

Process Name/ Title:				WI-PLN-WHS-011		
Disposal / Scrap		Document No:				
WORK INST	WORK INSTRUCTION	Effective Date:	May 15, 2017			
Product Code/Name:	Customer Code:	Rev. No.:	0	Page No.:	Page 1 of 2	

Common N/A Records/Remarks/ No Work Procedure/ Illustration **Quality Pointers** HOW TO ENDORSE FOR DISPOSAL AND SCRAP MATERIALS PRODUCTION DEPARTMENT Requestor will fill-up disposal and scrap form. (Note: All items must be filled out) SCRAP DISPOSAL MONITORING FORM F-WHS-005-1 EFF: 05/09/17 PLEASE CHECK NO. DATE ITEM CODE ITEM DESCRIPTION REASON CODE DISPOSAL SCRAP RECYCLE PREPARED BY: PRODUCTION CHECKED BY: QA CHECKED BY: WAREHOUSE RECEIVED BY: ADMIN CONFIRMED BY: Manager Manager Manage Manager Manager PCO Security After completion, Leader will check, if details are tally versus actual. Then sign. Department Manager will verify and check details of materials to be scrap / dispose, then sign. Seek approval from department Sr. Manager regarding materials to be dispose /scrap. Endorsed to warehouse section. WAREHOUSE SECTION Warehouse staff will receive materials for scrap from requestor and seek approval from department manager, once approved, store on designated storage area (near loading area). All for disposal materials will be stored on MRF area. Weight all scrap and input in scrap/disposal form a, after weight in sign the in form and seek aproval in planning Dept. Ma Please see attach classification of waste **CLASSIFICATION OF WASTE** FOR DISPOSAL FOR SCRAP Paper 1. Wires/ Wire w/ terminal 1. 2. Plastic waste Terminal/Terminal Slug a. used stretch film 3. Strip wire insulation b. used bubbles sheet 4 . Vinyl tube 3 . Clamp Tail 5 . Clamp/ Coupler 4 . Corrugated tube 6. Terminal Rubber Other general waste(If it is track 7. Metal container base) PCB assembly 8 . FOR RECYCLE Carton Box Excess thermelt (HM Gate/Runer) 10 . PCB tray 1. 11. Magnet HAZARDOUS WASTE 12 . Product defect 1. Contaminated gloves (with grease) NBC (Philippines) 2 . Soldering waste MASTER 3 . Used Marker (chemical magic ink) 6 Warehouse staff will do the proper segregation of materials to be dispose / scrap. ① Once materials already meet the required weight of scrapper /hauler, warehouse staff will endorse list of items to be dispose /scrap to ADMIN department. Prepare Approve



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	ADMIN DEPARTMENT	
	Admin staff will be sourcing out scraper / hauler.	
	In the presence of PCO, Warehouse Staff, Impex Staff, Admin Staff and Guard on duty, scrapper will do the weighing.	
	① Once done, impex staff will prepare necessary documents needed for the pull-out of materials.	
	Note: Hazardous waste will be directly endorse and handled by PCO.	

