PROCEDURE FOR WASTES MANAGEMENT

Occupational Health & Safety Management System (ISO 45001:2018)
Environmental Management System (ISO 14001:2015)

FALCON MIDDLE EAST CONTRACTING AND GENERAL MAINTENANCE – SOLE PROPRIETORSHIP L.L.C.

Mussafah MW4, Plot 100 Abu Dhabi, United Arab Emirates

Document & Record Control

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Review and Approval

Task	Author	Designation	Signature
Prepared by:	Ravinder Singh	HSE Engineer	
Reviewed by:	Tareq Badran	Project Manager	
Approved by:	M. Al Shaer	General Manager	

Revision History

Revision	Date	Summary of Changes	Author
00	01 April 2021	Initial release	MR
01	01 April 2022	Review	MR
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TABLE OF CONTENTS

1.0 PURPOSE 4
2.0 SCOPE 4
3.0 ROLES, RESPONSIBILITIES, ACCOUNTABILITIES AND AUTHORITIES 4
4.0 TERMS AND DEFINITIONS 4
5.0 PROCEDURE 4
5.1 GENERAL 4
5.2 STORAGE 5
5.3 GENERAL WASTE (CONTROLLED) 5
5.4 OFFICE PAPER 5
5.5 RECYCLING 5
5.6 HAZARDOUS WASTE 5
5.7 WASTE DOCUMENTATION 5
5.8 REFERENCE DOCUMENTS 6

1.0 PURPOSE

The purpose of this procedure is to establish and maintain a system for managing wastes that are being generated by FALCON MIDDLE EAST

2.0 SCOPE

This procedure describes the process for the management of waste at FALCON MIDDLE EAST.

3.0 ROLES, RESPONSIBILITIES, ACCOUNTABILITIES AND AUTHORITIES

- The General Manager has overall responsibility of this procedure and approves the Waste Management Plan and Third Party waste handler to ensure proper waste disposal is practiced during the start, maintenance period, and completion of the project.

- The QHSE Management Representative along with the HOD/ Section Heads is responsible:

  - To communicate the proper waste disposal through induction trainings and other useful information to the concerned personnel.

  - To maintain records for the waste handling and communicate to it to the concerned department heads/personnel.

4.0 TERMS AND DEFINITIONS

None

5.0 PROCEDURE

5.1 GENERAL

FALCON MIDDLE EAST will, wherever practicable and economic, endeavour to separate materials and send them for recycling by the approved waste handlers. When considering means of reducing waste, the "waste hierarchy" concept set out in the government's waste strategy is a useful tool. The hierarchy is used to define the better technique when trying to mitigate a waste stream, with reduction at source at the top and external disposal at the bottom.

Hierarchy		Description
1	Reduction	Avoidance of the production of waste.
2	Re-Use	Using products or materials again without their reprocessing. (i.e. packaging.)
3	Recycling	Reprocessing of waste materials to produce a usable material or product.
4	Disposal	External disposal.

All recycled and waste materials should be monitored and quantified at each location

5.2 STORAGE

All wastes prior to disposal should be held in designated areas. Hazardous wastes should be clearly labelled to prevent escape when appropriate.

5.3 GENERAL WASTE (CONTROLLED)

A contract with a local waste collector should be set up to collect and dispose of mixed general refuse.

5.4 OFFICE PAPER

All documents should be held electronically, if printed versions are required the minimum number of copies should be printed. All printers should be default set to print on both sides of office paper. Any used office paper should be recycled.

5.5 RECYCLING

Colored paper, magazines and newspapers, cardboard packaging, glass, plastics, metal cans and tins, wherever possible, should be segregated and recycled.

5.6 HAZARDOUS WASTE

Hazardous waste which consists of but is not restricted to oil, paints, solvents, pesticides, chemicals, containers of the above, absorbent materials such as used spill kits, oil contaminated sand and rags, should be disposed of via a specialist waste contractor using the relevant Hazardous Waste Consignment notes.

5.7 WASTE DOCUMENTATION

Waste shall be located using the Waste Location Form and other compiled report shall be documented.

All waste transfers should be covered by a waste transfer note which shall be duly signed and stamped by the waste collector.

5.8 Handling Rejected Waste Shipments

In the event that a waste shipment is rejected by the receiving facility due to non-compliance, contamination, incorrect classification, or any other reason, the following procedure shall be followed:

Notification of Rejection

The waste disposal or treatment facility shall provide immediate written notification (email or formal letter) detailing the reason for rejection. This notification shall include:

- Date and time of rejection
- Type and quantity of waste
- Reason(s) for rejection
- Supporting evidence (photos, test results, etc.)

Internal Notification and Review
Upon receipt of the rejection notice, the responsible Waste Coordinator or Environmental Manager shall:

- Inform relevant internal stakeholders (e.g., Health & Safety, Compliance, Operations)
- Review the rejection details to identify potential causes
- Initiate an internal incident report, if necessary

Temporary Storage
The rejected waste shall be returned and temporarily stored in a designated, secure, and compliant holding area until further instructions are determined. Storage must meet all regulatory and safety requirements.

Corrective Actions
Based on the findings, corrective actions shall be developed and implemented, which may include:

- Reclassification or re-packaging of waste
- Re-labeling or documentation correction
- Additional treatment or segregation prior to re-dispatch
- Staff training or procedural updates

Reshipment or Alternative Disposal
Once corrective actions are complete, the waste may be:

- Reshipped to the same facility with proper documentation and approval, or
- Sent to an alternative, approved facility for disposal, with all required notifications and permits

Regulatory Reporting
If required by law or permit conditions, the incident and resolution steps shall be reported to the appropriate environmental regulatory authority within the stipulated timeframe.

Documentation and Recordkeeping
All records related to the rejected shipment—including rejection notices, internal reports, corrective actions, communications, and final disposal—must be retained for a minimum of [5] years in accordance with company policy and applicable regulations.

5.9 REFERENCE DOCUMENTS

- Wastes records

WASTE MANAGEMENT AGREMENT

This Agreement (The "Contract") is made and effective on NOV, 01, 2025 with reference no.IFWM25-11.

BETWEEN: ISLAND FALCON WASTE MANAGEMENT (The "First Party"), an establishment organized and existing under the laws of the Abu Dhabi of United Arab Emirates, its head office located at Ahmed Abdullah Al Falasi Building Office # 20 Mussfah M-43.Phone:02 5590815 Mobile: 0561933041 Email: islandfa@emirates.net.ae .

AND: FALCON MIDDLE EAST CONTRACTING AND GENERAL MAINTENACE LLC (The "Second Party") a company organized and existing under the laws of the Abu Dhabi Of United Arab Emirates, its Office located at Mussafah Tel: 02-5538723

Introduction

WHEREAS the second party requires services for general waste removal from its site locations as per "The Center Of Waste Management – Abu Dhabi" rules and regulations and under the laws of Municipality and the center of the Waste Management-Abu Dhabi, And Whereas the First Party represent that it has the necessary resources and willingness to carry out the works as hereinafter defined and has obtained a valid CWM Permit No (PMT-16-19097) from The Center of Waste Management- Abu Dhabi To perform this Services. NOW THEREFORE the First Party and Second Party, together "the Parties", agree as follows:

1. **Introduction**
   The Introduction is considered as a part of this contract.
2. **Term**
   The duration/term of this contract is one 1 year from the effective date above, provided that term shall thereafter automatically renew from time to time successive, additional one-year term unless either party shall provide a written notice of termination at least 1 one month prior to the end date.
   Prices are valid for the duration of the contract period subject to no change in specification, market inflation, and Government policy that may severely affect the First Party's cost. In such event's both parties should mutually agree on the revised rates to accommodate such inflation in cost.

3. **FIRST PARTY'S RESPONSIBILITES**

- First Party will keep one (1) heavy duty steel skips (9 m3) for general waste removal placed inside the second party premises. Drum Dimensions are:{ Height (172) cm- Base (215x150)cm- Center (340x163)cm}.
- First Party will arrange to collect and replace the skip and dispose the waste in the allocated locations of according to the instruction of Tadweer- Center Of Waste Managemen & applying bolisaty (E-Manifist) System.
- First Party will arrange skip removal recurrence as per agreed schedule with the second party.

4. **SECOND PARTY'S RESPONSIBILITES**

- Second party will use the waste drums for general waste (non-hazardous) only as stated in the permit of the First Party.
- Second Party will be solely responsible for any chemical or hazardous waste included in the skip placed on its side and any fines consequently.
- The Second Party will facilitate to entry and exit First Party trucks for easy access and skip removal.

5. **PRICING SHEDULE**

- First Party confirms to undertake providing the skip removal services for the second Party at the following price:
  Skip Removal Trip (9m3 Drum).... AED 300/-
  VAT will be added to the invoice as per local laws.

6. **BILLING & TERMS OF PAYMENT**

First Party will charge monthly Invoice payment should be made 30 days PDC from the date of the invoice.

7. **TERMINATION**

- Both Parties shall have the to terminate this contract giving thirty 30 Day's written notice.

8. **ENTIRE AGREEMENT**

- This Contract embodies the entire contract between both parties and shall not be bound by or be liable for any statement promise, inducement or understanding of any kind or nature not set forth herein, no changes, amendments of modifications of the terms and conditions of this contract shall be valid unless reduced to writing and signed by both parties.

9. **APPLICABLE LAWS**

- The Law of Abu Dhabi and U.A.E hereto shall govern the constitution, validity and performance of this contract and the legal relation of both parties; such laws include without limitation any ordinance rule decree regulation or any governmental authority or agency of Abu Dhabi.
- Any disputes, claim difference relating to this contract or breach thereof shall be referred to the courts of Abu Dhabi.

10. **NOTICE**

- Any notice to the purpose of this contract may serves by either party on the other by sending the same registered mail, postage or confirmed fax addressed to the addressed mentioned above any notice shall be considered effective upon receipt confirmation.
- This Contract is made of two original copies one for each party.

IN WITHNESS WHEREOF, the parties hereto have executed this contract as of the day year first above written.

First Party

.....

ISLAND FALCON WASTE MANAGEMENT

صقر الجزيرة لإدارة النفايات
ابوظبي ا.ع.م.
Abu Dhabi - U.A.E.
ISLAND FALCON WASTE MANAGEMENT

Second Party

.....

FALCON MIDDLE EAST

Falcon Middle East Com. & Gen. Maint. L.L.C.
Abu Dhabi - U.A.E.

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