

## OP09 – Ready-mixed Concrete Production

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### What is this?

The purpose of this document is to prepare procedures covering the control of a concrete process area.

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### What does the responsible manager need to do?

The responsible manager must ensure that:

- All parts of the plant are suitably inspected and maintained as per Regulation 12(1)(a)(iii) Quarries Regulations 1999. Regulations 4, 5, 6 and 7 of PUWER are also relevant
- Relevant valid EA discharge and abstraction licences are in place
- Check quality of discharge water regularly (there may be a condition to continuously monitor)
- Site hazard plan is displayed
- All monitoring/weighing and flow meters are suitably inspected and calibrated as per manufacturers recommendations and company policy
- A daily inspection sheet is completed by a competent person
- Daily water volumes are recorded
- Regularly check incoming water supply pH levels
- A valid planning permission is in place and no conditions are being contravened
- Permit conditions are not being contravened
- All internal and external personnel are aware of plant start and finish times
- All tonnages/volumes of imported materials are recorded
- Correct sourcing of imported materials
- Vehicles delivering materials must do so by the authorised route
- All daily concrete production is recorded
- All return loads/waste is recorded on a daily basis
- Recycle waste concrete
- A procedure is in place to prevent overloading of truckmixers
- Regular environmental incident drills are undertaken and the results are recorded
- Environmental incidents and complaints are recorded
- Site admixtures are stored in the appropriate secured containers/areas
- Site emergency procedures are clearly displayed and understood by the workforce



- Correct signage is in place to warn the workforce and visitors of any danger
- Minimise light pollution by the use of appropriate lighting/downlighting and timers during the night
- Wherever possible store aggregates under cover and away from moisture
- All operators are adequately trained and either hold, or are working towards, an NVQ level 2 in plant operation to demonstrate competence
- HV transformers are within the scheme of maintenance and inspection with particular regard to oil leaks/oil changes
- Wheel wash facilities are serviceable
- Concrete cleaning bays are regularly inspected and cleaned
- The road leaving the site is regularly inspected and cleaned
- All vehicles leaving site must do so by the authorised route.

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### What does the employee need to do?

All employees must ensure that:

- Any operational defect with the concrete plant is reported immediately to the relevant supervisor after the plant has been shut down and isolated
- All inspection hatches and doors must be secure
- Any missing or damaged cladding to be reported for repairs
- Plant area to be kept clean and clear of obstructions
- Complete daily inspection sheet
- Material delivery points are clear and relevant signage is in place
- Plant mixer to be kept clear of unnecessary concrete build up
- All relevant rules and procedures are understood
- Inspect silo filter bags for blinding, moisture and damage on a weekly basis
- Any cement discharges are reported to the relevant supervisor immediately and a record is made on the Environmental Incident Form
- Shutdown unnecessary items of plant
- Store concrete products in the approved manner and within a designated area
- Basic maintenance is undertaken
- Keep control room clean and tidy
- Air conditioning is serviceable.



## Associated documentation

### EMS Section

- Operational Control

### Forms

- EF03 – Internal Communication
- EF14 – Daily Site Inspection Checklist
- EF15 – Incident Investigation
- EF16 – Load Rejection Record

