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

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p>ADMIN DEPARTMENT</p> <p>⑧. Admin staff will be sourcing out scraper / hauler.</p> <p>⑨ In the presence of PCO, Warehouse Staff, Impex Staff, Admin Staff and Guard on duty, scrapper will do the weighing.</p> <p>⑩ Once done, impex staff will prepare necessary documents needed for the pull-out of materials.</p> <p>Note: Hazardous waste will be directly endorse and handled by PCO.</p>	

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