


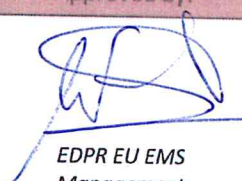




0	CHANGE CONTROL.....	2
1	OBJECTIVES AND SCOPE.....	2
2	REFERENCES.....	2
3	DEFINITIONS.....	2
4	ABBREVIATIONS.....	3
5	INSTRUCTION.....	3
6	RESPONSIBILITIES.....	4
7	FORMS.....	5

Prepared by:	Reviewed by:	Validated by:	Approved by:
 EMS Manager	 EDPR EU EMS Manager	 Country EMS Management Representative	 EDPR EU EMS Management Representative
Name: Barbara Sidoruk	Name: Silvia Sancet Marín	Name: Damián Rodríguez	Name: Manuel Fernandez
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0 CHANGE CONTROL

Version	Date	Description
00	13.01.2016	Initial Edition

1 OBJECTIVES AND SCOPE

The objective of this instruction is to improve operation of environmental management system concerning waste management. The following document describes actions concerning supervision of external subcontractor providing maintenance works on wind farms in Poland belonging to EDPR Poland. This will ensure proper waste management on wind farms and fulfilment of relevant legal obligations.

2 REFERENCES

- ISO 14001:2004 standard.
- EMS Manual.
- EXPR-EU/EMS-GEN 00007 "Operational control, monitoring and measurement".

3 DEFINITIONS

- **Waste** – means any substance or object which the holder discards or intends or is required to discard;
- **Waste register card** – document which contains information among others on the quantity and the type of waste produced according to the Regulation of Ministry of Environment 12.12.2014 documents for recording information on waste Journal of Law 2014 no. 1973, and others regulations which replaces or change this);
- **Waste transfer card** – document which contains information among others on the quantity and the type of waste, as well as waste producer who transfer wastes, transports and receives them according to the Regulation of Ministry of Environment 12.12.2014 documents for recording information on waste Journal of Law 2014 no. 1973 and others regulations which replaces or change this).



4 ABBREVIATIONS

- **EDPR Poland:** EDPR Renewables Poland Ltd and the subsidiary created in connection to operation of wind farms in Poland;
- **EMS:** Environmental Management System
- **WFM:** Wind Farm Manager;
- **SP:** External Service Providers;
- **WRC:** waste register card;
- **WTC:** waste transfer card

5 INSTRUCTION

WFM, once a month is obliged to check whether SP fulfill necessary obligations connected to proper waste management, with particular regard to the storage of wastes. For this purpose the checklist (attached in Appendix 1 to this manual) will be completed.

Additionally WFM will verify whether inside wind turbines and in the assembly platforms there are no wastes left over. Turbines will be chosen so as to check these where service works were done in the controlled month.

The amount of turbines controlled depends on the size of the wind farm and is as follows:

- The wind farm up to 20 turbines - 1 turbine inspection in a month,
- The wind farm from 20 to 40 turbines - 2 turbine control in the month,
- The wind farm from 40 to 60 turbines - 3 turbine control in a month.

In the event of irregularities/non-conformities in waste management WFM will attach to checklist evidences eg.: -pictures, copy of documentations-waste transfer and register cards etc.

Records arising from this audit should be sent to the Head EMS manager in Poland.



6 RESPONSIBILITIES

WFM is responsible for:

- monthly checks of waste management in wind farm,
- in the event of non-conformities arising from SP actions execution of corrective actions,
- reporting, information to EMS manager on results of monthly checks and all irregularities, non-conformities and corrective actions.

EMS manager is responsible for:

- help WFM in defining the necessary corrective actions for detected non-conformities.
- monitoring and surveillance of the reports and check lists sent by the WFM monthly
- to create the action plan in order to improve the failures findings in the monthly checks.

Subcontractors are responsible for:

- collecting different type of waste from services work separately,
- putting segregate municipal wastes to the designated places
- putting all waste from their services in the designated areas for this, each type in the container with the name and code of waste;
- good behavior meaning not leaving or throwing any waste inside turbines, or in the platforms, roads or any other places not intended for storage of waste,
- informing WFM of any new wastes produced which were not produced before on the wind farm,

Those subcontractors who are waste producers and waste holders additionally have to:

- transfer all wastes produced to the companies who are eligible to receive this,
- have evidences that waste receivers, waste transporters can take/transport wastes,
- forward filled in WTC to WFM,
- keeping up dated WEC.



7 FORMS

- TMP-EU/EMS-SFP-00008 "Check list supervision of subcontractors on Waste management and storage"



TMP-EU/EMS-SPF-00008 "Check list supervision of subcontractors on Waste management and storage"

No.	QUESTION	YES	NO	COMMENTS
1	Are WRC filled correctly for all generated wastes (excluding municipal wastes)? (correctly means according to the regulation mentioned in the instruction).			
2	Are all WTC have evidences - waste transferred card filled correctly? (correctly means according to regulation mentioned in the instruction)			
3	Are all wastes stored in designated areas? In particular:			
	• Are hazardous waste stored in sheds so called Clean Points			
	• Are municipal wastes and segregated wastes stored in designated areas (containers within the station)			
	• Are there any wastes left in undesignated places in the warehouses?			
	• Are there any wastes found in the substation in undesignated areas?			
4	Is there order in the Clean point?			
5	Are all containers for non-hazardous waste properly labelled - proper waste code and the name?			
6	Are all containers for hazardous wastes marked with the correct code, name and "*"?			
7	Are different types of waste collected separately in appropriate containers? This, in particular, concerns:			
	• Waste oils			
	• Fluorescent lamps			
	• Oil filters			
	• Contaminated absorbents, filter materials			
	• Packaging containing residues of contaminated substances			
	• used batteries and accumulators			
	• Waste electrical and electronic equipment			
	• Packaging wastes separately: plastic, paper (if other please mark in comments)			
	• Mixed packaging waste (if they are collected together where such practice exist in the municipality (waste code 15 01 06)			
6	Are liquid or hazardous waste that may contain residues of liquid stored on trays?			
7	Are these trays empty (not filled with liquid)?			



8	Are containers in which waste oil is collected, marked with label with the word "waste oil" and code of waste and "*"?			
9	Were there any new wastes generated, that weren't produced before? If so, are they included in waste decision?			
10	In controlled turbines:			
	• everything was in order, no mess?			
	• there were wastes left after service works?			
	• there were leakages not removed?			

DATE:

PERSON REVIEWING:

