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**Site Waste Management Plan
Principal Contractor Checklist
Guide**

2008



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1. Introduction

The aim of this document is to provide Principal Contractors with a reference guide covering theirs and the Project Client'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. Principal Contractor 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 the Project Client's overall responsibility to ensure that a SWMP is prepared before construction begins
 - iii. The Project Client needs to instruct you as the Principal Contractor to fulfil your SWMP obligations during and after construction, including updating and monitoring the plan.
 - iv. You can commission a 3rd party to write and manage the SWMP on your behalf or undertake it yourselves.
 - v. You must declare you will ensure, along with the Project Client, 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 Project Client ensure sufficient site security is in place to prevent illegal disposal of waste.
 - vii. You must, along with the Project Client, periodically review the SWMP to check it is accurate in relation to waste management roles and responsibilities.
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3. SWMP Checklist Questions

The Site Waste Management Plan Regulations require that the Principal Contractor takes the lead role in the implementation of a client's Site Waste Management Plan during the construction phase of a project.

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

To assist you as Principal Contractors with the above we have compiled the following checklist questions which can be used as part of the dialogue process with the Project Client, Project Manager, Site Manager and author of the SWMP:

Preconstruction Phase:

- i. Have you discussed the requirement for a SWMP with the Project Client?*
- ii. Have you assigned a person with internal responsibility for your role in the SWMP process?*
- iii. Has the Project Client also assigned a person with responsibility for their role in the SWMP process?*
- iv. Has the project design team provided any design-related waste minimisation 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?*
- vi. Will the site need to be registered for hazardous waste and if so who will undertake this?*

Construction Phase

- i. Have all of the site staff received a SWMP Induction; are they aware of the correct on-site procedures for handling and storing waste and will this be monitored?*
- ii. Have you ensured that any subcontractors working on site know that they need to co-operate with you in relation to the SWMP?*
- iii. Have checks been made on the validity of waste carrier licences and waste permits for all parties transporting and treating waste from the project?*



- iv. *Have you required that any waste taken offsite is reused, recycled or recovered as far as practicable before it is disposed of in other ways?*
 - v. *Have you ensured that wastes on site are stored safely and securely and the public cannot access the wastes?*
 - vi. *Have you ensured that waste documentation will be correctly filled in and stored?*
 - vii. *Have you organised periodic monitoring of waste documentation?*
 - vii. *Have you made arrangements to update and monitor the SWMP during construction?*
 - viii. *Have you made arrangements with the Project Client/Author of the SWMP to periodically review the SWMP during construction and revise it if necessary?*
 - ix. *Have you organised the necessary cost information to ensure the author of the SWMP can provide the required Cost Savings Estimation Report at project completion, for projects over £500,000?*
 - x. *Have you organised suitable storage of the SWMP for the required 2 years after project completion?*
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