

CHECKLIST

Waste Audit Checklist

The information to gather before and during a site waste audit.

Before the Audit

- Process flow / layout of the site available
- Previous waste disposal records and manifests on hand
- Key personnel from production, stores, and EHS available for walkthrough

Waste Identification

- All waste streams listed: plastic, paper & cardboard, metal scrap, hazardous, e-waste, battery, organic, other
- Source of each waste stream identified (which process/department generates it)
- Hazardous vs non-hazardous classification confirmed for each stream

Quantification

- Approximate quantity generated per day / month recorded for each stream
- Seasonal or batch-driven variation in waste volumes noted

Storage & Handling

- Segregated storage areas in place and clearly labelled
- Hazardous waste stored per authorisation conditions (covered, banded, signage)
- Storage duration within permitted limits

Disposal & Documentation

- Authorised vendors / recyclers used for each waste category
- Disposal manifests and vendor authorisations on file
- Cost of disposal per waste stream captured, where available