



THE KENYA POWER & LIGHTING COMPANY PLC

OPERATING PROCEDURES

IN RESPECT OF

WASTE OIL DISPOSAL

Date of Commencement: 2006.03.01

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Part A – Terms, Definitions and Abbreviations

1. **Client** means User Department
2. **HESS** means Head of Environmental & Social Section
3. **KP** means Kenya Power
4. **M-SHE** means Manager, Safety, Health and Environment
5. **NEMA** means National Environment Management Authority
6. **SHE** means Safety, Health and Environment

Part B – Purpose

The purpose of this procedure is to outline the steps to follow in disposing waste oil from Kenya Power facilities in an environmentally sound manner and in compliance with the Environmental Management Coordination Act, Cap. 387 together with Waste Management Regulations, 2006.

Part C – Scope

This procedure applies to general coordination of waste oil disposal in an environmentally sustainable manner from collection point to disposal point.

Part D – Method

1. Waste Oil Management/Disposal Steps
 - 1.1 Upon receipt of a request to dispose waste oil from a Client, the HESS shall forward the request to M-SHE who shall give approval to HESS to initiate the process of procuring a NEMA licensed waste handler by writing to the Manager, Procurement within two weeks.
 - 1.2 When successful, Procurement Department shall communicate to HESS the names and contact information of the successful bidder for progression of waste oil disposal process.
 - 1.3 If not successful, Procurement Department shall communicate to HESS and the procurement process shall be repeated. When successful after repeat, Procurement Department shall communicate the names and contact information of successful bidder to HESS for progression of waste oil disposal process.
 - 1.4 The waste oil handler shall collect waste oil from the Client and sign the waste oil tracking document at collection point.
 - 1.5 The waste oil handler shall dispose the waste oil at NEMA approved site, sign waste oil tracking document at the disposal point and submit the signed documents to HESS.

Part E – Responsibilities

The Head of Environment and Social Section shall be responsible for the effective implementation and maintenance of this Procedure.

Part F – References

These include the following -

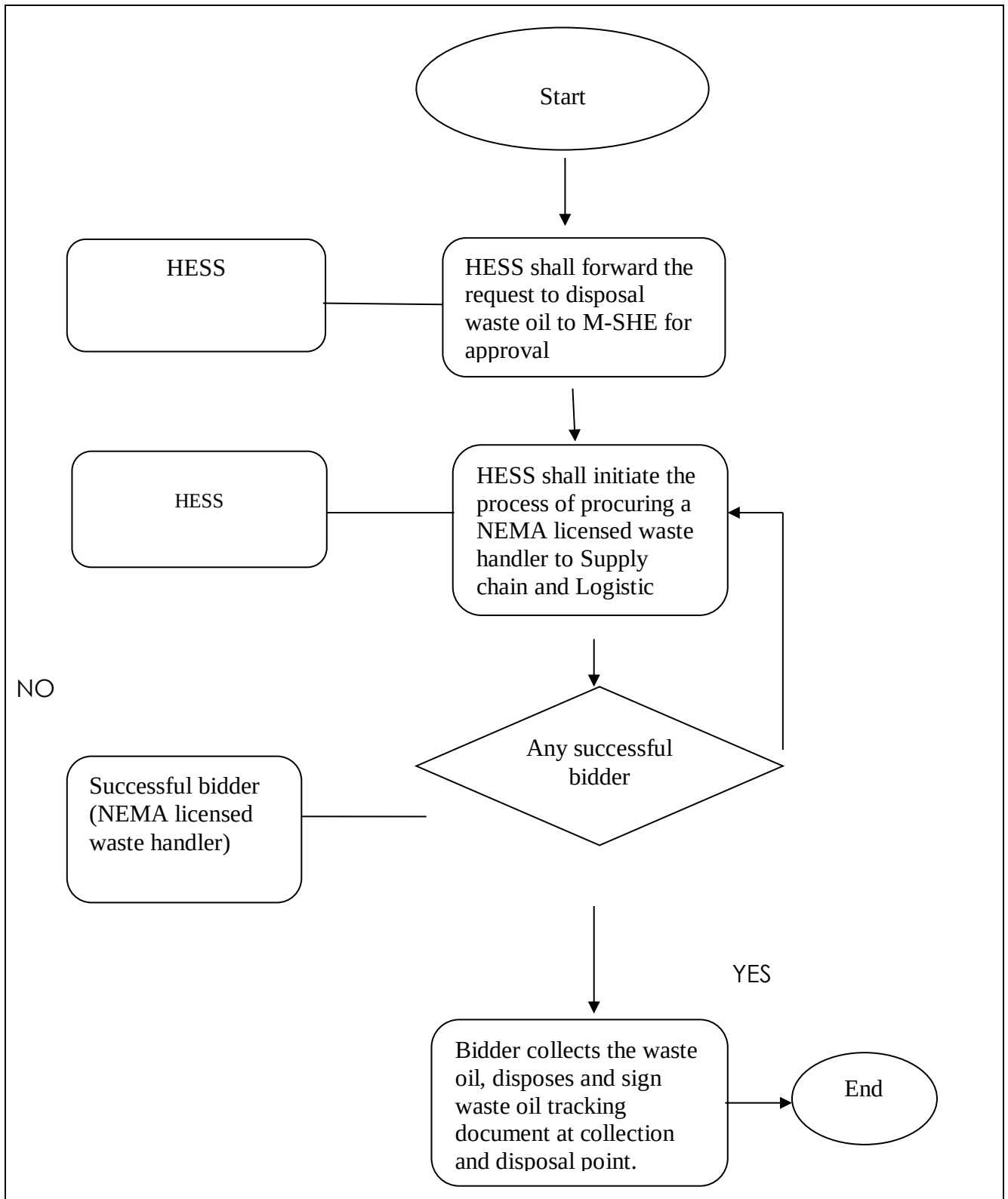
1. EMCA
2. The Environmental (Impact Assessment and Audit) Regulations, 2003
3. Occupational Safety and Health Act (OSHA), 2007
4. KPLC Supply Chain Policy
5. KPLC Safety, Health and Environment Policy
6. KPLC Sustainability Policy

Part G - Appendices

1. Process Map
2. Process Inputs and Outputs
3. Key Performance Indicators (KPIs)
4. Records

See further details/information of the Appendices below

1. Process Map



2. *Process Inputs & Outputs*

S/No.	Inputs	S/No.	Outputs
1	NEMA waste oil tracking document	1	Duly signed waste oil tracking document
2	Service provider procurement Process		
3	Human resource/capital		
4	Budget – finances		

3. *KPIs*

Volume of oil collected and disposed

4. *Records*

Duly signed waste oil tracking documents

Procedures Issuance:-

1. *By Divisional Head - General Manager, Human Resource & Administration*
2. *Responsible Lead Manager - Manager, Safety, Health and Environment*
3. *Section – Environment and Social Safety*

** These Procedures are revisable under the authority of the Divisional Head*

_____END_____