# Record Keeping

The Site shall be managed by our Technically Competent Managers, Clive Owen & Claire Djemal in accordance with the requirements of the Environmental Permitting (England and Wales) Regulations .

The Site records shall be maintained and kept secure from loss, damage and deterioration in either a Site office and on our computer system which is backed up off sit.

Records including Hazardous Waste Consignment Notes, Waste Transfer Notes, Registered Waste Carriers Certificates of all waste loads entering and leaving the Site shall be recorded on the weighbridge system and Waste Returns will be produced in a timely manner.

A copy of the Environmental Permit shall be easily accessible by staff members or contractors. Contractors shall be briefed on the sensitivity of the Site and if not being supervised by Site personnel will require a Site induction.

Any complaints received at the Site shall be recorded in line with our complaints procedure.

Maintenance records for all plant and machinery is stores on site in secure offices and also on the Big Change cloud based platform.