

3 December 2014

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ATRA

Equilibrium ATRA member audit methodology

Equilibrium's audit methodology has been developed based on the Australian Tyre Recyclers Association (ATRA) Principles of Membership. These principles being a commitment to:

- Environmentally sound practices
- Regulation
- Safety, and
- Legitimacy

Documentation requested from each member prior to undertaking a site visit includes, but is not limited to, the following:

- EPA site licenses (where required)
- Local government planning permits
- Insurance certificate of currencies (including work cover and vehicle insurance – if applicable)
- Occupational health and safety management systems/processes.
- Environmental management systems/processes.
- Latest fire equipment inspection records.
- Site emergency/fire response plans.

Where these are not supplied they are requested during the site visit.

Equilibrium visits each site without any notice with the purpose of reviewing site activities including processing, stockpiling, transportation practices.

In reviewing the site collection quantities and practices as assessed as evidenced by weight bridge docket, financial billing information or inventory databases for a one month period and compared with the most recent month data submitted to Equilibrium for accuracy.

One-site storage quantities and practices are observed and recorded in addition to processing practices and plant and equipment including the potential for OH&S or environmental incidents.

Where practicable Equilibrium estimates the size and volume of stockpiles using 8 kg as an EPU value in accordance with the calculations provided in the CalRecycle, Determining the Number of Tires, (8 October 2012),
<http://www.calrecycle.ca.gov/tires/enforcement/inspections/NumberTires.htm>

Quantities of material sent out of the sites is also reviewed including any weight bridge docket, financial billing information or inventory databases for a one month period and compared with the most recent month data submitted to Equilibrium for accuracy.

Evidence of destination countries is reviewed including any applications or permits that may be applicable.

Export destinations are compared against the Basel convention list for Green List Waste to non-OECD Countries.

Other practices that may lead to an environmental impact, regulatory or legal compliance implications or health and safety issues are noted and recorded during the site visit.

All fire safety equipment is reviewed for testing and damage and clear of obstructions.

Any information collected during the site visit is assessed against state based regulations and guidelines for compliance.

Equilibrium produces an audit report based on the findings of the site assessment by assessing the potential risk of non-compliance against each area reviewed. This report is sent to ATRA for their feedback.

Following a review of the outcomes Equilibrium prepares a letter detailing the findings relating to the members operations, that either requires further information to satisfy the audit or immediate action to reduce the risk of non-compliance against the principals of membership.

In order to finalise the audit the member is required review the activities, actions and timing based on the findings of the audit and provide a response as to how they will achieve the outcomes.

In addition to the audit report Equilibrium collects and collates monthly data from each site and provides the consolidated data to ATRA. Each site is reconciled against other sites who either collect tyres on behalf of a processor or only transport tyres.