

Work Instruction: SOP 3
Original Date of Issue: 1/9/2020
Revision Date:

Title: Waste Disposal
Revision No: 0
Approved By:

Doc 25

1. **Purpose of this Standard Operating Procedure:**
To ensure that waste is disposed of in accordance to the regulations in the correct container.
2. **Scope:**
This work instruction applies to all staff employed by Cox Automotive / CWL Bodyshops.
3. **References:**
The Company EMS Manual.
4. **Responsibilities:**
Managers / All workshop Technicians.
5. **PPE:**
Gloves, goggles and dust masks where applicable.
6. **Materials:**
All dry waste and wet waste (including hazardous waste).
7. **Procedure:**
Ensure that all (wet) solvent waste and dry waste is transferred to the relevant waste container using a lidded funnel.
 - a) Ensure that all solvent waste is transferred to the relevant waste container using a lidded funnel.
 - b) When storing solvent waste containers, ensure that the waste drum is in a secure area away from all workshop processes to avoid damaged or spillage of the container.
 - c) If the solvent waste container is stored outside, ensure that the drum is placed in a bunded / encapsulated trunk or bespoke storage container to avoid leakage and spillage.
 - d) Dry waste such as masking paper, used rag / cloth and paper wipes, tack rags and used sanding papers must be bagged and tied and placed in the lidded waste container.
 - e) Dust collected in mobile or centralised units from sanding operations must be bagged and placed in the lidded waste container.
 - f) Ensure that a new bin liner is placed in the bin every time prior to use.
 - g) All metal waste bins located in the workshop must be lidded at all times to prevent spillage.

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

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

Dated This Day: _____ Signature: _____