

ADM EP03 Authority Inspection Report Handling Procedure

Change History

Revision Number	Description of Change	Date
0	First issue.	21.04.2015
1	Change in logo. Updated Facility Manager's responsibility in Section 4; included task of consulting with COO (when addressing CPAR raised) as necessary.	06.10.2015
2	Changed reference to controlled document 70 to official template WS025 and site specific controlled document. Removed requirement for creating a CPAR which does not require any action. Included new responsibility for DMOD to update Authority Inspection Report Register and quarterly review and verification of pending CPARs. Changed 'MEPA' to 'ERA', Environment & Resources Authority	22.04.2016
3	Shifted responsibilities in Section 4 from PA of COO to Operations Clerk.	04.11.2016
4	Shifted responsibilities in Section 4 from DMOD and Operations Clerk to ODCO	10.07.2018

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1 PURPOSE

This procedure documents the method by which inspection reports by authorities are handled by Wasteserv.

2 SCOPE

This procedure concerns inspection reports produced by, but not limited to, the following authorities:

- Environment & Resources Authority (ERA)
- Malta Resources Authority (MRA)
- Regulator for Energy and Water Services (REWS)
- Fish and Farming Regulation and Control (FFRC)
- Energy and Water Agency (EWA)

3 REFERENCE DOCUMENTS

- Inspection Report by Authority
- Authority Inspection Report Register
- CPAR Registers (refer to flowchart)

4 RESPONSIBILITIES

The **Department Manager – Operations Division (DMOD)** is responsible for:

- Upon receiving the inspection report, forwarding a copy of inspection report to ODCO.
- Reviewing (i) (finalized) CPARs and (ii) drafting reply to Authority. In case of agreement with the draft reply to Authority, sending it to the Authority while copying ODCO. In case of disagreement, amending and sending the reply to the Authority while copying ODCO.

The **Operational Data & Compliance Officer (ODCO)** is responsible for:

- If applicable, scanning Inspection Report and saving it in the Environmental Permits folder on WSM's server and updating the Authority Inspection Report Register.
- Raising a separate CPAR for every observation raised by the Authority (which requires action), by filling-in Section 1 of form WS024.
- Recording CPARs raised in the CPAR Register (refer to site's controlled document*).
- Forwarding CPAR (readily filled in up to Section 1) to Facility Manager copying DMOD.
- Vetting CPARs as compiled by Facility Manager and then finalizing and saving them in the Environmental Permits folder.
- Based on the (finalized) CPARs, preparing a draft Reply to Authority and forwards it to DMOD.
- Updating the CPAR Register with target completion date, (refer to flow chart for the site's controlled document).
- On a regular basis, monitoring CPAR Register* to check on pending CPARs and sending reminders to Facility Manager in case no response is received within 5 working days from sending (date) of CPAR.

- Carrying out verification and compiling Section 5 (of CPAR) accordingly.
- Updating CPAR Register following CPAR closure (refer to flow chart for the site's controlled document).

The **Facility Manager** is responsible for:

- Depending on the severity of the CPAR raised, consulting with COO as necessary.
- Compiling Sections 2, 3 and 4 of the CPAR, and forwarding (compiled CPAR) to ODCO copying in DMOD.
- Implementing proposed action/s as per CPAR/s Section 3 & 4 and informs ODCO and DMOD (upon task completion).

The **Authority** is responsible for:

- Forwarding the Inspection Report to the Department Manager – Operations Division (DMOD).

5 METHOD

The attached flow chart depicts the activities involved in the process.

6 RECORDS

Records considered critical for this procedure are treated as follows:

Reference Document	Person responsible for maintaining the document	Document storage location	Duration of time records are kept
CPAR Registers	DMOD & ODCO	Electronic folder/s on Server	All records are kept indefinitely
Authority Inspection Report			
CPAR- WS024 (<i>raised from Authority Inspections</i>)			
Authority Inspection Report Register			

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