[Organization logo]

[Organization name]

GUIDELINE FOR OIL WASTE MANAGEMENT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
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Commented [9A1]: All fields in this document marked by square brackets [ ] must be filled in.

Commented [9A2]: This guideline does not apply to authorized organizations that are in the business of collecting, storing and treatments of waste oils.

Commented [9A3]: For more information about waste management, see this article:

7 Steps in handling waste according to ISO 14001
https://advisera.com/14001academy/blog/2016/11/07/7-steps-in-handling-waste-according-to-iso-14001/

Commented [9A4]: To handle documents in an ISO-compliant Document Management System, use Conformio:
http://advisera.com/conformio

Commented [9A5]: You can attend these free on-line training courses to learn more about ISO 9001:2015 & ISO 14001:2015 implementation:

- ISO 9001:2015 Foundations Course
https://training.advisera.com/course/iso-90012015-foundations-course/
- ISO 14001:2015 Foundations Course
https://training.advisera.com/course/iso-14001-foundations-course/

Commented [9A6]: Adapt to the existing practice in organization.

Commented [9A7]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is to define the process of classification at the site, temporary warehousing, and deployment of waste oils.

This document applies to all activities and processes of [organization name] in which waste oils are created.

Users of this document are all employees of [organization name].

2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Integrated Management System Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control of Significant Environmental Aspects
- List of Interested Parties, Legal and Other Requirements

3. Waste oils management

Waste oils are all mineral or synthetic oils or lubricants that are not usable for their intended use:

- Hydraulic oils
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible] activities that prepare more than 50 meals per day.

Commented [9A8]: Adapt to the organization or legal requirements.

Commented [9A9]: Delete the types of waste oil that are not used in the organization.

3.1. Collection of waste oils

[Job title] is responsible to stop leakage or shedding waste oils in or on the ground, on surfaces and [illegible]

Commented [9A10]: Or some other document; this document is not mandatory.

3.2. Classification of waste oils

[illegible]

3.3. Temporary warehousing of waste oils

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[Job title] ensures that waste oils are temporarily warehoused in impermeable and non-corrosive containers, and that the following occurs:

- Do not fill containers above 10 cm from the top
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- Do not burn waste oils for heat production or any other purpose
- [illegible]
- [illegible]

The site for temporary warehousing must meet the following conditions:

- Stable surface resistant to aggressive chemicals and impervious to oil and water with [illegible]
- [illegible]
- [illegible]
- [illegible]
- Adequately labeled, isolated, and with controlled access

3.4. Waste oils deployment

[Job title] is responsible to deploy waste oils to the organization authorized for waste oil collecting and creating adequate documentation (Deployed Waste Report).

[illegible]

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.13.3.9	2 years	[office of [job title]]	[job title]

Only [job title] can grant other employees the right to access records.

Commented [9A11]: Recommendation is that containers have secondary shedding protection.

Commented [9A12]: Adapt to legal requirements.

Commented [9A13]: Adapt to legal requirements.

Commented [9A14]: Write in the type of waste oil.

Commented [9A15]: If it's necessary, use labeling prescribed by law.

Commented [9A16]: Index number is determined in Catalogue Of Waste.

Commented [9A17]: Adapt to legal requirements.

Commented [9A18]: Or use form prescribed by law.

Commented [9A19]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

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