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|  | | | **HSE OPERATIONAL CONTROL PROCEDURE** | | | **DOC** | | | | |
| **OCP No.** | | | | |
| **Date :** | | | | |
| **ACTIVITY: DISPOSAL OF SCRAPS**  **Project : Location :**  **Sub-Contractor : Nature of work : Purpose:** To segregate, store and dispose various scraps of project site | | | | | | | | | | |
|  | **Sl.**  **No.** | **Procedures** | | | | | **Performed**  **by** | | **Checked**  **by** | |
|  | 1 | Individual Section/Department to practice at-source segregation and storage of scrap into Legal & Non-Legal (as per Scrap Tracking format attached herewith) and store on-site. | | | | |  |  |  |  |
|  | 2 | Transfer all the stored scraps & wastes from the above locations to the identified waste category receptacle point of designated “Scrap Yard”. If casual or House Keeping Personnel is engaged for such collection, they be trained for strict adherence to practice deposition in respective category for final  disposal/storage objective. | | | | |  |  |  |  |
|  | 3 | Effect auctioning or sale, as per waste category requirement, and record such information as per “Scrap Tracking Format” shown in Annexure-1. | | | | |  |  |  |  |
|  | 4 | Communicate the same on Department” of CCCL | | monthly | basis to “Planning | |  |  |  |  |
|  | **Prepared By :**  **SE / SS :**  **Date :** | | |  | **Approved By : Project Manager : Date :** | |  |  |  |  |

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| **SCRAP CATEGORY** | **FREQUENCY OF SALE / AUCTION / DISPOSAL** | **RESPONSIBILITY** | **REMARKS / RECORDS**  **LINKAGE** |

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| --- | --- | --- | --- |
| Used Oil |  |  |  |
| Oil Soaked Wastes |  |  |  |
| Spent Diesel/Kerosene/Hi- tec oil |  |  |  |
| Clean Oil Filters & Air filters |  |  |  |
| Lead-Acid battery |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Empty Barrels, Cans. Tins, Containers etc |  |  |  |
| Wooden Scraps |  |  |  |
| Scrap for Material Go- down |  |  |  |
| Ferrous Scraps |  |  |  |
| Others Wastes |  |  |  |

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|  | **HSE OPERATIONAL CONTROL PROCEDURE** | **DOC No.** |
| **OCP No.** |
| **Date :** |
| **ANNEXURE – 1: TRACKING OF VARIOUS SCRAPS FOR SALE/AUCTION**  **LEGAL SCRAPS:**  **NON-LEGAL SCRAPS:** | | |