

Change History

Revision Number	Description of Change	Date
0	First issue.	27.10.2016
1	Included the role of the facility clerk. Included weighbridge ticket as part of the documents forward to Facility Clerk.	22.03.2017

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22.3.17

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22/03/2017

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1 PURPOSE

This procedure defines the inspection process of the waste entering Wasteserv facilities.

2 SCOPE

This procedure applies to all waste inspections of waste vehicles entering Wasteserv facilities.

3 REFERENCE DOCUMENTS

- Weighbridge Tickets
- WS069 Waste Disposal Sheet
- WAT001 Inspection Report
- WAT002 Inspections Log
- ADM WA02 Waste Receipt Procedure
- ADM WA04 Inspection Report Handling Procedure
- ADM WA06 Quarantine Procedure
- Controlled Document 133 Duties of Inspectors

4 RESPONSIBILITIES

The **Inspector** is responsible for:

- Collecting Weighbridge Ticket In (2 copies) from the waste carrier and taking note of the waste declared on entry.
- Inspecting waste and carrying out duties/ checks as per Controlled document 133.
- Logging inspection in form WAT002 Inspection Log.
- Stamping one of the copies of the Weighbridge Ticket In (WBI) as “Inspected”, giving it back to the waste carrier and keeping one copy of the WBI together with the inspection report.
- In case unpermitted waste observed/ false declaration/ short comings:
 - Taking photos of unpermitted waste/ shortcoming.
Note: Vehicle registration number is to be visible in photo/s.
 - Documenting evidence of unpermitted waste and/or shortcoming using form WAT001 Inspection Report.
 - Giving the white copy of the WAT001 Inspection Report to the waste carrier and keeping the yellow copy as backup.
 - Notifying Facility Staff on the occurrence, as per Controlled Document 133.
 - If safe to do so, putting aside any unpermitted waste.
 - Forwarding (i) WAT001 Inspection Report (blue copy), (ii) WAT002 Inspections Log and (iii) Weighbridge Ticket In at the earliest opportunity (that is, either at the end of the shift or the first order of the day the following shift) to the Facility Clerk of the respective site for processing.

5 METHOD

The attached flow chart offers further guidance on the process of the waste inspection.

6 QUALITY RECORDS

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
WAT001 Inspection Report	Facility Clerk/ Waste Acceptance's Team Clerk	Waste Acceptance's Team Clerk' Office	All records are kept indefinitely
WAT002 Inspection Log			
WS069 Waste Disposal Sheet			
Photos			
Weighbridge Ticket In (copy)			

