

	Storage, Handling & Preservation of Materials	MSP 007
		Issue 4

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Change History			
Date	Issue	Approved	Reason for Amendment
28/04/2014	1	SN	First issue
06/07/2015	2	SN	Changes made to procedure to amend issues raised in the Internal Audit
02/06/2016	3	CH	Amending procedure to reflect audit findings from the 2016 internal audits.
07/01/2019	4	CH	Amended clauses 9.1 & 9.2 to change the references to the Managing Director.

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1. Purpose

To establish and define the system to be used for controlling the handling of materials and products throughout the operations activities, including storage, transportation, re-use and disposal.

2. Scope

This procedure covers the entire activities involved in material recovery and handling from demolition activity, reclamation, sale and or disposal.

3. Responsibility

The Plant Director is responsible for ensuring the requirements of this procedure are followed and that it remains up to date.

The Site Managers are responsible for following the requirements of this procedure.

4. References

- Material Safety Data Sheets (MSDS)
- COSHH Risk Assessments
- Risk Assessments
- Method statements

5. Definitions

COSHH Risk Assessment:

The Control of Substances Hazardous to Health (COSHH) requires an assessment of the hazards and controls to be documented and communicated.

Material Safety Data Sheet:

A document supplied by the manufacturer which provides information about the hazards of handling and using a particular product or substance.

6. Measurement of Process

6.1. The effectiveness of this process will be measured by the number of nonconformities identified and attributed to the storage and handling of material.

7. Material Handling

7.1. Materials shall be handled with care and preserved in a condition where they can be used in accordance with the waste hierarchy. Whenever possible materials shall protected using suitable packaging solutions as appropriate.

7.2. Due to the nature of the Company's activities it is essential that all staff involved in the handling of materials and products are aware of these requirements and the appropriate packing and storage methods.

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8. Storage and preservation of materials

- 8.1. Storage facilities shall be set up on site to enable the preparation of materials by reclamation specialists. The facility shall be in the form of a secure storage area suitable for the materials and products being stored. The storage facility shall provide adequate protection for the materials and products ensuring they remain fit for purpose.
- 8.2. Once materials have been prepared for resale they shall be transported to the secure compound located at Island Road, Chislehurst, Canterbury. The storage facility consists of a secure compound and all material shall be stored in such a manner to ensure they are adequately protected against damage of any kind and to meet environmental and or safety regulations where they apply.
- 8.3. All materials shall be stored such that there is adequate segregation to prevent confusion between different materials etc.
- 8.4. No items shall be removed from the compound without the authorisation of the Plant Manager. The Plant Manager will make periodic assessments to verify stock levels of site security and work equipment to ensure they remain accurate. The Contracts Manager will carry out periodic assessments of material stockpiles which he will then communicate to the Managing Director and Plant Manager.

9. Sales of materials

- 9.1. The Managing Director will negotiate sales of materials with known re-users of reclaimed materials.
- 9.2. Once the quantity and price has been agreed with the purchaser the Managing Director will notify the Accounts Department to raise an invoice.

10. Disposal

- 10.1. All waste materials, chemicals and products that cannot be reclaimed or reused shall be disposed of in accordance with appropriate regulatory requirements.
- 10.2. Disposal decisions should be considered in the following order:

Stages	Include
Prevention:	using less material in design and manufacture, keeping products for longer, re-use, using less hazardous materials
Preparing for re-use:	checking, cleaning, repairing, refurbishing, whole items or spare parts
Recycling:	turning waste into a new substance or product, includes composting if it meets quality protocols
Other recovery:	includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste, some backfilling
Disposal:	landfill and incineration without energy recovery