

From: The Management of Cox Automotive / CWL Wyton Date: 1st September 2020

To all persons employed and sub-contracted

Doc 18

SPRAY GUN CLEANING PROCEDURE

In order for the company to comply with the Environmental Protection Act 1990, the Pollution Prevention and Control Act, 1999 and the Environmental Permitting (England and Wales) Regulations 2010, Cox Automotive / CWL Bodyshop Management request that all Paint & Prep Technicians abide by the following requirements:

The 'purging' of sprayguns with cleaning solvent must be carried out in the Spraybooth in order to control fugitive VOC (Volatile Organic Compounds) emissions.

Do not purge a spray-gun by air line in the mixing room – **ONLY** in the Spraybooth, when purging a spray-gun in the spraybooth prior to cleaning, ensure that the spraybooth extraction system is switched to 'Spray Cycle'.

Alternatively, the Gun Wash Machine can also be used if the unit has a cowling facility to extract spray solvent at the spraygun nozzle.

When cleaning a spray-gun with solvent, only use the solvent dispenser in the spraygun cleaning machine, manual pouring from the gunwash thinners tin is not allowed.

In the event that there is a spillage, please use the company's Spillage Procedure or in the event of an abnormal emission, this must be recorded and reported immediately to your Line Manager who will report to the Local Authorities, investigate and effect repairs accordingly.

The Management thank you for your co-operation in this matter.

Please sign this document (below) as acknowledgement that you have read and understand the contents of this document.

Employee Name: «Employee_name» Job Title: «Job_Title»

Dated This Day: Signature: