



# Site Waste Management Plan Template

conducted for

## School Project

**SWMP #**

12345

**Conducted on (Date and Time)**

14 Dec 2018 11:00 AM

**Prepared by**

B. Smith

**Site Location**

Middleton Road, Brentwood CM15 8DU, UK

**Completed on**

14 Dec 2018 09:08 PM

**Score**

43/45.0 - 95.56%

## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Has someone with authority been assigned overall responsibility for the SWMP?	No	I am interim but the meeting tomorrow will decide who will take over.
Have you produced a final report on the use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, and identified the costs and savings?	No	The draft is still a work in progress but it'll be ready soon after Janna takes over and before the 3 months after completion of the project.

## Actions

#1. Hello Janna! I considered what you told me and I think the board is likely to agree. We'll have a meeting tomorrow to discuss how you'll lead the SWMP.

Assignee: janna.miles@safetyculture.com  
Priority: HIGH  
Due Date: 15 Dec 2018 11:00 AM  
Audit: School Project / 12345 / 14 Dec 2018 / B. Smith  
Linked to item: Has someone with authority been assigned overall responsibility for the SWMP?  
Status: To Do

## SWMP Checklist - 43/45 95.56%

Question	Response	Details
<b>Planning and preparation</b>		Score (4/4) 100.00%
Have you set aside time to prepare your SWMP?	Yes	
Have you considered the construction methods and materials that you can use to reduce the amount of waste your project produces?	Yes	
Have you thought about ordering materials that have less or reusable/returnable packaging?	Yes	
Have you recorded all of your waste reduction decisions in your plan?	Yes	
<b>Allocating responsibility</b>		Score (1/2) 50.00%
Has someone with authority been assigned overall responsibility for the SWMP?	No	I am interim but the meeting tomorrow will decide who will take over.
Have you included a declaration from the client and principal contractor in your SWMP?	Yes	
<b>Identifying your waste</b>		Score (2/2) 100.00%
Have you assessed the waste produced at each stage of the project - the types, how much and when, including the processes involved?	Yes	
Have you identified which workers will produce waste?	Yes	
<b>Managing your waste</b>		Score (5/5) 100.00%
Has an area of the site been set aside for storing new materials and waste, including separate containers for different types of waste? You must store new materials separately from waste, and make sure storage areas are secure against vandalism.	Yes	

Question	Response	Details
Have you set targets for the different types of waste likely to be produced by the project? Include targets for the amounts of each waste type to be reused, recycled and disposed of.	Yes	
Have measures been put in place to deal with expected and unexpected hazardous waste?	Yes	
Have you considered whether you can reuse materials either on site or off site?	Yes	
Have you considered on-site and off-site processing and reuse of materials?	Yes	plan is still onsite
<b>Disposing of your waste</b>		Score (8/8) 100.00%
Have you considered how you will dispose of liquid wastes such as wash-down water and lubricants?	Yes	
Have you got agreement from your water and sewerage operator for trade effluent discharge?	Yes	
Are you complying with your duty of care, including using waste transfer notes or consignment notes for all movements of waste from your site and checking the details of those removing the waste?	Yes	
Has someone been made responsible for checking that loads of waste leaving your site are accurately described, and waste transfer notes and consignment notes are completed correctly?	Yes	
Have you checked that every waste carrier you use is registered with your environmental regulator?	Yes	
Have you checked that all sites receiving your waste have the appropriate permits, licences or registered exemptions?	Yes	
Have you identified your nearest waste sites?	Yes	
Have you considered how to reduce disposal costs by reusing or recycling waste materials with a commercial value?	Yes	

Question	Response	Details
<b>Organising materials and waste</b>		Score (9/9) 100.00%
Have you assessed the quantities of materials you need to order to reduce overordering and site waste?	Yes	
Can you return unused materials to the supplier, sell them or use them on another job?	Yes	
Have you considered using recycled materials?	Yes	
Can you return unwanted packaging to the supplier for reuse or recycling?	Yes	
Will you separate different types of waste to enable you to get best value from good waste management practices?	Yes	
Have you labelled containers and skips clearly to avoid confusion? Colour coding your containers could help.	Yes	
Are your storage areas secure and weatherproof to prevent wind and rain damaging your materials?	Yes	
Have you covered or netted any loose materials to prevent them being spread and possibly causing pollution?	Yes	
Is everyone who will handle waste aware of the SWMP requirements?	Yes	
<b>Communicating and training</b>		Score (5/5) 100.00%
Have you planned site inductions and toolbox talks for all site staff?	Yes	
Are contractors and subcontractors trained and aware of their responsibilities?	Yes	
Have contractors and subcontractors understood and agreed the SWMP?	Yes	
Are SWMP requirements built into contracts?	Yes	

Question	Response	Details
Are you carrying out spot checks and monitoring your staff regularly to make sure they are following procedures?	Yes	
<b>Measuring and monitoring your waste</b>		Score (5/5) 100.00%
Are you updating your plan every time waste is removed from your site?	Yes	
Are you checking the SWMP regularly and making sure targets are being reached?	Yes	If Janna takes over, I will make sure she is aware how to update SWMP.
Are the agreed waste management procedures being checked and monitored regularly?	Yes	
Are you producing regular reports on waste quantities, treatment/disposal routes and costs?	Yes	
When construction is underway, are you making notes of problems and recording them for your next plan?	Yes	
<b>Reviewing the success and learning lessons for the future</b>		Score (4/5) 80.00%
Have you produced a final report on the use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, and identified the costs and savings?	No	The draft is still a work in progress but it'll be ready soon after Janna takes over and before the 3 months after completion of the project.
Have you explained any changes to the plan?	Yes	
Have any issues or problems been taken into account for action in future projects?	Yes	
Is there a copy of the SWMP at the project site? You must keep it for two years at either the project site or at the principal contractor's office.	Yes	Janna will need to know this just in case.
Have you used the results to help you win future contracts?	Yes	We have been implementing SWMP in our recent projects and it's our first time to use iAuditor. We will be using this moving forward.

## Completion

Question	Response	Details	
Comments / Recommendations	We are 80% complete with the project and we will have a new lead for the SWMP after the meeting tomorrow. I will ensure the smooth handover. All documentations are in iAuditor so it won't be a problem for who will take over.		
Name and Signature:	B. Smith	14 Dec 2018 09:08 PM	