

1.0 Purpose

(To develop an instruction for managing all types of waste originating from the Company.)

2.0 Scope

(To define the scope of this instruction applied.)

3.0 Procedure

(To describe the procedures on proper environmental practices on the management of various types of waste generated from the Company and potential mitigation measures to minimise adverse environmental impacts.)

4.0 Monitoring and Checking

(To describe the monitoring and checking practices for the effectiveness of this instruction and the amount of waste generated.)

5.0 Records

(To define the type of records required, and such record location, retention responsibility, and minimum retention time.)

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time

6.0 Appendix

(To list any appendices including guidelines, checklists and forms.)