



Vendor pack

Company overview and controlled policies for supplier registration and vendor evaluation.

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Company

MY SCRAP TRADING SDN. BHD.

Registration

201901024072 (1333401-U)

Telephone

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Issued

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Company overview

Registered name	MY SCRAP TRADING SDN. BHD.
Registration number	201901024072 (1333401-U)
Head office	No. 20-2, Plaza Damansara, Medan Setia 2, Damansara Heights, 50490 Kuala Lumpur, Malaysia
Telephone	+60 19-220 0501
Email	info@myscrap.com.my
Managing Director	Thariq Husni

Much of the scrap metal trade in Malaysia has run informally, with transactions recorded offline or not at all. That makes the trade hard to trace, and too much scrap ends up dumped on empty land, where it harms communities and the environment.

Myscrap was founded in 2019 to change that: to give operators one accountable partner that collects, processes and sells their scrap, and records every step so the movement of material can be proven.

Our focus is the operators who generate scrap at scale across energy, infrastructure and industry, from oil and gas and power to rail, automotive and palm oil mills.

Services

Decommissioning and asset recovery

Metal recovered from retired platforms, vessels, plant and equipment, cut to transport specification and traced from your site to the furnace.

Segregation and processing

Mixed scrap graded by metal and specification at our yard, then supplied to partner furnaces and steel mills to be melted into new metal.

On-site scrap management

Bins, skips and scheduled collections at your site, so scrap is cleared before it builds up and every movement is on record.

Chain of custody and reporting

Every load weighed, ticketed and traced from your gate to the furnace, with records your procurement, environment and audit teams can file.

Sectors

Energy

Oil and gas, Refining and petrochemical, Power and utilities

Infrastructure

Ports and marine, Rail, Construction and demolition, Data centres and telecoms, Airports and aviation

Industry

Automotive, Fabrication and manufacturing, Palm oil mills, Mining and quarrying

How we engage

1. **Site assessment.** We survey volumes, access and site requirements.
2. **Proposal.** Scope, HSE plan and pricing per grade, linked to market rates.
3. **Mobilisation.** Permits, inductions, bins and equipment in place.
4. **Collection.** Loads weighed, ticketed and removed on schedule.
5. **Reporting.** Statements, certificates and payment or credit.

HSE commitments

1. **Permit-to-work and site inductions.** Crew briefed and inducted before mobilisation.
2. **Documented transport and processing.** Movements documented from site to yard to buyer.
3. **Scheduled waste kept separate.** Contaminated items routed to licensed handlers, never mixed with scrap.
4. **Zero illegal dumping.** Every load accounted for on paper and by weight.

Recycling

Graded material is supplied to partner furnaces and steel mills, where it is melted down and made into new metal. Our records trace each load from the client's gate to the furnace.



Occupational Safety and Health Policy

Purpose

My Scrap Trading Sdn. Bhd. ("Myscrap") recovers scrap metal from operating plants, supply bases, ports, yards and decommissioning sites. This work involves heavy loads, cutting, lifting, mobile plant and traffic. This policy sets out how we prevent injury and ill health to our employees, our subcontractors, client personnel and members of the public.

We meet the requirements of the Occupational Safety and Health Act 1994 and its regulations as a minimum. Where a client standard is stricter, the client standard applies.

Scope

This policy applies to all Myscrap employees, subcontractors and drivers engaged by Myscrap, at our premises, on client sites and on the road between them.

Our commitments

1. **Plan before work starts.** Every job is assessed for hazards before mobilisation. We prepare a job hazard analysis and method statement and agree the controls with the client.
2. **Work inside the client system.** On client sites we work within the permit-to-work system, site rules and emergency arrangements. No work starts without the required permit.
3. **Competent and inducted crews.** Workers are trained for the tasks they perform and complete the site induction before entry. Cutting, lifting and plant operation are done only by people competent for that task.
4. **Toolbox talks.** A toolbox talk is held before every shift to cover the day's tasks, hazards, controls and any changes on site.
5. **Protective equipment.** We provide personal protective equipment to the client's site standard, and we require it to be worn and maintained.
6. **Safe plant and vehicles.** Plant, lifting gear and vehicles are inspected before use and maintained. Defective equipment is tagged out and removed from service.
7. **Stop unsafe work.** Every person has the authority and the duty to stop work they believe is unsafe, without fear of reprisal, as set out in MYS-POL-07.
8. **Report and learn.** All incidents, near misses and unsafe conditions are reported the same day, to Myscrap and to the client. We investigate, correct the cause and share the lessons. Notifiable incidents are reported to the Department of Occupational Safety and Health as the law requires.
9. **Fitness for work.** Nobody works while impaired by drugs, alcohol or fatigue, as set out in MYS-POL-06.

Responsibilities

The Managing Director is accountable for this policy and for providing the people, equipment and time needed to work safely. Site supervisors are responsible for planning the work, holding toolbox talks, checking permits and enforcing controls. Every worker is responsible for following safe systems of work, wearing the required protective equipment, reporting hazards and stopping unsafe work.

Subcontractors engaged by Myscrap must meet this policy and are briefed on it before they start.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date



Environmental Policy

Purpose

Scrap recovery returns metal to steelmaking and keeps it out of landfill. Done badly, it also causes spills, contaminated ground, illegal dumping and untraceable waste. This policy sets out how Myscrap makes sure the work does what it should for the environment and for our clients' reporting.

We comply with the Environmental Quality Act 1974, the Environmental Quality (Scheduled Wastes) Regulations 2005 and the conditions of each client site as a minimum.

Scope

This policy covers all Myscrap activities: collection on client sites, transport, handling and segregation, and onward sale of graded material to partner furnaces and steel mills.

Our commitments

1. **No illegal dumping.** Every load leaves the client site with a weighbridge ticket and transport record, and is accounted for by weight and on paper through to its final buyer.
2. **Scheduled waste goes to licensed handlers.** Material that is, or contains, scheduled waste is not accepted as scrap. It is identified, kept separate and routed to contractors licensed by the Department of Environment, with the client as waste generator.
3. **Contamination checks.** Loads are inspected for oil, sludge, chemical residue, asbestos and other contamination before collection. Contaminated items are refused or handled under a separate agreed method.
4. **Spill prevention.** Vehicles and plant are checked for leaks before entering a site. Crews carry spill kits and report any spill immediately to the client.
5. **Recycling over disposal.** Recovered metal is segregated by grade so that it can be remelted by partner furnaces and steel mills rather than downgraded or disposed of.
6. **Records for reporting.** We provide weighbridge tickets, delivery orders and periodic tonnage statements in a form the client can use for its own environmental and sustainability reporting.
7. **Housekeeping.** Work areas are left clean and clear of debris at the end of each job.

Responsibilities

The Managing Director is accountable for this policy. Site supervisors check loads before collection, keep scheduled waste separate and make sure every load is ticketed. Drivers keep transport records complete and report any spill or loss of load. Every employee reports environmental concerns without delay.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date



Anti-Bribery and Corruption Policy

Purpose

Myscrap does not offer, give, request or accept bribes, and does not allow anyone to do so on its behalf. Scrap trading involves cash value, weights and grades, so the risk of corruption is real and we treat it seriously.

Under section 17A of the Malaysian Anti-Corruption Commission Act 2009, a commercial organisation commits an offence if a person associated with it gives a bribe to obtain or retain business. This policy forms part of the adequate procedures Myscrap maintains to prevent that.

Scope

This policy applies to all directors and employees of Myscrap, and to agents, subcontractors, transporters and any other party acting for Myscrap.

Our commitments

1. **Zero tolerance.** No gratification of any kind (money, goods, services, favours, employment or entertainment) may be offered or accepted to influence a business decision, a weight, a grade, a permit or a tender.
2. **Facilitation payments prohibited.** Small payments to speed up routine actions, such as site access, inspections or approvals, are bribes and are not permitted.
3. **Gifts and hospitality.** Gifts and hospitality may be given or received only if modest, infrequent, openly recorded and not connected to a pending decision. Cash and cash equivalents are never acceptable. Where a client's rules are stricter, we follow them.
4. **Honest weights and grades.** Weights, grades and prices are recorded as measured. Altering a ticket, grade or invoice in exchange for any benefit is treated as corruption.
5. **Third parties.** We assess agents, subcontractors and transporters before engaging them, require them to follow this policy and may end the relationship if they do not.
6. **Accurate books.** Every payment is properly authorised and recorded. No off-book accounts or undocumented payments are permitted.
7. **Speak up.** Anyone may report a suspected breach to the Managing Director, or in writing to info@myscrap.com.my marked "Confidential". Reports may also be made directly to the Malaysian Anti-Corruption Commission. We will not retaliate against anyone who reports in good faith.

Consequences

A breach of this policy is gross misconduct and may lead to dismissal, termination of contract and referral to the authorities.

Responsibilities

The Managing Director is accountable for this policy, for the corruption risk assessment and for ensuring every employee is briefed on it at induction and at least annually. Every person covered by this policy must read it, follow it and report concerns.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date



Quality Policy

Purpose

Our clients need to trust that every load is weighed correctly, graded fairly and documented completely. This policy sets out how Myscrap delivers that consistency, and what happens when something goes wrong.

Scope

This policy applies to every collection, from site assessment and proposal through weighing, grading, transport, documentation, payment and reporting.

Our commitments

1. **Calibrated weighing.** Loads are weighed on weighbridges that are calibrated and verified as the law requires. Gross, tare and net weights are recorded on a ticket for every load.
2. **Transparent grading.** Material is graded against the categories agreed in the proposal. Deductions for contamination or attached non-metallic material are stated on the record with the reason, never applied silently.
3. **Documentation per load.** Each load carries a weighbridge ticket and delivery order showing date, origin, vehicle, grade and weight. Certificates of disposal are issued on request.
4. **Agreed pricing basis.** Prices per grade are set out in writing before work starts, with their link to market rates stated.
5. **Disputed weights and grades.** If a client questions a weight or grade, the load record is reviewed with the client and, where the material is still available, the load is reweighed or regraded in the presence of a client representative.
6. **Reliable service.** Collections run to the agreed schedule. If a collection cannot be made, the client is told in advance and a new date is agreed.
7. **Statements and records.** We issue periodic tonnage and value statements and keep load records so that any figure can be traced back to its ticket.
8. **Complaints and corrective action.** Every complaint is logged, acknowledged and investigated. We find the cause, correct it, tell the client what was done and check that the fix holds.

Responsibilities

The Managing Director is accountable for this policy and for the handling of complaints. Supervisors are responsible for correct grading and complete documentation on site. Weighbridge operators and drivers are responsible for accurate tickets and transport records.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date



Code of Conduct

Purpose

This code sets out how everyone at Myscrap is expected to behave. It applies alongside our other policies and the law, and where they differ, the stricter standard applies.

Scope

The code applies to all directors and employees of Myscrap. We require subcontractors, transporters and suppliers to meet the same standards when working with or for us.

Our commitments

1. **Act with integrity.** We are honest with clients, suppliers and each other. We do not misrepresent weights, grades, capabilities or facts.
2. **Comply with the law.** We follow Malaysian law and the rules of every site we work on.
3. **Avoid conflicts of interest.** Any personal, family or financial interest that could affect a business decision must be declared to the Managing Director before the decision is made.
4. **No bribery.** We do not offer or accept bribes, facilitation payments or improper gifts, as set out in MYS-POL-03.
5. **Fair labour.** Wages, working hours and conditions meet Malaysian employment law. Workers receive written terms they understand and are paid on time.
6. **No forced or child labour.** We do not use forced, bonded or child labour. We do not withhold identity documents or charge recruitment fees to workers, and we require the same of our subcontractors.
7. **Respect and fair treatment.** Harassment, discrimination and bullying are not tolerated. Everyone is treated with respect regardless of race, religion, gender, age, nationality or disability.
8. **Confidentiality.** Client information, site details, prices and volumes are used only for the job and are not shared without permission.
9. **Fair competition.** We compete on service and price. We do not agree prices, divide markets or rig bids with competitors, in line with the Competition Act 2010.
10. **Protect company assets.** Equipment, vehicles, funds and information are used for company business only.

Raising concerns

Anyone who sees or suspects a breach of this code should report it to the Managing Director, or in writing to info@myscrap.com. Reports marked "Confidential". Reports made in good faith are protected from retaliation. Breaches may lead to disciplinary action, up to dismissal or termination of contract.

Responsibilities

The Managing Director is accountable for the code and for making sure every employee receives it at induction. Supervisors lead by example and act on concerns raised with them. Every person covered by the code must follow it.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date



Drug and Alcohol Policy

Purpose

Our work involves heavy loads, cutting equipment, mobile plant and driving. A worker impaired by drugs or alcohol puts themselves and everyone around them at risk. This policy sets out the standard Myscrap requires.

Scope

This policy applies to all Myscrap employees, subcontractors and drivers engaged by Myscrap, on client sites, at our premises and while driving for company business.

Our commitments

1. **Zero tolerance on site.** No one may possess, use, sell or be under the influence of alcohol or illegal drugs on a client site, in company vehicles or while on duty.
2. **Fit for work.** Every worker must report for duty fit to work safely. A supervisor who believes a worker is impaired will remove them from the work immediately.
3. **Prescribed medication.** Workers taking medication that may affect alertness or coordination must tell their supervisor before starting work, so that duties can be adjusted. The details are kept confidential.
4. **Testing.** Where a client requires drug and alcohol testing, Myscrap workers on that site will comply with the client programme, including pre-entry, random and post-incident testing.
5. **Refusal is a failure.** Refusing a required test, or tampering with a sample, is treated the same as a positive result.
6. **Seeking help.** A worker who asks for help with a drug or alcohol problem before any incident or test will be treated fairly and supported, provided they do not work while impaired.

Consequences

A worker who breaches this policy is removed from site immediately and faces disciplinary action, which may include dismissal or termination of contract. Possession or sale of illegal drugs is reported to the authorities. The client is informed of any breach on its site.

Responsibilities

The Managing Director is accountable for this policy. Supervisors check fitness for work at the start of every shift and act on any concern. Every worker is responsible for arriving fit for work and for reporting a colleague who appears impaired.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date



Stop Work Authority Policy

Purpose

If a job cannot be done safely, it does not start, and if it becomes unsafe, it stops. This policy gives every person on a Myscrap job the authority to stop work and protects them when they use it.

Scope

This policy applies to every Myscrap employee, subcontractor and driver, and to client personnel and visitors who observe Myscrap work. It applies alongside the client's own stop work arrangements, and the stricter of the two is followed.

Our commitments

1. **Anyone may stop work.** Any person who believes a task presents an imminent risk to people, the environment or property may stop it, regardless of their role or seniority.
2. **No reprisal.** No one will be disciplined, penalised or treated unfavourably for stopping work in good faith, even if the concern turns out to be unfounded.
3. **Stops are respected.** When a stop is called, the work stops. No one may override a stop or pressure a person to withdraw it.
4. **Time and cost are not reasons to continue.** Schedule, tonnage and cost never justify carrying on with unsafe work.

How a stop is raised and resolved

1. **Stop.** Call a clear stop to the people involved and make the area safe, if this can be done without further risk.
2. **Notify.** Inform the Myscrap supervisor and the client's area authority or permit holder at once.
3. **Assess.** The supervisor, the person who called the stop and the client representative review the hazard together.
4. **Correct.** Put controls in place, revise the method statement or permit if needed, and brief the crew on the change.
5. **Resume.** Work restarts only when those involved agree the hazard is controlled and the client has authorised the restart where its permit system requires it.
6. **Record and learn.** Every stop is recorded, including its outcome, and is reviewed so that the lesson is applied to future jobs.

Responsibilities

The Managing Director is accountable for this policy and for making sure no one suffers for using it. Supervisors brief every crew on stop work authority at induction and in toolbox talks, respond to every stop without delay and thank those who use it. Every worker is expected to use it.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date



Privacy Notice

Purpose

This notice is issued under the Personal Data Protection Act 2010. It explains what personal data My Scrap Trading Sdn. Bhd. (201901024072 (1333401-U)) collects when you contact us through our website or by email, how we use it and the choices you have.

What we collect

Through the enquiry form we collect your company name, your name, your work email address, the type of enquiry and, if you choose to give them, your telephone number, site or location and a description of the scope. When you email or call us, we keep the content of your message and your contact details.

The website sets no cookies and uses no analytics or tracking tools. Our hosting provider processes standard technical data, such as IP address, to deliver the site and protect it from abuse.

Why we use it

1. **To respond to you.** We use your details to reply to your enquiry, prepare a proposal or complete vendor registration.
2. **To carry out work.** If we work together, we use contact details to arrange collections, issue documents and manage the contract.
3. **To meet legal duties.** We keep records required for accounting, tax and other legal obligations.

Disclosure

We do not sell or rent personal data. We share it only with service providers that support our website and email, with our professional advisers, and with authorities where the law requires it. Each of them may use the data only for that purpose.

Retention and security

Enquiries that do not lead to work are kept for up to two years and then deleted. Records relating to work carried out are kept for as long as the law requires. We protect personal data with access controls and limit access to people who need it.

Your rights

You may ask to access the personal data we hold about you, ask us to correct it, or withdraw your consent to further use. Send your request in writing and we will respond within 21 days, as the Act requires. Giving us your details is voluntary, but without them we cannot respond to your enquiry.

Contact

My Scrap Trading Sdn. Bhd., No. 20-2, Plaza Damansara, Medan Setia 2, Damansara Heights, 50490 Kuala Lumpur. Email: info@myscrap.com.my.

If this notice is changed, the updated version is published on this page with a new version number and issue date.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date