

N -Virocycle Ltd



Compliance Pack



N-Virocycle Ltd, The Motor Garage, Bristol Road, Cambridge, Gloucestershire, GL2 7AL
Company Registration Number 3355530

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Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address National Customer Contact Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number 03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier	N-VIROCYCLE LIMITED
Registered as	An upper tier waste carrier, broker and dealer
Registration number	CBDU47896
Address of place of business	N-VIROCYCLE LTD THE MOTOR GARAGE CAMBRIDGE GLOUCESTER GL2 7AL
Date of registration	24 October 2024
Expiry date of registration (unless revoked)	5 December 2027

This certificate was created on 24 October 2024. These details are correct at the time of certificate generation.

This copy has been issued under Regulation 6 of Waste (England and Wales) Amendment Act 2014 by the Environment Agency. This is copy number 2 of the certificate.

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

Notice of variation with introductory note

The Environmental Permitting (England & Wales) Regulations 2016

N-Virocycle Limited

The Motor Garage
Bristol Road
Cambridge
Gloucester
Gloucestershire
GL2 7AL

Variation application number

EPR/GP3991LL/V003

Permit number

EPR/GP3991LL

Facility

MOBILE PLANT SR2010 No4

For Official Use



ABP Registration reference:

U1172750/TRANS

Registration valid from:

18/01/2023

Signature of officer issuing ABP Registration:

Name (BLOCK LETTERS) of officer issuing ABP Registration:

LOURDES LEAL

Telephone No.:

03000200301

Fax:

N/A

Email:

CSCOneHealthABP@apha.gov.uk

Comments:

N/A

Name and Establishment/Plant Address:

N-Virocycle Ltd
The Motor Garage
Bristol Road
Cambridge
Gloucester
Postcode GL2 7AL

ABP Category 1/1 ICW/1 pets/2/3/3CW

CATEGORY 3

Issuing office address:

ABP Team
APHA Customer Service Centre
County Hall
Spetchley Road
Worcester
WR5 2NP

DATA PROTECTION

For information on how we handle personal data please go to www.gov.uk and search Animal and Plant Health Agency Personal Information Charter.

APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people, the environment and the economy.

HM3 Stamp	Name:		Date Received:		WS ID:	
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GOODS VEHICLE OPERATOR'S LICENCE

THIS LICENCE MUST NOT BE ALTERED OR DEFACED IN ANY WAY

Issued to:

**N-VIROCYCLE LTD
THE MOTOR GARAGE
BRISTOL ROAD
CAMBRIDGE
GLOUCESTER
GL2 7AL**

Issued by:

Office of the Traffic Commissioner
West of England
Jubilee House
Croydon Street
Bristol
BS5 0GB
0300 123 9000

Goods Vehicle Standard National

Licence number: OH0222168
NOT TRANSFERABLE

This licence is in force from:

28/10/1998

This licence will continue for as long as you continue to meet its terms. However, it will come to an end if you do not pay the necessary continuation fee by the date required. The licence may also face regulatory action including revocation if you operate outside its terms. You have paid for an initial period of five years, which starts with the date the licence was issued. The continuation fee must be paid before the end of the month before that five year period comes to an end and every five years after that. Please see note 1 for further details.

This document is an operator's licence issued under the Goods Vehicles (Licensing of Operators) Act 1995 (the Act). The undertakings recorded on this licence have been given by the licence holder and are considered to be material to the grant of the licence. In the case of a licence first issued before 1 January 1996, the recorded undertakings include statements of intent made by the operator.

The maximum number of motor vehicles and trailers authorised in accordance with section 6 of the Act is:

Motor vehicles 45

Trailers (inc semi-trailers) 75



A handwritten signature in black ink, appearing to read 'K. Rooney'.

Traffic Commissioner

BETA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

N-VIROCYCLE LTD

Operator Compliance Risk Score

Operator Compliance Risk Score (OCSR) is a mechanism used at roadside checks to calculate the likelihood of an operator being non-compliant.

 It is a risk based scoring system and is used as a guide only. It is not a mechanism for rating operators. Separate scores are produced for Roadworthiness and Traffic categories.

[What your scores mean](#)

Your current Operator Compliance Risk Scores

Your operator licence	Road worthiness score	Overall traffic score
OH0222168	GREEN	GREEN



This is to certify that

N-VIROCYCLE LTD

*The Motor Garage, Bristol Road,
Cambridge, GL2 7AL*

*Is (subject to the RHA's Terms & Conditions) elected
a **Member*** of the **RHA***

Valid from 01/07/2024 to 30/06/2025

Membership No: 0020661-000

Finance Customer Number: NVI002

Chair Person

Managing Director

This certificate remains the property of the Road Haulage Association Limited trading as the RHA and is issued in accordance with the RHA's Articles of Association, Rules and Code of Conduct (in each case, as updated from time to time, available upon request). It is to be surrendered to the Association on cessation of Membership.

*All new membership applications are subject to the approval at the next applicable Regional Council meeting, which will be held within three months of the start of the membership period.



Certificate of Registration

N-Virocycle Limited

The Motor Garage, Bristol Road, Cambridge, Gloucestershire, GL2 7AL

have been assessed and approved to:

PAS 99:2012

Integrated Management System

ISO 9001:2015, ISO 14001:2015

The approved management system applies to the following scope:

The supply of approved waste streams for recycling to agricultural land;
providing the activity results in 'benefit to agriculture or ecological improvement'.

Original Approval:	26 th October 2015
Current Certificate:	7 th November 2024
Certificate Expiry:	7 th November 2025
Certificate Number:	CAP1106

Signed: Certification Officer



This certificate remains valid while the holder maintains their administration systems in accordance with the standards and guidelines stated above, which will be audited annually by QAS International. The holder is entitled to display the above registration mark for the duration of this certificate, which should be returned to QAS International upon reasonable request



Certificate of Registration

N-Virocycle Limited

The Motor Garage, Bristol Road, Cambridge, Gloucestershire, GL2 7AL

have been assessed and approved to:

ISO 9001:2015 Quality Management System

The approved management system applies to the following scope:

The supply of approved waste streams for recycling to agricultural land;
providing the activity results in 'benefit to agriculture or ecological improvement'.

Original Approval:	26 th October 2015
Current Certificate:	7 th November 2024
Certificate Expiry:	7 th November 2025
Certificate Number:	CAP1106CA

Signed: Certification Officer

This certificate remains valid while the holder maintains their administration systems in accordance with the standards and guidelines stated above, which will be audited annually by QAS International. The holder is entitled to display the above registration mark for the duration of this certificate, which should be returned to QAS International upon reasonable request





Certificate of Registration

N-Virocycle Limited

The Motor Garage, Bristol Road, Cambridge, Gloucestershire, GL2 7AL

have been assessed and approved to:

ISO 14001:2015

Environmental Management System

The approved management system applies to the following scope:

The supply of approved waste streams for recycling to agricultural land;
providing the activity results in 'benefit to agriculture or ecological improvement'.

Original Approval:	26 th October 2015
Current Certificate:	7 th November 2024
Certificate Expiry:	7 th November 2025
Certificate Number:	CAP1106EN

Signed: Certification Officer

This certificate remains valid while the holder maintains their administration systems in accordance with the standards and guidelines stated above, which will be audited annually by QAS International. The holder is entitled to display the above registration mark for the duration of this certificate, which should be returned to QAS International upon reasonable request





Certificate of Accreditation

This is to certify that

N-Virocycle Ltd

has achieved SafeContractor accreditation

Date: 10th June 2024

This certificate is valid until: 15th June 2025

Certificate number: DI8508

Signed:

Alyn Franklin
Alcumus CEO



23043



Alcumus SafeContractor Ltd is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria element of the SafeContractor Assessment Standard.

Full Validation of this certification should be made via the SSIP Portal <https://www.ssiportal.org.uk/>



Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

Work Categories:

Waste Services: Refuse Collection & Disposal

Industry Roles:

Non-Construction Contractor

Category Related Activities:

Full validation of this certificate should be made via the SSIP Portal www.ssiportal.org.uk

SafeContractor accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

www.safecontractor.com
www.alcumus.com

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Company registration number: 07618138



Certificate of Registration

N-Virocycle Limited



are full members of
Safety~net
On demand risk management

and have telephone access to expert help
and assistance on all health and safety matters

In compliance with Regulation 7 of

The Management of Health and Safety at Work Regulations 1999

Valid until 1st September 2025

Membership No. 166

Roger Hart
Managing Director

Andrea Hart
Company Secretary

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy Number: P/CCO/10039
Name of Policy Holder: N-Virocycle Ltd
Date of Commencement of Insurance Policy: 05 July 2024
Date of Expiry of Insurance Policy: 04 July 2025

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; or any offshore installations in territorial waters around Great Britain and its Continental Shelf **(b)**: and;
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c); ~~or~~
(b) ~~the cover provided under this policy relates to claims in excess of [£] but not exceeding [£]~~;
3. The policy covers the holding company and all its subsidiaries

Signed on behalf of QBE UK Limited (Authorised Insurer)



Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Important

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

QBE UK Limited, (registered in England number 1761561; Home State - United Kingdom. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority; registration number 202842). The registered address is for this entity is; 30 Fenchurch Street, London, EC3M 3BD. Tel. +44(0) 20 7105 4000.

INSURED SECTION – PUBLIC, PRODUCTS AND POLLUTION LIABILITY			Insured
Territorial Limits (for activities covered): Worldwide (including limited cover for North American business trips)			
Jurisdiction (for claims made against the Insured): Worldwide (including limited cover for North American business trips)			
Public, Products and Pollution liability cover	Limit of Indemnity		
Public Liability (separate limit of indemnity)	any one occurrence	GBP	5,000,000
Products Liability (separate limit of indemnity)	in the aggregate	GBP	5,000,000
Pollution Liability (separate limit of indemnity)	in the aggregate	GBP	5,000,000
			Sub-limits
Environmental statutory liability	in the aggregate	GBP	5,000,000
Manslaughter defence costs	in the aggregate	GBP	2,000,000
Prosecution costs	in the aggregate	GBP	500,000
Statutory defence costs	in the aggregate	GBP	2,000,000
Financial Loss	in the aggregate	GBP	50,000
North America	in the aggregate	GBP	Not Insured
INSURED SECTION – LEGAL EXPENSES			Insured
			Limit of Indemnity
Legal Expenses cover	each claim or claims arising from the same originating incident	GBP	100,000

Certificate of Motor Insurance

Certificate Number: MV23Z0029794 - OAMPS

1. Description of vehicle

Any motor vehicle the property of or on hire or loan or leased to the policyholder

2. Name of the policyholder

N-Virocycle Ltd

3. Effective date of the commencement of insurance for the purpose of the relevant law:

00:00 Hours 5th July 2024

4. Date of expiry of insurance

4th July 2025

5. Persons or classes of person entitled to drive:

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified for holding or obtaining such a licence

Any person who is driving on the order or with the permission of the policyholder.

6. Limitations as to use:

Use for social domestic and pleasure purposes.
Use in connection with the policyholder's business.

The policy does not cover:-

1. Use while the vehicle is let on hire.
2. Use for the carriage of passengers for reward.
3. Use for racing pacemaking reliability trials competitions rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by Law.
5. Use in connection with the motor trade

For Zurich Insurance Company Limited
Authorised insurers



Tim Bailey
Chief Executive Officer of Zurich Insurance Company Limited, UK Branch

N-Virocycle Ltd

2.0 Quality Policy Statements

We have established this quality policy to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfying applicable customers, regulatory and legislative requirements as well as our commitment to continually improve our management system.

Customer Focus: As an organisation, we have made a commitment to understand our current and future customers' needs; meet their requirements and strive to exceed their expectations=

Leadership: Our top management has committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.

Engagement of people: As an organisation, we recognise that people are the essence of any good business and that their full involvement enables their abilities to be used for our benefit.

Process approach: As an organisation, we understand that the desired result is achieved more efficiently when activities and related resources are managed as a process or series of interconnected processes.

Improvement: We have committed to achieving continual improvement across all aspects of our quality management system; it is one of our main annual objectives.

Evidence-based decision-making: As an organisation, we have committed to only making decisions relating to our QMA following an analysis of relevant data and information.

Relationship management: N-Virocycle Ltd. Recognises that an organisation and the relationship it has with its external providers are interdependent and mutually beneficial relationship that enhances the ability of both to create value.

Our policy is also to meet the requirements of other interested parties and in meeting our social, environmental, charitable, regulatory, and legislative responsibilities.

We have produced quality objectives which relate to this policy, and they can be found in document R05-01 Objectives and Targets Form.

This policy is available/communicated to all interested parties as well as being made available to the wider community through publication on our Website, Company Noticeboard, and Intranet.

Signed: John Edwards.....

Date: 03.04.2023.....

Mr John Edwards (Managing Director)

N-Virocycle Ltd

2.1 Safety Policy Statement

The Managing Director of N-Virocycle Ltd regards the promotion of health and safety measures as a mutual objective for management and employees at all levels. The company has a commitment to a programme of continuous improvement and will set objectives to achieve this. It is therefore this company's policy to do all that is reasonably practicable to abide by any pertinent legislation, to prevent personal injury and ill health, damage to property and to protect everyone from foreseeable work hazards including the public, in so far as they come into contact with the company or its products.

In particular, the company has a responsibility:

- a) to provide and maintain safe and healthy working conditions taking account of any Statutory requirements;
- b) to provide training and instruction to enable employees to perform their work safely and efficiently;
- c) to make available all necessary safety devices and protective equipment including fire and emergency equipment and to maintain and supervise its use;
- d) to maintain a constant and continuing interest in health and safety matters applicable to the company's activities and for its management to set an example in safe behaviour.

Employees have a duty to co-operate and support the operation of this policy:

- a) by working safely and efficiently;
- b) by using the protective equipment, and by meeting statutory obligations;
- c) by reporting to their supervisors incidents that have led or may lead to injury or damage;
- d) by adhering to company procedures for securing a safe workplace;
- e) by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence. The company health and safety policy will be kept constantly under review and will be modified and updated as circumstances and experience dictates.

Within the company, Mr John Edwards has a particular responsibility for health and safety issues and identifying training needs. In addition, an outside consultancy, Outsource Safety Ltd, are employed for more specialist advice. Problems in the implementation of the policy should be addressed in the first instance to Mr Edwards.

The routine monitoring and review of health and safety issues will be undertaken by site management in combination with the consultancy, where needed, during projects which warrant this service. Where applicable, management will hold consultation with employees on matters which affect their health and safety, via notice boards, toolbox talks and direct communication.

This statement is to be displayed in a prominent position. A full copy of this policy is available in the office for reference by personnel.

Signed: John Edwards.....

Date: 03.04.2023.....

Mr John Edwards (Managing Director)

N-Virocycle Ltd

2.2 Environmental Policy Statement

The management and all who work at N-Virocycle Ltd are committed to the care of the environment and the prevention of pollution.

The organisation ensures that all its activities are carried out in conformance with the relevant environmental legislation and the Codes of Practice issued by our Client's, Government bodies and Trade Associations.

The organisation seeks to minimise waste, promote recycling, reduce energy consumption, reduce harmful emissions and, where possible, to work with suppliers who themselves have sound environmental policies.

An essential feature of the environmental management system is a commitment to improving environmental performance. This is achieved by setting annual environmental improvement objectives and targets which are regularly monitored and reviewed. The objectives and targets are publicised throughout the organisation and all staff are committed to their achievement.

The success of the Environmental Policy depends on the managers, supervisors and employees at all levels within the company. The employees will be made aware of what is expected of them by the company and what is required of them by law.

Environmental objectives:

- a) ensure the programme is delivered in compliance with the environmental requirements;
- b) promote improvements in environmental management of construction;
- c) implement the waste hierarchy across the programme;
- d) seek ways to minimising environmental impacts.

Responsibilities

All employees have a responsibility to accept their personal involvement in the practical allocation of this policy, but specific responsibility falls upon line managers, supervisors, and employees professionally involved in administration and training.

Supervisors are responsible for the day to day environmental issues and for the implementation of all necessary measures to ensure compliance with all statutes and other matters relating to the environment. They shall identify, during the progress of the works, any matters that breach the Statutes. They are also responsible for any sub-contractors employed by the company, to ensure they comply with environmentally friendly practices.

Access will be given to any specialist environmental consultants and any specialist named by a client.

Signed: John Edwards.....

Date: 03.04.2023.....

Mr John Edwards (Managing Director)

N-Virocycle Ltd

2.3 Worksafe Policy

N-Virocycle Ltd acknowledges its responsibility under the Health & Safety at Work etc. Act and recognises our duty of care and undertake to maintain safe systems of work and operates a Worksafe Policy (or Refusal to Work Policy) for all of our staff, contractors and sub-contractors working on all of our sites.

Risk assessments are carried out in line with the Management of Health and Safety at Work Regulations and the Company's Health and Safety Policy. Control measures are put in place including method statements, COSHH information and Toolbox talks to reduce risks as far as reasonably practical.

Sufficient training and mentoring is provided to ensure the competence of all staff and we do not expect any employee, contractor or sub-contractor to undertake any duties unless they are competent, have been briefed on any relevant information specific to the task and have suitable protective equipment (PPE).

We require all employees, contractors and sub-contractors to work safely at all times and to ensure that others around them work safely. This includes complying with site rules, all site specific procedures and instructions, wearing the correct and appropriate PPE and the use of the correct tools and equipment.

Where the use or operation of a machine, method of working or other influencing factor(s) that constitute a danger to staff or another person exists the employee, contractor or sub-contractor may refuse to operate the machine. The employee, contractor or sub-contractor may also refuse to carry out a method of working when it puts the life, health or safety of themselves or another person in danger.


Employees, contractors and sub-contractors refusing to work on health and safety grounds will be supported and no disciplinary action, financial or other penalty will be taken. Escalation for resolving a refusal to work is through the senior person on site in the first instance and any reports of unsafe working will be investigated, a report issued to a Director or senior manager of the company and appropriate remedial action will be taken.

The employee raising the Worksafe Procedure will be informed of decisions throughout the process.

Signed: John Edwards

Date: 03.04.2023

Mr John Edwards (Managing Director)

	N-Virocycle Limited		
	Working Instruction: Loading and Unloading General Procedures		
Address: The Motor Garage, Bristol Road, Cambridge, GL2 7AL	Landline: 01684 342223	Mobile: 07715772530	Email: martin@n-virocycle.co.uk

Task Description

1. OBJECTIVE

1.1 To load and unload Liquid waste using a vacuum tanker

2. RESPONSIBILITY

2.1 Drivers / N-Virocycle Limited

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

3.1 Gloves, Safety Boots, and Hi-Vis

4. EQUIPMENT

4.1 Tanker, Hoses and couplings

5. ASSOCIATED DOCUMENTS

5.1 Containing spills NVC00012

5.2 N-Virocycle Health & Safety Manual, (See Drivers Handbook in the Cab)

6. METHOD: LOADING

On arrival at Customer Sites

6.1 Upon arrival on site report to **Weighbridge** (if one is available) or **Site Office**.

6.2 Drive onto **Weighbridge** if required to take 1st weight.

6.3 Drive around the site to the collection point ensuring speed limits are adhered to.

6.4 Once at the collection point press the PTO switch in the cab to engage the pump.

6.5 Make sure the travel valve on the trailer is open and vacuum mode is selected.

6.6 Attach the pipe to the trailer and customer tank.

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	N-Virocycle Limited		
	Working Instruction: Loading and Unloading General Procedures		
Address: The Motor Garage, Bristol Road, Cambridge, GL2 7AL	Landline: 01684 342223	Mobile: 07715772530	Email: martin@n-virocycle.co.uk

- 6.7 Open the valve on the trailer and walk down the pipeline to the customer's tank once satisfied everything is tight and there are no air leaks, open the valve on the customer's tank and start loading.
- 6.8 Once loading has started, carry out a **PH Test** between 4 and 9, if Ph is not within these parameters contact the transport office (01684 342223) immediately.
- 6.9 Once the customer's tank is empty or the vehicle has reached its desired weight, close the valve on the customer's tank. If there is a sniffer valve on the customer's tank, open it, allowing air into the pipe to clear Liquid/ Sludge and slowly crack open the pipe to clear liquid into tank.
- 6.10 Close the valve on the tanker.
- 6.11 Turn off the Tanker, disengage PTO, and turn off the engine.
- 6.12 Uncouple the pipe from load valve and replace blanking cap.
- 6.13 Open the vent valve on the tanker to release the vacuum in the trailer.
- 6.14 Close vent valve
- 6.15 Final check on customers tank and ensure all valves are closed and blanking caps replaced if there are any.
- 6.16 Return to **Weighbridge/ Site Office**.
- 6.17 Drive onto Weighbridge if required to take 2nd weight.
- 6.18 Complete all paperwork, customer to sign **Waste Transfer Note (WTN)** and leave a white copy with the site.

7. UNLOADING

- 7.1 Upon arrival on site report to **Weighbridge/ Site Office**.
- 7.2 Drive onto **Weighbridge** if required to take 1st weight.
- 7.3 Drive around the site to the unloading point, ensuring speed limits are always adhered to.
- 7.4 Connect the tanker up to the customer's tank that the load is to be tipped into via the unloading valve on the tanker, ensuring all pipes are secure.
- 7.5 Open the valve on the customer's tank that the load is going to be discharged into.
- 7.6 Open discharge valve on tanker allowing Liquid to fill pipe. At this stage, a sample may be required.
- 7.7 Engage PTO, open the travel valve on the trailer and select the pressure mode to push the load out of the Tanker.
- 7.8 Once the pipe starts kicking and the pressure gauge starts falling close the valve on the customer's tank.
- 7.9 Close the valve on the tanker, turn off the tanker and disengage PTO. Turn the engine off.
- 7.10 Prop sniffer valve on discharge valve to relieve pressure in the pipe.

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	N-Virocycle Limited		
	Working Instruction: Loading and Unloading General Procedures		
Address: The Motor Garage, Bristol Road, Cambridge, GL2 7AL	Landline: 01684 342223	Mobile: 07715772530	Email: martin@n-virocycle.co.uk

- 7.11 Make sure all valves are closed slowly and take the pipe off the discharge valve on the tanker.
- 7.12 Replace any blanking caps.
- 7.13 Open the vent valve to relieve pressure in the tanker.
- 7.14 Close vent valve
- 7.15 One final check to make sure everything is closed, and blanking caps are in place.
- 7.16 Return to **Weighbridge/ Site Office**.
- 7.17 Drive onto **Weighbridge** to take end weight if required.
- 7.18 Complete all paperwork, customer to sign **Waste Transfer Note (WTN)** and print copy to be left with the customer.
- 7.19 Attach **Weighbridge** ticket to yellow copy and put in Timesheet Folder

8. HEATH AND SAFETY

8.1 Check the area and fittings before & after you commence work.

8.2 Document for Tanker Risk Assessment in the H&S Manual. (Copy in the Employee Handbook)

9. ENVIRONMENTAL IMPACT

If a spillage occurs on-site...


9.1 All spillages must be cleaned up immediately using the spill kit provided in the cab or onsite. Check these are available before commencement of the loading/ unloading activity.

9.2 Immediately notify the responsible person on-site and start the clean-up operation.

9.3 Follow the work instructions NVC00012 spillages at the customer site, NVC00029 spillages at a Field site or NVC00043 spillages on the highway.

9.4 All contaminated spill kits must be disposed of at the appropriate disposal site. Contact the transport office immediately for instructions.

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	N-Virocycle Limited		
	Working Instruction: Loading and Unloading General Procedures		
Address: The Motor Garage, Bristol Road, Cambridge, GL2 7AL	Landline: 01684 342223	Mobile: 07715772530	Email: martin@n-virocycle.co.uk

9.5 All loading areas and pipes to be kept clean and free from obstruction at all times of the day.

10. HYGIENE AND HOUSEKEEPING

10.1 Ensure pipes are cleared/ put back in their original storage position and the site is left clean and tidy.

11. REVISION SUMMARY

11.1 Reviewed by MM on the 9th of August 2022.

11.2 Reviewed Jan 2024. Next Review Jan 2025 or earlier if procedures Change

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Risk assessment

Address											
Work activity		6.7 Pumping from client storage tank into road tanker									
Persons at risk		Employee	✓	General public		Others	✓	Client personnel			
Supporting requirements		Method statement		COSHH assessment	✓	PPE	✓	Permit to work			
Hazards identified											
<input checked="" type="checkbox"/> Manual handling – pipes to make connections <input checked="" type="checkbox"/> Dirt contamination and spillages <input checked="" type="checkbox"/> Lone working					<input checked="" type="checkbox"/> Falls from holding tank ladder – 2 metres <input checked="" type="checkbox"/> Impact with ladder, platform or safety rail Lack of knowledge of coupling and pumping procedure <input checked="" type="checkbox"/> Overfilling holding tank						
Calculation of risk											
Severity 1 – Minor injury 2 – Over 7 day injury 3 – Severe injury / death			Likelihood 1 – Unlikely 2 – Possible 3 – Probable						Example; If S = 2 and L = 3 $2 \times 3 = 6 =$ Red, high risk Adequate control measures are required		
Before controls 			Green: Low risk Yellow: Medium risk Red: High risk $3 \times 3 = 9 =$ Red = High risk Adequate control measures are required to be put into place			After controls 			Green: Low risk Yellow: Medium risk Red: High risk $2 \times 2 = 4 =$ Yellow = Medium risk Adequate control measures as described below have been put in place but a degree of risk still exists which cannot be controlled.		
Control measures to be implemented											
<input checked="" type="checkbox"/> Parking close as possible to tank to reduce manual handling carriage of hoses for tank to tanker connection <input checked="" type="checkbox"/> Coupling / Pumping training on the job, with training recorded to be in place <input checked="" type="checkbox"/> Rubber gloves worn and hand wipes provided for hygiene purposes although material is not hazardous. <input checked="" type="checkbox"/> Programme to change holding tanks to reduce need to climb to check content level.					<input checked="" type="checkbox"/> Existing holding tanks to have foam attached to lower safety rails to reduce severity of impact when climbing ladders. <input checked="" type="checkbox"/> Drivers have mobile phones – GPS / Internet vehicle tracking being considered. <input checked="" type="checkbox"/> Managers to record one observed operation per month as part of safe operations monitoring; advising on changes if needed to maintain best practice <input checked="" type="checkbox"/> Each tanker has a travelling first aid kit – including eyewash pouches. <input checked="" type="checkbox"/> For manual handling – refer to specific risk assessment						
Protective equipment / Systems											
Type	Overalls	Permit	Gloves	Face mask	Harness	Hearing	High vis	Head	Eye	Feet	
Required	✓		✓			✓	✓	✓	✓	✓	
Symbol											
Notes and additional information											
Completed by:						Date:					
Read and understood by:						Date:					

Risk assessment

Address										
Work activity	6.14 Connecting / disconnecting tanker at collection site									
Persons at risk	Employee	✓	General public	✓	Others	✓	Client personnel			
Supporting requirements	Method statement		COSHH assessment	✓	PPE	✓	Permit to work			
Hazards identified										
<input checked="" type="checkbox"/> Site traffic <input checked="" type="checkbox"/> Manual handling – plastic pipes to make connections <input checked="" type="checkbox"/> Dirt contamination and spillages										
Calculation of risk										
Severity 1 – Minor injury 2 – Over 7 day injury 3 – Severe injury / death			Likelihood 1 – Unlikely 2 – Possible 3 – Probable					Example; If S = 2 and L = 3 $2 \times 3 = 6 = \text{Red, high risk}$ Adequate control measures are required		
Before controls 			Green: Low risk Yellow: Medium risk Red: High risk $3 \times 3 = 9 = \text{Red} = \text{High risk}$ Adequate control measures are required to be put into place			After controls 		Green: Low risk Yellow: Medium risk Red: High risk $2 \times 2 = 4 = \text{Yellow} = \text{Medium risk}$ Adequate control measures as described below have been put in place but a degree of risk still exists which cannot be controlled.		
Control measures to be implemented										
<input checked="" type="checkbox"/> Drivers are to observe all site rules when on the premises <input checked="" type="checkbox"/> Drivers are to ensure that they park in marked bays and/or follow site staff instruction <input checked="" type="checkbox"/> Drivers are to ensure that all PPE as required by the site is worn during operations and around site <input checked="" type="checkbox"/> See also manual handling assessment						<input checked="" type="checkbox"/> Rubber gloves worn and hand wipes provided for hygiene purposes although material is not hazardous. <input checked="" type="checkbox"/> Bucket used to prevent inadvertent spillages onto highway – prior to connecting hose. <input checked="" type="checkbox"/> Each tanker has travelling first aid kit – including eyewash pouches.				
Protective equipment / Systems										
Type	Overalls	Permit	Gloves	Face mask	Harness	Hearing	High vis	Head	Eye	Feet
Required	✓		✓			✓	✓	✓	✓	✓
Symbol										
Notes and additional information										
Completed by:							Date:			
Read and understood by:							Date:			

Risk assessment

Address																																											
Work activity	Bulk trailer DROP and SWAP at collection site																																										
Persons at risk	Employee	✓	General public		Others	✓	Client personnel																																				
Supporting requirements	Method statement	✓	COSHH assessment		PPE	✓	Permit to work																																				
Hazards identified																																											
<input checked="" type="checkbox"/> Climbing onto the bulker gangway. <input checked="" type="checkbox"/> Collison. <input checked="" type="checkbox"/> Electrocution. <input checked="" type="checkbox"/> Falling Objects. <input checked="" type="checkbox"/> High level of vehicle/ MHE movement.					<input checked="" type="checkbox"/> Risk of falling into bulker <input checked="" type="checkbox"/> Risk of falling from bulker. <input checked="" type="checkbox"/> Slips, Trips and Falls. <input checked="" type="checkbox"/> Working at Height. <input checked="" type="checkbox"/> Operation of the PTO. <input checked="" type="checkbox"/> Overturn trailer/ unit.																																						
Calculation of risk																																											
Severity 1 – Minor injury 2 – Over 7 day injury 3 – Severe injury / death			Likelihood 1 – Unlikely 2 – Possible 3 – Probable			<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>3</td><td style="background-color: yellow;">3</td><td style="background-color: orange;">6</td><td style="background-color: red;">9</td></tr> <tr><td>2</td><td style="background-color: green;">2</td><td style="background-color: yellow;">4</td><td style="background-color: orange;">6</td></tr> <tr><td>1</td><td style="background-color: green;">1</td><td style="background-color: yellow;">2</td><td style="background-color: orange;">3</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td></tr> </table> Example; If S = 2 and L = 3 $2 \times 3 = 6 =$ Red, high risk Adequate control measures are required					3	3	6	9	2	2	4	6	1	1	2	3		1	2	3																	
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Control measures to be implemented																																											
<input checked="" type="checkbox"/> Confirmed training on the use of PTO. <input checked="" type="checkbox"/> Correct use of ladder and gangway on the bulker. <input checked="" type="checkbox"/> PPE MUST be worn. <input checked="" type="checkbox"/> Standing on the platform. <input checked="" type="checkbox"/> Working at Height training.					<input checked="" type="checkbox"/> Accessways (steps and catwalk) are to be kept clear and free from any liquid spills at all times. <input checked="" type="checkbox"/> Be mindful of falling objects and damage to customer building when working indoors. <input checked="" type="checkbox"/> High level of vehicle and MHE movement on-site during busy periods, please ensure you are vigilant with your surroundings. <input checked="" type="checkbox"/> Monitor height restriction when tipping/ lowering the trailer. Pay special attention to overhead cables/ lighting etc. <input checked="" type="checkbox"/> Prior to work commencing ensure you check your working environment is clear, PPE kit and working equipment being used are serviceable. <input checked="" type="checkbox"/> Sheets are to be kept closed prior to leaving the site.																																						
Protective equipment / Systems																																											
Type	Overalls	Permit	Gloves	Face mask	Harness	Hearing	High vis	Head	Eye	Feet																																	
Required			✓				✓	✓	✓	✓																																	
Symbol																																											
Notes and additional information																																											
See Below:																																											

ALWAYS

- Check to see that the site has spread the load evenly in the body.
- During tipping, stay in the cab at the controls; if danger signs develop (for example, if the body starts to lean to one side or the load sticks) immediately lower the body.
- For articulated units, make sure the trailer is coupled and in line with the prime unit.
- Just before loading, move the control lever to lower to ensure that no oil is trapped in the cylinder and the full load rests on the chassis.
- keep the tyres at the correct pressure.
- make sure the danger area is clear of people and obstructions (refer opposite)
- prevent the discharging load from piling up and fouling on the tail door by driving forward VERY SLOWLY BY NO MORE THAN A METRE AT A TIME


EXTRA CAUTION

Be particularly careful in frosty weather. Frost can cause wet loads to stick • Make sure the danger area is clear of people and obstructions (refer opposite)

Completed by:	Martin Mua	Date:	11.01.202(
Read and understood by:		Date:	

Contacts


Head Office
The Motor Garage,
Bristol Road,
Cambridge
Gloucestershire, GL2 7AL

 0845 330 6535


Office & Transport Requests 07.30 – 18.00 hours
01684 342223 (Diverts out of hours to one of the mobiles below)

Emergencies :


Operations Director/ Owner
John Edwards

 07768 304 194

Business Director
Kate Smith

 07917 766 520
kate@n-virocycle.co.uk

Commercial Director
Gareth Evans

 07572 466489
gareth@n-virocycle.co.uk


Organics Recycling Director
Lee Rushe

 07881 340 217
lee@n-virocycle.co.uk

Transport Manager
Naomi Patel

 07881 340 216
naomi@n-virocycle.co.uk

Logistics and Compliance Director
Martin Mua

 07715 772 530
martin@n-virocycle.co.uk