

ISO 9001 Documentation

Waste Management Policies

1. Purpose

The purpose of this document is to define the requirements for establishing, implementing, and maintaining a Waste Management Policy as part of the organization's Quality Management System (QMS) in accordance with ISO 9001:2015. This policy ensures that all types of waste generated during the organization's operations — including manufacturing, office activities, packaging, and service delivery — are managed in a controlled, safe, environmentally responsible, and compliant manner.

While ISO 9001 does not explicitly prescribe a standalone waste management policy, effective waste management is essential to ensuring product quality, regulatory compliance, operational efficiency, and environmental stewardship, and is therefore integrated into quality planning, operational control, and continual improvement processes.

2. Scope

This Waste Management Policy applies to:

- ❖ All types of waste generated across the organization, including:
 - ✧ Solid waste (e.g., packaging, scrap, paper, plastics, metals)
 - ✧ Hazardous waste (e.g., chemicals, oils, batteries, contaminated materials)
 - ✧ Electronic waste (e-waste)
 - ✧ Biological or medical waste
 - ✧ General office and domestic waste
 - ✧ Waste from production, maintenance, and service activities
- ❖ All departments, functions, and operational sites where waste is generated, stored, handled, or disposed of
- ❖ All employees, contractors, visitors, and third-party service providers involved in waste generation or management
- ❖ All stages of the waste lifecycle: generation, segregation, storage, handling, transportation, treatment, and disposal

3. References

- ❖ ISO 9001:2015 – Quality management systems – Requirements
(Clauses: 4.1, 4.2, 6.1, 8.1, 8.5.1, 9.1.3, 10.2)
- ❖ ISO 14001:2015 – Environmental management systems – Requirements with guidance for use
- ❖ Organization's Quality Manual
- ❖ Control of Nonconforming Outputs Procedure (for non-compliant waste or improper disposal)
- ❖ Environmental Aspects and Impacts Assessment Procedure
- ❖ Legal and Regulatory Compliance Procedure
- ❖ Health, Safety, and Environment (HSE) Policy
- ❖ Document Control Procedure
- ❖ Record Control Procedure

4. Definitions

Term	Definition
Waste	Any substance, material, or by-product that is discarded, surplus, or unwanted after use, and which is not intended for further use in the same form.
Hazardous Waste	Waste that poses substantial or potential threats to public health or the environment due to its chemical, physical, or biological properties (e.g., flammability, toxicity, reactivity).
Waste Stream	A category or type of waste that is managed in a specific way due to its origin, composition, or risk profile.
Segregation	The separation of different types of waste at the point of generation to facilitate proper handling and disposal.
Waste Hierarchy	A prioritized approach to waste management: Reduce → Reuse → Recycle → Recover → Dispose.
Waste Management Policy	A formal statement of the organization's approach to controlling waste generation, ensuring legal compliance, minimizing environmental impact, and supporting sustainability.

5. Waste Management Policy Statement

At EastRising, we recognize that effective waste management is essential to protecting the environment, ensuring operational efficiency, complying with legal requirements, and supporting the principles of ISO 9001:2015 and sustainable quality management. Our Waste Management Policy reflects our commitment to:

❖ Compliance

Complying with all applicable laws, regulations, and other requirements related to waste generation, handling, storage, transportation, and disposal.

❖ Minimization

Minimizing waste generation at the source through efficient use of materials, lean processes, and sustainable product and packaging design.

❖ Segregation and Proper Handling

Segregating all waste streams at the point of origin to prevent contamination, ensure safety, and enable appropriate recycling, treatment, or disposal.

❖ Safe and Legal Disposal

Ensuring that all waste is disposed of, treated, or recycled through authorized and licensed waste management service providers, in a manner that protects human health and the environment.

❖ Resource Efficiency

Promoting reuse, recycling, and recovery of materials wherever feasible to conserve natural resources and reduce environmental impact.

❖ Risk Management

Identifying and mitigating risks associated with hazardous, toxic, or regulated waste through proper controls, training, and monitoring.

❖ Continuous Improvement

Continually improving waste management practices through performance monitoring, data analysis, employee engagement, and innovation.

❖ Communication and Training

Communicating this policy to all employees, contractors, and stakeholders, and ensuring that personnel are trained and aware of their responsibilities in managing waste responsibly.

This policy is reviewed periodically and updated to reflect changes in operations, legislation, or environmental objectives. It is aligned with our Quality Policy, Environmental Policy, and our commitment to quality excellence and sustainability.

6. Policy Development and Approval

The Waste Management Policy shall be:

- ❖ Developed with input from Operations, Quality Assurance, Health & Safety , Procurement, and Environmental functions
- ❖ Aligned with the organization's quality objectives, environmental commitments, and regulatory obligations
- ❖ Based on an understanding of the context of the organization and stakeholder expectations (Clause 4.1 & 4.2 of ISO 9001:2015)
- ❖ Reviewed for alignment with risk-based thinking and legal compliance (Clause 6.1)
- ❖ Approved by Top Management to demonstrate leadership and commitment (Clause 5.1)

7. Waste Management Principles

The organization shall apply the following key principles:

7.1 Waste Minimization

- ❖ Design processes to reduce material waste
- ❖ Optimize raw material usage and inventory control
- ❖ Implement lean manufacturing and green procurement practices

7.2 Segregation at Source

- ❖ Separate waste by type (e.g., recyclable, hazardous, general) at the point of generation
- ❖ Use clearly labeled and color-coded containers

7.3 Proper Storage

- ❖ Store all waste in designated, secure, and well-ventilated areas
- ❖ Prevent leakage, contamination, or unauthorized access

7.4 Legal and Regulatory Compliance

- ❖ Ensure all waste handling, transport, and disposal comply with local, national, and international regulations
- ❖ Maintain necessary permits, manifests, and consignment notes (where required)

7.5 Use of Authorized Waste Contractors

- ❖ Engage only licensed, certified, and audited waste management service providers
- ❖ Keep records of waste transfer, treatment, and disposal

7.6 Monitoring and Measurement

- ❖ Track waste generation, recycling rates, and disposal methods
- ❖ Use data for performance evaluation and improvement

7.7 Training and Awareness

- ❖ Train employees on proper waste segregation, handling, and disposal
- ❖ Promote a culture of environmental responsibility

8. Operational Controls (Clause 8.1 & 8.5.1 of ISO 9001:2015)

Waste management procedures are integrated into operational planning and control

Specific controls are established for:

- ❖ Hazardous waste
- ❖ High-volume or regulated waste streams
- ❖ Waste from outsourced or third-party processes
- ❖ Waste-related activities are included in job instructions, safety protocols, and inspection checklists

9. Performance Evaluation and Monitoring (Clause 9.1.3)

The organization monitors:

- ❖ Volume and type of waste generated
- ❖ Recycling and reuse rates
- ❖ Compliance with disposal regulations
- ❖ Incidents or nonconformities related to waste mishandling
- ❖ Data is analyzed to identify trends, risks, and improvement opportunities

10. Management Review and Continuous Improvement (Clause 9.3 & 10.2)

- ❖ The Waste Management Policy and its effectiveness are reviewed as part of management review meetings
- ❖ Nonconformities, customer concerns, regulatory changes, or audit findings related to waste are addressed through corrective and preventive actions (Clause 10.2)
- ❖ Opportunities for waste reduction, resource efficiency, and sustainability are integrated into continual improvement initiatives

11. Records and Documentation

The following records shall be maintained:

- ❖ Approved Waste Management Policy
- ❖ Waste generation and disposal records
- ❖ Training records for employees
- ❖ Contractor and service provider compliance documentation
- ❖ Internal audit and inspection reports
- ❖ Waste minimization and recycling performance data

Records shall be retained per the Controlled Record Retention Policy and be available for audits.

12. Compliance with ISO 9001:2015

This Waste Management Policy supports compliance with the following clauses of ISO 9001:2015:

Clause	Requirement Addressed
4.1	Understanding the organization and its context (including environmental and regulatory factors)
4.2	Understanding the needs and expectations of interested parties
6.1	Actions to address risks and opportunities (e.g., waste-related risks)
8.1	Operational planning and control (waste handling and disposal processes)
8.5.1	Control of production and service provision (waste as part of operational output)
9.1.3	Monitoring, measurement, analysis, and evaluation (waste performance metrics)
9.3	Management review (policy effectiveness and improvement)
10.2	Nonconformity and corrective action (e.g., improper waste disposal)

13. Conclusion

A well-defined Waste Management Policy is a critical component of a responsible and effective Quality Management System. It ensures that waste is managed in a way that protects the environment, supports regulatory compliance, enhances operational efficiency, and aligns with the organization's quality and sustainability goals.

By integrating waste management into quality planning, employee training, operational controls, and continual improvement, the organization demonstrates leadership, reduces risk, and contributes to a cleaner, greener future — all while maintaining the highest standards of quality and compliance.

14. Revision History of This Document

Rev No.	Date	Revised By	Approved By	Description
v1.0	2025-10-28	John Wang	Janice Lee	Initial release of ISO 9001 Documentation - Waste Management Policies

Note: All controlled documents must be accessed through authenticated and approved channels. Employees must notify QA/Document Control in case they identify outdated or conflicting versions.

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