MS 1 - Mobilisation

1.0 Mobilisation of the Services

1.1 Programme for the mobilisation of the Services (Table MS1.1)

Programmed activity	
Financial Close	
	Finalise Contingency Plan
	Finalise Third Party Waste sourcing
	Mobilisation of Construction Sub-Contractor Personnel
Planned Works Commencement Date	
	Site rules and Waste Acceptance Protocol discussion and agreement (including period for Site visits)
	Indicative estimate of the levels, timings and periods of deliveries of Contract Waste
Cold Commissioning	
	Confirmation of indicative estimates of the levels, timings and periods of deliveries of Contract Waste
	Recruitment and confirmation of Personnel
Target Testing Date	
Planned Readiness Date	
	MIS on-line
Commissioning Period (not including Cold Commissioning)	
	Operating Sub-Contractor employed as subcontractor to Construction Sub-Contractor for Commissioning Period
	Training of Site Personnel (to include induction training)
	Finalising the IMS for the Services Period
Acceptance Test Certificate	

Programmed activity	
	Independent Certifier issues Snagging Report with agreed rectification period
	All records and documents associated with the Services are transferred to the Operating Sub-Contractor
Planned Services Commencement Date	
	IMS accreditation period

Table MS1.1 – An indicative programme of activities during the mobilisation period

A more detailed mobilisation plan will be developed for each stage of the programme in Table MS1.1 in line with Schedule 8 (Key Dates) of the Contract.

The Services Commencement Date will occur when the Contractor has passed the Acceptance Tests and the Acceptance Test Certificate has been issued by the Independent Certifier. In accordance with paragraph 7.1 of Schedule 2 (Output Specification) of the Contract, the Contractor will ensure effective and cohesive Contract initiation in order to facilitate continuous service at the start of the Contract.

In order to ensure effective takeover at the Services Commencement Date, the following key activities will be implemented by the Contractor:

- all staffing level requirements, as set out in MS 5D (Personnel), will be satisfied through the employment of suitably qualified, competent Personnel;
- all skill level requirements needed to effectively operate all elements of the Facility processes from Services Commencement, as set out in MS 5D (Personnel), will be satisfied through the completion of the training programme;
- the Contractor will develop and agree a set of Site rules and Waste delivery procedures with the Authority, WCAs, HRCs and their respective contractors;
- the Contractor will ensure that all relevant documentation is available to Personnel and the Authority (including all Operating Manuals) prior to the Services Commencement Date;
- robust project management systems will be implemented throughout the Works Period, as set out in WDP 3 (Works), and will effectively govern all mobilisation activities prior to Services Commencement;
- the Contractor will ensure compliance with all necessary regulatory requirements and Consents throughout the mobilisation period; and
- in accordance with paragraph 2.2.4 of Schedule 2 (Output Specification) of the Contract, the Contractor shall ensure that the Services provided from the Services Commencement Date are in compliance with all relevant current Legislation and Consents.

1.2 Methodology used to implement and complete the hand over between Works and Services Periods

The key tasks to be undertaken during the mobilisation period are:

- the recruitment of all Personnel;
- the training of all Personnel;
- finalisation/updating Schedule 3 (Service Delivery Plans) of the Contract, where relevant;
- the transfer of all records and documentation from the Construction Sub-Contractor to the Operating Sub-Contractor;
- regular communication with and notification to the Authority, the WCAs, HRCs and their respective contractors of all required information as governed by the Contract, including the training and enforcement of Schedule 31 (Waste Acceptance Protocol) of the Contract and Site rules;
- implementation of relevant health, safety and welfare arrangements throughout the mobilisation period; and
- compliance with all regulatory, Environmental Permit and Planning Obligation requirements, as well as attaining all appropriate legislative certificates and Consents.

1.2.1 Mobilisation of operating Personnel

A recruitment process will be implemented in order to satisfy the staffing requirements of the Facility.

At least eighteen (18) months prior to the start of the Commissioning Period, the Contractor shall mobilise the Operating Sub-Contractor to work alongside the Construction Sub-Contractor.

The recruitment of all operational and maintenance team Personnel necessary to deliver the Services will be conducted and completed prior to the start of the Commissioning Period. The training of all operational and maintenance team Personnel will be conducted where appropriate, prior to and during Cold Commissioning. Full staffing requirements for the Facility are set out in MS 5D (Personnel).

The Contractor will employ competent Personnel for each position at the Facility, adhering to all company policies and relevant Legislation and Guidance. The Contractor will also ensure that an adequate number of skilled and trained Personnel are provided at each level of the organisational structure in order to meet the Output Specification.

1.3 The transfer of records and documents associated with the Services

The Construction Sub-Contractor will ensure that all relevant documentation associated with the Works Period has been submitted to the Operating Sub-Contractor in hard copy and electronic format and are readily available prior to the Services Commencement Date.

Documentation associated with the Works will include, but will not be limited to:

- as-built documentation and drawings in an approved form;
- the health and safety file;
- test logs and certificates; and
- Operating Manuals in final format.

All relevant Sub-Contractor documentation will be integrated into the Management Information System (MIS). The following categories of documentation will also be integrated into the MIS in accordance with paragraph 15.3 of Schedule 2 (Output Specification) of the Contract:

- Waste delivery and disposal records;
- plant performance;
- performance monitoring data;
- details of all Performance Standard Failures;
- details of any RIDDOR reportable incidents and near misses; and
- all Waste operations and Waste flows.

The documentation system will be available in electronic format.

The Operating Manuals will be formatted and will contain information as per BS 4884 Parts 1, 2 and 3; BS 4940 and Section 6 of the Health and Safety at Work Act 1974.

The Contractor will integrate the MIS into the overall control and monitoring system (CMS). All necessary data will be linked from the MIS to the CMS in order to ensure that an effective control process is established.

1.4 Notification to the Authority, WCAs and HRCs prior to Services Commencement

The Contractor shall organise a series of meetings, on dates to be confirmed between the Planned Works Commencement Date and the Planned Readiness Date, for the Contractor, the Authority, WCAs, HRCs and their respective contractors to discuss and agree the Site rules and the procedures contained in Schedule 31 (Waste Acceptance Protocol) of the Contract. In order to facilitate this process, the Contractor will schedule visits to the Site for representatives from the Authority, WCAs, HRCs and their respective contractors. Site visits will be organised during the Cold Commissioning period prior to the Planned Readiness Date. These parties must agree to abide by the Waste acceptance procedures set out in MS 2B (Waste Reception), Schedule 31 (Waste Acceptance Protocol) of the Contract and the Site rules prior to the start of the Commissioning Period.

During this period, the Authority, WCAs, HRCs and their respective contractors will have the opportunity to discuss any areas of concern within the proposed procedures. Schedule 31 (Waste Acceptance Protocol) of the Contract and the procedures therein, together with MS 2B (Waste Reception), will form the basis for how Contract Waste will be delivered to the Facility. The agreed Site rules and Waste acceptance procedures will be issued by the Contractor to the Authority, WCAs, HRCs and their respective contractors no later than the Planned Readiness Date. As part of the Site rules, the