
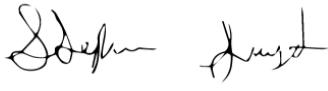
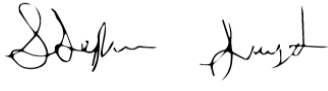




Monitoring of Sites
Standard Operating Procedure
QEHS P 030 (V2)

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	08/06/2022
Reviewed by		Director	21/06/2022
Approved by		Director	21/06/2022

COMPANY PROPRIETARY INFORMATION

This document is an uncontrolled copy of a controlled document held by the Quality Management System. Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request changes, submit a Document Change Request to the Document Control Representative.

Date	Version	Context	Initial
24-05-2021	1	Procedure implemented into Management System	KR
21-06-2022	2	Cover page changed and ISO logos added. Some changes to wording and format	BG

P 030 Monitoring of Sites SOP

Quality, Environment, Health & Safety

Contents

1.0 Introduction/Purpose.....	4
2.0 Scope/Application.....	4
3.0 Reference Documentation.....	4
4.0 Terms and Definitions.....	4
5.0 Responsibility	4
6.0 Process	5
7.0 Review	5

1.0 Introduction/Purpose

This standard operating procedure has been prepared by Evergreen Fields Ltd. for the purposes of procedural guidance for the monitoring of sites utilised by Evergreen Fields Ltd. as part of their normal business activities.

2.0 Scope/Application

This procedure involves only the monitoring of sites utilised by Evergreen Fields Ltd. as part of their day-to-day normal business practices.

3.0 Reference Documentation

Reference	Document Title	version
F 030	Monitoring of Sites Form	

4.0 Terms and Definitions

Term	Definition
Document	Information & supporting medium
Procedure	Specified way to carry out an activity or process
Quality manual	Document specifying the QEHS management system
Record	Document stating results or data relating to activities performed
Specification	Document stating requirements

5.0 Responsibility

The management representative will establish and review this procedure. Evergreen Fields Ltd. senior management will work with the management representative to implement it.

6.0 Process

- Each site in which the company operates is visited at least once per Month.
- This visit allows for visual inspection of the facility, highlighting safety issues unique to the site and providing updated information for day-to-day operations.
- Every month the collection schedule is examined and any site that is causing concern is highlighted for an inspection the following month.
- This allows for upgrading of standard operating procedure where necessary or the requirement for further staff training and familiarisation.
- The Company visits each storage site once per month where the monitoring of requirements under the legislation is assessed.
- This inspection is visual, and any defects or problems are identified, recorded on the site file, and remedied.
- Any changes required to procedures are communicated back to staff and the relevant operating procedure is updated.
- For each land parcel the Company produce a Nutrient Management Plan.
- Every six months the Company tests sludge from WWTP's for dry matter, Nitrogen, Potassium, Phosphorus & heavy metals and this is used to determine the loadings allowed under the NMP.

7.0 Review

This document is to be reviewed by management representative on an annual basis or as required by senior management.

QEHS F 030 Monitoring of Sites Form

Item	Date	Date	Date	Date	Date	Date
General Housekeeping						
Check housekeeping is OK						
Office						
H&S signage in place						
EGF on-site folder in place						
Spill kit in place						
First aid kit in place						
Fire extinguisher in place						
Fire extinguisher charged and in maintenance date						
No visible damage to external cables						
Yard & Hardstand						
No sludge tipped in yard or hardstand						
Shed						
No damage or leaks to rainwater collection system from roof						
No damage or leaks visible from walls						
No damage to shed roof						
No damage to shed removable panels						
Bund						
No damage to bund wall						
No sign of leak from bund wall						
Drainage						
Check pump is operating normally						
No visible damage to cables						
Check all pipework from pump to collection tank is in place & undamaged						
Check fill level for tank. (Must be emptied if level is within 300 mm or 1 foot of inlet!!)						
No sign of damage or leak from tank						

Record any issues identified here and notify Evergreen Fields Management ASAP.

Follow Emergency Procedures where necessary to mitigate any issues.