

[Organization logo]

[Organization name]

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GUIDELINE FOR WASTE TIRES MANAGEMENT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [14A2]: Adapt to the existing practice in organization.

Distribution list

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Commented [14A3]: 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	14001Academy	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 place of generation, temporary warehousing, and deployment of waste tires.

This document applies to all activities and processes of [organization name] that generate waste tires.

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

2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Environmental 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 tires management

Waste tires are tires from motor vehicles (cars, buses, trucks, motorbikes, etc.), agricultural and construction machinery, trailers, aircraft, towed machinery, other machinery and equipment, and other related products, which after the end of the life cycle, the owner discards or intends to discard due to damage, decrepitude, or other reasons.

3.1. Waste tires classification on place of generation

[Redacted text]

3.2. Temporary storage of waste tires

The waste tires warehouse can be an open air or closed type.

[Job title] designates to temporary storage waste tires in the warehouse foreseen for that purpose, which must meet the following requirements:

- Must have equipment for waste tires loading and unloading
- Open air warehouse must have concrete surface
- [Redacted text]
- [Redacted text]
- Must have fire protection system
- Must be adequately marked, isolated, and with controlled access

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[organization name]

Waste tires must not be burned or otherwise exploited and deployed to the landfill.

3.3. Waste tires deployment

[Job title] is responsible for ensuring that deployment to the landfill complies with the following requirements: [requirements]

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[Job title] creates the Deployed Waste Report after the waste deployment.

Commented [14A6]: Or use the form prescribed by law.

4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Deployed Waste Report	PR.08.13	2 years	[office of [job title]]	[job title]

Commented [14A7]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

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