

Ghallis Non-hazardous Landfill Competence Matrix



Training Element	Frequency	Trainer	Manager - Wet Waste Plants, Landfills and Biogas	Managing Professional - Landfills and Biogas	Professional - Landfills and Biogas	Juinoor Professional - Landfill Coordinator	Senior Technical Officer - Gas Technician	Senior Officer - Landfill	Supervisor C	Technical Officer - Landfill	Technical Fitter	Welder	Heavy Plant Drivers	Landfill Tip Face Controller	Heavy Plant Driver	Officer Landfill
ADM EP01 EHS Legal Requirements and Compliance Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM EP02 Generated Waste Management	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x					x		
ADM EP03 Authority Inspection Report Handling Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM EP04 Aspects and Impacts Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM EP05 Management Environmental Permitting Procedure	Every Revision	Self reading/ Superior of Employee	x	x									x		x	
ADM EP07 Management of Equipment Containing F-Gases and ODS	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM FM05 VRT Process	Every Revision	Self reading/ Superior of Employee	x	x									x		x	
ADM FM07 Fleet Maintenance Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x		x		x			x		x	
ADM FM11 Vehicle Equipment Inspection Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	
ADM FM13 Towing Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x							x		x	
ADM FN02 GRN and Invoice Processing Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x									x
ADM FN05 Petty Cash Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x									x
ADM FN06 Advanced Payments Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM HR01 Identification of Training Needs	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM HR02 Training on Documentation	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM HR03 Evaluation of Training	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM HR08 On-Boarding Procedure	Every Revision	Self reading/ Superior of Employee	x	x												
ADM HR09 Disciplinary Action	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM HR12 Awarding of Sponsorships	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM HR13 Get Qualified Schme Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										

ADM HS01 Risk Assessment Procedure (Captured through Controlled Document 243 WS H&S Induction Training)	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM HS02 Incident Reporting and Investigation (Captured through Controlled Document 243 WS H&S Induction Training)	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM HS03 Lockout Tagout Procedure (Captured through Controlled Document 245 WS Work Equipment Safety).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM HS05 Confined Space Entry Procedure (Captured through Controlled Document 240 WS Confined Space Entry Training).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x		
ADM HS06 Hot Works Procedure (Captured through Controlled Document 244 WS Hot Works Training).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x		
ADM HS07 Hazard Reporting Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM HS08 Election of WHSR Procedure	Every Revision	Self reading/ Superior of Employee	x													
ADM HS10 Working at Heights Procedure (Captured through Controlled Document 246 WS Working at Heights Training).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	
ADM PC01 Request for Services, Work & Supplies Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM PC02 Issuance of Purchase Request under 2.5K Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x		x									x
ADM PC03 Issuance of Purchase Request between 2.5K and 10K Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x											
ADM PC04 Issuance of Purchase Request via Krystal for CFQ, Tenders, DO & NP	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM PC05 Issuance of Call for Quote Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM PC06 Issuance of Tender Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM PC07 Issuance of Negotiated Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM PC08 Issuance of Direct Order Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM PC11 Management of Contract Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM PC12 Modification of Tender Contract Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM QP01 Control of Documented Information Procedure (Captured through Management Systems Induction).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM QP03 Internal Audit Procedure (Captured through Management Systems Induction).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM QP05 Corrective Action Procedure (Captured through Management Systems Induction).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM QP15 Complaint Management Procedure (Captured through Management Systems Induction).	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM QP17 Fixed Assets Registration & Transfer	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x								
ADM QP18 Fixed Assets Disposal	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x								
ADM QP21 Vehicle Registration Procedure	Every Revision	Self reading/ Superior of Employee	x	x												
ADM QP22 Feedback Collection Procedure	Every Revision	Self reading/ Superior of Employee	x	x												
ADM QP23 Feedback Processing Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										

ADM QP28 Management of Change Procedure	Every Revision	Self reading/ Superior of Employee	x													
ADM QP30 Management of Contractors	Every Revision	Self reading/ Superior of Employee	x													
ADM QP35 Management of Incidents Involving WS Assets Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ADM QP36 Damaged Assets Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x							
ADM ST01 Stores Ordering Procedure	Every Revision	Self reading/ Superior of Employee	x	x			x	x								
ADM ST02 Delivery to Stores	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x								
ADM ST03 Item Request from Stores Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x							
ADM ST04 Hand Tool Issue Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x			
ADM ST05 Leasing of Power Tools Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x					
ADM ST06 Diesel Refuelling Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x		x	
ADM WA01 Waste Enquiry Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
ADM WA02 Waste Receipt Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x		x	x					x		
ADM WA03 Waste Inspection Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x		x	x					x		
ADM WA06 Quarantine Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x		x	x					x		
ADR Course (Carriage of Dangerous Goods)	Every 5 years	Training Unit - Outsourced						x	x	x			x			
Controlled Document 108 ECOHIVE Complex Emergency Response Plan (Training is given to the appointed Emergency Reponse Team)	Every Revision	Professional H&S & Fire Engineer	x													
Controlled Document 280a ECOHIVE Site Rules	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Driving Licence C (Any truck weighing over 3.5T)	Every 5 years	Employee's Responsibility						x	x	x			x		x	
Driving Licence CE (Any truck weighing over 3.5T with Heavy Trailers)	Every 5 years	Employee's Responsibility						x	x	x			x		x	
ERP Training	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x			x	x	x	
Fire Fighting and Fire Wardens Training	Every 3 years	Training Unit - Outsourced	x	x	x	x	x	x	x	x	x	x	x	x	x	
First Aid Training	Every 3 years	Training Unit - Outsourced	x	x	x	x	x	x	x	x	x		x	x		
Forklift Licence	Every 3 years	Training Unit - Outsourced							x							
GP QP01 Gas Extraction from Landfill	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x			x					
GP QP02 Gas Treatment Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x			x					
GP QP03 Gas Monitoring Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x			x					
H&S Induction (Captured through Controlled Document 243 WS H&S Induction Training)	1/Start of Employement	Professional - Health & Safety	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Heavy Plant Driver Equipment Course (including Skid Steer)	Every 3 years	Training Unit - Outsourced						x	x	x			x		x	

IT Induction	1/ Start of Employment	I.T. Officer	x	x	x	x	x									x
Landfill Biogas management	One time	Training Unit - Outsourced	x	x	x											
Landfill Leachate management	One time	Training Unit - Outsourced	x	x	x											
LF EP05 Environmental Monitoring	Every Revision	Self reading/ Superior of Employee	x	x	x	x										
LF EP06 Leachate Management	Every Revision	Self reading/ Superior of Employee	x	x	x	x		x	x				x		x	
LF EP08 Landfill Inspection and Maintenance Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x		x	x					x		
LF QP01 Landfill Waste Processing Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x		x	x					x		
Management Systems Awareness Induction	Start of employment + 3 year refresher	Professional - Management System	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Manager of landfill operations (MOLO) or equivalent	One time	Training Unit - Outsourced	x	x	x											
MEC EP02 Emergency Preparedness & Response Procedure	Every Revision	Self reading/ Superior of Employee	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Reading and Understanding IPPC	Every Revision	Self reading	x	x	x	x										
Spill Response	Every 3 years	Training Unit - Outsourced	x	x	x	x	x	x	x	x	x		x			
Welding Course	One time	Training Unit - Outsourced								x		x				
Workers' Health & Safety Representative (Training is given to the appointed Workers' Health & Safety Representative).	None	Training Unit - Outsourced														