
	E.I.D. PARRY (INDIA) LTD, PARRY NUTRACEUTICALS DIVISION, OONAIYUR.		 murugappa
	STANDARD OPERATING PROCEDURE		
Title:	Scrap Disposal Management		
SOP No.: 004/2021	Version No. 1	Page 1 of 3	
Effective Date	01.01.2022	Next Review Date	31.12.2022

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the Procedure and guidelines for Scrap Disposal Management at Plant.

2.0 Scope

This procedure is applicable from scrapping of any items to its realization of value with approval mechanism at the Plant level. It provides an overview for the generation of scrap, its collection, accounting and recommending guidelines for dealing with the scrap and its disposal.

3.0 Responsibility

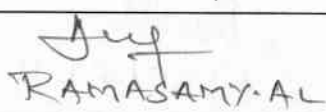
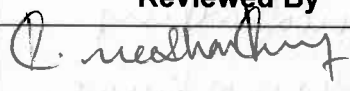
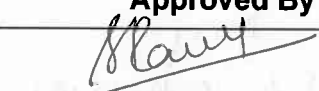
Stores Personnel
 Plant Finance
 User Department



4.0 Abbreviations & Definitions

RFWD - Request for Write off and disposal
 MS - Mild Steel
 SS - Stainless Steel
 SAP - System Applications and Products

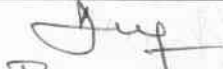
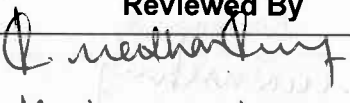
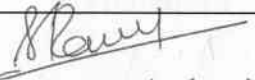
5.0 Procedure



- Scrap generated during the operations shall be separately collected depending on the types of scrap.
- Hazardous waste to be collected in a separate location and non-hazardous waste to be collected in allocated areas in scrap yard.

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- User department shall intimate to plant finance department and stores personnel at the time of disposal of asset related items in the scrap yard as per the suggested format vide clause 6 in this SOP.
- For the scrapped assets, RFWD shall be created and approved through capex workflow.
- Upon the final approval of RFWD, respective assets shall be moved to scrap yard.
- After final approval, Plant Finance team shall remove asset line item from SAP.
- To dispose the scrap, store personnel shall obtain quote/s if the items are belonging to any new machineries/ items.
- In case of any regular items like scrapped MS/SS/Electric cables category/packing materials/ lab disposed materials/oils/, rate contract will be applicable.
- Based on the Scrap collection, Store in charge shall decide to call the collection agency for taking the scrap.
- Security Personnel shall ensure scrap collection vehicle have proper documents like (Driver's License, Vehicle's Registration Certificate, Pollution Certificate- whenever applicable, workman insurance policy and Truck empty Weigh Slip). After scrutinizing the above documents Security may allow the vehicle inside the plant for scrap collection.
- Once vehicle reaches scrap yard, personnel from Security, Stores & User dept shall be deployed to monitor the scrap collection / disposal activity.
- After loading of scrap material, stores personnel shall issue gate pass for weighing near local weigh bridges. Company staff / Security personnel shall be sent along with vehicle to cross check the weigh and bring the slip to stores.
- On the verification of Truck empty weight and loaded weight, store personnel may raise sale order for appropriate quantity of scrap.
- Before invoicing, store personnel shall ensure with finance that 100% advance payment is collected from the scrap collection agency.

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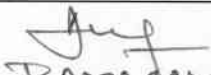
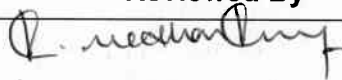
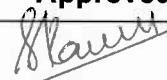
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6.0 Exhibits / Formats

Date of Scrapping	Item Description	Quantity of Scrap transferred to Scrap Yard	UOM	Original value of Scrapped item	Reason for scrapping	Whether RFWD created to the scrapped capex item

7.0 Change History

Version	Effective Date	Details of Changes
1	01.01.2022	New SOP

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