



## Bulletin

Compliance auditing both for the public and private sectors has dominated the Company's activities in 2003. **Oxfordshire County Council** commissioned the Company to audit the operational performance of their contracted household waste landfill service for the third year in a row. The methodology is site-specific recognising the fact that some of the 4 sites are more complex than others, for example with multiple licences and consents. The numbers of assessment criteria range from 82 to 101. The findings of the 2003 landfill

audits were presented by the Company at operator forums convened by the County. Minutes from the forums including agreed operator *service improvement* action points have been bound into the 2003 Audit Reports which have been placed on the public record. The approach taken at the County is available to interested organisations through the **ISL Performance Review** service introduced on the next page of this Newsletter.

In spring 2003 the County also commissioned the development of a methodology, again based on the Audit Module of the environmental information management system EQuest®, to enable the routine, probably twice-

yearly, auditing of the eight **Waste Recycling Centres** operating under contract in the County. In this case the developed methodology is general and applies the same 50-plus criteria to all the sites. The baseline audits were completed in September 2003 and forums to discuss the findings and to agree operator actions for *service improvement* are scheduled for November.

The Company provided in-country expert support to an in-house EH&S team from a multi-national aerospace and speciality materials manufacturer in spring 2003 conducting **Compliance Audits** of UK manufacturing facilities. Preparation work included

annotating the corporate questionnaire with appropriate UK regulatory citations and becoming familiar with corporate procedures. In summer 2003 the Company prepared Irish regulatory citations for each of the 250-plus questions making up the corporate environmental, health and safety compliance audit for another division of the multi-national prior to the audit of a facility in Ireland. Audit sections included Process Safety; General Safety; Environment; Industrial Hygiene; Product Stewardship; and Loss Prevention. Further support in compliance auditing for two further manufacturing plants in the UK is planned for the end of 2003.

## Recent Awards

The Company has audited the compliance of the storage of oils and chemicals at a gas-fired power station in North Lincolnshire with regulations and best practice under contract from **BWB Partnership's** Leeds office. The design principles for a new storage facility on site were also laid down.

The Company director was retained by **E4environment** of Shrewsbury to act as project director and senior reviewer for a pre-divestiture environmental assessment of a former metal-plating works in Telford.

The Company director has been retained to act as in-country expert support to an in-house EH&S team from a **multi-national aerospace manufacturer** that is auditing two manufacturing plants located in Southern England in late-2003.

The Company director has been retained to audit environmental regulatory compliance at a manufacturing facility located in Southern England on behalf of a multi-national **industrial systems manufacturing corporation**.

**GVH Associates** have been working in collaboration on two projects: one, to research opportunities to remove ferrous metal for recovery from the inputs to prospective MRFs, transfer stations and waste recycling centres in England and Wales; and two, to draw up detailed technical specifications, tender documents and regulatory applications for an anaerobic digestion treatment system for food waste at a major tourist destination in Southern England.



The Recycling Challenge



Design of Chemical Stores

## The ISL Performance Review: what does it involve?

The Company has been closely involved in the development of the ISL Performance Review. The Review is a service developed by Integrated Skills Limited that equips clients with an independent appraisal of how their operations are performing measured against appropriate standards or benchmarks. It identifies opportunities for improving efficiency, reducing costs and minimising risks.

**"A range of analytical techniques and tools are available to assist in this task including E-Quest®"**

The approach and detailed methodology for conducting an ISL Performance Review will depend on specific client requirements. ISL works closely with the client's management team to determine the purpose and scope of the Review before it happens. A Review typically involves the following sequence of steps:

### Stage 1: Initial Consultation & Scoping

- ◇ Define the scope and objectives
- ◇ Draw up Terms of Reference including performance criteria
- ◇ Agree respective roles and responsibilities and the composition of the Review Team
- ◇ Set a timetable and budget

### Stage 2: Investigation

This may involve a number of activities, reflecting the scope and objectives of the Review, including:

- ◇ Data gathering and review
- ◇ Examination of relevant documents and records
- ◇ Site surveys
- ◇ Interviews and discussions with key staff etc.
- ◇ In-depth audits of specific facilities, management systems and processes

### Stage 3: Diagnostic Analysis & Assessment

ISL specialists carry out a diagnostic analysis to establish your current performance against agreed criteria, indicators or benchmarks, and assess the need / potential for improvement in the targeted

areas. A range of analytical techniques and tools are available to assist in this task including *E-Quest®*, a computer-based audit and environmental information management system.

### Stage 4: Reporting

An interim report describing the detailed findings and conclusions of the ISL Performance Review is prepared. This report is then presented and discussed in a formal meeting. Based on these discussions and other feedback sessions, a final report is produced summarising findings and conclusions, and setting out mutually-agreed responses to the challenges and opportunities revealed by the Review.

### Stage 5: Implementation & Monitoring

If required, on-going support with implementation and monitoring can be provided by ISL specialists.

## Meet the Staff



Director Rob Holmes is an environmental specialist with an academic background to doctorate level in geology and geochemistry. He is a Chartered Geologist, Principal Environmental Auditor and PEA Examiner. After graduating at Imperial College he worked in the waste management industry for 11 years from 1975 with responsibility for the Environmental Team of the UK's largest waste management contractor. He then worked in senior positions in a number of global environmental consultancies from 1985, prior to establishing the Company at the beginning of 1999. He specialises in environmental auditing (including compliance, acquisition, divestiture and liabilities), risk assessment and environmental management systems and has worked in a wide range of industry types in a large number of countries world-wide including Central and Eastern Europe. He has extensive experience in the direction and field

management of site investigations and in assessing and costing environmental liabilities. He has designed and implemented management programmes in a number of industry sectors to ISO14001 certification standard and has designed and implemented associated compliance auditing methodologies using the Audit Module of the environmental information management system EQuest®. He has designed and presented environmental training and awareness raising programmes in industry and at universities in the UK.

### CONTACTS

**Holmes Environmental Ltd**  
18 Ravensbourne Gardens  
Ealing  
London W13 8EW

Tel: UK 020 8810 9211 Fax: UK 020 8810 9212

e-mail: [mail@holmesenvironmental.co.uk](mailto:mail@holmesenvironmental.co.uk)  
website: [www.holmesenvironmental.co.uk](http://www.holmesenvironmental.co.uk)

Editor: Rob Holmes

The editorial team welcome comments on the newsletter and news for future issues

## Photo Gallery



The Perfect Landfill Site Bird Scarer