

Waste Acceptance Procedure

Waste Assurance Guide

WSC-GUI-WAS – Version 3.1 – December 2014

Contents

1. Introduction 3

1.1. Waste Acceptance Procedure 3

1.2. Process Guide 4

1.3. Help and Support 4

2. Waste Assurance Process..... 4

2.1. Quality Management System..... 5

2.2. Waste Assurance Form..... 5

2.3. Waste Verification 6

2.4. Waste Assurance Customer Audits 7

2.5. Service Provider Audits 7

2.6. Process Diagram 7

2.7. Step by Step Guide 8

3. Forms 12

3.1. Waste Assurance Form..... 12

4. Templates 13

Appendix 1: Waste Assurance Form Completion..... 14

1. Introduction

LLW Repository Ltd provides a range of treatment and disposal services to Customers across the UK to support the management of lower activity radioactive waste through the Waste Services Contract. Our services include the treatment of metallic waste, supercompaction and incineration of waste as well as the disposal of both low level waste and very low level waste. This Guide forms part of our Waste Acceptance Procedure.

1.1. Waste Acceptance Procedure

The Waste Acceptance Procedure is the collective term used for the arrangements that Customers follow to consign waste to LLW Repository Ltd for treatment and / or disposal. It forms part of the Waste Services Contract and it is a requirement for Customers to follow the Waste Acceptance Procedure when consigning waste to LLW Repository Ltd. This Guide, and the associated Process Diagram, Forms and Templates are also part of the Waste Services Contract.

The Waste Acceptance Procedure is split into a series of logical Processes that cover all aspects of waste management from forecasting through characterisation to treatment and disposal. The Processes are:

- Waste Forecasting
- Waste Assurance
- Waste Characterisation
- Waste Enquiry
- Waste Consignment
- Waste Receipt

Each Process within the Waste Acceptance Procedure may consist of a Process Diagram, a Guide, and various Forms and Templates.

Process Diagrams

Each Process within the Waste Acceptance Procedure is detailed in a Process Diagram. This Diagram highlights the key steps in each process and defines the actions that the Customer, LLW Repository Ltd and the Service Provider will take to complete the process.

Guides

Each Process is supported by a Guide, i.e. this document. The Guide provides additional details about each process step, information requirements, actions and the objectives of the Process. The Guide also explains how each Form should be completed and the role of any Templates that LLW Repository Ltd completes.

Forms

Forms are used to provide relevant information at specific points within each Process. The Forms are to be completed by the Customer and submitted to LLW Repository Ltd. Forms can be completed electronically and preferably submitted to LLW Repository Ltd by e-mail.

Templates

Templates are completed by LLW Repository Ltd and issued to the Customer to provide relevant information within a Process, such as a Quotation or an Approval. Templates will be completed electronically and issued to the Customer preferably by e-mail.

1.2. Process Guide

This Guide provides support to Customers following the Waste Acceptance Procedure to consign waste to LLW Repository Ltd under the Waste Services Contract. It supports the relevant Process by providing details about each process step, the information requirements, key actions and the objectives of the relevant Process. This Guide also details how Customers should complete each Form required by the Process and introduces the Templates that are issued by LLW Repository Ltd. It should be read in conjunction with the Waste Acceptance Procedure Overview document which introduces each Process within the Procedure. The Overview document also explains the types of waste which can be consigned and the pre-requisites that must be met by Customers before using and / or completing a Process.

1.3. Help and Support

If you need any assistance or have any questions regarding this Guide, Process Diagram, or the associated Forms and Templates, please contact the LLW Repository Ltd Service Assurance by telephone: (019467) 70249 or by e-mail: serviceassurance@llwrsite.com

2. Waste Assurance Process

The Waste Assurance Process enables Customers to provide assurance to LLW Repository Ltd that their waste management arrangements and procedures for consigning waste for Treatment and / or Disposal comply with the requirements of both the Waste Acceptance Procedure and the Waste Acceptance Criteria.

The Waste Assurance Process also covers the activities that LLW Repository Ltd undertakes to provide assurance that waste consigned for Treatment and / or Disposal, under the Waste Services Contract, is as described in the Waste Consignment Forms. These objectives are achieved by Customers submitting Waste Assurance Forms demonstrating that they have a suitable Quality Management System in place and by LLW Repository Ltd undertaking Customer Audits and Verification of waste consignments.

In addition to this Guide, the Waste Assurance Process consists of:

- Waste Assurance Process Diagram (Reference: WSC-PRO-WAS)
- Waste Assurance Form (Reference: WSC-FOR-WAS)

The Waste Assurance Process is an ongoing process between the Customer and LLW Repository Ltd for the duration of the Waste Services Contract. The Waste Assurance Process contains four elements. These are:

- Quality Management System
- Waste Assurance Form
- Waste Verification
- Waste Assurance Audits

Each of these elements is explained below.

2.1. Quality Management System

To allow waste to be consigned to LLW Repository Ltd under the Waste Services Contract, Customers must have in place a Quality Management System which details adequate management arrangements and procedures for managing lower activity wastes to meet the requirements of the Waste Acceptance Procedure and Waste Acceptance Criteria.

Typically, the Quality Management System will be summarised in a Quality Plan that details how the Customer manages their organisation. The format and structure of the Quality Plan should be decided by the Customer but the Quality Plan should contain details of the following aspects of the Customer's Quality Management System and associated processes:

- Organisation and Responsibilities
- Management Review and Approval
- Contract Management
- Document Control and Review
- Process and Change Control
- Calibration of Equipment
- Training
- Internal Audit
- Non-Conformance and Corrective Action
- Records Management
- Conformance Schedules (if required)

LLW Repository Ltd will not approve the content of the Customer's Quality Management System or the documents referenced within it. Customers do not need to submit their Quality Plan for review or approval. All relevant information regarding the Quality Management System that LLW Repository Ltd requires is to be provided in the Waste Assurance Form. However, LLW Repository Ltd may request copies of any relevant Quality Management System documents for review to support the Waste Assurance Process.

2.2. Waste Assurance Form

Once the Customer reaches the stage of identifying waste for treatment and / or disposal, they must outline their waste management arrangements in the Waste Assurance Form. Approval of the Form by LLW Repository Ltd is required prior to Customers proceeding with the Waste Consignment Process within the Waste Acceptance Procedure.

An approved Waste Assurance Form must be in place in order for LLW Repository Ltd to approve any Waste Consignment Information Forms.

The waste scope and selected services on any Waste Consignment Information Forms should be covered within the scope of the systems explained or referenced within the approved Waste Assurance Forms. An example of this could be that prior to approving a waste consignment for Metallic Waste Treatment, LLW Repository Ltd must have approved a Waste Assurance Form that explains or references the systems used by a Customer to manage metallic waste in line with the Waste Acceptance Criteria and Waste Acceptance Procedure.

The scope of the Waste Assurance Form is flexible and can be used to cover waste of varying amounts and types for different services over a range of timescales. The Customer should select the most appropriate scope for the Waste Assurance Form.

A submitted Waste Assurance Form should provide the management systems and waste management systems that cover the defined waste scope and services as selected on the Form. If these processes are common across an entire organisation then a single Waste Assurance Form may be suitable for a Customer's organisation. If a Customer has multiple sites with independent systems in place, a Waste Assurance Form for each site may be a more simple way of providing the relevant assurance information.

In order to complete a Waste Assurance Form, Customers may be required to explain or reference documents that already exist in their Quality Management System and maybe documented in their Quality Plan. Where this is the case, a note should be placed in the Waste Assurance Form referring out to the relevant section of the Waste Quality Plan, rather than repeating explanations or submitting further documents.

LLW Repository Ltd's key measure in reviewing the Waste Assurance Forms is whether the information provided enables LLW Repository Ltd to understand how the Customer is managing waste. The Form will be used to support Waste Assurance Audits.

The Waste Assurance Form must be reviewed, revised and re-submitted for approval if the Customer's management arrangements change or after a maximum of three years from the initial date of approval by LLW Repository Ltd.

2.3. Waste Verification

Waste Verification occurs once a consignment has been received at a Treatment and / or Disposal Facility. All waste consignments undergo a Waste Receipt Inspection to ensure that they comply with the Waste Acceptance Criteria and the Waste Services Quotation. Verification Monitoring is a more intense non-destructive assay of the waste against the Waste Consignment Information Form and the Waste Fingerprint identified in the Waste Characterisation Form. This type of monitoring is carried out on selected consignments and it is prompted by the Waste Assurance Programme which uses a risk based approach to identify consignments for monitoring. (The undertaking of Verification Monitoring may also be carried out at the Customers site, with agreement).

The risk based approach considers certain factors in calculating the risk associated with a waste consignment. These factors include the amount of waste consigned both volume and activity wise, the type of waste activity assessment techniques used by the Customer and the history in relation to previous waste consignments and any associated problems encountered. The risk assessment is reviewed periodically, or following specific events, to ensure that the Waste Assurance Programme accurately reflect the risks that LLW Repository Ltd identifies.

Waste Verification Monitoring may require Customers to provide additional consignment information, such as filling arrangements or photographs of the contents prior to consignment. This will enable more accurate modelling of the consignment, resulting in more accurate monitoring results and a better comparison with the Waste Consignment Information Form.

The output from the verification process will be either acceptable or unacceptable in respect of compliance with the Waste Acceptance Criteria. If acceptable, the Customer will be informed and the waste consignment will continue through the treatment and / or disposal process. If unacceptable, the Customer will be notified using a Service Non-Conformance (SNC) Report, following an initial investigation by LLW Repository Ltd. The SNC Report will give details of the findings and request that the Customer investigate the discrepancies, with support from LLW Repository Ltd where appropriate. Once actions have been agreed between LLW Repository Ltd and the Customer and then completed, the SNC will be closed out.

2.4. Waste Assurance Customer Audits

Waste Assurance Audits are the final part of the Waste Assurance Process. The Waste Assurance Programme will prompt the need for an audit if no other requirement has emerged. The Audits will aim to reassure LLW Repository Ltd that the systems and procedures stated in the Waste Quality Plan and the Waste Assurance Forms are being applied and, when necessary, any Learning from Experience has been integrated into the Customer's Management Systems.

An Audit will involve both site visits and desk top assessments depending on the output of the risk based assessment approach. The audit findings will be agreed with Customers before placing actions for improvements. An Audit Report will be issued to the Customer with agreed timescales for completing Corrective Actions.

A key requirement of the Assurance Audits is that LLW Repository Ltd is allowed access to Customer's sites and facilities. This could be required for any part of the Waste Assurance Process, but most likely for the Waste Verification and Audit elements.

2.5. Service Provider Audits

LLW Repository Ltd has a obligation in providing services to its Customers to ensure that the Waste Treatment and Disposal Services are being carried out to the appropriate level. Therefore, the Waste Service Providers will be subject to the same Assurance Process requirements. Any assessments will be undertaken by LLW Repository Ltd with the aim of assuring LLW Repository Ltd's Customers that waste consigned for treatment and / or disposal is handled correctly and all secondary waste and recycled materials are appropriately managed at all times. Assessment reports will be made available to Customers for review.

2.6. Process Diagram

The Waste Assurance Process Diagram can be found in the Customer section of LLW Repository Ltd's website: www.llwrsite.com

The Process Diagram outlines the key process steps and responsibilities within each Process of the Waste Acceptance Procedure. There are three rows on the diagram to represent the responsibility of each Party:

- Customer
- LLW Repository Ltd
- Supplier (Waste Treatment and / or Disposal)

Each responsibility or action represented by a Process Step will be held, or completed, by a different individual member of a Party and the Waste Services Contract identifies these key roles where necessary.

The vertical dotted lines on the Process Diagram have been added to represent different Sub-sections within a Process (Quality Management System, Waste Assurance Form, Waste Assurance Monitoring and Waste Assurance Audits). This acts as an indicator towards a change of department, or responsibility, within a Party or a change of location if waste consignments or important information moves. These Sub-section markers also aid navigation through the steps.

2.7. Step by Step Guide

This Section provides a detailed Step By Step guide through the Process Diagram identifying actions, roles and responsibilities and performance measures within the Waste Assurance Process. Due to the relative independence of each element of the Waste Assurance Process, the Step by Step guide has been divided into each sub-section of the Process Diagram. The Step Numbers relate directly to the relevant sub-section in the Waste Assurance Process Diagram.

The Waste Services Contract places responsibilities upon LLWR and the Customer for the Waste Assurance Process. This Step by Step Guide should therefore be read in conjunction with the relevant sections of Schedule 1 of the Waste Services Contract – Conditions of Contract.

LLW Repository Ltd has identified Performance Measures within the Step by Step Guides of each Waste Acceptance Procedure process. A Performance Measure means a set timescale for completing a step within the Waste Acceptance Procedure. If the process step cannot be completed in this timescale, then LLWR and the Customer may agree additional time to complete the process step. Failure to meet a Performance Measure by any Party will not invoke any formal contractual action. However, regular poor performance against one or more Performance Measures will be discussed by LLWR and the Customer to identify actions to improve performance.

Waste Assurance Form

Step	Process Guidance, Actions and Performance Measures	Responsibility
1	A completed Waste Assurance Form must be approved prior to a Customer consigning waste under the Waste Services Contract.	Customer
2	LLW Repository Ltd will review the Waste Assurance Form and respond to the Customer within 30 working days. <i>Performance Measure:</i> LLW Repository Ltd will provide a response to the Waste Assurance Form within 30 working days.	LLW Repository Ltd
3	Does the Waste Assurance Form show the control documents, procedures, records, and personnel responsible in managing waste in line with the treatment and / disposal services required	Customer / LLW Repository Ltd

Step	Process Guidance, Actions and Performance Measures	Responsibility
	<p>by the Customer?</p> <p>Any queries, comments, or additional information required by LLW Repository Ltd will be discussed and agreed with the Customer.</p> <p><i>NOTE: Any documents listed may be requested by LLWR as part of the approval process</i></p>	
4	<p>LLW Repository Ltd will feedback specific queries to the Customer. Any amendments can be agreed and the Customer incorporates the changes into the Form, by the Customer, and the revised Form is re-submitted to LLW Repository Ltd.</p> <p>Upon receipt of the revised Waste Assurance Form, LLW Repository Ltd will confirm the amendments are in place.</p> <p><i>Performance Measure:</i> LLW Repository Ltd will provide a response to the re-submitted Waste Assurance Form within 10 working days.</p>	Customer / LLW Repository Ltd
5	<p>If LLW Repository Ltd approves the Waste Assurance Form then a final signed copy of the Form is requested.</p>	LLW Repository Ltd
6	<p>Once LLW Repository Ltd approves the Waste Assurance Form, waste consignments may be scheduled and delivered as per the requirements of the Waste Acceptance Procedure.</p>	Customer
7	<p>The Customer is placed on the Waste Assurance Programme used to manage Waste Verification and Customer Audits. The Waste Assurance Form must be reviewed if the arrangements change or within three years.</p> <p><i>NOTE: New Customers must undergo audit prior to consigning waste</i></p>	Customer / LLW Repository Ltd

Waste Verification

Step	Process Guidance, Actions and Performance Measures	Responsibility
1	<p>The Customer consigns waste to a Treatment or Disposal Facility.</p> <p>Treatment and Disposal facilities include the Low Level Waste Repository. If a consignment is delivered to the Low Level Waste Repository for disposal, the Supplier responsibilities within this process will be completed by LLW Repository Ltd personnel.</p> <p>All Waste Verification activities are carried out by LLW Repository Ltd or their Waste Verification Subcontractors rather than the Waste Services Suppliers.</p> <p><i>NOTE: if LLWR request for Waste Verification Monitoring to be</i></p>	Customer

Step	Process Guidance, Actions and Performance Measures	Responsibility
	<i>undertaken at a Customer site prior to consignment then this will only occur with the full approval and agreement of the Customer</i>	
2	<p>A Waste Receipt Inspection is completed upon receipt or during treatment process of the consignment by the relevant Waste Services Supplier, including LLW Repository Ltd where waste is received at the Low Level Waste Repository. This occurs for any waste consignment. Weight, radiation, contamination measurements, documentation checks and observations are all made and recorded.</p> <p>If the Waste Receipt Inspection finds significant variations from the Waste Consignment Information Form or other issues with the waste consignment, then a Service Non-conformance (SNC) Report Form would be raised and the process would jump to Step 8 of the Waste Assurance Monitoring element.</p>	Supplier / LLW Repository Ltd
3	<p>LLW Repository Ltd reviews the Waste Assurance Programme and confirms if Waste Verification Monitoring is scheduled for this waste consignment.</p> <p>Other scenarios exist that would result in non-destructive assurance monitoring to be triggered. These will be communicated on a case by case basis.</p>	LLW Repository Ltd
4	<p>If Waste Verification Monitoring is not prompted for this consignment, the treatment and / or disposal service is continued.</p>	Customer / LLW Repository Ltd
5	<p>The Waste Verification Monitoring Service Supplier, with support from LLW Repository Ltd, completes the Waste Verification Monitoring. A report is prepared and issued to LLW Repository Ltd.</p> <p>Once the Waste Consignment Forms for the waste consignment that is to undergo Waste Verification Monitoring have been reviewed, LLW Repository Ltd may request additional information to support the verification process. A date will be agreed with the Customer to provide this additional information.</p> <p>When Waste Verification is required LLW Repository Ltd may request additional consignment information from the Customer. Photographic records of staged filling of the container, as referenced on the Waste Consignment Information Form, may be requested from the Customer to help interpret monitoring results.</p>	Supplier/ LLW Repository Ltd
6	<p>The monitoring results are compared against the Waste</p>	LLW Repository Ltd

Step	Process Guidance, Actions and Performance Measures	Responsibility
	Characterisation and Waste Consignment Information Forms, along with supporting information provided by the Customer.	
7	If the monitoring results align with expectations, the Customer is informed of the results. The Waste Verification report is filed and the Waste Assurance Programme is updated.	LLW Repository Ltd
8	If the monitoring results show a significant variation, a SNC Report is raised detailing the results and the variation. This SNC Report is issued to the Customer to continue the investigation into the root causes of the event and establish corrective actions.	LLW Repository Ltd
9	The Customer continues the investigation and completes their part of the SNC Report template. LLW Repository Ltd will support this step where appropriate. Proposed corrective actions are identified and laid out in the appropriate section of the SNC Report. <i>Performance Measure:</i> Customers should endeavour to complete and submit their investigation within one month of receiving a SNC Report from LLW Repository Ltd.	Customer
10	Following agreement of the corrective actions, the Customer will implement them, with support from LLW Repository Ltd where appropriate. Corrective actions should resolve any problems preventing treatment and / or disposal of the consignment in question and also provide longer term protection against the same problems either re-occurring or the impact of the problem affecting the Waste Services. <i>Performance Measure:</i> Customers should endeavour to complete corrective actions within six months of the action being approved by LLW Repository Ltd.	Customer
11	LLW Repository Ltd will support the completion of corrective actions if appropriate. Following this, LLW Repository Ltd will close-out the SNC Report and update the Waste Assurance Programme.	LLW Repository Ltd

Waste Assurance Audits

Step	Process Guidance, Actions and Performance Measures	Responsibility
1	LLW Repository Ltd will inform a Customer as soon as possible if they have been selected for a Waste Assurance Audit. The	LLW Repository Ltd

Step	Process Guidance, Actions and Performance Measures	Responsibility
	<p>Waste Assurance Programme is developed in March each year, to commence in April. Once the Waste Assurance Programme has been approved, Customers will be informed of when an audit may be undertaken.</p> <p>The Customer Audit will be undertaken by LLW Repository Ltd through the Service Assurance Team. The Waste Quality Plan and Waste Assurance Forms will be key tools during the audit to navigate the Customer’s Management System and target specific areas to be audited.</p>	
2	Under the Waste Services Contract, Customers are expected to support the Audit programme, where practicable, and provide site access and support to audits at the agreed times and places.	Customer
3	An Audit Report will be completed and issued to the Customer for review. The Audit Report will include recommendations for improvement and / or corrective actions.	LLW Repository Ltd
4	Following agreement of the corrective actions, the Customer will implement them, with support from LLW Repository Ltd where appropriate.	Customer
5	<p>LLW Repository Ltd closes-out the audit report and issues a copy to Customers following completion of all agreed corrective actions.</p> <p>The Waste Assurance Programme is updated following the completion of the audit report.</p>	LLW Repository Ltd

3. Forms

3.1. Waste Assurance Form

The Waste Assurance Form is to be completed by Customers wishing to use LLW Repository Ltd’s Waste Treatment and / or Disposal Services through their Waste Services Contract. Customers must complete, submit, and receive LLW Repository Ltd’s approval of the Waste Assurance Form prior to sending any waste consignments.

Customers using the Waste Assurance Form must define the scope of the Form based on what quantity of waste it will apply to. However, this can be for almost any waste volume for any of the Treatment and / or Disposal services, such as a one-off large item, a multi-year operational wastestream, an entire decommissioning project or a single consignment of mixed waste, provided that all wastes share a common radiological fingerprint. It could also be provided at a site or company level which would fulfil the requirement once for a wide range of wastes that were all to be consigned in accordance with the Customer’s Management System

The Waste Assurance Form comprises the following sections:

Section	Purpose
Customer Information	Provides essential Customer Information and Contact Details for use in conjunction with the Waste Enquiry Process
Waste Assurance Information	This section defines the scope of the Waste Assurance information being provided. The type and volume of wastes are indicated through the selection made, along with the coverage of the waste services.
Management System Information	<p>This references the key elements of the Customer's Management Systems associated with the waste management process.</p> <p>The Customer can simply reference their Waste Quality Plan if any Management System Elements are managed using the same information provided in the corresponding section of their Waste Quality Plan.</p>
Waste Management Information	<p>Here the Customer lists the Waste Management System elements and procedures used during the generation and consigning of waste to meet the requirements of the Waste Acceptance Procedure, the Waste Acceptance Criteria, the requirements of the Customer's Environmental Permit or RSA93 Authorisation and the Transport of Radioactive Materials Regulations.</p> <p>This section covers all parts of consigning lower activity waste from identification through to monitoring, segregation, routing and packaging of waste.</p>
Customer Declaration	This reminds Customers of responsibilities accepted by signing the Form and following the Waste Acceptance Procedure. There is also a section that is used by LLW Repository Ltd to show the approval of the Waste Assurance Form.

Appendix 1 provides visual guidance to support Customers in completing the Waste Assurance Form.

4. Templates

There are no Templates directly associated with the Waste Assurance Process.

Appendix 1: Waste Assurance Form Completion



Waste Assurance Form

LLW Repository Ltd Assurance Form Reference:

Expiry Date:

The **Customer Information** section provides the contact information for LLW Repository Ltd for the duration of the Enquiry. The information required in this section is standard for all LLW Repository Ltd Waste Acceptance Procedure Forms.

The **Company Name** is the company who is managing the volume of waste and the progress through the Waste Acceptance Procedure, not necessarily the Site Owner, and holds the Waste Services Contract with LLW Repository Ltd.

The **Site Name** refers to the Site where the waste exists, not the registered office of a company (if different).

The **Customer Code** can be found within the Contract Data Schedule of the Customer's Waste Services Contract.

The **Contact Name** and contact details should be for the person LLW Repository Ltd communicates with for this Enquiry.

Introduction

This form is to be completed by Customers wishing to use LLW Repository Ltd's Waste Treatment and/ or Disposal Services through their existing Waste Services Contract. The information provided by the Customer will be used to review and approve their Waste Management arrangements for the specified quantity of waste. Once approved, the Customer can use this Waste Assurance Form as a reference to consign waste for treatment and/ or disposal services in accordance with the Waste Acceptance Procedure. The Reference can be used for up to three years from the approval date, as specified in the expiry date, after which a new Waste Assurance Form must be approved.

Please answer each question as fully as possible. If there are insufficient lines in any of the tables, please enter details on a separate sheet and indicate on the appropriate table that you have done so.

If you need any assistance or have any questions regarding the completion of this form, please contact the Service Assurance Team, by e-mail: serviceassurance@llwrsite.com or by telephone: (019467) 70249

Please return the completed form using one of the following routes (e-mail is the preferred option):

- by e-mail to: serviceassurance@llwrsite.com
- by post to: Service Assurance Team, Pelham House, Pelham Drive, Calderbridge, Seascale, Cumbria, CA20 1DB

Following receipt of this form, LLW Repository Ltd will respond within **30 working days**.

1. Customer Information

Company Name:	<input type="text"/>
Waste Services Contract Reference:	<input type="text"/>
Site Name:	<input type="text"/>
Customer Code:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact E-mail Address:	<input type="text"/>
Contact Telephone Number:	<input type="text"/>

The **Wastestream Assurance Information** section provides high level details of the waste covered by the Waste Assurance Form.

The **Customer Assurance Form Reference** is a code generated by the Customer for this specific enquiry, and will be used by LLW Repository Ltd in communications to prevent misunderstanding if multiple Waste Assurance Forms exist with any one Customer.

The **Expected Waste Assurance Form Life** should detail the estimated date of the first and last waste deliveries under the arrangements detailed in this Waste Assurance Form.

The Customer selects the options within **Waste Assurance Form Scope**, and the **Potential Services Required** in line with their specific needs. The default status is ALL Services Covered. This helps provide the context for the Waste Assurance Form and how it is to be used.



Waste Assurance Form

2. Waste Assurance Information

Customer Assurance Form Reference:	<input type="text"/>	
Is this a new Waste Assurance Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, enter previous Waste Assurance Form Reference: <input type="text"/>
Expected Waste Assurance Form Life:	From: <input type="text"/>	To: <input type="text"/>
Waste Assurance Form Scope: <i>(select one)</i>	<input type="checkbox"/> Individual Items <i>(i.e. the arrangements in this Form are specific to the consignment of a single large item or less than one container of waste)</i> <input type="checkbox"/> Single Consignment <i>(i.e. the arrangements in this Form are specific to one container full of waste to be consigned)</i> <input type="checkbox"/> Project <i>(i.e. this Form details the arrangements that will be applied to manage a specific volume of various waste types from a single project)</i> <input type="checkbox"/> Building <i>(i.e. routine arisings from a specific location on a site)</i> <input type="checkbox"/> Mixed Wastes <i>(i.e. arisings of various waste types for a specific waste fingerprint)</i> <input type="checkbox"/> Site <i>(i.e. all waste arisings from a single site will be managed under the arrangements specified in this Form)</i> <input type="checkbox"/> Company <i>(i.e. this Form details the arrangements for the entire company and waste will be managed in this way at all locations)</i>	
Services Covered: <i>(default all apply unless specified)</i>	<input checked="" type="checkbox"/> All Services Covered <input type="checkbox"/> <input type="radio"/> Metallic Waste Treatment <i>(including disposal of any Secondary Waste)</i> <input type="checkbox"/> <input type="radio"/> Combustible Waste Treatment <i>(including disposal of any Secondary Waste)</i> <input type="checkbox"/> <input type="radio"/> Supercompactable Waste Treatment <i>(including disposal of any Secondary Waste)</i> <input type="checkbox"/> <input type="radio"/> Very Low Level Waste Disposal <input type="checkbox"/> <input type="radio"/> Low Level Waste Disposal	

The **Management Systems Information** section provides details of the key elements of the Customer's Management System. It focuses on those elements associated with waste management. Against each element, the Customer needs to provide details of the controlling document, any associated records and who in the company is responsible.

Each element is supported by a question to provide guidance on what information needs to be covered in the controlling document. It is entirely feasible that this section could all be references to the relevant section of the Customer's Quality Plan.



Waste Assurance Form



3. Management Systems Information

(Please provide details of the key management system elements that support the waste management process. This can be achieved by referencing the relevant Controlling Document/Procedure from the Customer's Management System or the relevant section of the Customer's Quality Plan. Any associated records should be identified and the person who is responsible for that element of the management system)

Management System Element:	Controlling Document / Procedure: <i>(Include Document Reference)</i>	Associated Records: <i>(Identify Storage Media)</i>	Responsible Person: <i>(Identify by Job Title)</i>
Organisational Structure <i>(How is the waste management organisation structured?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Key Roles and Responsibilities <i>(Who is responsible for consigning waste and what is their role?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Management Approval <i>(What management review and approval steps take place?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Management of Change <i>(How are changes to the management system controlled?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Waste Services Contract Management <i>(How LLW Repository Ltd contract changes are implemented?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Document Control and Review <i>(How are procedures and documents reviewed and controlled?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Process Control <i>(How is the waste management process controlled?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Training and Qualification <i>(How are Waste Management personnel deemed Suitably Qualified and Experienced in their roles?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internal Audit <i>(How is self auditing used in the waste management process?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Calibration of Equipment <i>(How is equipment calibration managed?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Conformances and Corrective Actions <i>(What happens when non-conformances are identified?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Records Management <i>(How are records managed and stored?)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Waste Assurance Form

4. Waste Management Information

(Please provide details of the key management system elements that directly control the waste management process. This can be achieved by referencing the relevant Controlling Document/ Procedure from the Customer's Management System or the relevant section of the Customer's Quality Plan. Any associated records should be identified and the person who is responsible for that element of the management system)

The **Waste Management Information** section is very similar to the Management Systems Information section but focuses on the day to day procedures used to manage waste being consigned to LLW Repository Ltd. The Customer provides details of the key elements of the Customer's Management System. Against each element, the Customer needs to provide details of the controlling document, any associated records and who in the company is responsible.

Many of the elements refer directly to processes from LLW Repository Ltd's Waste Acceptance Procedure.

Each element is supported by a question to provide guidance on what information needs to be covered in the controlling document.

Management System Element:	Controlling Document / Procedure: <i>(Include Document Reference)</i>	Associated Records: <i>(Identify Storage Media)</i>	Responsible Person: <i>(Identify by Job Title)</i>
Waste Forecasting <i>(How are forecasts of waste volumes and activity controlled?)</i>		Waste Forecasting Form	
Waste Enquiries <i>(How are waste enquiries managed?)</i>		Waste Enquiry Form	
Waste Characterisation <i>(How are wastes characterised and the waste fingerprint derived?)</i>		Waste Characterisation Form	
Waste Generation <i>(How is waste generation controlled?)</i>			
Waste Segregation <i>(How is waste segregated for treatment or disposal?)</i>			
Waste Preparation <i>(How is waste/items prepared in line with Service specific requirements)</i>			



Waste Assurance Form

4. Waste Management Information (continued)

Management System Element:	Controlling Document / Procedure: (Include Document Reference)	Associated Records: (Identify Storage Media)	Responsible Person: (Identify by Job Title)
Waste Compliance <i>(How is compliance with requirements of Service specific Waste Acceptance Criteria managed?)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of Prohibited items/substances <i>(This may/will be Service specific)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with Radioactivity Limits <i>(This may/will be Service specific)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Conforming Waste <i>(How is non-conforming waste quarantined and managed?)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Packaging <i>(How is the packaging of waste items controlled?)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Identification and Labelling <i>(How is waste identified and labelled?)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Monitoring <i>(How is waste monitoring controlled?)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The **Waste Management Information** section continues on this page.

The **Waste Management Information** section is very similar to the Management Systems Information section but focuses on the day to day procedures used to manage waste being consigned to LLW Repository Ltd. The Customer provides details of the key elements of the Customer's Management System. Against each element, the Customer needs to provide details of the controlling document, any associated records and who in the company is responsible.

Many of the elements refer directly to processes from LLW Repository Ltd's Waste Acceptance Procedure.

Each element is supported by a question to provide guidance on what information needs to be covered in the controlling document.



Waste Assurance Form

4. Waste Management Information (continued)

The **Waste Management Information** section continues on this page.

The **Waste Management Information** section is very similar to the Management Systems Information section but focuses on the day to day procedures used to manage waste being consigned to LLW Repository Ltd. The Customer provides details of the key elements of the Customer's Management System. Against each element, the Customer needs to provide details of the controlling document, any associated records and who in the company is responsible.

Many of the elements refer directly to processes from LLW Repository Ltd's Waste Acceptance Procedure.

Each element is supported by a question to provide guidance on what information needs to be covered in the controlling document.

Management System Element:	Controlling Document / Procedure: <i>(Include Document Reference)</i>	Associated Records: <i>(Identify Storage Media)</i>	Responsible Person: <i>(Identify by Job Title)</i>
Waste Activity Assessment <i>(How is the activity assessment process controlled?)</i>			
Waste Consignment Variations <i>(How are waste consignment variations managed?)</i>		Waste Consignment Variation Form	
Waste Consignment Documentation <i>(How are waste consignment documents produced controlled?)</i>		Waste Consignment Information Form	
Container Management (Labelling and Venting)			
Container Loading (inc Photographic Records) <i>(How is the container loading controlled?)</i>		Waste Loading Plan	
Waste Transport Arrangements/Management <i>(How is the transporting of waste controlled?)</i>		Waste Consignment Transport Form	



Waste Assurance Form

The **Customer Declaration** section reminds the Customer of the responsibilities they accept by signing this Form and following the Waste Acceptance Procedure.

The Form needs to be signed by the person who prepared the form and by a Customer Representative.

5. Customer Declaration

Prepared By:

Name: (Please Print) []

Position: []

Signature: []

Date: []

Statements:

1. Before waste can be consigned, Customers must accept a Waste Services Quotation from LLW Repository Ltd and complete the Waste Acceptance Procedure including the submission and approval of a Waste Forecasting Form, Waste Characterisation Form(s), Waste Enquiry Form(s) and Waste Consignment Forms.
2. For the consignment of waste to LLW Repository Ltd for Treatment and / or Disposal Services, Customers must have a valid Environmental Permit or Disposal Authorisation in place, issued by either the Environment Agency or the Scottish Environmental Protection Agency.
3. When consigned, the waste must comply in all respects with the Waste Acceptance Criteria, and / or any approved Variations, and as far as reasonably practicable should be segregated in accordance with the Waste Hierarchy to minimise the volume of waste for disposal.
4. This Waste Assurance Form must be reviewed if any relevant information changes that would impact on the approach to managing waste as outlined above.

Declaration:

I declare that I have read and accept the Statements above and that the information provided in this Form is accurate and complete.

Customer Approval:

Name: (Please Print) []

Position: []

Signature: []

Date: []

6. LLW Repository Ltd Approval

Following review of this Waste Assurance Form and any relevant References, LLW Repository Ltd approves the management arrangements for use in consigning waste to LLW Repository Ltd in accordance with the Waste Acceptance Procedure.

Name: (Please Print) []

Position: []

Signature: []

Date: []

The **LLW Repository Ltd Approval** section is where the Form will be signed by LLW Repository Ltd to approve waste management arrangements.