

Department	Environmental, Health and Safety	Document no	EHS-015		
Title	Waste Removal Process				
Prepared by:		Date:		Supersedes:	
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Approved by:		Date:		Review Date:	

Document Owner

EHS Manager

Affected Parties

All Site colleagues

Purpose

To standardise the types of containers used for handling all types of waste, recycling material and waste from the Manufacturing facilities.

Scope

The procedures set out in this SOP are the responsibility of every person working in Manufacturing.

Definition

WIP	Work-in-Progress
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Related Documents

WAR-020	Dispatch of Goods From Warehouse
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EHS Statement

Provide directions on safe handling, storage and disposal of waste from the Production Area.

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Procedure

1. Wheeled Bins for Manufacturing

1.1. Yellow Bins – Rejected PRODUCT:

Labelling on bins: **Filled Rejects**

Examples: Product Waste

Note: These products can have labelling.

These bins can also be placed by production staffs in the WIP area for Warehouse staffs to remove and empty. Replacement bins can be collected from WIP.

1.2. Black Bins – Rejected PACKAGING