



**Rescycle Pty Ltd**  
ACN 168 787 611



**EMERGENCY PREPARDNESS AND REPSONSE PLAN**

**ELT RECYCLING FACILITY, Avoca, Tasmania**

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## 1 APPLICATION

This document provides information and instructions to enhance the safety of staff, adjoining neighbours and visitors on-site at the Rescycle's End of Life Tyre (ELT) recycling facility located at Avoca, Tasmania during emergency situations.

This document sets out procedures to cover emergency incidents and controlled evacuation of the site until the appropriate emergency service agency arrives to take control, at which time response personnel will work in conjunction with that agency. The aim of this plan is to ensure actions are taken on the site to eliminate/minimise environmental harm in an emergency situation.

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## 2 APPLICABLE CODE OR STANDARD

This manual must be read in conjunction with the following codes and standards in Table 1below:

Code/Standard	Description
AS 3745-2002	Emergency control organization and procedures for buildings, structures and workplaces, published by Standards Australia

**Table 1: A list of the codes and standards applicable to this operating manual**

This manual has been written with these codes and standards in mind, and it is expected that they are adhered to and consulted when carrying out any of the operating procedures detailed in this manual.

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### 3 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

A comprehensive list of the definitions, abbreviations and acronyms used in this operating manual are shown below.

The reader can assume that terms that are used in this operating manual but are not listed below take their ordinary dictionary definition.

Term	Definition
ECO	Emergency Control Organisation
ELT	End of Life Tyres
Emergency	<p>Any event that arises internally or from external sources, which may adversely affect the environment, persons or the community generally, and which requires an immediate response. Emergency situations for the purposes of this Emergency Preparedness and Response Plan are:</p> <ul style="list-style-type: none"> <li>• Bushfire</li> <li>• Explosion (LPG cylinders)</li> <li>• Gas Leak from Pyrolysis Plant</li> <li>• Fire</li> <li>• Oil Spill From Oil Drum</li> <li>• Transport Accident</li> </ul>
Emergency Planning Team (EPT)	A committee responsible for establishing and maintaining an emergency plan and emergency response procedures.
OHS	Occupational Health & Safety

**Table 2: A list of the definitions used in this operating manual**

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## 4 BACKGROUND

This document aims to satisfy legislative and regulatory requirements such as the Occupational Health & Safety (OHS) Regulation, the Work Cover OHS Model for Self-Insurers and AS 3745. Additional processes and information have been included to meet the requirements of Part 5.7A of the Protection of the Environment Operations Act 1997 and the Protection of the Environment (General) Regulation 2009.

Preparing for emergency situations greatly reduces the risk of injury, illness, and fatalities, and may limit the damage done to infrastructure and surrounding areas. Well-developed and rehearsed emergency plans assist staff and Emergency Control Organisation (ECO) teams to respond quickly and effectively to an incident.

### 4.1 SIZE AND COMPLEXITY

The Rescycle End of Life Tyre (ELT) recycling facility consists of Thermal Desorption Unit that comprises of augers, a retort, high temperature filters, condensers and a chiller system. This facility is going to be located outside the town of Avoca in Tasmania, in the premises of a decommissioned saw mill.

Entry to the site is gained from Esk Highway along a sealed road with a car parking area adjacent to the old saw mill.

Equipment and plant on site includes a tyre debanding and shredding plant, a wheel loader, a four wheel drive motor vehicle, plant hire trucks.

#### 4.1.1 THE NUMBER AND TYPE OF OCCUPANTS

The number of occupants at any given time will comprise a maximum of 5 persons, plus any visiting RESCYCLE staff or contractors. However, under normal working arrangements the plant/office is occupied by a lesser number.

Currently there are no employees with disabilities at this location, however if this situation arises dispensation will be made through the Emergency Planning Committee (EPC) and ECO to address any additional requirements.

#### 4.1.2 THE HOURS OF OCCUPANCY

The regular hours of operation for the facility are from 7.00 am to 6.00 pm Monday to Friday, however the facility will operate outside that span of hours and on other days on a regular basis.

## 4.2 SITE CONTENTS

Rescycle's ELT recycling facility is licenced to hold up to 7.5 tonnes of tyres on the site at any one time. Other substances include:

- Gas Cylinders (1 x 210 kg cylinders)
- New and used oil (up to 10 000 L)

The location of all substances held on site can be found on the site map (Figure 1).

## 4.3 SITE MAP

The site map included on the following page includes a general site layout with the location of the:

- Oil and LPG cylinder storage
- Evacuation signage and muster point

## 4.4 POTENTIAL INCIDENT SITUATIONS

In accordance with the Australian Standard 3745-2010, the following types of emergencies have been identified that could affect this facility.

- Bomb threat
- Bushfire
- Chemical, biological and radiological substances
- Civil disorder

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- Earthquake
- Fire
- Flood
- Hazardous substances incidents
- Industrial accident
- Medical emergency
- Severe weather/storm damage
- Structural instability
- Transport accident
- Toxic emission

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## 5 RESPONSIBILITIES

### 5.1 EMERGENCY PLANNING TEAM

#### 5.1.1 MEMBERS

The members of the Emergency Planning Team (EPT) are from the following positions, and for the purposes of emergency preparedness and response plan, are assigned an additional title to denote their duties. They are the:

1. General Manager (also “Chief Warden”);
2. Operations Manager (also “Area Warden”);
3. Environmental Manager (also “Warden”)

#### 5.1.2 MEETINGS

The EPT will meet annually and may be required to hold other meetings during the year depending on requirements identified during this period. It is recommended that one or more Process Supervisors attend EPT meetings as employee representatives, in addition to the EPT members mentioned above.

#### 5.1.3 RESPONSIBILITIES

The EPT shall ensure that, during emergencies, instructions given by EPT members shall overrule normal management structure. Other duties of the EPT are to:

- establish and implement emergency plans and emergency procedures;
- ensure that the personnel are appointed positions for emergency response;
- arrange for the training of personnel in emergency preparedness and response;
- arrange for conduct of evacuation and/or spill control exercises;
- review the effectiveness of evacuation and/or spill control exercises and arrange for procedure improvements; and
- determine who will implement emergency procedures.

#### 5.1.4 AUTHORITY

Once an emergency is declared, the powers of all Wardens shall override all normal non-emergency management procedures. The Chief Warden and Area Warden shall have the authority to marshal all staff and any visitor/s to their floor/area, or to the evacuation muster point.

## 5.2 GENERAL RESPONSIBILITIES

### All Employees

- All employees are responsible for spill clean-up and emergency response on site
- All persons (employees, contractors and visitors) must abide by directives given by EPT members (i.e. the Chief Warden, Area Warden and Warden) during an emergency situation.

### General Manager (Chief Warden)

- To ensure all managers are aware of their responsibilities in regards to these procedures
- To ensure the site personnel are trained in all site procedures and potential emergency situations
- To ensure that all employees, contractors and visitors to this site comply with the environmental and safety requirements of the site
- Environmental complaints receipt
- Media spokesperson
- Environmental incident reporting

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- Instruct visitors to the site as to the location of the evacuation/muster area and the alarm system for the site

**Operations Manager (Area Warden)**

- Environmental monitoring
- Environmental complaints receipt
- Environmental incident reporting
- Media spokesperson
- Vehicle maintenance (trucks, cars and forklifts) and associated activities
- New and used oil handling
- To ensure that the Employee and Visitor/Contractor Sign-in Books are maintained and up to date in the event of an emergency evacuation
- Instruct visitors to the site as to the location of the evacuation/muster area and the alarm system for the site

**Environmental Manager (Warden)**

- To ensure all potential emergency situations that may affect the environment, have been identified and where possible actions established to reduce the potential for these situations to occur (i.e. Risk Assessment)
- Implement & maintain the Environmental Management Program for the site
- Environmental monitoring
- Environmental incident reporting

**Process Supervisors**

- Ensure the work area/s under their control are maintained in such a manner that the potential for an emergency situation is reduced
- Environmental incident reporting

**Transport Drivers**

- Any spill clean-up and emergency response needed as a result of transport accident

**Contractors and Visitors**

- To ensure at all times that their actions do not place at risk the environment, or the health, safety and welfare of persons employed at the site
- Contractors to ensure they maintain their work area/s in such a manner as to reduce the potential for an emergency situation
- Contractors to maintain their work areas in such a manner as to ensure safe access and egress in the event of an emergency evacuation
- All persons must abide by directives given by EPT members during an emergency situation.

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## 6 PLANNNING

An environmental risk assessment for the site shall be carried out at least annually as a part of the Environmental Management Program that shall be maintained by the Environmental Manager. Rescycle Pty Ltd carried out this following initial risk assessment.

Risk	Risk Assessment before treatment	Risk Treatment	Risk Assessment after treatment
Bush Fire	3	On site fire equipment maintained to correct regulations and standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
Tyre Fire	3	On site fire equipment maintained to correct regulations and standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
Gas Leak	3	Operator on hand to rectify fault and / or shut down plant. A gas pressure imbalance will trigger an automatic plant shutdown. Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
LPG Fire	2	LPG equipment regularly serviced and maintained. On site fire equipment maintained to correct regulations and standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
LPG Leak	4	LPG equipment regularly serviced and maintained. On site fire equipment maintained to correct regulations and standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
Oil Spill	4	Regular servicing of oil equipment and safe storage of oil.	5

### Monitor and Review:

It is recommended to monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

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**Risk Assessment Matrix**

How serious could the injury be?	How likely is it that the hazard will cause harm			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6

**6.1 EMERGENCY RESPONSE PROCEDURES**

The following emergency response procedures will be developed and implemented as a part of emergency preparedness and response plan to ensure that environmental impacts resulting from emergency situations are eliminated or minimised. The procedures include:

1. Bushfire Procedure
2. Gas Cylinder (LPG Cylinder) Fire Procedure
3. Gas Leak (pyrolysis plant failure) Emergency Plant Shutdown Procedure
4. Oil Spill (Outside Main Building) Procedure
5. Tyre Fire Procedure
6. Transport Accident Procedure

**6.2 EMERGENCY RESPONSE EQUIPMENT**

**Fire Hose Reel**

A Fire Hose Reel is located adjacent to the fire hydrant on the corner of the tyre shredding facility.

**Fire Hydrants**

The site has two fire hydrants that may be used for firefighting by the Tasmania Fire Service; one located on the northern side of the northern stockpile and one located on the corner of the tyre shredding facility (see Figure 6 from DPEMP).

**Portable Fire Extinguishers**

There are xxx (xxx) portable fire extinguishers located on the site throughout the main building. They include:

- xxxx (xxxx) x Dry Chemical – for paper, wood, textiles, oil, liquid and electrical fires (located in the office and main building)
- xxxx (xxx) x Carbon Dioxide (CO<sub>2</sub>) – for paint, oil, electrical & other liquid fires (located in the main building adjacent to the Eastern roller door)

**Smoke Detectors**

There are xxxx (xxxx) smoke detectors located throughout the main building and one (1) smoke detector located in the office. All smoke detectors are wired to the security alarm system operated by Chubb Security.

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**Oil Spill Kits**

A hydrocarbon specific spill kit will made available for cleaning up oil spills. The spill kit is kept in a 120L wheeled container inside the wire cage on the Northern wall of the warehouse (with the fire hose) and includes the following:

- 2 x absorbent socks – 100mm x 3m
- 2 x absorbent socks – 100mm x 1.2m
- 2 x absorbent pillows – 450mm x 450mm
- 2 x 50L bags of absorbent particulate
- 10 x absorbent pads - 400mm x 500mm
- 5 x disposal bags
- 1 x personal safety kit
- 1 x broom
- 1 x anti-spark shovel

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### 6.3 ALARM SYSTEMS

#### Fire Alarm

There will be a manually operated onsite fire alarm to indicate the necessity to evacuate the premises.

#### Evacuation Alarm

An evacuation alarm shall be installed at the site. It is recommended that is located in the plant control room. It is to be operated according to the Evacuation Procedure.

#### Pyrolysis Plant Failure Alarm

The pyrolysis plant has real time monitoring of process parameters including gas pressure in various elements of the plant. This system will alarm if an imbalance in gas pressure occurs. The plant will immediately commence an emergency shutdown procedure if a gas imbalance alarm occurs. The automatic shutdown procedure takes between 15 and 20 minutes to complete.

### 6.4 TELEPHONE/COMMUNICATION SYSTEM

There will be a phone line operating for the site – XX XXXX XXXX. It is recommended that a handset be installed in the control room for communication of emergencies to authorities.

### 6.5 TRAINING & COMPETENCE

The training requirements specific to this Emergency Preparedness and Response Plan are that:

- All employees on site are to be given training in the site emergency procedures and emergency response drills at the time of their induction;
- Refresher training will be conducted on the site emergency procedures every 2 years to ensure all employees are aware of these procedures and their responsibilities during an emergency situation; and
- Contractors are to be trained in the site emergency procedures as a condition of their contracts and shall be required to undertake refresher training every 2 years.

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## 7 RESPONSE

### 7.1 EVACUATION AND MUSTERING POINTS

The site has a mustering point where employees, contractors and visitors are required to assemble when an evacuation alarm is sounded.

A list of employees and a list of contractors and visitors on the site shall be kept in the Employee and Visitor/Contractor Sign-in Books respectively. These must be held in the Manager's office and a copy shall be accessible at the mustering point for a head count to be conducted. The mustering point can be seen on the site map (Figure 1).

### 7.2 RESPONSIBILITIES

It is the responsibility of the Chief Warden or Area Warden to conduct the head count to ensure that all personnel, contractors and visitors on the site are assembled at the mustering point, and to provide direction as to exiting the site as per the Evacuation Procedure.

### 7.3 EVACUATION PROCEDURES

The situation should be assessed before the decision to evacuate is made. Consideration should be given to the following factors:

- the location of the incident,
- the severity and extent of the incident,
- if a fire is involved, the proximity of any flammable material,
- if a fire is involved, whether the first attack appliances are controlling the fire,
- the nature and type of occupants in the vicinity,
- IF IN DOUBT - EVACUATE. It is better to have the trouble of resettling occupants than to risk loss of life.
- On detection of an emergency situation, immediately notify the Process Supervisor, and initiate the emergency alarm
- All production must immediately cease, and shutdown procedures initiated in line with the imminent effects of the emergency, and notification of surrounding communities likely to be effected must be initiated.
- All personnel on hearing the alarm must either move to or contact the control room to ensure they are accounted for and are made aware of the emergency and the required actions.
- The shift supervisor is responsible for ensuring all personnel are accounted for, including office staff and visitors.
- If evacuation is required, all personnel are to gather at the nominated muster point until further notice.
- If evacuation is required, consider the danger to neighbouring residences and if in doubt alert residents to the risk.

Alert the following residents if a danger exists:

Esk Main Road	10 St Pauls Place
2455 Esk Main Road	16 Blenheim Street
4 St Pauls Place	18 Blenheim Street
6 St Pauls Place	62 Royal George Road
8 St Pauls Place	142 Royal George Road

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**7.4 AUTHORITY TO INITIATE EVACUATION**

The authority to evacuate an area is vested in the Warden present at the incident. Initiating an evacuation involving multiple areas of or the entire facility is vested in the Chief Warden pending arrival of the Fire Brigade and thereafter on the advice of the Officer in Charge of the Fire Brigade.

**7.5 STAGES OF EVACUATION**

If there are no members of the Emergency Control Organisation present all occupants are to commence immediate evacuation of their area if their safety is threatened. Initial evacuation should be conducted in three distinct stages depending on the severity of the emergency.

Stage 1 - Removal of Persons from the Immediate Danger Area

Occupants are removed from the affected area into the next area, for example from a room to the corridor. If available, doors should be closed to confine smoke and fire in the affected area.

Stage 2 - Removal to a Safe Area

If the severity of smoke or heat warrants further evacuation, occupants should be moved through fire and/or smoke control doors to safe areas.

Stage 3 - Complete Evacuation of a Floor

Should the emergency necessitate evacuation of the affected floor, Wardens are to direct occupants to the assembly area via the emergency exits.

Stage 4 – Emergency Alert to Neighbours

Should the emergency poses a danger to neighbouring residents, contact residents by phone to raise the alert.

Occupants are divided into three priority groups for evacuation:

PRIORITY 1	Ambulatory persons who require only a Warden to guide or direct them to a place of safety.
PRIORITY 2	Semi-ambulatory persons requiring just a helping hand.
PRIORITY 3	Non-ambulatory persons who have to be physically moved or carried.
<b>NOTE:</b> If circumstances permit persons in Priority 1 may assist in the evacuation of occupants in Priority 2.	

**7.6 DUTIES OF CHIEF WARDEN DURING AN EVACUATION**

On becoming aware of an incident, the Chief Warden is to:

- a) Proceed to the Master Emergency Communication Point (MECP)/Control Room and take control.
- b) Establish communications with the affected area and assess the nature and extent of the emergency.
- c) If an evacuation of the site are required initiate evacuation procedures including notifying all staff members by radio or mobile telephone to proceed to their muster point.
- d) Ensure the Emergency Services are notified.
- e) If the emergency constitutes a threat to neighbouring residences, these residents are alerted by phone.
- f) If an unwanted (false) alarm or if the incident has been overcome, notify all areas.

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**7.7 DUTIES OF WARDENS - WHEN AN EVACUATION IS REQUIRED**

When an Evacuation is required, Wardens should be prepared to:

- a) Wait until the emergency exits are clear before entering. If the emergency exits are congested, wait for a few moments and check again or use the alternative exit.
- b) A Warden should lead the occupants in single file down any stairs to the Assembly Area. A second Warden should follow the evacuees and ensure they all stay together. Keep calm and avoid running or lagging behind.
- c) Provide assistance to any person who falls or trips.
- d) Ensure the noise level is kept to a minimum.
- e) Allow room for Emergency Services personnel who may also be using the emergency exits.
- f) When directed conduct a final check of all areas to ensure it is clear of occupants. Wardens are to check toilets, strong rooms and all occupied spaces in their area.
- g) Prevent any person from re-entering the area or building, unless authorised to do so by the Chief Warden or senior Emergency Services Officer.
- h) Prevent substances such as food or drinks that could create a hazard, from being taken into the emergency exits.
- i) Permit only non-bulky personal items, such as purses, wallets or handbags, to be carried into the emergency exits for an evacuation other than a bomb threat or IED incident.

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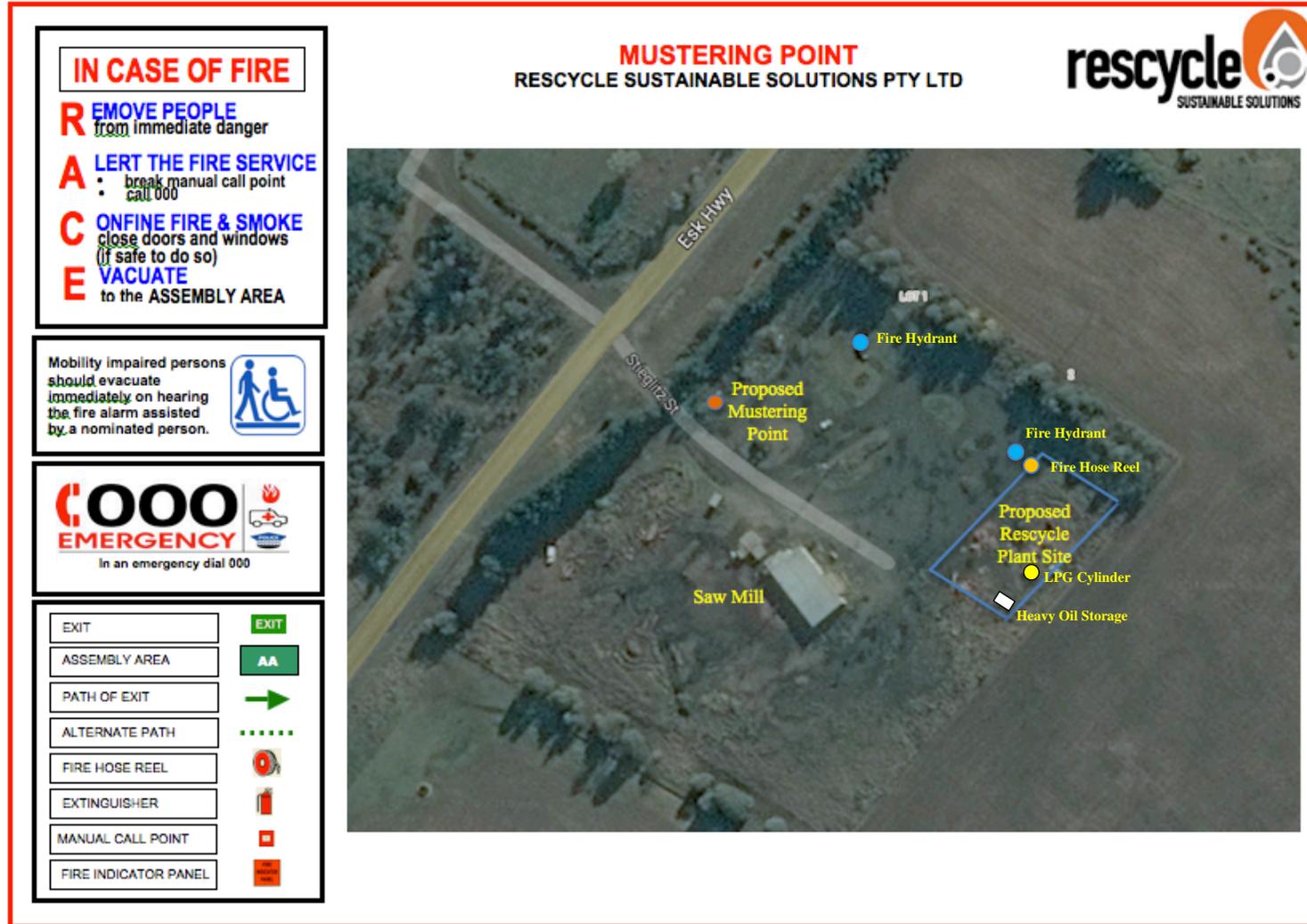


Figure 1



THERMAL DESORPTION UNIT

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**8 REFERENCES**

All of the documents that were used in preparing or referenced to in this manual are listed below:

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**Table 3: A list of the documents referred to in this document, and/or used to prepare this document**