**FQM LIMITED**

**Waste Oil Storage**

1. **PURPOSE**

To effectively deal with the storage and removal of waste oil.

1. **SCOPE**

To ensure waste oil is stored and disposed of in an environmentally safe manner.

1. **RESPONSIBILITIES**
   1. **Employees**

All employees who handle waste oil or hydraulic fluids are responsible for following this procedure.

* 1. **Management**

Responsible for ensuring that the procedure is understood and followed; for ensuring that all staff are adequately trained in this procedure.

* 1. **QA Co-ordinator**

Responsible for ensuring waste oil is disposed of in a timely and environmentally sound manner. To ensure Contractor is suitably qualified/licenced to transfer and dispose of oil.

1. **DEFINITIONS**

**Xxxx**

1. **PROCEDURE**
   1. **Transfer of Waste Oil**

Transfer of waste oil to storage container shall be done in a manner which will have no impact on the environment. Hoses and funnels to be used during transfer. Transfer will be monitored at all times to ensure the risk of leaks/spills is a minimum and if occurring will be dealt with immediately following ENV-P-001

* 1. **Waste Oil Storage**

Waste oil for disposal shall be stored in appropriate sealed containers designed for the transport and storage of bulk liquid (recommended 1m x 1m Intermediate Bulk Container). Once transfer to container is complete, the container is then stored on a bunded shelf/container with the capacity to hold 110% of the volume of the storage container.

Producer then to inform QA Co-ordinator to arrange disposal.

* 1. **Waste Oil Disposal**

Removal & disposal will be done by a Licenced Contractor from DMS Approved Vendors List. Once emptied the containers will be reused for more waste oil storage

Waste Oil shall not be burned onsite.

Waste Transfer notes will be kept for a minimum of 3 years.