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National Oil Recycling Association
of South Africa
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Reg No 2006/036703/08

CODE OF CONDUCT

Members of NORA-SA are required to conduct themselves and their businesses in accordance with the NORA-SA Constitution and in a manner that will further the objectives of the Association by acting ethically, in an environmentally acceptable and responsible manner and in such a way as to not bring the Association into disrepute. Members shall comply within a set period with the minimum requirements as set out by NORA-SA.

I the undersigned agree to comply with the above Code of Conduct:

Signed:

Name:

Company:

Date:

DEFINITIONS:

Ethically: in a responsible manner, with virtuous conduct, in a morally acceptable manner.

Environmentally acceptable: conduct that is not detrimental to the health and well-being of the environment (As stated in Section 24 of the Constitution of South Africa)

OPERATIONAL STANDARD FOR COLLECTORS

SCOPE:

This standard is the minimum requirement to be met by collectors, who are recovering and fetching used oil from the generators at source by means of road vehicles for delivery to others.

LEGAL:

The collector must be in compliance with the minimum requirements as specified by the Association.

Directors: DW Hunter (Chairman); A Haycock (Vice Chair.);
L Bianchina; A Carolissen; T Galekhutle; P Hilliar; E Mascis; W Molefe; G Pearce; C Theron; M van der Merwe; M Wurbach;

An Association Supported by The ROSE Foundation





DOCUMENTATION:

The following documentation is to be kept in or on the vehicle at all times:

1. Valid NORA-SA membership certificate (photocopy will do) if applicable
2. Used oil collection book
3. Used oil delivery book
4. Waste manifest document
5. Valid appropriate driver's licence
6. Professional driver's licence for vehicles over 3,5 ton gross mass (PrDP)
7. Safety Data Sheet
8. Vehicle licence
9. Vehicle roadworthy certificate for vehicles >3500kgs GVM
10. Environmental Incident Book
11. Operational manual for spillage, fire, accident, injury and the reporting of incidents and emergencies (this must include training certificates, checklists) if required
12. Vehicle placarding

Other documents to be made available for inspection:

13. Certificates of safe disposal
14. All permits
15. Proof of registration with relevant waste management officer in the department, province or municipality

EQUIPMENT

The vehicle must be in a clean and neat condition. All equipment must be in good working order to allow safe operation. The following equipment is to be present:

1. Suitable tank secured to the vehicle
2. Suitable spark arrestor where applicable
3. Spill kit as approved by NORA-SA or of equivalent standard
4. Drip tray, lids and safety valves
5. Suitable hoses and fittings
6. Static cables where required
7. A powder fire extinguisher within service expiry date, complying with the following weights:

Bakkies	4,5 kg
Truck /tractors	9,0 kg
Rigid truck / tractors and trailers – SANS1518	2 x 9,0 kgs
8. Personal protective equipment consisting of overalls, gloves, safety glasses, ear protection and safety boots.

AUDITING

The Association reserves the right to periodically audit the collectors against the above standard. Auditors will be appointed by the Association. Collectors are required to co-operate with any such audit without prior notice. Auditing will be carried out at any frequency as determined by the Association.

OPERATIONAL STANDARD FOR PROCESSORS & RECYCLERS

All processors and disposers of used oil shall be ISO 14001 certified or in the process of becoming certified, or have an environmental management system of the equivalent standard operating or in the process of being implemented which implies continuous improvement, have demonstrable legal compliance, and a traceable system for used oils received, processed and delivered which will be audited by a ROSE-appointed auditor.