

SAWTP QP03 Recyclables Waste Processing

Change History

Revision Number	Description of Change	Date
0	First issue.	10.04.2019
1	General update in document layout. Included responsibility of cleaning/ maintenance personnel to inform supervisor in case of any damages/ abnormalities in equipment.	27.05.2020

Written by:

Matthew Aquilina, Professional Officer – Management Systems

Date:

Reviewed by:

Elaine Desira, Manager - Management Systems

Date:

Reviewed by:

Kristian Zammit, Plant Engineer

Date:

Approved by:

Gino Micallef, Chief Operations Officer

Date:

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1 PURPOSE

This procedure documents how Recyclable Waste Fractions are processed at the SAWTP Facility.

2 SCOPE

This procedure covers the streaming and processing of Recyclable Waste Fractions and the various roles, with respective duties, to ensure that the separation and temporary storage of Recyclable Waste fractions process is attended to and duly documented.

3 REFERENCE DOCUMENTS

- SAWTP QP01 Storage of untreated Waste
- SAWTP QP06 Temporary Storage of Processed Material
- SA RAMS01 Loading of Waste
- SA RAMS02 Sorting of Waste
- SA RAMS03 Baling of Waste
- SAWTP051 Daily Personnel Distribution
- SAWTP057 MRF Cleaning/Maintenance Checklist

4 RESPONSIBILITIES

The personnel responsible for the procedure are identified in the list below. All responsibilities are clearly defined in **Section 5 Method** and the relevant flow chart.

- Supervisor
- HPD (Material Handler) Operator
- Sorters
- Forklift Driver

5 METHOD

The flowchart below offer further assistance on how recyclables are processed at the SAWTP Facility and responsibilities relevant to the process.

6 RECORDS

Records considered critical for this procedure are treated as follows:

Reference Document	Responsible Person for maintaining the Document	Document Storage Location	Duration of time Records are Kept
SAWTP 051 Daily Personnel Distribution	MRF Supervisor	MTP Control Room	All records are kept indefinitely.
SAQTP057 MRF Cleaning/Maintenance Checklist			

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