

## OP10 – Concrete Products Manufacturing

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### What is this?

The purpose of this document is to prepare procedures covering the manufacturing of concrete products.

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

The responsible manager must ensure that:

- All parts of the processing plant are suitably inspected and maintained as per Regulation 12(1)(a)(iii) Quarries Regulations 1999
- Site hazard plan is displayed
- All measuring and monitoring equipment is calibrated according to manufacturers recommendations and company policy
- The site is compliant with all conditions within the planning consent
- Incoming deliveries of materials take place within permitted hours and use the correct route
- Trucks leaving site are not overloaded and use the designated traffic route from the quarry
- Daily water volumes are recorded
- Regularly check incoming water supply pH levels
- Relevant valid Environment Agency discharge and abstraction licences are in place
- Check quality of discharge water regularly (there may be a condition to continuously monitor)
- All external and internal personnel are aware of plant operating hours
- Imports of non-indigenous aggregate are within consent limits (if applicable)
- Fuel tanks comply with Environment Agency regulations
- Fuel level/overflow protection is serviceable
- Correct grades/source of fuel are used
- Correct sourcing of imported materials
- All return loads/waste is recorded on a daily basis
- Recycle waste concrete
- Recycle water
- Regular environmental incident drills are undertaken and the results are recorded
- Environmental incidents and complaints are recorded
- The site is compliant with permit conditions



- Site admixtures are stored in the appropriate secure 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
- Surface run off from site complies with the discharge consent limits
- All operatives are adequately trained and either hold, or are working towards, an NVQ level 2 in plant operation to demonstrate competence
- Daily inspections are undertaken by a competent person
- HV transformers are within the scheme of maintenance and inspection with particular regard to oil leaks/oil changes
- Wheel wash facilities are serviceable.

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### What do employees need to do?

All employees must ensure that:

- Any operational defect with the plant is reported immediately to the relevant supervisor after the plant has been shut down and isolated
- All rules and procedures are understood
- Daily inspection sheet is completed by the operator
- Check silo filter bags for blinding/moisture/damage on a weekly basis
- Report spillages to a superior (good housekeeping)
- Record relevant information from the measuring/monitoring equipment
- Collate imported material goods received notes
- All doors and inspection hatches are secure
- Shutdown redundant items of plant when required
- Any cement discharges are reported to the relevant supervisor immediately and a record is made on the Environmental Incident Form
- Any missing or damaged cladding to be reported for repairs
- Plant area to be kept clean and clear of obstructions
- Material delivery points are clear and relevant signage is in place
- Plant mixer to be kept clear of unnecessary concrete build up
- Basic maintenance is undertaken
- Control room is kept clean and tidy
- Control room air conditioning/filtration is kept serviceable.



## Associated documentation

### EMS Section

- Operational Control

### Forms

- EF03 – Internal Communication
- EF14a – Daily Static Plant Inspection Checklist
- EF15 – Incident Investigation

