


	Torrent Power Ltd. - Distribution	Doc. No.: TPDF02-STO01-OCP-008
	OCP- Handling, Collection, Storage and Management of Electronic Wastes	Rev. No. /Dt: 02 / 12.04.2024

DOCUMENT CONTROL


Document Number	TPDF02-STO01-OCP-008	
Title of Document	Handling, Collection, Storage and Management of Electronic Wastes	
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Amendment Sheet

Sr.	Issue No.	Rev. No.	Date	Amendment Details	Reviewed by	Approved by
1	0	0	01.12.2021		PW	PS
2	0	1	09.06.2023	1. Annual Review of OCP 2. Review Frequency updated. Clause 4. 3. Modified list of departments for interactions. (IT & Admin department added)	PW	PS
3	0	2	12.04.2024	1. Modified Clause 10 Revised PPE Names from Shoes, hand gloves, Helmet & Goggles to Safety shoes, cotton hand gloves, Safety helmet & Safety Goggles	AP	PS

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1. PURPOSE

1.1. To handle & dispose Electronic Waste through authorize agency.

2. SCOPE OF DOCUMENT

The scope of this document is to define a structured activity for Management of Electronic waste

3. FIELD OF APPLICATION

3.1. This procedure is used for receipt of all types of materials in TPL-Franchisee area of Bhiwandi & SMK

4. FREQUENCY

Review annually OR as and when there is a change for suitability & adequacy.

5. AUTHORITIES AND RESPONSIBILITY

5.1. The Head of Stores is responsible for implementation of this procedure for effectiveness.

5.2. Store staff deputed at respective location is responsible for execution of this procedure

6. REFERENCES

6.1. E-Waste (Management) Rules, 2016 (EWMR 2016)

7. SPECIFIC COMPETANCY REQUIREMENTS

7.1. Knowledge of SAP and OCP

7.2. Communication skill

7.3. IMS Awareness

7.4. Knowledge of MSDS

7.5. Knowledge of Material


7.6. Computer literacy

7.7. Knowledge of Legal compliances

8. INTERFACE WITH OTHER DEPARTMENTS/SECTIONS, IF ANY

8.1. Security

8.2. Purchase Department

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- 8.3. User Department
- 8.4. F&A Department
- 8.5. Scrap Vendor
- 8.6. Admin Department
- 8.7. IT Department

9. TOOLS AND TACKLES

- 9.1. General Hand Tools
- 9.2. Computers & Printer
- 9.3. Software - SAP, MS Office, E-way-Bill access
- 9.4. Weighing Machine / Measuring equipment /Weigh Bridge
- 9.5. Material Handling Equipment
- 9.6. Vehicle
- 9.7. Storage infrastructure

10. PERSONAL PROTECTIVE EQUIPMENTS / SAFETY TOOLS


Following PPEs shall be used to carry out work at site (TPDF02-STO01-OCP-PPE-F01).

- 10.1. Safety Shoes
- 10.2. Cotton Hand Gloves
- 10.3. Safety Helmet
- 10.4. Safety Goggles
- 10.5. Mask

11. SIGNIFICANT RISK PARAMETERS

- 11.1. Quality Management System: Low
- 11.2. Impact on Environment: High
- 11.3. Health and Safety Risk: Medium
- 11.4. Energy Management: Low
- 11.5. Asset Management Risk: Low

12. PROCEDURE

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12.1. STORAGE REQUIREMENTS


- Discarded Electronic waste that are considered as E-waste as per Schedule-I of EWMR-2016.
- Refer List of Hazardous Waste and Handling Requirements (TPDF02-STO01-OCP-006-F01)
- Storage location for Electronic Waste shall be isolated shaded area.
- Electronic Waste shall not be stored for a period more than one hundred and eighty days.

12.2 HANDLING REQUIREMENTS

- Provide training to all workers engaged in handling of E-waste once a year.
- Provide PPEs to all workers handling Electronic Waste as listed above in Section-10 by store department.

12.3 DISPOSAL

- Scrap disposal work orders are periodically issued to MPCB authorized vendors by purchase department.
- Stores keeper calls the vendor to lift the scrap as and when required.
- Payment RTGS is done by vendor before scrap is lifted against sales order.
- Payment confirmation mail is received from accounts department.
- Storekeeper creates DPR using the T code F-37 for the amount deposited by vendor.
- Tare weight of Empty truck is done in presence of Stores Staff and security guard on Weigh Bridge.
- After loading the scrap materials, gross weight is to be done on Weigh Bridge. (Weigh bridge is used for bulky scrap material and in house weighing scale is to be used for small size materials with lesser quantity)
- Stores creates the out bound delivery using T-code VL01N
- Stores post Goods issue using T-code VL02N.
- Stores creates draft Invoice for the scrap sold using T-code VF01.

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- Print three copies of scrap challan & Tax Invoice using T-code VF03.
- Signature of stores keeper, store officer, security guard & vendor are to be obtained on three copies of scrap challan.
- Stores creates the NRGp against the scrap sold document using T-code YMPI026
- Stores officers release the NRGp using T code YMPI026
- Print three copies of NRGp using T-code YMPI026
- Storekeepers prepare E-way bills
- One copy of scrap challan, Tax Invoice, NRGp & E-way bill is to be Submitted to account dept for E-invoice & record purpose.
- One copy of scrap challan, Tax Invoice, NRGp, E-invoice & E-way bill are to be handed over to vendor and one copy is kept with store for record purpose.
- Necessary manifest documents (Form-6, /10, etc.) & form 9 are filled by stores.

13. IMPACT ANALYSIS OF SIGNIFICANT RISKS

13.1. Quality Management System

(1) Details of Quality Issues involved

- (a) Improper storage may lead to spillage and inferior quality of waste

(2) Details of Quality Assurance plan

- (a) To ensure proper storage of material

13.2. Environment

(1) Details of Environmental impact

- (a) Land Contamination
- (b) Air pollution

(2) Precautions to minimize Environmental impact

- (a) Ensure proper handling and storage of waste
- (b) Adherence to the required norms

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13.3. Health and Safety

(1) Details of Health and Safety Hazard involved

(a) Injury while loading/unloading of waste

(b) Fire / Inhale / Contact with hazardous waste

(2) Precautions to minimize health and safety related impact

(a) Use all required PPEs during execution of the job

(b) Ensure work area is properly Barricaded if required.

13.4. Energy Management – Not Applicable

13.5. Asset Management – Not Applicable.

14. LIST OF ATTACHMENTS

Sr.	Document /Record Description	Reference No.
1	List of Hazardous Waste and Handling Requirements	TPDF02-STO01-OCP-006-F01

***** End of Procedure *****