

 SHAKAMBHARI GROUP # SteelWithin		SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)	
STANDARD OPERATING PROCEDURE			
Title: Waste Management & Scrap Handling			Page No. 1 of 2
SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/015	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 The purpose of this SOP is to describe the procedure for handling of waste generated in the premises.

2.0 SCOPE

- 2.1 The scope covers the collection & disposal method of all kinds of wastes generated during operations, as classified below:

2.1.1 Solid Wastes

- 2.1.1.1 Dry Waste (Product waste / Wood / Core)
- 2.1.1.2 Metal Scraps
- 2.1.1.3 Paper Wastes
- 2.1.1.4 E-waste (non-functional computers, laptops, printers, cartridges)
- 2.1.1.5 Used batteries

2.1.2 Liquid Waste

- 2.1.2.1 Waste Inks
- 2.1.2.2 Used Lubricant Oil

3.0 REFERENCE(S) & ATTACHMENT(S)**3.1 References**

- 3.1.1 ISO 15378:2017

3.2 Attachments

- 3.2.1 Destruction Certificate of Materials

4.0 RESPONSIBILITY**4.1 Production / Warehouse**

- 4.1.1 To collect and segregate the waste material.

4.2 Warehouse Head and Plant Head

- 4.2.1 To sell or dispose off the material.

5.0 DISTRIBUTION

- 5.1 Quality Assurance
- 5.2 Quality Control
- 5.3 Production
- 5.4 Warehouse
- 5.5 Engineering

6.0 DEFINITION(S) & ABBREVIATION(S)**6.1 Definitions**

- 6.1.1 Nil

6.2 Abbreviations

- 6.2.1 Nil

Prepared By:  04.07.2026	Checked By:  04.07.2026	Approved By:  04.07.2026
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7.0 PROCEDURE

- 7.1 Ensure the waste items are collected in the designated bins, receptacles or scrap area separately.
- 7.2 Remove all generated wastes collected in bags / drums / bins / receptacles from production areas & office on a daily basis and store them in the scrap area.
- 7.3 From the scrap area, all waste solid material is formed into bales by a baling press.
- 7.4 Ensure no waste material is burnt or buried in the ground inside or near the factory premises.

7.5 Waste Handling

Type	Storage Location	Disposal Method	Frequency	Responsibility
Product waste	Scrap Area	Solid bailing made and sell to scrap vendor	Monthly	Store In-charge
Metal Scraps	Scrap Area	Sell out to scrap vendor	Monthly	Store In-charge
Glass	Glass Waste in Scrap Area	Approved waste handlers	-	Store In-charge
Paper Waste	Scrap Area	Sell out to scrap vendor	Monthly	Store In-charge
E-wastes	-	Handled by Group IT Head	-	Store In-charge
Waste Ink / Oil / Filter	Waste Ink / Oil Drum in Scrap Area	Handled by group procedure	-	Store In-charge
Wood waste	Scrap Area	Sell to scrap vendor	Monthly	Store In-charge
Solvent / ink-soaked cotton	Cotton Waste drum in Scrap Area	Approved waste handlers	-	Store In-charge

8.0 REVISION HISTORY

Revision No.	00	Effective Date	07.07.2026	CC No.	NA
Details of revision: New SOP					

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