

Procedure: BA15 Title: Operation of a Brett Recycling Facility



- 1 **Purpose:** To ensure compliant acceptance, storage and treatment of waste at recycling facilities in order to maximise recycling and recovery.

	Procedure	Responsible Person	Record
2	Control Of Operations		
2.1	All recycling operations operate in accordance with a site specific Recycling Facility Operating Manual which sets out how the site activities meet the requirements of a Factory Production Control process. As a minimum this includes: • Site specific process flow diagram(s) which shows the waste inputs, processing of each and range of product outputs • List of site authorisations (permits and planning) • List of acceptable wastes. A copy of this list is also displayed in the weighbridge and treated as a controlled document in accordance with BG 2.4 Document Control. • List of products produced with relevant specification references (this can include in-house specifications) • Acceptance criteria for incoming materials including ◦ wastes and non-waste materials to be used in top soil manufacture if applicable (e.g. Compost Quality Protocol and PAS100 compliant compost) ◦ wastes for the production of recycled aggregate which may include secondary aggregates such as IBAA, as well as C&D and utilities waste ◦ non-wastes for the production of recycled aggregates e.g. slag and Dutch RAP These acceptance criteria can be site and/or material specific, are required for all waste/material types accepted at the site, and should include thresholds for rejection due to contamination. • Waste Acceptance Procedures. These apply to all waste types accepted at the site, and should include thresholds for rejection and sampling and testing requirements for incoming wastes. • Sampling and testing regime for products. This must include test reference/s, frequencies, and specification/acceptability thresholds. • Records of testing with comparisons to applicable specifications. This information is clearly stated as being available to customers upon request.	Site Manager	Recycling Facility Operating Manual

The Process Flow Diagram clearly states that those wastes falling within the scope of the Wrap Quality Protocol for the Production of Aggregates from Inert Waste (WRAP QP) are accepted in accordance with its requirements.

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2.2	The appointed individual (referred to as the Recycling Manager) is then responsible for compiling the Recycling Facilities Operating Manual and ensuring that it is kept up to date, consulting where necessary with the Technical Department and the SHE Department.	Recycling Manager	Recycling Facility Operating Manual
2.3	The Recycling Manager ensures that all activities on site are undertaken in accordance with relevant QHEST procedures and the Recycling Facility Operating Manual.	Recycling Manager	Recycling Facility Operating Manual
2.4	The Recycling Manager ensures that all site personnel are trained in their responsibilities under this procedure and all necessary procedures and documents. The Recycling Manager ensures that the training is recorded in writing with a signature of acceptance by the trainee/s and entered into their training records, and in accordance with BG2.2 Training, Awareness and Competence.	Recycling Manager	Training records
Pre Acceptance			
2.5	At the start of each working day a check is undertaken to ensure that all site authorisations (including permit and planning) requirements are in place and functioning and to ensure that the site is able to receive waste. In particular attention should be made to; • The potential for dust emissions in dry weather • The potential for noise emissions from noisy plant • The potential for flooding or unacceptable standing water.	Recycling Manager	BA1i Site Inspection checklist
2.6	All customer enquiries for the delivery of waste for recycling are handled in accordance with BA40 Waste Acceptance at Permitted Landfill, Recovery and Recycling Sites Operated by Brett Aggregates Ltd.	Recycling Manager/ Waste Approver	
Waste Acceptance			
2.7	Waste acceptance is carried out in accordance with BA40.		
2.8	Duty of Care checks are carried on incoming wastes in accordance with BA41 Duty of Care Audits at Landfill, Recovery and Recycling Sites.		
Acceptance of Non Waste Materials			
2.9	Non waste materials are accompanied by a conveyance note detailing material type and reference code. These are inspected at the weighbridge to ensure the material in the vehicle matches that described in the paperwork. The weighbridge directs the driver to the relevant tipping area and notifies the Site Operative of the loads arrival.	Weighbridge Operative	Conveyance note
2.10	These materials are also inspected upon tipping by the Site operative to ensure the material is as described and expected. Any loads which do not meet the expected standard are rejected using the same principles as waste rejection i.e. BA40 WI07 Load Rejection/Dealing with Non-Compliant Waste.	Site Operative	

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2.11	Where compost is to be added to increase the fertility of a batch of top soil, the compost is sourced from a supplier that can demonstrate that the compost is Compost Quality Protocol and PAS100 compliant (to demonstrate that End of Waste has been achieved).	Recycling Manager	Evidence of PAS 100 Compliance and Compost Quality Protocol compliance
2.12	Similar information relating to the End of Waste status of other materials e.g. Dutch RAP is maintained by the Technical Manager.	Technical Dept.	Recycling Facility Operating Manual material records
Product Manufacturing Process			
2.13	Materials are processed which includes crushing, screening and / or blending to produce products meeting a defined specification.	Recycling Manager	Recycling Facility Operating Manual
2.14	Some products are manufactured by mixing two other products together with a loading shovel. The proportions of each component material required to achieve the product are specified on the material blend sheet, a copy of which is always available in the loading shovel. All blending is done in accordance with procedure BA30 Aggregate Blending	Recycling Manager/ Operative	Material Blend Sheet / Form BA30a
Sampling and Testing of Products			
2.15	A Sampling Plan is produced for each recycling facility and is kept in the Recycling Facility Operating Manual.	Technical Manager	Sampling Plan
2.16	The Technical Manager appoints the individuals responsible for undertaking sampling and testing in accordance with the Recycling Facility Operating Manual and clause 2.4 of this procedure. Individuals appointed as responsible are provided with the relevant training and made aware of the testing arrangements in place with the laboratory services provider. Training includes awareness of GN59, GN36 and relevant TechOp procedures.	Technical Manager	Training Records
2.17	All products are tested in accordance with the requirements of the Sampling Plan to ensure compliance with the relevant specification.	Technical Manager	Sampling Plan
2.18	Test results are stored in the Recycling Facility Operating Manual, or in a separate location referenced in the Recycling Facility Operating Manual. Where product testing indicates failure or potential for failure the testing frequency is reviewed to reflect the risk of failure.	Technical Manager / Recycling Manager	Product Compliance Test Results
2.19	Compliance test data is made available to customers on request.	Technical Manager	Product Compliance Test Results

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	Product Availability		
2.20	The Recycling Manager will liaise with the Sales Department to agree what products are required by customers. When new products are identified then the relevant information is added to the site Recycling Facility Operating Manual.	Recycling Manager/ Sales Department	Recycling Facility Operating Manual
2.21	New products are designed in consultation with the Technical Department to ensure that they meet a relevant specification.	Recycling Manager /Sales Team/ Technical Department	Recycling Facility Operating Manual
	Product Storage and Loading		
2.22	All products are stockpiled in clearly defined areas with appropriate signage.	Site Operatives	Signage
2.23	When loading a customer with product the Site Operative visually checks the material to ensure it meets the required standards. If there is suspicion that the material may not be to the required standard then the Site Operative contacts the Site Supervisor or Recycling Manager and only proceeds to load once the supervisor or Manager has inspected and approved the material.	Site Operatives/ Supervisor/ Manager	
2.24	When loading a customer with product the site operative takes every care to reduce segregation of material via blending and removal of coarse aggregate from the edges of the stockpile.	Site Operatives	
2.25	Where products require controlled or specific moisture content the product is inspected for compliance before loading. If additional moisture is required then the required amount is added before loading.	Site Operatives	
	Complaints		
2.26	Any customer complaints relating to product quality are forwarded direct, or via the Customer Service Centre, to the Technical Department for full investigation in line with BS EN 9001 requirements.	Recycling Manager/ Technical Services Dept	Customer Complaint Record/ BIO
2.27	Any environmental complaints e.g. mud on the road, unacceptable emissions of noise and/or dust are recorded on a GIRF and reported in accordance with BG5.2 Reporting of Accidents, Incidents and Complaints.	Recycling Manager	GIRF