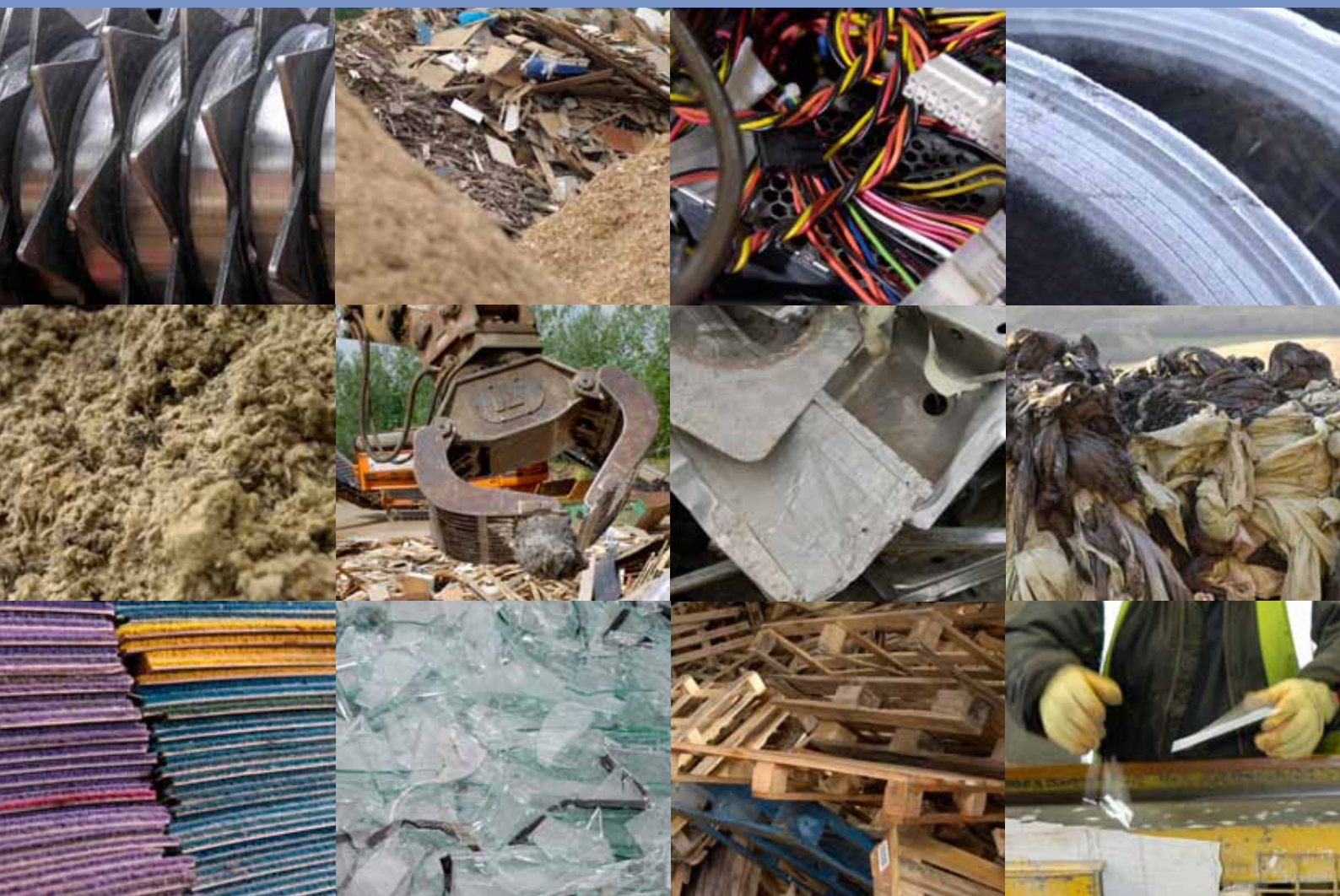


PAS 402:2013

Waste resource management – Specification for performance reporting



**ADEILADU
ARBENIGRWYDD
YNG NGHYMRU**



**CONSTRUCTING
EXCELLENCE
IN WALES**



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Foreword

This Publicly Available Specification (PAS) was sponsored by Constructing Excellence in Wales (CEW). Its development was facilitated by BSI Standards Limited and it was published under licence from The British Standards Institution. It came into effect on 31 May 2013.

Acknowledgement is given to Paul Jennings and Emma Thomas, who authored the PAS and managed its development for CEW. Acknowledgement is also given to the following representatives that were involved in its development as members of the steering group:

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CEW would also like to recognize the invaluable contribution made by those organizations that took the time to review the working drafts of PAS 402 and who submitted comments for consideration. The contributions helped to improve the specification and are much appreciated.

CEW is the umbrella body for the construction industry in Wales, which makes CEW the business organization for anyone involved with the Welsh built environment. Funded by the Welsh Government, CEW's remit is to improve the construction process in Wales and ensure that the principles of rethinking construction as outlined in the Egan Report 1998, *Rethinking Construction* [1],

and the Latham Report 1994, *Constructing the Team* [2], become mainstream industry practice.

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This PAS is not to be regarded as a British Standard. It will be withdrawn upon publication of its content in, or as, a British Standard.

The PAS process enables a specification to be rapidly developed in order to fulfil an immediate need in industry. A PAS can be considered for further development as a British Standard, or constitute part of the UK input into the development of a European or International Standard.

Information about this document

This is a full revision of PAS 402:2009 and introduces the following principal changes:

- updated references to legislation, legal terminology, technical specifications and guidance documents;
- textual clarifications within informative notes, Clause 5 (Client relationship), Clause 8 (Competence), Clause 10 (Corrective actions, preventive actions and improvement actions) and 11.3;
- a new Clause 7 (Operational management), which is an amalgamation of Clause 7 (Operational control) and Clause 8 (Organizational resource management) from PAS 402:2009;
- removal of the first requirement in Clause 11 (Performance review) [12.1a) in PAS 402:2009], and amendment to the wording of 11.3 (previously 12.3).

Supersession

This PAS supersedes PAS 402:2009, which will be withdrawn on publication of this PAS.

Relationship with other publications

This PAS has also been designed to allow waste resource management organizations to use their compliance with related publications to demonstrate performance. A related publication is one that addresses one or more of the requirements of this specification.

Detailed correspondence tables between PAS 402 and existing management system standards for the environment (BS EN ISO 14001), quality (BS EN ISO 9001), health and safety (BS OHSAS 18001) and for identifying common management system requirements as a framework for integration (PAS 99) are given in Annex A.

Detailed guidance on how to complete a waste resource management report conforming to PAS 402 is given in a supporting document published by CEW entitled, *Waste Resource Management – Guidance for Performance Reporting Against PAS 402* [3]. This document will be re-issued to align with PAS 402.

Inspection. Users of this PAS are advised to consider the desirability of third-party inspection of conformity to this PAS. Appropriate conformity attestation arrangements are described in BS EN ISO/IEC 17020. Users seeking assistance in identifying appropriate conformity assessment bodies or schemes may ask BSI to forward their enquiries to the relevant association.

Use of this document

It has been assumed in the preparation of this PAS that the execution of its provisions will be entrusted to appropriately qualified and experienced people, for whose use it has been produced.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is "shall".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element. The word "should" is used to express recommendations, the word "may" is used to express permissibility and the word "can" is used to express possibility, e.g. a consequence of an action or an event.

Spelling conforms to *The Shorter Oxford English Dictionary*. Where a word has more than one spelling, the first spelling is used.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a PAS cannot confer immunity from legal obligations.



Ministerial statement

PAS 402 forms an important part of the drive towards a zero waste society. Building on the first publication, this revision has provided the opportunity to strengthen the key principles and raise performance standards within the specification requirements.

The revision of the specification has enabled industry and government to work together, collaborating to develop the specification to drive change in a consistent direction. It provides real industry benefits while helping government to achieve its targets. The use of PAS 402 can heighten customer confidence, improve business efficiency and provide validated data for clients and government.

Zero waste is critical if we are to achieve a sustainable future. Achieving this will require a fundamental step change, where rethinking waste management is essential. We need to strive to develop the systems and infrastructure which enable resource lifecycles, where materials discarded can become new resource.

The waste management sector is an important sector to the economy. It has the potential to be a powerful agent for change, with particular regard to sustainable development. The sector has an extremely influential role in transforming the behaviour of those with whom it works to shape the environment.

It gives me great pride that this UK initiative began in Wales, and I recognize that we now have the opportunity to champion its implementation and lead the drive towards better waste management for the UK. My vision is that this sector will be recognized as world class in its ability to deliver a sustainable service which is respected the world over.



I am delighted with this opportunity to mark the publication of this national specification. My thanks go to the Constructing Excellence in Wales team and those representatives who have been involved in its development. Their efforts have enabled the publication of this specification and help move us towards a truly sustainable approach to managing our waste.

A handwritten signature in black ink, appearing to read 'Alun Davies', with a horizontal line underneath.

Alun Davies
Minister for Natural Resources and Food
Welsh Government

Introduction

The waste industry is constantly evolving. The industry has recognized the potential opportunities to be gained from recovering the resource in waste. In fact, waste is a resource in its own right.

The aim of PAS 402 is to provide a specification for performance reporting that can be adopted by waste resource management organizations.

The specification provides the framework for the demonstration of performance against key areas of delivery, including landfill diversion and materials recovery, assuring potential and existing customers of the service they are procuring. It is the aim of the resulting performance report to present a full and true description that is appropriate to the nature and scale of the organization.

It is important that it is written in accordance with the principles of transparency, completeness, relevance, accuracy, comparability, clarity, timeliness and auditability.

The construction, demolition and excavation (CD&E) sector generates more waste than any other sector but it is hard to define CD&E waste because many of the component parts can be found in waste generated by other sectors. Therefore, in consultation with the waste industry, it was decided that PAS 402 would be developed for all types of waste, however it is generated.



1 Scope

This PAS specifies requirements for performance reporting by a waste resource management organization.

It requires a waste resource management organization to report:

- a) how it conducts specific waste resource management activities (Clause 3 to Clause 10); and
- b) the landfill diversion and material recovery rates it achieves (Clause 11).

It is applicable to a waste resource management organization that processes industrial, commercial or household waste at a transfer station, treatment facility or disposal site.

It is not applicable to a waste resource management organization that operates solely as a waste carrier or waste broker.

NOTE 1 Detailed guidance on how to complete a waste resource management report conforming to PAS 402 is given in a supporting document published by CEW entitled, Waste Resource Management – Guidance for Performance Reporting Against PAS 402 [3].

NOTE 2 Correspondence tables that show the relationship between the clauses from Clause 3 to Clause 11 and existing management system standards are given in Annex A.

NOTE 3 Waste resource management organizations are required by legislation in England, Northern Ireland, Scotland and Wales to be authorized to perform their activities.



2 Terms and definitions

For the purposes of this PAS, the following terms and definitions apply.

2.1 business contingency plan (BCP)

documented collection of procedures and information that is developed, compiled and maintained in readiness for use in an incident to enable an organization to continue to deliver its critical activities at an acceptable pre-defined level [BS 25999-1:2006, 2.6]

2.2 client

organization that produces or manages waste

2.3 collection

gathering of waste, including the preliminary sorting and preliminary storage of waste, for the purposes of transport to a treatment facility [European Communities Directive 2008/98/EC on waste [4], Article 3(10)]

2.4 commercial waste

waste from any premises used wholly or mainly for trade, business, sport or entertainment (excluding household and industrial waste) [Environmental Protection Act 1990 [5], abbreviation of Section 75(7)]

NOTE A detailed description of which wastes are classified as commercial waste is given in The Controlled Waste (England and Wales) Regulations 2012 [6] and The Controlled Waste (Amendment) Regulations (Northern Ireland) 2003 [7].

2.5 controlled waste

household, industrial and commercial waste [Environmental Protection Act 1990 [5], Section 75(4)]

NOTE A detailed description of which wastes are classified as household, industrial and commercial waste is given in The Controlled Waste (England and Wales) Regulations 2012 [6] and The Controlled Waste (Amendment) Regulations (Northern Ireland) 2003 [7].

2.6 corrective action

action to eliminate the cause of a detected nonconformity [BS EN ISO 14001:2004, 3.3]