

Standard Operating Procedure (SOP): Waste and Spoilage Logging

This SOP details the process for **waste and spoilage logging**, including accurate identification, recording, and tracking of all waste and spoiled materials generated during production. It covers procedures for documenting quantities, causes, and disposal methods to ensure compliance with environmental regulations and internal quality standards. The goal is to minimize waste, improve resource efficiency, and enhance overall operational sustainability through systematic monitoring and reporting.

1. Purpose

To ensure all waste and spoiled materials are identified, recorded, and tracked accurately, promoting compliance and sustainability.

2. Scope

This SOP applies to all employees involved in production and relevant supervisory staff responsible for waste management.

3. Responsibilities

- **Production Staff:** Identify and report waste and spoilage as it occurs.
- **Supervisors:** Review, verify entries, and ensure compliance.
- **Quality/Environmental Personnel:** Audit records and oversee waste disposal.

4. Definitions

- **Waste:** Unusable materials produced during the production process.
- **Spoilage:** Materials or products rendered unusable due to defects or contamination.

5. Procedure

1. **Identification**
 - During production, promptly identify all materials qualifying as waste or spoilage.
2. **Segregation**
 - Segregate waste and spoiled materials from usable goods immediately.
3. **Recording**
 - Document each occurrence using the Waste and Spoilage Log (see sample below).
 - Record date, time, product/material, quantity, cause, responsible person, and disposal method.
4. **Approval**
 - Supervisors to review and sign off each record at the end of the shift/day.
5. **Disposal**
 - Dispose of waste following company policy and environmental regulations.
6. **Reporting**
 - Summarize and submit monthly waste and spoilage data to management.

6. Documentation

Maintain logs for a minimum of 3 years or as per company policy and regulations.

7. Waste and Spoilage Log Template

Date/Time	Product/Material	Quantity	Type (Waste/Spoilage)	Cause	Responsible Person	Disposal Method	Supervisor Signature
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2024-06-20 14:00	Raw Material A	5 kg	Spoilage	Contamination	Jane Smith	Biohazard Disposal	J.Smith
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8. Compliance & Review

- Regular audits are to be conducted to ensure accurate logging and adherence to this SOP.
- This SOP will be reviewed annually or as required.

9. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-20	Initial SOP release	Operations Manager