

Audit Site _____
 Audit Date _____
 Auditor (s) _____
 Site Personnel _____

Legislation: Waste Disposal (Chemical Waste)(General) Regulation (Cap.354 sub.leg.C)

Reference	Requirements	Activity Compliance*				Comments/Remarks
		Yes	No	N/A	Unk	
S.6	Registration Examine Chemical Waste Producer Registration & attach a copy					Business activity: Type of chemical waste produced:
S.8	Chemical Waste Disposal (1)(a) Arrangement to deliver chemical waste to reception point(s) (1)(b) If disposal internally, examine license and attach a copy (2) If no suitable reception point in HK for the waste, examine & attach the approval for the present disposal arrangement					Reception point(s):
S.9	Containment Waste containers of - suitable design - suitable material (corrosion resistant) - well maintained					

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S.10	Proper Packing (1)(a) Waste stored to ensure handling safety and container effectiveness (1)(b) Containers properly & securely closed and surface free of waste (1)(c) Incompatible wastes not mixed, packed or stored in same container (1)(d) Sufficient air space allowed in containers of liquid chemical waste					
S.11	Use of Large Containers Examine the written approval of the Authority for use of containers over 450 litres in capacity & attach a copy					
S.12	Labelling (1)(a) Bilingual label on every container with proper design and dimensions as specified in Parts 1 to 4 of Schedule 2 of sub.leg.C in Cap.354 (1)(b) Accuracy and sufficiency of information on labels for safe storage, handling & transport (1)(c) Labels secured, kept clean and easily visible					

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S.16	<p>Storage in Working Area</p> <p>(a) Wastes stored in working area</p> <p>(b) Quantity stored in single are below 50 litres</p> <p>(c) Containers properly stored and labelled</p> <p>(d) Containers kept in cabinet or receptacle of suitable material and construction</p> <p>(e) Containers of incompatible wastes separated by an impermeable partition inside cabinets</p> <p><i>If all of the above are positive, then skip S.13, S.14 &S.15</i></p>					
S.17	<p>Storage in Large Fixed Containers</p> <p>(a) waste stored above ground in approved and fixed containers</p> <p><i>If positive, then skip S.13 & S.15</i></p> <p>(b) waste stored below ground in approved and fixed containers</p> <p><i>If positive, then skip S.13, S.14 & S.15</i></p>					

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S.13	Storage Area (2)(a) Dedicated storage area (2)(b) Enclosed on 3 sides with no less than 2m in height or height of tallest container or stack of containers (2)(c) Adequacy of area ventilation (2)(d) Isolation from surface water drains or foul sewers (2)(e) Adequacy of handling space (2)(f) Indoors storage area and building escape/ exit not obstructed (2)(g) Outdoors storage area covered (2)(h) Storage area kept clean and dry					
S.14	Liquid Waste Storage (1)(a) Storage area floor/surface permeation proofed (1)(b) Capacity of retention structure sufficient to accommodate contents of the largest container OR 20% volume of waste in storage (1)(c) Walls or partitions of stacked container storage area constructed of impermeable material					

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S.15	Container Storage (1)(a) Segregated storage of chemical waste containers posing health and safety risks (1)(b) Measures to prevent collapsing of stacked containers					
S.18	Warning Signs on Storage Area (1) Warning notice at/near the entrance or opening of every chemical waste storage area, cabinet and receptacle (2)(a) "CHEMICAL WASTE" in bold red on white background in both English and Chinese (>6 cm in height) on the panel (2)(b) Panel securely attached to or marked on vertical plane of storage structure (2)(c) Panels are durable, weather resistant and rigidly attached (2)(d) Kept clean and free from obstruction					
S.21	Engagement of Waste Collector Examine contract with a licensed waste collector & attach a copy					

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S.22	Particulars on Waste Collection (1) Examine & attach a copy of trip ticket					Confirm complete details (type, nature, quantity etc.) of waste on trip tickets
S.28	(1) Confirm retention of trip ticket copies for 12 months					
S.23	Particulars on Waste Collector (for use in 2nd party audit) (1)(a) Complete details required by the trip ticket and 2 copies (1)(b) Confirm & certify details on the trip ticket and 2 copies (1)(c) Comply with other requirement specified on the trip ticket (2)(a) Confirm a securely packed and correctly labelled chemical waste before removal (2)(b) Confirm completion of trip ticket before removal (3) Return one copy of the completed trip ticket to waste producer					
S.24	(1) Possess the original and a copy of the completed trip ticket (2) Deliver the waste to a reception point not later than 48 hours after the collection					
S.25	(1) Hand over the original and one copy of the completed trip ticket to the manager of the reception point					

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S.30	Emergency Procedures (1)(a) Availability of written emergency procedures (1)(b) Adequacy of employee instruction and training on emergency procedures					Assess employee competence & awareness

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