



SWMP Checklist

Refer to SWMP plan for more information

1) Information we can get in house:

a. **General project information:-**

Done? (Y/N)

Name and Location of project:-	
Description of Work:-	
Client:-	
(Estimated) Cost:-	
Floor Area m ² :-	
Start and Completion Date:-	
Sensitive Receptors (250m radius):-	
Person in Charge:-	
Person implementing SWMP:-	
Site Manager:-	

b. **Waste:**

Done? (Y/N)

Estimation of waste to be produced www.smartwaste.co.uk can give an outline	
Waste management contractor name	
Registered with EA as a Hazardous waste producer	
Other contractors on site :- with details	



2) Information we can't get in house: (On site)

a. Waste:

Done? (Y/N)

Type of waste proposed & any targets	
Waste Records – Pre removal check <ul style="list-style-type: none"> - Type of waste - EWC code - Who removed & where - Waste carrier license number - Transfer note of waste 	
Waste Log Quantity (6 months at least) <ul style="list-style-type: none"> - Type and Code - Re-use on and off site - Recycling on and off site - Recover on and off site - Landfill - Other 	

b. Training:

Done? (Y/N)

What forms of training are being used <ul style="list-style-type: none"> - Induction - Tool Box Talks - Work Shops 	
Stored Training Log <ul style="list-style-type: none"> - By Whom - When - Type - Date 	
Communication of the SWMP <ul style="list-style-type: none"> - Meetings - Posters - Feedback - Other 	
SWMP Reviewing <ul style="list-style-type: none"> - Date - Name - Action 	
Register of Audits – On the SWMP	



3) On Completion:	Done? (Y/N)
Actual vs Forecast waste - Type & Code - Total amount estimated - Total amount of waste	
Signatures	
Completion & Notes	
Appendix 1 – Storage arrangements	
Appendix 3 – Comments on each phase of the build from pre-design to construction to completion	