**Purpose**

The procedure used to determine what processes and controls are to be checked, recorded and measured as part of the management system.

**Procedure**

**Internal audits**

The management system will be monitored and measured through regular internal audits of this system completed in line with the audit timetable.

Records of these audits shall be maintained and if any areas are identified as in need of improvement then non-conformity shall be issued.

**Evaluation of legal compliance**

A legal audit will be completed at least annually as part of the internal audit process in order to evaluate our legal compliance.

The results of this are then discussed at the management meeting.

**Site / Yard Inspections**

Yard supervisors complete inspections of the scrapyard to check and inspect the work areas. They are completed daily and the information is fed into the site dairy. These inspections include;

* Boundary
* Ditches and stream
* Potholes
* Noise
* Inspection of the tank and interceptors
* Fire controls
* Walkways and aisles
* First Aid and signage
* Any other comments

**Site Diary**

A site dairy is held of the site for day to day operational activities; information recorded includes;

* Weather conditions
* Results of the daily checks
* Anything out of the ordinary
* Other site activities or problems going on

Environment Agency visits

The environment agency also subjects the A1 Group to regular inspections and audits in line with their site license. These are completed regularly and copies of the reports are held.

A regular check for these shall be made to ensure actions raised (if any) have been dealt with and these visits and any outcomes shall be discussed at follow up visits with the EA and at senior meetings if required.

Accident Statistics

Our statistics will be discussed on an annual basis at the management meetings. They will be collated as follows;

* RIDDOR
* Major
* Minor
* Near misses