



INTERNAL AUDIT REPORT

Environmental Legal
Compliance Audit



Organisation: JOTA Group
Date: 12th November 2024
Audit Title (scope): Environmental Legal Compliance Audit
Reference Standards: FIA 2-Star Environmental Accreditation
Audit Location: Stubby Grove Farm, Bells Yew Green, TN3 9BT
Auditor Name: John Donnelly (AVISO Consultant)
Auditees: Tim Rocker (Sustainability Manager), Neil

Introduction and Objectives of this Audit:




The objective of this audit is to carry out an overview of the management processes and documentation, confirming their presence and/or highlighting areas requiring attention, in effect acting as an 'Integrated Management System Audit'.

This audit will systematically sample relevant environmental legal requirements for compliance, reviewing documented information and current practices and records. It is not the intention of this audit to investigate each subject fully, in-depth, but rather to carry out an overall 'full review', highlighting relative compliance to the standard and indicating potential weaker areas for ongoing development.

NB: This audit is conducted against the requirements of:

- FIA 2-Star Environmental Accreditation

Key

 Compliance Seen / Good Practice	 Observation / Opportunity for Improvement	 Breach / Nonconformity
---------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

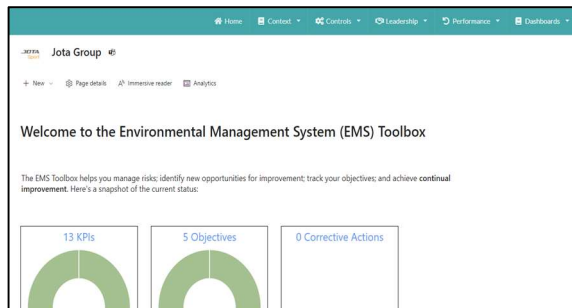
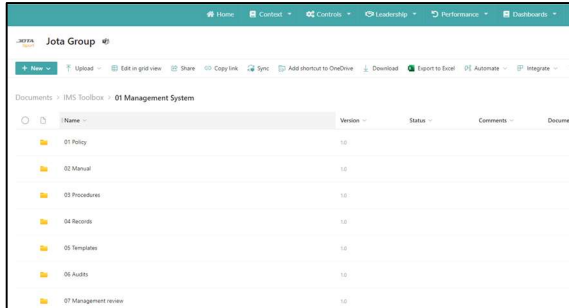
This audit is based upon discussion, observation, and sampling of documentation in the time available, and therefore nonconformities may exist that have not been identified.

Table of Findings

- OFI – The bunded fuel container in the yard was noted to have its signage becoming detached. It is recommended the signage is replaced to clearly identify the hazardous nature of the contents..... 8
- OFI – A tapped container of cleaning chemical was being temporarily stored in the yard. The container was not bunded and some old labelling on the container had not been removed. It is recommended that the container is stored over catchment or moved to a more suitable area. 8
- OFI – On the site tour, one of the fire exits was noted to have been partially obstructed..... 13

Legal and Other Requirements Management

The organisation's environmental management system consists of a SharePoint document library and an EMS Toolbox application.



The legal register held within the Toolbox was sampled. This identifies applicable environmental legislation and the organisation's statements of compliance as shown. The register is updated monthly on a subscription with AVISO.

RowID	Title	Question	Applicable	Compliance T.	Further Info.	Suggested Interested P.	Evidence of Compliance	Compliant	Countries
L003	All relevant legal compliance obligations	Do interested parties require legal compliance?	Yes	Quality, Environmental, Information Security, Health and Safety	Further Information	Customers, Employees, Suppliers, Directors, Regulators, Government	Legal Register	Compliant	UK
AT017	Climate Change Act 2008, No. 27 (as amended)	Does your organisation operate within the United Kingdom and engage in activities or operations that may contribute to greenhouse gas emissions or have an impact on climate change?	Yes	Environmental	Further Information	Customers, Employees, Directors, Suppliers, Regulators, Government	Environmental Program Planning Process Emergency Response Procedures Policies and Procedures Training and Awareness	Compliant	England
W0074	Commission Decision 2000/532/EC, No. 332 (as amended)	Does your organisation produce, store or manage any types of waste listed in the European Waste Catalogue (EWC) as specified in Commission Decision 2000/532/EC?	Yes	Environmental, Sustainability	Further Information	Customers, Employees, Directors, Suppliers, Regulators, Government	Waste Logs EWC Codes Waste Transfer Notes Disposal Certificates Waste Consignment Notes Inventory Records Waste Audit Reports Compliance Certificates Training Records Inspection Reports	Compliant	UK
DW001	Control of Pollution (Oil Storage) (England) Regulations 2001, No. 2954 (as amended)	Is oil stored and contained on the property? (above 200 litres)	Yes	Environmental	Further Information	Employees, Directors, Suppliers, Regulators, Customers	Hazard Identification, Risk Assessment and controls Policies and Procedures Training and Awareness Emergency Response Procedures	Compliant	UK

Energy and Resource Use

An energy invoice dated 30/8/24 was sampled and shows payment of the Climate Change Levy.

SCOTTISHPOWER 24 hour emergency
v6.6.07052024 Electricity, Call free: 105 (24hrs) scottishpower.co.uk
0345 058 0002
9am - 5pm weekdays

Sam Hignett via Jota Development
STUBBY GROVE FARM
BELLS YEW GREEN
TUNBRIDGE WELLS
TN3 9BG

Find us on
Account number
1614 1912 502

Date: 30 August 2024
Page 1 of 3
Invoice number: 60706012433
VAT number: GB 659 3720 08L

Supply Address: STUBBY GROVE FARM, BELLS YEW GREEN, TUNBRIDGE WELLS, TN3 9BG

Your electricity statement, estimated use
Invoice period 14 May 2024 - 16 August 2024. VAT on this invoice £655.07
You are on our RENEWABLE FOR BUSINESS VNO FEB 2025 product

Business account	Your account
→ Your next monthly payment of £1498.31 will be taken on 15th Sep 2024. You don't have to take any action.	Last invoice £68.28 (inc. taxes)
★ We estimated your use for this bill. For a more accurate bill please submit your latest meter readings at scottishpower.co.uk/mymeterreads or by calling 0800 027 8000.	Payments for full months of payments see over → £4,378.24 (inc. taxes)
→ Say goodbye to estimated bills - register for a smart meter scottishpower.co.uk/smartbook	Opening balance -£4,309.96 (inc. taxes)
→ Thank you for your custom.	Charges this period
	Energy charges £3,188.32
	Government support† Not applicable
	Total climate change levy £87.02
	Sub total (before VAT) £3,275.34
	VAT at 20.00% on £3,275.34 £655.07
	Invoice total £3,930.41
	Current balance -£379.55

The EPC certificate for the buildings has been obtained. This shows that a relatively high energy performance rating (C).

Energy performance certificate (EPC)

Stubby Grove
Bells Yew Green
TUNBRIDGE WELLS
TN3 9BT

Energy rating: **C**

Valid until: **6 August 2034**

Certificate number: **2310-3933-4541-2304-6921**

Property type: **Offices and Workshop Businesses**

Total floor area: **504 square metres**

Rules on letting this property

Properties can be let if they have an energy rating from A+ to E.

Energy rating and score

This property's energy rating is C.

Properties get a rating from A+ (best) to G (worst) and a score. The better the rating and score, the lower your property's carbon emissions are likely to be.

Energy performance certificate (EPC) recommendation report

Stubby Grove
Bells Yew Green
TUNBRIDGE WELLS
TN3 9BT

Report number: **9634-4344-1512-0323-9202**

Valid until: **6 August 2034**

Energy rating and EPC

This property's energy rating is C.

For more information on the property's energy performance, see the EPC for this property.

Recommendations

Changes that may pay for themselves within 3 to 7 years

Recommendation	Potential impact on carbon emissions
Consider replacing T8 lamps with retrofit T5 conversion kit.	Medium

Changes that may pay for themselves in over 7 years


Recommendation	Potential impact on carbon emissions
Consider installing an air source heat pump.	High
Consider installing PV.	Low

The organisation also has an oil-fuelled space heating system. This is inspected and serviced annually.

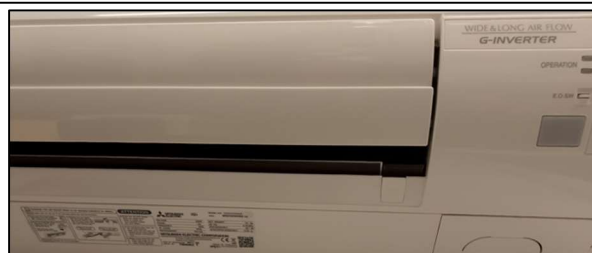
There is no site equipment that uses natural gas.

Atmosphere


The site has several small air conditioning units. The details of these are retained on a register.


All Kent Cooling Ltd, Unit 72 Riverside 3, Sir Thomas Longley Road, Medway City Estate, Rochester, Kent, ME2 4BH
Tel: 01634 541 401 web: www.allkentcooling.co.uk email: info@allkentcooling.co.uk

Work Area	Floor	Indoor Model	Indoor Serial	Outdoor Model	Outdoor Serial	Refrigerant	Charge	Additional Charge	Action Required	Pipework Inspected?
Meeting Room	1	MSZ-AY35VGK	3E051742TR	MUZ-AY35VG	3C043002TR	R32	0.55KG		None	Yes
Small Office	1	FTXS35D3VMW	J116898	RXS35F2V1B	J029387	R410A	1.00KG		None	Yes
Open Plan Unit 1	1	MSZ-GF60VE2-E1	7004464T	MUZ-GF60VE-E2	7002704T	R410A	1.55KG		None	Yes
Open Plan Unit 2	1	MSZ-GF60VE2-E1	7004462T	MUZ-GF60VE-E2	7002705T	R410A	1.55KG		None	Yes
Canteen	G	ASYA14LGC	E013613	AQYR14LGC	E013670	R410A	1.00KG		None	Yes
Engineering Office	G	SRK45ZP-S	850400720BE	SRK45ZSP-S	883700755BE	R410A	1.20KG		None	Yes



The air conditioning units are inspected. Report below was sampled, which shows a recent inspection on 9/9/24.



All Kent Cooling Ltd. Office 5 Innovation Studios Medway, Canal Road, Strood, Kent, ME2 4DT
Tel: 01634 541 401 web: www.allkentcooling.co.uk email: info@allkentcooling.co.uk





WORK SHEET			
Company Jota Development Limited	Contact	Engineer Name OP	Start Date 09/09/2024
Site Address Stubby Grove Works Bells Yew Green Tunbridge Wells TN3 9BT	Job Type Scheduled Visit	Arrival time 10:30	End Date 09/09/2024
		Departure time 13:30	Travel Time 1hr
		Job No:	Mileage 45
Equipment Details 6no AC Units			
Work carried out			
Checked and cleaned filters	<input checked="" type="checkbox"/>	Checked condition of insulation	<input checked="" type="checkbox"/>
Checked and cleaned coils	<input checked="" type="checkbox"/>	Checked for signs of refrigerant leak	<input checked="" type="checkbox"/>
Checked and cleaned drains and pumps	<input checked="" type="checkbox"/>	Checked running pressures	<input checked="" type="checkbox"/>
Checked and cleaned casings	<input checked="" type="checkbox"/>	Checked all electrical connections	<input checked="" type="checkbox"/>
Checked for correct operation	<input checked="" type="checkbox"/>	Checked condition of fan belts	<input type="checkbox"/> N/A
Measured off-coil temperatures	<input checked="" type="checkbox"/>	Checked mounts and fixings	<input checked="" type="checkbox"/>
Checked all pipework and connections	<input checked="" type="checkbox"/>	Checked for damage	<input checked="" type="checkbox"/>
Key: ✓ - pass, ✗ - further action required, N/A - not applicable.			
Additional information Attended site to carry out scheduled maintenance. The wall mount in the engineering office currently has a water leak. This is due to the peristaltic pump not pumping due to needing a new tube kit. If it fails to resolve the problem then a replacement pump will be needed.			

Water

The site discharges domestic water via a separation tank leading to a soakaway and does not require a discharge consent. The tank is routinely emptied and inspected.

Environment

COSHH data is held in a register, with links to MSDS sheets for each substance used on site. MSDS sheets sampled for Bremtec Brake Cleaner, WD-40 and 2Work Floor Cleaner.

Manufacturer	Product		Data sheet
Bremtec	Brake Cleaner		https://www.sdbpool.de/Pdf/Download/?id=66446781-f8850c13a0486b969344b26ad22738ee
WD40	WD40		https://cdn.wd40company.eu/wd-40/en-GB/uploads/2018/01/22135513/WD-40-MULTI-USE-PRODUCT-AEROSOL.pdf
Rain X	Wheel Repellent		https://www.rainx.com/wp-content/uploads/2018/11/800002242-800002243-800002245-800002250-Rain-X-Original-Glass-Treatment-10022018.pdf
Rain X	Anti Fog		https://www.rainx.com/wp-content/uploads/2016/06/Rain-X-Anti-Fog.pdf

Safety Data Sheet 19072006/EC - REACH (08)
Brimtec Brak Cleaner
 Article number 289733500
4205 Valbeut
 Date revised 07.08.2020; Revision 06.08.2020; Version 06; Supersedes version 05; Page 11/13

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifier
Brimtec Brak Cleaner
 Article number: 289733500

1.2 Relevant identified uses of the substance or mixture and uses advised against
 1.2.1 Relevant uses
 Cleaning agent

1.2.2 Uses advised against
 None known

1.3 Details of the supplier of the safety data sheet
 Company
 Nordmest AG
 Industriestrasse 23
 22051 Vahney (DE) Malven
 Phone: +49 (0) 201 270 110
 Fax: +49 (0) 201 270 111
 E-mail: info@nordmest.com
 E-mail: info@nordmest.de

Address enquiries to:
 Technical information: info@nordmest.de
 Safety Data Sheet: info@nordmest.de

1.4 Emergency telephone number
 Advisory body: +49 (0)201-10241 (24h) (English)

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture (REGULATION (EC) No 1272/2008)
 Hazard: 1: H228 Extremely flammable aerosol; GHS P201 P202; Hazard statement: May burst if heated; H229; H314 Causes severe burns; H315 Causes skin irritation; H319 Causes eye irritation; H332 Causes respiratory irritation; H334 May be fatal if swallowed and enters airways.

Page 1 of 14
 Safety data sheet according to Regulation (EC) No 1907/2006, Annex II
 Final date: 08.08.2020; Version: 28.02.2017 / 0000
 Reporting version (date / version): 28.02.2017 / 0004
 File name: 07.03.2017
 PDF print date: 08.02.2017
 HD-CHEM-MS-FLUOR-PRODUC-T - Aerosol

Safety data sheet
 according to Regulation (EC) No 1907/2006, Annex II

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product Identifier
WD-40® MULTI-USE PRODUCT - [Aerosol]

1.2 Relevant identified uses of the substance or mixture and uses advised against
 Relevant identified uses of the substance or mixture:
 Corrosion protection

Uses advised against:
 No information available at present

1.3 Details of the supplier of the safety data sheet
 No information available at present

1.3 Details of the supplier of the safety data sheet
 HD-CHEM, Carlstadt, PO Box 442, 43161 Carlstadt, Hessen, 66111 3FL, United Kingdom
 Phone: +44 (0) 1908 555400; Fax: +44 (0) 1908 269900
 www.wd40.co.uk

P, R, Rely Limited, Killybeggs House, Killybeggs Industrial Estate, Killybeggs, Dublin 5, Ireland
 Phone: +353 (0) 1 452 2000; Fax: +353 (0) 1 452 2001
 info@rely.com

Danka Import Export, 548 St. Joseph High Road, SVR 1016 St. Venera, Malta
 Phone: +356 21232460; Fax: +356 21232461
 Danka@relydnt.net

Qualified person's e-mail address: info@chemical-check.de, k.adrioubush@chemical-check.de; Please DO NOT use for requesting Safety Data Sheets.

1.4 Emergency telephone number
Emergency information services / official advisory body:
 Medicines & Poisons Info Office - Mater Dei Hospital, Malta MSD 2000, Malta; Tel.: 2545 0504
 Emergency Ambulance - Tel.: 112

National Poisons Information Centre, Beaumont Hospital, Dublin 9, Ireland; Tel.: +353 (0) 1 852 2200 (24h) or National Poisons Unit, Southampton, UK; 7599 (4 weeks)
 +43 (0) 1 889 2002 (24h) or Medicines Professionals (UK); 24/7; 0800 761 478
Telephone number of the company in case of emergencies:
 +49 (0) 700 724 112 (RDC)

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture
 Classification according to Regulation (EC) 1272/2008 (CLP)
 Hazard class Hazard category Hazard statement
 STOT SE 3 H336-May cause drowsiness or dizziness.
 Aerosol 1 H228-Extremely flammable aerosol.
 App. Tok H304-May be fatal if swallowed and enters airways.
 Aerosol 1 H229-Pressurized container. May burst if heated.

2.2 Label elements
 Labeling according to Regulation (EC) 1272/2008 (CLP)

2work ZWORK NEUTRAL FLOOR CLEANER
 Safety Data Sheet
 Date revised 07.08.2020; Revision 06.08.2020; Version 06; Supersedes version 05; Page 13

SECTION 1: Identification of the substance/mixture and of the company/undertaking

1.1 Product identifier
 Product form: Mixture
 Product name: ZWORK NEUTRAL FLOOR CLEANER
 Product code: ZW0002
 Type of product: Detergent
 Product phase: Mixture

1.2 Relevant identified uses of the substance or mixture and uses advised against
 1.2.1 Relevant identified uses:
 Industrial/Professional use only
 Industrial/Professional use only

1.2.2 Uses advised against:
 Cleaning/washing agents and additives

1.3 Details of the supplier of the safety data sheet
 No additional information available

1.3 Details of the supplier of the safety data sheet
 2work GmbH
 1ST FLOOR
 15000 BERGISCHE LANDE
 56274 ELLENBERG
 02281-300-1000
 www.2work.com

1.4 Emergency telephone number

Country	Official advisory body	Address	Emergency number	Comment
Ireland	National Poisons Information Centre Beaumont Hospital	PO Box 2007 Beaumont Road Dublin 9	+353 1 852 2200	
United Kingdom	National Poisons Information Centre (Birmingham Centre)	Dudley Road B15 7QH Birmingham	+44 (0) 121 450 1111	

SECTION 2: Hazards identification

2.1 Classification of the substance or mixture
 Classification according to Regulation (EC) No 1272/2008 (CLP)
 Exp. Cat. 1
 Full list of hazard classes and H-statements: see section 10
 No additional information available

Adverse physicochemical, human health and environmental effects
 No additional information available

2.2 Label elements
 Labeling according to Regulation (EC) No 1272/2008 (CLP)
 Hazard pictograms (CLP)

CLP signal word: Danger
 Hazardous ingredients: Isobutanol, ethoxylated
 Hazard statements (CLP): H314 Causes severe skin damage
 P201 - Keep out of reach of children
 P202 - Read the label
 P303+P361+P353 - IF IN CONTACT WITH SKIN: Wash thoroughly with water for several minutes. Remove contaminated clothing and shoes if so. Continue rinsing.
 P305+P351+P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
 P501 - Dispose of contents and container as instructed.
 EHSI statements: H314 Causes severe skin damage (EC no. 247.000-2) and H315 Causes skin irritation (EC no. 225.004-01-1), L2 (Annex II) (P201-P202). May produce an allergic reaction.

08/10/2020 (revision: 6.0) EN (English) 13

A site tour was conducted where COSHH items were generally found to be stored in a controlled manner and suitably labelled.



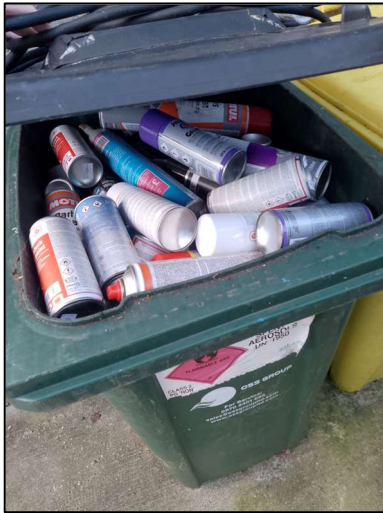
OFI – The banded fuel container in the yard was noted to have its signage becoming detached. It is recommended the signage is replaced to clearly identify the hazardous nature of the contents.



OFI – A tapped container of cleaning chemical was being temporarily stored in the yard. The container was not banded and some old labelling on the container had not been removed. It is recommended that the container is stored over catchment or moved to a more suitable area.



Waste management on site was found to be effective. Recyclable materials are segregated into waste streams, held in separate containers and are clearly labelled.



Non-hazardous Waste Consignment Notes. Sample shows waste transfer season ticket from Veolia for non-hazardous recyclable and non-recyclable (energy from waste) waste streams, which expires on 30/9/25. Also shown is Veolia's waste registration which expires on 3/4/25.

VEOLIA Annual Waste Transfer Note

Duty of Care: Environmental Protection Act 1990
Registered Waste Carrier No CB0U95537 issued by the Environment Agency Account Number: 03682701

To: The Registered Carrier
Veolia ES (UK) Limited
200 Floor
210 Pentonville Road
London
N1 9JY

From: The Waste Producer
Jeta Development Limited
Stable Cross Farm
Bells View Green Road
Bells View Green
Luscombe
T16 9BT

Veolia ES (UK) Ltd, a registered carrier, undertakes to dispose of the waste described on the attached schedule or transfer it to the holder of an environmental permit appropriate to the waste described in accordance with Veolia ES (UK) Ltd's Duty of Care under the Environmental Protection Act 1990, Regulation 34 of the Waste (England and Wales) Regulations 2011, Environmental Protection (Duty of Care) (Scotland) Regulations and the terms and conditions of the existing Dry Waste Service contract between Veolia ES (UK) Ltd and the waste producer.

The Waste Producer warrants that:

- The waste does not contain any 'special' or 'hazardous' waste.
- The waste does not contain hazardous concentrations of any Noxious, Poisonous or Polluting substances.
- Any significant change in the waste will be declared to Veolia ES (UK) Ltd in advance of collection.
- The Waste Transfer Note will be retained for a period of ten years from its expiry date.
- The EWC Code(s) referred to on the attached schedule is/are correct.
- The SIC Code(s) referred to on the attached schedule is/are correct in accordance with the UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007). Please add the code if the field is empty.
- It has fulfilled any duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 (in the case of England and Wales) or Section 34, subsection 2A of the Environmental Protection Act 1990 (as inserted by Regulation 24(2)(b) of the Waste (Scotland) Regulations 2011) (in the case of Scotland).

On behalf of Veolia ES (UK) Ltd:
Signature: Charlotte Masters
Print Name: Charlotte Masters
Position: Customer Experience Director
Valid From: 01/01/2024
Valid To: 30/09/2025

VEOLIA Service Schedule

Site Name	SIC	EWC Code & Waste Desc.	Container	Frequency	Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jeta Development Limited	8919	200209Non-hazardous Ink/toner	1000 litre	Weekly	1	1	1	1	1	1	1	1
Jeta Development Limited	8919	200209Non-hazardous Ink/toner	2000 litre	Weekly	1	1	1	1	1	1	1	1
Jeta Development Limited	8919	200209Non-hazardous Ink/toner	4000 litre	Weekly	1	1	1	1	1	1	1	1
Jeta Development Limited	8919	200209Non-hazardous Ink/toner	8000 litre	Weekly	1	1	1	1	1	1	1	1
Jeta Development Limited	8919	200209Non-hazardous Ink/toner	16000 litre	Weekly	1	1	1	1	1	1	1	1

Department for Environment Food & Rural Affairs
Data Services Platform (https://environment.data.gov.uk)

Public Registers (public-register-view/index) Menu

BETA We continue to improve this service. If you have any feedback, please let us know by completing this survey: https://www.gov.uk/government/consultations/2024/02/27/20240227

Home Search Waste Carriers, Brokers and Dealers
Recall from Waste Carriers and Brokers Public Register for England

Registration CB0U95537 – VEOLIA ES (UK) LTD Is this your registration?

Registration number: CB0U95537 Paste this snippet of code into your website's HTML/template:
Business name: VEOLIA ES (UK) LTD
Company number: 02041991 (opens in new tab) (https://business.data.gov.uk/company/02041991)

Address: VEOLIA, PENTONVILLE ROAD, LONDON, N1 9JY
Postcode: N1 9JY
Registered as: Carrier, Broker, Dealer - Upper Tier
Applicant type: Company
Registration date: 21/02/2022
Expiry date: 03/04/2025

Environment Agency registered Waste Carrier, Broker or Dealer

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Hazardous Waste Consignment Notes. Sampled a consignment of workshop waste containing hazardous material (EWC 12 01 10 – synthetic machining oils), dated 9/10/24. WTN shows final destination and producer return to confirm disposal. Licence for 2 Recycling also shown, which expires on 13/3/26.

The screenshot shows a detailed Hazardous Waste Consignment Note (WTN) form. Key sections include:

- Part A: Registration Details:** Shows the consignor's registration number (J20V02388) and consignee's registration number (GR19520).
- Part B: Description of the Waste:** Details the waste type (Synthetic Machining Oils), EWC code (12 01 10), and quantity.
- Part C: Consignor's Certificate:** Includes the consignor's name (2 Recycling Limited), address, and signature of the authorized person.
- Part D: Consignee's Certificate:** Includes the consignee's name (2 Recycling Limited), address, and signature.
- Part E: Consignee's Certificate:** Includes the consignee's name, address, and signature.

The screenshot displays the Environment Agency Public Register for Waste Carriers, Brokers and Dealers. The registration details for '2 RECYCLING LIMITED' are as follows:


- Registration number:** CBDU330075
- Business name:** 2 RECYCLING LIMITED
- Company number:** 06347311 (opens in new tab)
- Address:** 2 RECYCLING LTD, ORANGE HOUSE, SWINGBRIDGE ROAD, GRANTHAM, NG31 7XT
- Postcode:** NG31 7XT
- Registered as:** Carrier, Broker, Dealer - Upper Tier
- Applicant type:** Company
- Registration date:** 27/01/2023
- Expiry date:** 13/03/2026

Local and Wider Environment

There is no asbestos on site therefore a risk assessment is not required.

The site is situated in a low flood risk area. There is an SSSI within 2 miles of the site, however, effect on this is unlikely given the emission profile.

Fire alarm test are conducted 2-weekly on zone rotation (the last test having being conducted on 29/10/24) and evacuation drills are also conducted (the last drill having been conducted on 11/11/24).



Jota Development Ltd.

Fire Drill Attendees, 11th November 2024 Evacuation Timed at 49 Seconds

Neil Atterbury					
Alberto Bagnati			Visitors		
Elise Bauquel			Tommaso Dredozi		Yes
Josh Billingham	Yes		Gaetano Gallo		
Paul Brown					
Roger Canadell	Yes				
David Clark					
Nicola Conboy	Yes				
Damien Crochon					
Marc Donovan					

JOTA DEVELOPMENT LTD UNIT 1

FIRE ALARM TEST RECORD

Date	Call Point Number	Successful Test	Date	Call Point Number	Successful Test
04/06/19	3	Yes, Neil	28/04/20	5	Yes Neil
11/06/19	4	Yes Neil	05/05/20	6	Yes Neil
19/06/19	5	Yes Neil	12/05/20	1	Yes Neil
26/06/19	6	Yes Neil	19/05/20	2	Yes Neil
11/07/19	1	Yes Neil	26/05/20	3	Yes Neil
22/07/19	2	Yes Neil	02/06/20	4	Yes Neil
29/08/2023	2	Yes Neil	02/09/2024	5	Yes Neil
04/09/2023	3	Yes Neil	16/09/2024	6	Yes Neil
11/09/2023	4	Yes Neil	30/09/2024	1	Yes Neil
18/09/2023	5	Yes Neil	14/10/2024	2	Yes Neil
25/09/2023	All	Full Service	29/10/2024	All	Service
02/10/2023	1	Yes Neil			
09/10/2023	2	Yes Neil			

Suitable fire equipment is provided and routinely serviced; the last maintenance having been conducted on 10/6/24.



OFl – On the site tour, one of the fire exits was noted to have been partially obstructed.



The organisation has an emergency preparedness procedure in place and spill kits in areas where hazardous substances are being stored or used.

JOTA

At least once per year, the supplier performance data is collated, and the existing suppliers are evaluated.

The criteria for evaluation are:

- Meet JOTA Group's requirements.
- Quality of work or service provided.
- Responsiveness to complaints.
- Quality of reports prepared.
- Delivers on time.

Each supplier is evaluated on a scale from 1 to 10, with 10 being the best performance. The score ratio is based on a score of 10 being the best and one being the worst. If a supplier's performance drops and falls below a score of 7, a performance review is carried out by the Managing Director, which can lead to the supplier being removed from the list. Alternatively, JOTA Group will agree on improvements that the supplier needs to put in place and will re-assess the supplier's performance after an agreed time has lapsed.

Providers that are able to provide services or products that meet more requirements have a higher evaluation and, therefore, are in a better position to supply. The evaluation is recorded in the Approved Suppliers' List.

EMERGENCY PREPAREDNESS

INTRODUCTION

JOTA Group should devise strategies for emergencies at both company locations and trackside. The EMS Team will identify key hazards/risks and develop appropriate emergency response plans. Consideration of the following is essential during the planning stages:

- Hazard identification/assessment for the area of response.
- Training needs for key staff.
- Emergency resources needed.
- Communication systems needed.
- Emergency response procedure for the type of situation.
- Communication – telephone numbers, means of raising alarm.
- Debriefing and post-traumatic stress procedure.

JOTA Group, through the Aspects & Impact process and Risk and Opportunity Register, identifies potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them, including, if appropriate and practicable, testing of emergency situations. The controls for mitigating the associated risks are also set out in the Aspects Register.

The potential emergency situations include:

- Fire
- Spills
- Flood
- Personal Injury
- Air Quality Issues

EMS Procedures
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End of report.