

Shri Balasaheb Mane Shikshan Prasarak Mandal, Ambap's  
**ASHOKRAO MANE COLLEGE OF PHARMACY,**  
**PETH VADGAON**



# **SCRAP POLICY**

1.0 Purpose:

To declare any equipment becoming unserviceable or damaged beyond repair hence disposed.

2.0 Inputs:

2.1 Facility and Infrastructure Requirement

2.2 Requisition Form

3.0 Process Owner

- President
- Secretary
- Principal
- HOD
- Store Officer

2.0 Inputs:

2.1 Equipment unserviceable or damaged beyond repair

2.2 Request letter by concerned lab in charge clearly mentioning the reason to dispose/ scrap the equipment after signed by HoD.

While categorizing the proposed scrap, proper thought shall be given to the life served by the equipment/machinery, its usage in any alternate area of work, obsolescence of technology, efficiency improvement and economy of repair and retention.

2.3 Supporting documents must be submitted by the lab in charge along with the request:

- Cost of the equipment at the time of purchase
- Year of purchase
- Document containing information regarding the OEM (Original Equipment Manufacturer) Repair bills.
- A minimum of three repair bills must be produced for any equipment to be declared scrap

3.0 Nomination of a committee

Upon receipt of the request, the Principal under his/her chairmanship will nominate a committee of at least three HOD members and store in-charge to verify if the equipment is to be scrapped.

4.0 The scrap procedure including the financial evaluation will need to be followed as per the scrap committee recommendation.

In the event the Committee recommends that the equipment is not to be scrapped. The reason as to why such action could not be taken must be recorded.