

Internal Audit Report & Checklist



Date of Audit	17 th April 2023		
Client Name	A1 Group		
Referenced Documents/Clauses/ procedures:	Loo Hire Process Wet Waste Process Procurement Risk Assessments Environmental Aspects Calibration & Maintenance Waste Management and the environment		
Auditor(s):	Steve Clifford	Auditee(s):	Sean
Audit summary: (Including observations)	Remote audit		
Details of Non Conformances: (Include reference Numbers of NC's raised if required)	No issues		

<p>Audit Notes and findings;</p> <p>Loo Hire Process – Requests for Loo Hire are received either: -</p> <ul style="list-style-type: none"> * Verbally. * Fax. * Via Purchase Order. * E-mail. * Via Tendering Process. <p>Order process carried out as per the procedure. When a unit is to be off-hired, a collection note is raised, and when the toilet is returned it is inspected for damage/faults and an off-hire contract is raised, and an invoice for the hire and any damage is sent to the customer.</p> <p>Examples seen were: -</p> <p>CW plant hire, single chemical toilet supplied to site address on order PO 02-012677 raised 13/3/23 re-hire of toilet. Matched to client PO, A1 PO and delivery note - No issues.</p> <p>Nixon Hire for single hire toilet supplied to specified site on order PO 98-105633 dated 24/1/23 re-hire of toilet. Matched to client and A1 PO and to delivery note. No issues</p> <p>Mobile Mini, single chemical toilet, supplied to site address on order 4501412942 dated 20/3/23 for hire of toilet. Matched client. A! Po's and delivery note No issues</p> <p>Local toilet hire, single event toilet, supplied toilet to site address on order 000036485/57189 dated 28/3/23 for hire of toilet. Matched client, A! PO's and delivery note. No issues</p>
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Standard plant hire, for emptying of toilet, at specified address on order P18435/P26963 dated 11/1/23.
Client order matched to A1 order and delivery note

Wet Waste Process – This is still mainly dealt with by Head office.

They have a contract with Thames water to take waste from septic/cess tank in sealed tankers. This also details the quantities collected. It identifies then as Upper tier carrier. The agreement details the SIC code. A certificate 124-033152 dated 19/3/23 collected 500gall of sewerage and replaced with 500gall of water and signed by both parties.

Collection notes were also seen for transfer of the waste to head office.

Procurement – This part of the company issues purchase orders for local purchases, otherwise anything significant is carried out through head office. The company maintains an approved suppliers list that is periodically reviewed.

Examples of items purchased include the following

Wok 303142 – dated 23/3/23 to Pump International for pumps and matched to the delivery note No issues

WOK 303158 – dated 11/4/23 to Plastic solutions for items and matched the delivery note. No issues

WOK 303162 – dated 12/4/23 to Lyreco for various items and matched to delivery note. No issues

OP001 Risk Assessments – Risk Assessments and Method Statements are held on the Back Office. Risk Assessments are in place for both the yard and workshop and are reviewed periodically – last review date January 2023. These can apply to all sites and operations – such as manual handling etc.

Reviewed the risk assessments for Manual handling, emptying of vacuum tanker, reversing and manouvering of vehicles, use of pressure washer, toilet servicing on site, and the loading and unloading of toilets. All seemed to be complete detailing the risks and the actions to mitigate them.

OP 002 Environmental aspects. This process outlines the methodology used by the company to establish the Environmental impacts of the Company activities in order to assess them accordingly and control them.

The aspect assessment was last reviewed in June 2022 and is the same as that for the main site. This is reviewed annually, and aspects are documented and recorded on it. Significant aspects are those with a score of 60+, and are as follows:

There have been no amendments to the aspect register since the last review.

OP 010 Calibration and maintenance – The majority of the items that need calibration are at the main offices. Similarly most of the maintenance is undertaken via them. The forklift that they have in site was inspected by Allianz on 21/6/22 and is valid for a year. The details are part of the Insurance policy NV09947434 and cert no

E33626026131. Wear on foot brake pedal rubber was the only observation on two of the 3 forklifts. Nothing noticed on the third.

014 Waste Management and the environment – Only paper and cardboard are dealt with at this location. And again through head office.
Invoice note dated 28/2/23 from Select was seen detailing the containers collected and the excess waste charge.

Any metallic waste is transferred to the scrapyard and dealt with there.

There are currently 107 Risk Assessments in place, including the latest Covid version.

- **OP 014 waste management and the environment.**

Only paper and cardboard are dealt with at this location. This is collected by Selective Environmental via Head Office..

Any metallic waste is transferred to the scrapyard and dealt with there.

Waste liquids are offloaded at the STW.