STANDARD OPERATING PROCEDURE

E-WASTE DISPOSAL

Document ID	INST/SOP/26
Version	0
Effective Date	
Validity	

Details	Prepared by	Reviewed by	Approved by
Name			
Designation			
Signature with Date			

Crop Protection Chemicals
Coromandel International Limited

	Integrated Management System Procedure				
	Document type	Standard Operating Procedure			
	Document No.	INST/SOP/26	**Revision No.**	00	Page 2 of 5
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	Department	Instrumentation			
Title		E-Waste disposal			

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1.0   PURPOSE:

This Document briefs the disposal process of non-functioning of IT assets & electronics equipment waste/assets (E-Waste), and guidelines to be followed at Coromandel, Sarigam Unit.

2.0   SCOPE:

This procedure is applicable for E-waste disposal in Coromandel International ltd. Sarigam unit.

3.0   DEFINITION

NILL

4.0   RESPONSIBILITY:

Asst. Manager/Sr. Officer (Inst. & IT)

5.0   PROCEDURE

5.1   Frequency: As per the e-waste accumulation.

5.2   Flow of activities

- Each department raises the cold work permit for troubleshooting the Electronics equipment or IT assets such as transmitters, indicators, DCS or PLC parts, desktops, Laptops, servers, printers etc.
- Based on the permit assigned to the engineers or technicians, the electronic equipment or IT assets will be repaired by replacing the appropriate spare.
- In case the electronics equipment is more than 6 years or IT asset is more than 3 years and not repairable, the engineer or technician tag the respective equipment/asset as scrap.
- Instrument department or IT department make a scrap list with fill the scrap generation form which given by SCM department and take approval as per mentioned in form.
- If the equipment is in asset list, it is mandatory to fill the RFWD form with help of account department.
- Based on the approval, the instrument department or IT department raise the purchase request for e-waste disposal with purchase department.
- The purchase department call for the vendor bidding (Only GPCB/CPCB approved vendor) for e-waste disposal and receive the proposal from vendors.
- The purchase committee select the appropriate vendor by negotiate for e-waste/ scrap disposal and the documents handed over to SCM for raise the sales order.
- The instrument department or IT department handover the e-waste/scrap to the vendor and send the e-waste to vendor's hub.
- Update the asset details in the account department, after the e-waste is disposed.

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6.0 FORMATS

Annexure I: Scrap Generation Form

7.0 ABBREVIATIONS

IT : Information Technology

Inst : Instrumentation

RFWD : Request For write of/Dispose of

e.g. : Example

SOP : Standard Operating Procedure

SCM : Supply Chain Management

Dept : Department

Qty : Quantity

R&M : Repair and Maintenance

8.0 REFERENCES

NILL

9.0 REVISION HISTORY:

Date	Ver./Rev. no.	Reason for Revision	Author	Designation
01.11.2018	0 / -		J. Behera	Dy. Mgr. Instrumentation

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Annexure I: Scrap Generation Form

SCRAP GENERATION FORM

This scrap is decontaminated and causes no harm to environment and personal safety

Scrap Generation Date	
Material Description	
UOM	
Approximate Qty	
Source person Name and department	
Brief about Generation of scrap	
Asset/R&M	
Asset No. if applicable	
RFWD NO.	
SAP Doc NO.	

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