

National Oil Recycling Association of South Africa
("NORA – SA")

CODE OF CONDUCT

Members of NORA-SA are required to conduct themselves and their businesses in accordance with the NORA-SA Constitution and in a manner that will further the objectives of the Association by acting ethically, in an environmentally acceptable manner and in such a way as to not bring the Association into disrepute.

Signed:

Name:

Company:

Date:

OPERATIONAL STANDARD

DEFINITIONS

Ethically: act in a responsible manner, virtuous conduct, morally acceptable manner.

Environmentally acceptable: conduct that is not detrimental to the health and well-being of the environment (As stated in Section 24 of the Constitution of South Africa)

COLLECTORS

SCOPE:

This standard is the minimum requirement to be met by collectors, who are recovering and fetching used oil from the generators at source by means of road vehicles for delivery to others.

LEGAL:

The collector must be in compliance with the minimum requirements as specified by the Association.

DOCUMENTATION:

The following documentation is to be kept in or on the vehicle at all times:

1. Used oil purchase contract
2. Valid appropriate drivers licence
3. Professional drivers licence for vehicles over 3,5 ton gross mass (PrDP-G)
4. Material Safety Data Sheet
5. Vehicle licence
6. Vehicle roadworthy certificate
7. SABS Letter of Exemption on Dangerous Goods
8. Environmental Incident Book
9. Standard procedures for spillage, fire, accident, injury and the reporting of incidents and emergencies
10. Vehicle placarding

Other documents to be made available for inspection:

11. Certificates of safe disposal
12. All permits

EQUIPMENT:

The vehicle must be in a clean and neat condition. All equipment must be in good working order to allow safe operation. The following equipment is to be present:

1. Suitable tank secured to the vehicle
2. Flame proof motors
3. Spill kit as approved by NORA-SA
4. Drip tray, lids and safety valves
5. Suitable hoses and fittings
6. Static cables
7. A 15kg powder fire extinguisher with valid expiry date
8. Personal protective equipment consisting of gloves, hardhat, face shield and safety boots.

AUDITING:

The Association reserves the right to periodically audit the collectors against the above standard. Auditors will be appointed by the Association. Collectors are required to cooperate with any such audit without prior notice. Auditing will be carried out at any frequency as determined by the Association.

OPERATIONAL STANDARD FOR PROCESSORS & DISPOSERS

All processors and disposers of used oil shall be ISO 14001 accredited, which implies continuous improvement through an Environmental Management System, have demonstrable legal compliance, have functional data and a document handling system and will be audited by a ROSE appointed auditor.