Killeen Rd., Dublin.
- W0045 Keywaste (formerly Dean Waste Site). Greenhills Rd, Dublin.
- W0205 Greyhound Crag Avenue, Dublin.
- W0136 Greenstar (Starrus Eco Holdings) Sarsfield Court, Cork.
- W0257 Country Clean Churchfields, Cork.

Allowing 24/7 waste acceptance and operation at the Forge Hill site would be hugely beneficial as it would allow greater capacity to manage contingency issues such as breakdowns. It would also facilitate a reduction in traffic movements at peak times during the morning and evening rush hours and would remove unnecessary double handling of night time commercial collections of recyclables. As the Forge Hill site will be the only dry

recyclable facility in Cork, alternative arrangements, due to breakdowns or other incidents, will involve transfer and bulk haulage to different parts of the Southern Region, so maximising contingency capacity at Forge Hill is preferred compared to the alternatives.

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