

Scrap Collection Procedure

ISO Section: 7.5

1. Purpose

To define the process and assign responsibilities for controlling scrap segregation and collection processes.

2. Scope

This procedure applies to scrap collection functions for all Hi-Speed Industrial Service locations.

3. Definitions and Acronyms

Scrap-consists of recyclable / salvageable materials left over from projects, product repair, manufacturing, service and consumption, such as parts of electromechanical rotating apparatus, building supplies, and surplus materials. Unlike waste, scrap can have significant monetary value.

4. Responsibilities

Department Managers and Coordinators are responsible for ensuring this procedure is implemented, strictly maintained and monitored.

5. Procedure

- 5.1 Designated scrap collection areas for non-ferrous metals (Aluminum, Brass, and Copper) and steel will be identified in all Hi-Speed Industrial Service locations.
- 5.2 A designated steel scrap container shall be provided at all Hi-Speed Industrial Service locations.
- 5.3 Scrap items to be collected and secured at all Hi-Speed Industrial Service locations are as follows: All copper components including but not limited to copper bus bar, shards, dust, wire, cable, motor windings, cut stator winding heads, armature winding coils, commutators, and rotors. All brass components including but not limited to brass bushings, brass seals and brass cages from bearings and brass brush holders. All Aluminum components including but not limited to fans, rotors, and clippings from rotor balancing. All cable and motor leads.
- 5.4 Scrap items to be collected in steel scrap containers and secured at all Hi-Speed Industrial Service locations includes the following: All types of steel and steel components including but not limited to bearings (excluding any brass cage), bushings, chain, fasteners, gears / gearing, shafts, shavings, housings, endbells, core iron laminations, rotors, tool steel (bits, dies, taps, etc.), wire rope, expanded metal, and assorted steel drop (angle, beam, box, flat, round, rolled, square, tube, etc.)
- 5.5 No salvageable or scrapable materials / components, new or used, shall be collected by any Hi-Speed personnel while assigned to duties, engaged in performing on-site services, or otherwise visiting with customers while representing Hi-Speed.

- 5.6 Any new or used excess materials, salvageable materials, salvageable components, or scrapable items encountered while visiting or performing work or services on-site for a customer shall be considered to be customer property / scrap / waste and shall not be collected or removed from the customer property by any Hi-Speed personnel.
- 5.7 All scrap items identified in sections 5.3 and 5.4 shall be sorted by all employees during the discharge of their daily duties at all Hi-Speed Industrial Service locations.
- 5.8 As deemed necessary by Management, the sorted scrap will be collected and placed into the appropriate containers and secured until time of sale.
- 5.9 Scrap shall be released for sale at the discretion of the Shop Manager or CEO.
- 5.10 All scrap sales shall require the following documentation: 1) Delivery Confirmation Ticket identifying buyer, date of delivery, location of delivery, and Hi-Speed personnel present at delivery; 2) Documentation of scale weights; 3) Documentation of Pricing.
- 5.11 NO CASH SALES. All proceeds for scrap sales shall be remitted to:

Hi Speed Industrial Service
Attention: Accounts Receivable
7030 Ryburn Drive
Millington, TN 38053
USA

NOTE:

BEFORE A NEW COMMUTATOR IS GIVEN OUT FOR A JOB, THE COMMUTATOR REMOVED MUST BE TURNED INTO THE SHOP CO-ORDINATOR TO OBTAIN A NEW COMMUTATOR. THERE ARE NO EXCEPTIONS OR DEVIATIONS TO THIS POLICY.

6. Reference Documents

7. Change Log

Document Revision Date	Description of Change
8/13/18	Initial Release