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**Site Waste Management Plan
Client Checklist Guide**

2008



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1. Introduction

The aim of this document is to provide Project Clients with a reference guide covering theirs and the Principal Contractor's responsibilities in the implementation of the Site Waste Management Plan Regulations 2008.

Site Waste Planning Limited provides assistance to a wide range of public and private sector Project Clients and Principal Contractors, across the UK. Our SWMP services ensure your organisations compliance with the regulations in a cost-effective manner covering all the areas outlined in this document; for further information on our services our contact details are as follows:

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2. Project Client General Information

- i. A Site Waste Management Plan is mandatory for construction, maintenance and demolition projects costing more than £300,000 but also as part of the BREEAM assessment criteria.
- ii. It is your overall responsibility to ensure that a SWMP is prepared before construction begins
- iii. You need to instruct the Principal Contractor to fulfil their SWMP obligations during and after construction, including updating and monitoring the plan.
- iv. Either you or the Principal Contractor can commission a 3rd party to write and manage the SWMP on their behalf or undertake it yourselves.
- v. You must declare you will ensure, along with the Principal Contractor, that all waste will be dealt with according to the "Waste Duty of Care" regulations and managed efficiently and appropriately
- vi. You must along with the Principal Contractor, ensure sufficient site security is in place to prevent illegal disposal of waste.
- vii. You must, along with the Principal Contractor, periodically review the SWMP to check it is accurate in relation to waste management roles and responsibilities.



3. SWMP Checklist Questions

The Site Waste Management Plan Regulations require that the Project Client needs to take an active role in the development of their Site Waste Management Plan to ensure that both they and the Principal Contractor fully comply with the regulations, avoiding the risk of prosecution and financial penalties.

A checklist approach coupled with a pre-construction meeting and appropriate follow up contact with the Principal Contractor or other party writing the SWMP can be used to evaluate whether your SWMP is compliant with the regulations and ensure that both you and the Principal Contractor are meeting your legal obligations.

To assist you as Project Clients with the above we have compiled the following checklist questions which can be used as part of the dialogue process with the Principal Contractor and Design Team:

3.1. Client Questions

- i. *Have you assigned a person with internal responsibility for your role in the SWMP process?*
- ii. *Have you discussed the requirement for a project SWMP with the Principal Contractor?*
- iii. *Has the Principal Contractor also assigned a person with responsibility for their role in the SWMP process?*
- iv. *Has the project design team been notified regarding the need to provide design-related information for the SWMP?*
- v. *Have the Project Client and Principal Contractor signed a joint 'Statutory Declaration' that they will fulfil their SWMP and 'Waste Duty of Care' obligations?*

3.2. Principal Contractor Questions

What procedures will the Principal Contractor have in place to;

- i. *Ensure all site staff receive a SWMP Induction and are aware of the correct on-site procedures for handling and storing waste and that this is monitored?*
- ii. *Ensure that any subcontractors working on site co-operate effectively with the Principal Contractor and each other in relation to the SWMP?*



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- iii. *Check the validity of waste carrier licences and waste permits for all parties transporting and treating waste from the project?*
 - iv. *Remove waste offsite where necessary and ensure that it is reused, recycled or recovered as far as practicable before disposal in other ways?*
 - v. *Ensure wastes on site are stored safely and securely and to prevent public access to the wastes?*
 - vi. *Ensure waste documentation is correctly filled in and stored, and periodically monitored?*

The following additional questions should also be asked of the Principal Contractor

- vii. *Will the site need to be registered for hazardous waste and if so who will undertake this?*
 - viii. *How will the SWMP be updated and monitored during construction?*
 - ix. *How and when will the Client and Principal Contractor periodically review the SWMP during construction and revise it if necessary?*
 - x. *How does the Principal Contractor intend to provide the required cost savings estimation report at project completion, for projects over £500,000?*
 - xi. *Where will the Principal Contractor store the SWMP for the required 2 years after project completion?*
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