



Waste Management

HISTORY OF CHANGE

Rev No.	Effective Date	Affected Page	Description of Change
00	01 Apr 2021	All	New Issue
01	15 Nov 2022	All	Revised Procedure according to audit findings Add 5.18 Safety & Health Issues
02	24 May 2024	2,3,5,6	Revised Procedure according to audit findings
03	15 April 2025	3 & 6	Revised Procedure according to audit findings (Review process flow, responsibility and output)

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Signature:		Signature:	
Designation:	QMR	Designation:	Managing Director
Date:	15 April 2025	Date:	15 April 2025

1.0 OBJECTIVE

This procedure describes the method to ensure that waste generated by GMI's laboratory or workshop to be disposed of in a manner that will not have any adverse impact to the environment and to comply with environmental legislations (Environmental Quality Schedule Waste Regulation 2005), Solid Waste and Public Cleansing Management Act 2007(Act 672) and regulations – Federal, State & Local Authorities.

2.0 SCOPE

The waste management covers:

2.1 Scheduled Waste

- a) Waste oil (lubricating oil, transformer oil, hydraulic oil, grease, oil trap waste) from laboratory or workshop.
- b) Spent organic/cleaning solvents (toluene, benzene, xylene, kerosene, alcohols, turpentine, thinner etc.)
- c) Chemical waste from practical laboratory.
- d) Clean-up waste (oily rags/saw dust/absorbent, chemical spill waste etc.)

2.2 Recycle Waste

- a) Scrap metal
- b) Scrap copper
- c) Scrap silicon steel

2.3 General Waste

- a) Kitchen waste and other organic waste
- b) Garden waste
- c) Paper waste (other than recycling paper)
- d) Polystyrene and plastic

3.0 REFERENCES

GMI-QM	Quality Manual
GMI-TRG-P03	Materials Planning & Control
Section 7.1.4	Environment for the operation of processes

4.0 ABBREVIATION

A&F	Asset & Facilities Management
DOE	Department of Environment
EQA	Environmental Quality Act
HOD	Head of Department
HOS	Head of Section
PPE	Personal Protective Equipment
SHS	Safety, Health & Security
SW	Schedule Waste

5.0 PROCEDURE

5.1 Responsibility & Action

All HOD/HOS are responsible for the waste generated by the activity or project. SHS is responsible for the contents and amendments of this procedure.

5.1.1 Scheduled waste generator/owner/person in charge for each laboratory or workshop should send in application to SHS unit by fill in GMI-CRS-P04-F01 Waste Disposal Application Form.

5.1.2 The wastes generated in GMI shall be classified into 3 categories.

Category One – Scheduled Wastes

- a) The scheduled waste generated shall be identified as per code in Environmental Quality (Scheduled Wastes) Regulations 2005, First Schedule and Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia
- b) The waste shall be collected in container which are compatible to prevent leaks or spills into the environment, label as in Third Schedule with name and code as stated above with the generated date (starting date). The container shall always be closed.
- c) Once the particular scheduled waste container is full at the respective section, it shall be transferred to the Scheduled Waste Storage Area by informing the person in charge for scheduled waste.
- d) The Scheduled Wastes Storage Area shall be designated, constructed and maintain adequately, banded, secured, ventilated and covered in accordance with the guidelines prescribed by the Director General of DOE.
- e) The Scheduled wastes shall be disposed by DOE licensed contractor or at a licensed disposal facility.

Category Two – Recycled Wastes

- a) Scrap copper/metal/silicon steel generated by each laboratory and workshop shall be transported to the appropriate scrap yard.
- b) Periodically, the scrap copper/metal/silicon steel shall be disposed to licensed scrap contractor.

Category Three – General Wastes

- a) All General wastes shall be collected in suitable containers.
- b) All General wastes shall be packed in durable material to prevent spills and all precautions shall be taken to prevent health hazard from decaying organic wastes and transported to the rubbish yard or dump.
- c) The rubbish shall be cleared at regular intervals by approved cleaning contractor

5.1.3 SHS unit from A&F Section will determine the status of the scheduled waste whether scheduled waste can be sold as scrapes or dispose as scheduled waste.

5.1.4 SHS unit will call contractor for disposing the scheduled waste. Contractor will come to GMI for scheduled wastes inspection and will give out a suitable quotation price to SHS unit.

5.1.5 SHS unit will provide Purchase Requisition (PR) Form for Procurement unit to provide Purchase Order (PO) and follow up invoice with appointed contractor.

5.1.6 If the scheduled waste can be sold to contractor, SHS unit will request the Finance to provide a receipt after payment made by contractor.

5.1.7 Contractor will dispose the scheduled waste and SHS unit will update the quantity.

5.1.8 Safety and Health Issue

- a) During carry out job mention in this process, at all time workers shall fully comply with company safety, health & environmental regulation.
- b) Always comply with relevant PPE dress code when working at hazardous area.
- c) In case of an emergency follow strictly company procedure GMI-QAD-P08 Emergency Preparedness and Response Plan

5.2 Schedule Waste (SW) Management

Responsibility	Process	Output
Waste Generator / Person in charge for laboratory and workshop	Request of waste disposal	Waste Disposal Application Form (GMI-CRS-P04-F01)
SHS Unit	Inform the applicant	
SHS Unit	<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">No</div> <div style="border: 1px solid black; padding: 10px;"> Identification of SW </div> </div>	Waste Disposal Checklist Confirmation Form (GMI-CRS-P04-F02)
Waste Generator / Person in charge for laboratory and workshop	Packing and Labelling	Packing and Labelling schedule waster as EQA SW Regulation.
Appointed contractor	Appointed contractors will do inspection and give out a quotation.	Contractor's quotation
SHS Unit	Provide Purchase Requisition (PR)	Purchase Requisition Form (consumable) (GMI-CRS-P02-F03)
Procurement Section	Provide Purchase Order (PO) to appointed contractor.	
Appointed contractor	Appointed contractor will collect scheduled waste and disposed.	Clear the scheduled waste storage area.
SHS Unit	Task Completed	Waste Disposal Application Form (GMI-CRS-P04-F01)

6.0 CONTROLLED RECORDS

- i. GMI-CRS-P04-F01 Waste Disposal Application Form
- ii. GMI-CRS-P04-F02 Waste Disposal Checklist Confirmation Form
- iii. GMI-CRS-P02-F03 Purchase Requisition Form (Consumable)

CONTROLLED