

OP11 – Drying and Bagging

What is this?

The purpose of this document is to prepare procedures covering the control of drying and bagging activities.

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
- All external and internal personnel are aware of plant operating hours
- Correct grades/source of fuel are used
- The site is compliant with permit conditions
- Incoming deliveries of materials take place within permitted hours and use the correct route
- Imports of non-indigenous materials are within consent limits (if applicable)
- Daily inspections are undertaken by a competent person
- Plant area is clean and tidy (good housekeeping)
- All operators are adequately trained and either hold, or are working towards, an NVQ level 2 in plant operation to demonstrate competence
- Fuel tanks comply with Environment Agency regulations
- Fuel level/overflow protection is within the scheme of maintenance and inspection
- Independent stack monitoring is undertaken by a competent organisation and must be in line with the site permit conditions (continuous indicative monitoring may be a permit condition)
- Regular environmental incident drills are undertaken and the results are recorded
- Environmental incidents and complaints are recorded
- 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
- HV transformers are within the scheme of maintenance and inspection with particular regard to oil leaks/oil changes

What do employees need to do?

All employees must ensure that:

- Any operational defect with the processing plant is reported immediately to the relevant supervisor after the plant has been shut down and isolated
- 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 monitoring devices
- Inspect stack plume throughout the day
- Collate imported material goods received notes
- All doors and inspection hatches are secure
- Shutdown redundant items of plant when required
- Drying temperatures are within tolerance
- Storage of pre-bagged material is within the designated bay/bunker/hopper
- Pallets are stored neatly and in the designated area
- Report damaged or broken bags to a superior
- All rules and procedures are understood
- 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
- EF16 – Load Rejection Record

