

Hazardous waste consignment checklist

Not a transfer note with extra boxes. Different parties, different sequence, different consequences.

Work through this before the vehicle is loaded. A note that arrives at the weighbridge with the producer's section blank cannot be fixed there, and a load a site is not permitted to take is a wasted day and a movement nobody has paperwork for.

CONSIGNMENT NOTE CODE	PRODUCER	PREMISES
CARRIER	CONSIGNEE	INTENDED DATE OF REMOVAL

PART A – PRODUCER, BEFORE THE CARRIER ARRIVES

	DONE	N/A
Consignment note code allocated and recorded	☐	☐
Producer name, address and contact complete	☐	☐
Premises the waste is leaving identified	☐	☐
Premises registration position checked, where it applies	☐	☐
The process the waste arose from described	☐	☐
Waste classified, and the code arrived at recorded	☐	☐
Hazard properties identified	☐	☐
Physical form and quantity recorded	☐	☐
Container type, number and condition recorded	☐	☐
Packaging and labelling correct for what is inside	☐	☐
Part A signed and dated	☐	☐
	☐	☐
	☐	☐

PART B – CARRIER, ON COLLECTION

	DONE	N/A
Carrier registration current, and checked against the register	☐	☐
Vehicle registration recorded	☐	☐
Load matches what Part A describes — physically checked	☐	☐
Anything in the load not described has been resolved before loading	☐	☐
Load secured and segregated as the waste requires	☐	☐
Part B signed and dated, and a copy left with the producer	☐	☐
	☐	☐
	☐	☐

BEFORE THE VEHICLE LEAVES – THE CHECKS THAT PREVENT A WASTED DAY

	CONFIRMED
Receiving site holds a permit covering this waste	☐
Site contacted and the load expected	☐
Site's acceptance criteria checked against this waste	☐
Site opening hours confirmed	☐
Route and any carriage requirements considered	☐
	☐

PARTS C AND D – CONSIGNEE, ON RECEIPT

	DONE	N/A
Load inspected against the note on arrival	☐	☐
Accepted, part-accepted or rejected — recorded	☐	☐

	DONE	N/A
Quantity received recorded	☐	☐
Management method recorded	☐	☐
Note completed, signed and dated	☐	☐
Copy returned to the producer	☐	☐
Returns made as required	☐	☐
	☐	☐
	☐	☐
	☐	☐

ANYTHING NOT RESOLVED, AND WHO IS RESOLVING IT

RECORD CONTROL

The retention period for consignment notes differs from the one for transfer notes. Take it from the current Regulations.

CHECKED BY	DATE
COPIES HELD AT	DATE THIS RECORD MAY BE DESTROYED