FEDERAL ROAD SAFETY CORPS

STANDARD OPERATING PROCEDURE

ON

DISPOSAL OF WASTE IN NVIS PLANT

FEB. 2021

INTRODUCTION

The need to have a laid down procedure Policy and Procedures on how to Disposing off Scrap, Valuable Waste, and for Storing Salvageable Material generated at NVIS Plants Nationwide to, account for generation, collation, recording, analyzing and disposal of waste necessitated this SOP.

SCOPE

2. The SOP covers the procedure of waste generation, collation, documentation and disposal from time to time and to govern waste administration at FRSC NVIS Plants.

PURPOSE

3. The document is structured to cover salient specifications, requirements and procedural approaches in:

a. All scrap, valuable waste, and salvageable materials associated with, production of Number Plates at NVIS Plants.
b. To reduce the possibility of misappropriation of scrap, valuable waste, and salvageable material, or the perception that such material is being misappropriated during the course of normal Production.
c. To strictly control short or long term storage of salvageable material and equipment to reduce costly storage of non-valuable or obsolete material and equipment within the Facilities.
d. The proper disposition of scrap, valuable waste, and salvageable material will be planned for all NVIS Facilities, whether for a specific single event, or for continuous operations.
e. Transport of all scrap, valuable waste, and salvageable material shall be properly recorded when disposed of, or inventoried when stored for later use.

REASONS FOR ACCOUNTING FOR WASTE

4. Handling of waste in the NVIS Plants is informed by the growing need to get rid of waste and obsolete equipment from the store and to control waste generation and disposal thus:

a. To avoid risk to health and safety of workers in the Plants.
b. To ensure the Plants' grounds are aesthetically pleasing.
c. To avoid incidence of littering.
d. To ensure that the waste is disposed of in an environmentally acceptable manner.

CATEGORIES OF WASTE GENERATED AT THE NVIS PLANTS

5. The following are the categories of waste generated at NVIS Plants:

a. Defective Blanks produced at the Blanking Press during production of Blanks.
b. Off-cut at the Blanking Press.
c. Normal waste within acceptable limit.
d. Abnormal waste (this should be explained in the waste register detailing the causes).
e. Waste at screen printing section (defective screen printed plate).
f. Embossing waste at the embossing press.
g. Waste generated during coating.
h. Discovered non-conforming products at Quality Control (QC), Inspection, Packaging and Dispatched Unit.
i. All returned Plates by Customers due duplications.
j. All expired production materials in the Store.
k. Others that may be discovered from time to time.

PROCEDURE FOR GENERATION AND RECORDING OF WASTE

6. Waste that are generated at each activity centre in the production line or during Store inspection through half-yearly Audit, Annual Store take and periodic Store Officer's evaluation and Intelligence & Plant Auditor visit shall follow through this procedures:

a. Wastes are separated from good products at the end of each production.
b. The wastes are jointly inspected by the production superintendent, Intelligence Operatives and the Provost to confirm the status.
c. Confirmed wastes are perforated, defaced, or kept in a valueless (useless) state.
d. The quantity generated is then recorded in the waste register of each activity (blanking, screen printing, embossing, coating, quality control, Packaging and Dispatch) centre.
e. If it is returns from customers, it shall be confirmed by Intelligence operatives and Provost and perforated to make it useless for miscreants that may have access to it.
f. The generated or received from customers are then parked, labeled and taken to store for safe keeping.
g. The store officer receives the waste, inspects and record in to the store waste register and keep the waste separated from other store items. (it

should be noted that the store officer should also maintain bin card for the wastes).

PROCEDURES FOR DISPOSAL OF PRODUCTION WASTE AT NVIS PLANTS

7. Production wastes shall be disposed off on quarterly basis after CIO and SVO visit thus:

a. CIO and SVO physically inspect production generated wastes for the period under review.
b. CIO and SVO verify waste register in the store and reconcile it with those at activities centres.
c. CIO and SVO march waste records with physical waste in the store.
d. CIO compiles and submit list of production waste verified at the plants to Corps Marshal seeking approval for disposal.
e. Corps Marshal review and send approval for disposal to DCM (MVA).
f. DCM (MVA) receives Corp Marshal's approval for disposal and send it to the concerned Head of Plant.
g. Head of Plant receives Corps Marshal's approval and dispose accordingly;
    i. Destroy by land fill of expired production material; or
    ii. Sewer (diluting with water and flush through sewage).
    iii. Shredding of aluminum blanks and chips (off cuts).
h. Head of Plant sells the shredded aluminum blanks and chips and proceed paid directly into Consolidated Revenue Fund (CRF) Account.
i. Plant accountant issue revenue receipt to the buyers.
j. The accountant updates record of disposal.
k. The Store Office complete date of disposal and signature columns on the wastes register.
l. Head of Plant write disposal report and submit for Corps Marshal's consideration and further directives.

PROCEDURES FOR DISPOSAL SCRAP, EXPIRED AND OBSOLETE ITEMS AT NVIS PLANTS

8. Scraps, expired, spoilt and obsolete items at the NVIS Plants' Stores shall be disposed off regularly as need arises in the manner stipulated below:

a. Compilation of scrapped expired, spoilt obsolete and useless items in the NVIS stores shall be predicated on annual Audit inspection of the store, annual stock take by SVO, annual audit by external audit, quarterly visit of CIO and SVO and regular stock take by the store officer, plant auditor and plant intelligence officer.

b. The compiled list of obsolete items in the store is submitted to Corps Marshal by the appropriate person (CIA, CIO, SVO, Head Plant) request for Corps Marshal's approval for disposal.
c. Corps Marshal forward the compiled list to ACM (TSD) for action.
d. ACM (TSD) commences process for disposal in line with relevant extant laws.
e. After obtainment of necessary approvals and procedure as stipulated in the 2009 Federal Republic of Nigeria Financial Regulations, ACM (TSD) submits the list of items to be disposed for Corps Marshal's final approval.
f. Corps Marshal approves for ACM (TSD) to implement.
g. ACM (TSD) disposes items in line with 2009 Federal Republic of Nigeria Financial Regulations.
h. ACM (TSD) writes disposal report and update the assets register as required.

CONCLUSION

9. This SOP is put in place to enhance accountability and probity in handling of wastes generated during production of Number Plates at FRSC NVIS Plants and disposal of same as required by extant laws. Where this SOP runs contrary to any statutory procedures or rules or regulations, such statutory procedures or rules or regulations prevail.