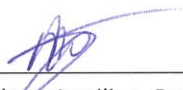


SAWTP QP08 SAWTP Waste Enquiry Procedure

Change History

Revision Number	Description of Change	Date
0	First issue.	11.12.2019

Written by:


Matthew Aquilina, Professional Officer – Management Systems

Date:

11/12/2019

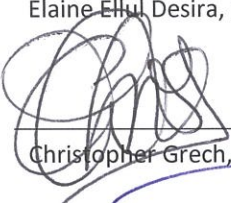
Reviewed by:


Elaine Ellul Desira, Manager – Management Systems

Date:

11/12/2019

Reviewed by:


Christopher Grech, Facility Manager

Date:

12/12/2019

Approved by:


Gino Micallef, Chief Operations Officer

Date:

21/01/2020

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1 PURPOSE

This procedure documents the method by which enquiries forwarded are processed at the Sant Antnin Waste Treatment Plant (SAWTP).

2 SCOPE

This procedure regards the scientist role in the waste acceptance process for the waste enquires received by the Waste Acceptance Officers and forwarded to the Scientist.

3 REFERENCE DOCUMENTS

- ADM WA01 Waste Enquiry Procedure
- Controlled Document 262: SAWTP Waste Enquiry Register

4 RESPONSIBILITIES

The personnel responsible for the procedure are identified in the list below.

- Scientist

All responsibilities are clearly defined in **Section 5 Method** and the relevant flow chart.

5 METHOD

The attached flow chart depicts the activities involved in the process.

6 RECORDS

Records considered critical for this procedure are treated as follows:

Reference Document	Person responsible for maintaining the Document	Document Storage Location	Duration of time Records are kept
Controlled Document 262: SAWTP Waste Enquiry Register	Scientist	Scientist's Office	Records are kept indefinitely

