



WASTE AUDIT AND WALK – EQUANS AND SUBCONTRACTOR

This waste audit has been created as an optional tool to support sites/projects in identifying opportunities for waste & resource reduction and improvements. All applicable waste activity and documentation should be checked routinely inputting “✓” when all is being used correctly and “✗” when this is not the case or NA if not applicable. For example, please mark “✗” if waste is not segregated as per site specification or documentation is incomplete. This checklist will help site/office personnel understand how they can help to manage and reduce avoidable waste.

THIS CAN BE USED BY EQUANS EMPLOYEES TO REVIEW BOTH EQUANS AND SUBCONTRACTOR WASTE COMPLIANCE

Date		Site/Contract	
Responsible Person		Name of company being audited i.e., EQUANS or name of Subcontractor	

CHECKLIST	✓ / ✗	Comments
1. STORAGE		
Is the site clear of litter and waste accumulation?		
Are materials stored securely and without risk of damage by weather or vehicles e.g., Waste Segregation Area established?		
Is waste segregated as far as is practicable?		
Are waste containers clearly labelled?		
Is the waste in the containers correct or is there some contamination?		
Is there any waste that is not in line with Waste Management Plan?		

2. DOCUMENTATION		
Is a Waste Management Plan in place with details of opportunities to reduce/recycle waste noted?		

Are Waste Carrier Licences in place and in date?		
Is there an understanding between a Waste Transfer Note and Waste Consignment Note?		
Are Waste Transfer Notes or Seasonal Ticket (Annual Waste transfer Note) in place and completed correctly? Are they being kept for two years?		
Are Waste Consignment Notes in place and completed correctly? Are they being kept for three years?		
If EQUANS employee, is EQUANS waste being reported onto the relevant reporting template e.g., AIMS or other method		
If SUBCONTRACTOR, is the waste data being reported to EQUANS for onward reporting purposes?		
Does the site have any waste targets (can be found in Contract Management Plan)?		

3. TRAINING AND AWARENESS		
Has the Zero Avoidable Waste TBT been delivered to all staff?		
Has the Waste Transfer Note - What to look for been shared on site?		
Has the Waste Storage Area Poster been shared?		
Are there any examples of innovative waste reduction or reuse & recycling initiatives?		
Is there a waste champion at site?		
Has a waste skip review been undertaken to ensure correct segregation and reuse/recycling opportunities?		
ACTION TAKEN TO CORRECT 'X'S'		