

[Organization logo]

[Organization name]

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GUIDELINE FOR WASTE VEHICLES MANAGEMENT

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

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

Distribution list

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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 temporary warehousing and deployment of waste vehicles.

This document applies to all vehicles and waste vehicles, including built-in components and materials, notwithstanding the manner of vehicle servicing or repairs during use and whether the vehicle is equipped with components supplied by the manufacturer to other components that are installed as spare parts.

This document does not apply to waste oils and batteries.

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 vehicles management

Waste or unusable vehicles are motor vehicles or parts of vehicles which are waste and which the owner wants to deploy.

3.1. Waste vehicle identification in the place of generation

Waste vehicles are the ones that cannot be repaired or their repair would exceed their market and use value. [Job title] identifies such vehicles in the organization's ownership and proposes further

actions to be taken, such as the repair of the vehicle, the disposal of the vehicle or the transfer of the vehicle to another site.

3.2. Temporary warehousing of waste vehicles

At the site of temporary storage of waste vehicles, [job title] prevents:

- Waste vehicles disassembly and fluids removal, more exactly, treatment of waste vehicles and their parts

1. [Job title] identifies such vehicles in the organization's ownership and proposes further

actions to be taken, such as the repair of the vehicle, the disposal of the vehicle or the transfer of the vehicle to another site.

[organization name]

Collected parts of waste vehicles are separately warehoused and marked by [job title].

[job title] provides a warehouse for waste vehicles that must have:

- 1) Impervious surface with equipment for collecting liquids and degreasing agents;

- 3) Fire protection system.

3.3. Waste vehicles deployment

[Job title] is responsible for deploying waste vehicles to the organization authorized for takeover and creating adequate documentation (Deployed Waste Report).

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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 [14A6]: 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.