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Ozone Protection Procedure

1.0 Purpose:

This procedure defines responsibilities for activities that are conducted by National Beverage Company which fall under the requirements of the Coca-Cola Company as stated in the KORE system.

2.0 Scope:

The scope of this procedure applies to all departments conducting activities related to equipment using refrigerants.

3.0 Responsibility:

3.1 Management:

NBC management is responsible of demonstrating its support and commitment to the development, implementation and continual improvement of the Ozone protection procedure. This support and commitment to the procedure is evidenced by communicating the KORE system requirement and the ISO requirement (since no local requirement) to all department that deals with refrigerants, by emphasize on the continuous improvement, efficiency, and effectiveness of the environmental program through the use of the business planning, objectives and audit result, analysis of data, corrective and preventive actions, providing all necessary resources and by reviewing from time to time the overall program & results.

Management is responsible for conducting their activities in compliance with the restrictions of ISO 14001. Also the management is responsible of ensuring free CFC, HCFC or halon contained in any equipment to be purchased.

3.2 Environmental Coordinator “EC”:

The “EC” is responsible for the development and revision of this procedure, communication of procedure elements to affected departments. Also follow up local requirements, submission of all related annual and annual reports.

“EC is responsible to liaison with environmental committee and / or privacy agency for all inspections of campus activities, regulatory interpretations.

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The EC is responsible of providing and arranging training support to technician to assist the maintenance activities.

3.3 Purchasing Officer:

Purchasing Officer is responsible for examining any equipment to be purchased, and to be complied with the NBC specifications. In addition he must provide all necessary information of any equipment to be purchase from the supplier to ensure the equipment operation without affecting the ozone layer.

3.4 Maintenance Department “MD”:

Maintenance department is responsible for conducting all maintenance operations on regulated equipment in compliance with the requirements of the NBC Company. If contractors are used for this activity they will assume responsibility for assuring these contractors follow established NBC procedure relative to operations covered under the eKO-system.

Maintenance department and operations shall submit reports to environment coordinator monthly or as needed to comply with the procedure requirements.

Maintenance department have stopped all purchases of any new equipment containing of made with CFC, HCFC or halon “MD” is scheduling the available equipment to be safely handled with expert agency for capturing and reusing, recycling, reclaiming or destroying the refrigerant charge when opening refrigeration or air-conditioning system for servicing or when discarding these system.

3.6 Marketing & sales department “MSD”:

Marketing & sales department is responsible for conducting their activities in compliance with the restriction of this procedure as communicated by the environment & safety coordinator. All reports shall be submitted to “EC” to comply with all requirements.

MSD have stopped all purchased of any new equipment containing of made with CFC, HCFC or halon. MSD is scheduling the available equipment to be safety handled with expert agency for capturing and reusing, recycling, reclaiming or destroying the refrigerant charge when opening refrigeration or air-conditioning system for servicing or when discarding these systems.

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MSD is keeping a record / measure and documents the amount of ozone depleting materials stored, used, recovered, disposed or destroyed. (Ref. NBC)

.0 DEFINITION

4.1 Appliance:

Appliance means any devices which contains and uses a class I (CFC) or class II (HCFC) substance as a refrigerant and which is used for household or commercial purposes, including any air conditioner, refrigerators, chiller or freezer.

4.2 Recover:

Recover means to remove refrigerant in any condition from an appliance and store it in an external container without necessarily testing or processing it in any way.

4.3 Recycle:

Recycle means to extract refrigerant from and appliance and clean refrigerant for reuse without meeting all of the requirements for reclamation. In general, recycled refrigerant is refrigerant that is cleaned using oil separation and single or multiple passes through devices, such as replaceable core filter-driers, which reduce moisture, and particulate matter.

4.4 CFC:

CFC (chloro fluoro carbon) is a chemical compound of low boiling points, which is harmful and can cause skin cancer by direct exposure.

4.5 HCFC:

HCFC (Hydro chloro fluoro carbon) is a chemical compound with hydrogen of low boiling points, which is harmful and can cause skin cancer by direct exposure.

5.0 METHOD

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5.2 Employee training:

- 5.2.1 All person conducting maintenance operations on refrigeration equipments have passed a training phase with an expert agency.
- 5.2.2 Records of this training were submitted to EC and maintenance in the department until the training has been updated or the employee discontinues conducting this activity.
- 5.2.3 Personnel who are not trained on maintenance of refrigeration do not perform any maintenance activity.
- 5.2.4 Persons who maintain or repair any CFC / HCFC contained equipment are either properly trained to handle such equipment or certified by national body.

5.3 Equipment maintenance:

- 5.3.1 Maintenance records are kept for all equipment containing CFC and / or HCFC.
- 5.3.2 Records including a description of service performed and the amount of refrigerant added.
- 5.3.3 Maintenance records, including amounts of refrigerant added, are kept for at least 2 years.
- 5.3.4 Refrigerant leaks on equipment containing are repaired within 30 days. A leak log shall be maintained for all equipment.
- 5.3.5 Any refrigerant leaks that would result in a loss of 15% of the normal charge within a one–year period, are repaired within 30 days, or the equipment are removed from service and the remaining refrigerant removed, until the leak is repaired.

5.4 Refrigerant Purchases and Usage:

- 5.4.1 All cooling equipment purchases are complied with TCCC environmental system.
- 5.4.2 Refrigerant is only purchased by individuals certified to use it or on behalf of such an individual.
- 5.4.3 Records are of all purchases and usage of refrigerant.
- 5.4.4 When a cylinder containing a new refrigerant is emptied it may not be used for recovery. These cylinders are collected for future use.

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6.0 TRAINING

Task	Responsible person	Competency required
Refrigerant Maintenance Training	Maintenance Team	Competent
Awareness of the presence of hazardous materials on site, use of it, storage areas, and methods of waste disposal and the recycling opportunities.	Maintenance team environmental team, Quality team & production supervisor.	Competent

9.0 References:

- Environment management system.
- Refer to internal audit checklist chart

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