HATEEN TECH.CONT. L.L.C

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

WASTE MANAGEMENT PROCEDURE

	NAME	SIGNATURE	DATE
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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
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1. PURPOSE

This document aims to

- describe the way through which company manages the waste produced from its activities.
- ensure control over the waste generated within the company's work sites.
- ensure that consistent and environment friendly methods are adopted for disposal of waste.

2. SCOPE

This procedure is applicable to all the company work site and offices for collection and disposal of waste at HATEEN TECH.CONT. L.L. C's premises.

3. RESPONSIBILITIES

Operations Manager, QHSE MR & Site Staff are responsible for implementation of this procedure.

4. PROCEDURE

For the purpose of Waste Management Procedure, the following two main categories of waste have been identified:

4.1 Hazardous waste

Hazardous waste will have one or more of the characteristics of ignitibility, corrosively, reactivity and toxicity. This includes waste such as:

- Used Electrical Components – Old wires, circuit boards, or switches may contain hazardous metals or chemicals.
- Broken Sanitary Ware – Damaged toilets, sinks, or ceramic materials can produce sharp waste and dust with silica.
- Used Fluorescent Lamps or Bulbs – Often contain mercury, which is hazardous if broken.
- Old Batteries – From electrical devices, containing lead, acid, or other toxic chemicals.
- Chemical Sealants & Adhesives – Leftover or expired caulks, glues, or bonding agents may emit harmful fumes or contain toxic substances.
- Paints & Thinners – Solvent-based products used during finishing can be flammable and harmful to the environment.
- Insulation Materials – Especially old types, which may contain asbestos or fiberglass.
- Cleaning Agents – Acidic or alkaline cleaners used for sanitary installations may be corrosive or reactive.
- Electronic Waste (E-Waste) – Discarded switches, panels, or smart system components.

4.2 Non-Hazardous waste

The non-hazardous waste is a waste which does not have the characteristics of the hazardous waste such as:

- Cardboard Boxes – Packaging from sanitary ware, electrical fixtures, or tools.
- Plastic Wrapping and Packaging – Used for protecting products during transport.
- PVC Pipe Offcuts – Leftover pieces from cutting sanitary or electrical conduits.
- Broken Tiles or Ceramics – Non-hazardous if they don't contain asbestos or sharp edges.
- Concrete or Cement Debris – From minor civil works or wall drilling.
- Wooden Pallets – Used for transporting heavy materials or equipment.
- Scrap Metal (Non-contaminated) – Copper wires, brackets, screws, or conduit clips.
- Used Paper or Instruction Manuals – Product brochures, packaging inserts, or paperwork.
- Rubber Gaskets or Seals – From plumbing fittings and installations.
- Plastic Bottles or Empty Containers – From drinking water or non-chemical products used on-site.

4.3 Waste Segregation and Storage

All wastes, hazardous and non-hazardous, must be segregated and stored in designated waste containers at the appropriate waste storage area at each work site. The waste containers must be clearly marked.

The waste must be so segregated and stored, as to prevent a contact or reaction which may result in the release of toxic or flammable gas, heat or pose any health, environmental pollution of fire hazard.

The following hazardous waste should not be mixed:

- Hazardous vs. Non-Hazardous: Always keep hazardous waste (e.g., chemicals, oils, NORM) isolated from non-hazardous waste (e.g., packaging materials, scrap metal).
- Liquid vs. Solid Waste: Liquid wastes (e.g., used oils, chemicals) should be stored in leak-proof containers away from solid waste.
- Recyclable vs. Non-Recyclable: Prioritize segregating recyclable materials like metals, plastics, and paper for proper recycling processes.
- Chemical Segregation: Never mix incompatible chemicals, and ensure hazardous chemicals are stored according to their specific hazard classes.
- Food wastes and associated garbage, which is generated at site, which may carry disease or pests should be kept separate from garbage which does not contain such food wastes.

The waste storage containers must be of an appropriate type to ensure

the safe storage waste while taking into account the above mentioned precautions.

A safe storage area must be designated while taking into account the possibility of:

- Flammable materials: Ensure the storage area is far from ignition sources.
- Structural integrity: Store heavy materials like concrete and steel in a way that prevents collapse or accidents.
- Fuel and oil leakage: Ensure the area is designed to capture leaks from stored vehicle parts or waste.
- Chemical spills: Ensure safe storage for drilling fluids and chemicals used in the digging process.

4.4 Disposal of Waste

The disposal of any waste shall be carried out in accordance with the Local & International guidelines and laws for Prevention of Pollution as well as any other International and National rules and regulations applicable to the Company's site and office.

Partner with certified hazardous waste disposal services to handle materials like PCBs, contaminated soils, batteries, and old electrical components.

Ensure compliance with local and international regulations for the handling and disposal of hazardous materials like PCBs and heavy metals.

The recyclable items must be suitably packed in separate containers and forwarded for disposition. An appropriate packaging must be used to ensure their safe transportation. When sent from the work site, the containers with recyclable must be clearly marked indicating:

- Work site where the waste originated
- Content inside the container

The QHSE MR will identify the recyclable waste at site. For example:

- Cardboard Boxes – From packaging of fixtures and fittings.
- Plastic Packaging (Type 1 & 2) – Clean plastic wraps, containers, or bottles.
- Scrap Copper Wire – From leftover or stripped electrical wiring.
- Aluminum and Metal Scraps – Brackets, conduits, or offcuts from installation.
- Glass from Light Fixtures – Unbroken glass from old or excess light fittings.

- PVC Pipes (Clean and Unused Offcuts) – Certain types of PVC can be recycled.
- Paper Waste – Manuals, delivery documents, and office waste generated on-site.
- Wooden Pallets – Can be reused or recycled into wood chips.
- Plastic Sanitary Fittings – If clean and made from recyclable plastics.
- Empty Plastic Drums or Buckets – From adhesives, grout, or cleaners (if thoroughly cleaned).

Hazardous waste should be managed through certified hazardous waste contractors. Non-hazardous waste like metals can be recycled.

Once a sufficient amount of type of recyclable waste is accumulated, the lot will be sold to a recycling facility.

Only Government approved and client accepted waste transporters and disposal contractor shall be used by HATEEN TECH.CONT. L.L.C

4.5 Training

The QHSE MR must ensure that the personnel within office/worksite have sufficient training in all aspects of waste management.

The training must include:

- Types of waste
- Handling and disposal of garbage
- Operation of garbage processing equipment
- Applicable Regulations for handling and disposal of garbage

4.6 Waste Minimization

The QHSE MR shall prepare a quarterly summary of the company's waste.

Inventory and as far as practically possible identify the areas where:

- Waste is produced in significant quantities
- The generated waste is costly to dispose off
- Generated waste may pose a significant impact to the health of employees or damage to the environment.

Where practically possible, the Operations Manager & Office/Site In charge will propose measures to minimize the quantities used and/or identify more environmental friendly methods of disposal of the waste. The waste transfer notes will be used to monitor as to how the waste has been disposed of.

5. RECORD

Waste Disposal Monthly Report IMS-WM-F01