

Internal Audit Report & Checklist



Date of Audit	24th February 2021. Carried out remotely.		
Client Name	A1 Group (Loo hire)		
Referenced Documents/Clauses/procedures:	<ul style="list-style-type: none"> • Loo hire process • Wet waste process • Procurement, suppliers and subcontractors • OP 001 Risk assessments and method statements • OP 002 Environmental aspects. • OP 010 Calibration and maintenance • OP 014 waste management and the environment. 		
Auditor(s):	Ian Wilson	Auditee(s):	Clive Owen
Audit summary: (Including observations)	Carried out February audit		
Details of Non Conformances: (Include reference Numbers of NC's raised if required)	None found.		

<p>Audit Notes and findings;</p> <ul style="list-style-type: none"> • Loo hire process <p>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: -</p> <p>Soiltechnics, High View, Hatfield AL10 8JB. P/o 0536207 on 24th January 2021 for effluent waste from single site toilet delivered the same day. Off hire 3rd February 2021 and collected same day under ref</p>

2696262.

Local Toilet Hire ordered a site toilet on 13th February 2021 for delivery to Emmer Green, reading RG4 8QX, their ref 16705/36593. Delivered on 20th February 2021 under contract WOK/322732. Still on hire.

Travis Perkins, on 14th June 2021 ordered a toilet for weekly servicing under 3350001258 for delivery to Vidi Construction, Putney, SW15 2NU. Delivered 1st July 2021 Collection note raised 18th February 2021 under contract WOK321522, off-hire note dated same day.

- **Wet waste process.**

Wet waste is not handled here; it is all delivered straight to the STW, see OP 014 below.

- **Procurement, suppliers and subcontractors.**

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.

- **OP 001 Risk assessments, method statements**

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 2020.

There are currently 104 Risk Assessments in place, including the latest Covid version.

- **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 July 2019. 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:

- * Wastepaper.
- * Tyres.
- * Ferrous metal.
- * Liquids.
- * Engines.
- * Petrol.
- * Fuel storage.
- * Vehicle de-pollution.
- * Storage of vehicles.
- * Tyre storage
- * Oil and lubricant storage

* Transport.

There have been no amendments to the aspect register since the last review. The file has been saved as Aspect Assessment 2019, dated 23rd July 2019 to confirm a review has been carried out. The register remains current and is unchanged since this date.

- **OP 010 Calibration and maintenance**

This process is to ensure that all equipment owned and operated by the Company is always maintained and inspected to ensure its adequacy.

Other than the forklift daily check sheets filled in by drivers prior to use, all vehicle records are held at the head office. Similarly driving licences and other plant and equipment maintenance records.

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

Only paper and cardboard are dealt with at this location. This is collected by Midlands Recycling.

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

Waste liquids are offloaded at the STW.