

## AUDIT – MONITORING

GAP HYGIENE SANTE's engineering departments offer their expertise which ranges from simple diagnoses to complete audits. The main objective of the audit is to establish **an inventory of the establishment's** in-house waste management and offer advice on means that can be implemented to **optimize organization** in relation to hygiene and safety, as well as economics and the environment.

The audit is carried out in two stages:

### ● INVENTORY OF THE ESTABLISHMENT

This stage consists in making precise observations on site:

#### An identification of waste and its location

- An evaluation of the volume generated
- An analysis of the type of waste
- The processing chain and recycling already in place

#### A Study of the flow of waste, human and material means

- Collection points (location, size, access)
- In-house collection (times and means)
- Selective sorting and existing means of waste sorting
- Collection routes, transport by rail or road
- Hygiene and safety conditions relating to waste

#### EXAMPLE OF VOLUME AUDIT

Building	Floor	Department	Type of Waste	Audit date	Time	Q box 25 l	Q box 50 l	V box	W box	Q drums 25 l	V drums 26 l	W drums 26 l	Q sacks 100 l	V sacks 100 l	Comments
A	1SS(Basement)	Kitchens	HR (Household refuse)	3/6	10:00		1	50	7					1000	
A	1SS(Basement)	Pharmacy	MW (Medical Waste)	4/6	08:15									300	
A	RDC(Ground floor)	Radiology	HR/MW	3/6	10:35	4	2	200						800	
A	RDC(Ground floor)	Radiology	Cardboard boxes	12/6	15:25										
...	...	...	...	...	...										

### ● OPTIMISATION OF THE ORGANISATION

The ultimate objective of the audit is the design of tools to assist in decision-making by defining areas for improvement and the means of achieving this.

These areas for improvement are defined following an analysis of several criteria obtained during the first stage. The aim is the optimisation of the existing organization, taking into account the objectives of the organization as well as technical and economic constraints.

This represents an approach to quality and means in concrete terms:

- readjusting the pathway of waste processing
- defining the means necessary for sorting
- defining a new type of organization for optimizing costs
- defining the training requirements of employees

### ● MONITORING THE SERVICE

GAP Hygiene Sante has developed procedures, monitoring documents and performance indicators to measure both **quantitative and qualitative** progression linked to waste management.

Detailed or sample information can be provided by our site managers:

- the monitoring of collection
- the monitoring of removal
- the monitoring of supplies
- an evaluation of recovery

GAP		Hygiene Sante		
HOSPITAL				
<u>ESTIMATE OF VOLUME PER CATEGORY OF HOUSEHOLD AND HAZARDOUS WASTE</u>				
Check carried out on 05 February 2006 at 3.15pm				
<u>Methodology</u>				
Identification by department of hazardous waste containers (RED)				
Opening of yellow bags and drums				
Evaluation (HOSPITAL-SUPPLIER) of their approximate volume of contents				
Floors	Wings	Household Waste	Hazardous Waste	Observations
5 <sup>th</sup>	Right			Several bags badly closed
	Left			
4 <sup>th</sup>	Right			Bags badly closed
	Left			
3 <sup>th</sup>	Right			Presence of Pactout
	Left			Bags badly closed
....	....	....	....	.....

Other monitoring activities are carried out:

- spot checks on services: state of the collection or sorting, a table to measure quality ...
- corrections can be made depending on the results of the evaluation sheets

### Computerized tracking: the PILOTRACE® system

*PILOTRACE® is a bar code system and software enabling the precise identification of the production of waste and the use of packaging materials:*

- A bar code is affixed to each box and each collection point.
- Company employees identify the box using a scanner and weigh it at the waste centre, enabling the regular transmission of data.
- **PILOTRACE®** allows the complete management of all services provided, from collection to processing, and enables the service causing the dysfunction to be identified with precision.

### ● MONITORING CHANNELS

The conformity of the processing channel is certified by a waste monitoring document.

A retrieval docket and a weight receipt guarantee the transparency of the service.