



Quality Management Systems

Version 2.0

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Last updated on February 2018 by the EuCertPlast Technical Committee
info@eucertplast.eu

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1 Introduction

The quality management of the EuCertPlast system is ensured thanks to the Steering board of EuCertPlast composed by the founding members of the Consortium; the technical committee, a body of experts that regularly update the Scheme; the accredited auditors and the third party auditor, who check anonymously the certificates ensuring coherence. The implementation of the Scheme is updated through the Technical Committee corrective measures with the feedback they receive from auditors and the third party auditor.

The required processes to certify a recycler and accredit an auditor to perform audits on behalf of EuCertPlast are described below. This document aims to bring clarity to these procedures to recyclers and potential auditors.

The procedure for managing and maintaining current records in the **public list of certified recyclers** and **accredited auditors** aims to maintain the integrity of the records. They ensure that they are retrievable and that only authorised records disposal occurs according to established rules.

2 Procedure for certifying a recycler

In order to obtain an EuCertPlast Certification for a recycler, the next steps shall be followed.

1. The recycler selects an accredited EuCertPlast auditor or it is assigned to one by one of the compliance schemes.
2. The auditor requests a plant code to EuCertPlast (info@eucertplast.eu)
3. The recycling plant is inspected on-site by the chosen auditor. The duration of the on-site visit should be of 1 day in case of an initial audit, or half a day if it is a monitoring audit (more information in the Auditor's Guidance).
4. Information is exchanged between the recycler and the auditor prior to and after the audit. In case of Monitoring Audit go to point 7.
5. In case of an Initial Audit, a third-party auditor checks anonymously all the reports from companies audited for the first time to ensure uniformity and reliability. In addition, spot checks will be done randomly on monitoring audits. The identity of the third party auditor shall remain anonymous to ensure a quality procedure.
6. According to point 5, the auditor shall request a third-party code to EuCertPlast (info@eucertplast.eu). The code has to be placed in the anonymised report before sending it to the third party auditor (audits@eucertplast.eu). After the validation of the third party auditor go to point 7.
7. The auditor has to send a copy of the **Summary Sheet** (see annex 1) together with the contact details of the recycler to info@eucertplast.eu.

8. EuCertPlast will issue a **Certificate** (see annex 2) and send it to the auditor to be signed.
9. The auditor will scan and send back to EuCertPlast the signed **Certificate**.
10. EuCertPlast will send the **Certificate** to the company and inform them of the Certification approval officially. The Certification is valid for 1 year. The company will be published on the EuCertPlast website (www.eucertplast.eu).

Note that an audit will only be valid if the certified company is listed on the public list of certified recyclers and they received the Certificate from EuCertPlast.

2.1 Public list of certified recyclers

The public list of EuCertPlast certified recycling plants is available on the website. The list is updated on a weekly basis when more than one company renewed its Certification. This procedure ensures the anonymity of the reports.

In case of an expired certificate, after three months of pending validation, the name of the recycling company will be removed from the list.

Information about audited input waste, recycled output and capacity will be used only for communication purposes and will be shown on an aggregate basis to protect the confidentiality of the companies.

3 Procedure for accrediting an auditor

EuCertPlast organizes two-day courses for accrediting auditors, according to demand. In order to successfully pass the course, the applicant must:

1. Meet the **EuCertplast Auditors Requirements** criteria (see annex 3).
2. Attend the course
3. Pass the exam

If the applicant fulfils these 3 items, EuCertPlast will send a Certificate to the auditor accrediting him/her as EuCertPlast auditor and allowing him/her to perform audits on behalf of EuCertPlast effective immediately. His/her contact details will be updated on the EuCertPlast website.

In order to remain an accredited auditor, he/she must attend regularly the annual update Workshops.

3.1 Public list of accredited auditors

The list of the current accredited auditors is available on the EuCertPlast website. This public list is updated on a monthly basis.

If an auditor would like to be removed from the list, the auditor shall send an e-mail to info@eucertplast.eu within seven days after the date he/she has made the decision to terminate the collaboration with EuCertPlast.

The auditors who do not confirm their willingness to continue carrying out EuCertPlast audits, when asked by the EuCertPlast staff, will be removed from the list of accredited auditors.

4 Annex 1: Summary Sheet



Summary Sheet

Certificate Number: XXXX-MM-YY-AAA-WW

Type of Certification:

For the recycling plant:
[LEGAL NAME, ADDRESS, POST CODE, CITY, COUNTRY]

Recycling process	Input plastic waste (type of material)	Presentation	Nominal capacity (t/a)	Post-consumer material accepted for recycling in previous 12 months (t)	Recycled output (type of material)	Post-consumer recycled output (%)	Pre and post-consumer recycled Output (%)	Level of traceability (1 to 3)	Washed material

Audited by:	Auditor's logo:
Date of audit: [DD/MM/YYYY]	
Period of evaluation: [DD/MM/YYYY] to [DD/MM/YYYY]	
Period of validity: [DD/MM/YYYY] to [DD/MM/YYYY]	
Recycler contact (name + email):	

The recycling process and associated management systems of the aforementioned company for the waste plastic and site shown has been audited and have met the required standards for certification under the EuCertPlast Scheme for European Plastic Recyclers.

This plant is the last recipient of plastics waste and produces products.

[Address and contact details for Auditor] [Address and contact details for EuCertPlast]

5 Annex 2: Official EuCertPlast Certificate

EuCertPlast c/o Plastics Recyclers Europe - Avenue de Cortenbergh, 71 - 1000 Brussels, Belgium info@eu-certplast.eu

EuCertPlast

CERTIFICATE

OF COMPLIANCE

This is to certify that:

Company name

has met the required standards for certification under the
EuCertPlast Scheme for European Plastics Recyclers.

The Certification is valid until

12/02/2018

The recycling process and associated management systems for the waste plastic and site
have been audited by **[Auditor's name]** from **[Auditor's Company]** in **[Date]** in **[Country]**.

EuCertPlast Accredited auditor

Auditor's name
Auditor's Company

6 Annex 3: EuCertPlast Auditors Requirements

6.1 Introduction

The goal of the EuCertPlast certification system is to recognize plastic recyclers operating according to high standards and to give confidence to suppliers that any input waste plastic they deliver to a certified recycler will be recycled according to the highest standards, with respect to the environment protection and national legislation.

One of the main components of the certification, according to the EuCertPlast certification scheme, is to evaluate the system in terms of suitability for processing of the specific material.

6.2 Requirements for auditors

To ensure a uniformly high standard of the EuCertPlast certification scheme, the auditors have to meet relevant personal and professional requirements. It is therefore indispensable that an auditor has the technical knowledge to assess the suitability of the plant regarding the specific input material. Specifically, the auditor must have above average knowledge on the below topics.

6.2.1 Technical requirements

1. Waste management basics:

Knowledge about different possibilities of collecting waste (knowledge of all European collecting systems, as well as the common specifications with which the different types of plastic are traded) - such as recycling and disposal operations, recycling and sorting methods, recycling processes for different materials, waste logistics and materials science, treatment procedures.

2. Basic knowledge of polymer chemistry:

Chemical and physical properties of the most important polymers (PE, PP, PET, PVC...).

3. Above-average knowledge of treatment technologies:

- Processing technique (including all finishing stages up to polycondensation) based on the processed polymer.
- Standard equipment configurations regarding the different types of plastic.
- Evaluation of the recycling process for different materials.
- Problems occurring when processing contaminated or mixed material.

- Evaluation of the capacity calculated by the system data with regard to the plausibility and with respect to the units used.
- Evaluation whether the plant is a final recipient or merely a conditioner.
- Definition of the specific input for the recycling process.
- Dealing with the discharge of specification components – calculation of the portion.

6.2.2 Personal requirements

According to the EuCertPlast audit scheme the auditors must meet the following personal requirements:

- Successful completion of studies at a recognized university in the field of engineering, science, law or economics.
- Or successfully completed vocational training in the field of waste management or technicians specializing in environmental, waste and mechanical engineering or supply and waste disposal and at least three years (with higher education qualification) or a minimum of 5 years of self-employed activity (with training education) in the waste industry.
- Demonstrated competence by submitting proper documentation (e.g. CV, copies of certificates of all relevant academic and professional qualifications, work experience and experience as an expert, references, reports, training).
- The applicant must be more than 30 years old at the time of the application for first time accreditation.
- No reservations regarding the qualification of the applicant should exist. This includes sufficient practical experience in the field of activity and the scope of expertise.
- The applicant shows above average theoretical knowledge, practical skills and the ability to carry out an expert opinion / study.
- The applicant must have access to the facilities necessary to fulfil his duties as a publicly sworn expert.
- The applicant must be in good financial standing.
- The applicant has to offer guarantee that he will remain impartial, independent and that he will fulfil his duties and obligations as a publicly sworn expert.
- An expert with a current work or service obligation can only be publicly sworn, if he fulfils these requirements and additionally can prove that:

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- His work contract does not collide with the requirements and that he can personally fulfil his duties as an expert personally.
 - His work as an expert is not bound by any instructions and that he can identify his services as individual, independent work.
 - His employer is willing to grant sufficient time to perform his expert duties.
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- The applicant must provide a list of all certifications acquired in the past three years and the three latest certificates he has issued.
 - The applicant has to have passed the training on the EuCertPlast certification scheme.