

Operations

Purpose

To determine, plan, manage, review and communicate all operational activities of The Organisation.

Scope

This process applies to all assets disposed of by the Organisation.

Method



Responsibility

The directors, management and supervisors ensure this procedure is implemented and maintained.

Transport

Transport between collection points and shipping consolidation points is managed using approved transport suppliers. Backloads are managed in accordance with Environmental Action Plans to minimise/eliminate CO2e emissions.

In the event that empty backloads are unavailable at a specific time, returns are stored until such time as empty backloads are available.

Records

The following records are generated/maintained:

1. Disposal Report
2. Media Destruction Certificate

Records shall be retained consistent with Document & Records Management