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|-------------------|---|--------------------|----------------|--------------|--|
| <b>Department</b> | <b>Environmental, Health and Safety</b> | <b>Document no</b> | <b>EHS-015</b> |              |  |
| <b>Title</b>      | <b>Waste Removal Process</b>            |                    |                |              |  |
| Prepared by:      |   | Date:              |                | Supersedes:  |  |
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## 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 |
|-----|------------------|

## Related Documents

|         |                                  |
|---------|----------------------------------|
| WAR-020 | Dispatch of Goods From Warehouse |
|---------|----------------------------------|

## 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