Audit of Recycling Activity Report

Company Name:

Recycler ☐ Converter with Recycling Activity ☐

Period which has been audited:

from to (included)

Location:

Date:

Name of the auditor:

Present at audit:

Result of the audit

Total input tonnage reported in RecoTrace (gross)

Pre-consumer:		t
Post-consumer:		t
Total:	0	t

Total net input (total gross - contamination) reported in RecoTrace:

Total:		t

Total output tonnage reported in RecoTrace

Total:		t

Total input tonnage approved after audit

Pre-consumer:		t
Post-consumer:		t
Total:	0	t

Total net input approved after audit:

Total:	0	t

Total output tonnage approved after audit

Total:		t

Data in RecoTrace is consistent with approved tonnage ☐ Yes ☐ No

Data in RecoTrace is approved by auditor ☐ Yes ☐ No

Signatures

X _____ X _____

Auditor Company representative

Administration

Comments

Recyclers Input and Input into Recycling Operation

Suppliers within Recovinyl (to avoid double counting): describe which ones and what tonnages had been reported

Material originating from traders: describe which traders and what tonnages had been reported

Material originating from subcontracted recyclers

Comments

Output

Customers within Recovinyl (to avoid double counting): describe which ones and what tonnages had been reported

Comments

Mass Balance

Input (tonnes)		Output (tonnes)	
A - Incoming PVC waste reported		F - Outgoing recycled material	
B - Other Incoming PVC waste *		G - Stock recycled material initial	
C - Stock PVC waste initial		H - Stock recycled material final	
D - Stock PVC waste final		I - Waste to landfill+sub-products	
E - Additives			
A+B-(D-C)+E	0	**F+(H-G)+I**	0

*subcontracted recycling, contractor, trader - add reference

Comments

General remarks

Recovinyl Audit Checklist - Recycling Activity

	Questions	✔	Documents to check (as many as possible per question)	Yes (Y) /No (N)	Audit findings and comments
	Questions on Administration				
1	Is there a waste permit or permit exemption? / Are there the legal requirements to operate in place?	☐ ☐ ☐	Waste permit Permit derogation according to Article 20 of the Waste Framework Directive Operating license or environmental license with specific provisions on treatment of		
2	Is there a valid calibration report?	☐ ☐ ☐	Delivery tickets with weight (issued by a calibrated weighbridge) and description or Internal scales for cages/boxes/bales or Internal weigh unit on vehicle		
	Questions on Recycler's Input				
1	Can the reported volume be broken down into individual incoming deliveries?	☐ ☐ ☐	Weighing slips Incoming load reports Invoices between supplier and the recycler		
2	Has the correct polymer (PVC) been identified/declared?	☐ ☐ ☐	Visual inspection of the input waste on the site Purchase specifications Delivery notes		
3	Has the correct application been identified/declared?	☐ ☐ ☐	Visual inspection of the input waste on the site Purchase specifications Delivery notes		
4	Is the input waste that is declared effectively post-consumer or pre-consumer?	☐ ☐ ☐ ☐	Visual inspection of the input waste on the site Purchase specifications Delivery notes Supplier identification		
5	Is the input waste country of origin effectively declared? (Country where the waste was received from)	☐ ☐	Purchase specifications Delivery notes		
6	Can each delivery of input volume be linked to a supplier?	☐ ☐ ☐	List of suppliers Delivery notes Internal record system		
7	Are the names of the suppliers kept on file and can they be verified?	☐	List of suppliers		
8	Has freight which has been refused and has not effectively been processed included in the tonnages?	☐ ☐ ☐ ☐ ☐	Purchase specifications Quality Control of Input material Internal records Refused deliveries return of material Credit notes		
9	Does the declared input waste contain any waste that has been already declared by another recycler to Recovinyl or other Data Collector within the CPA?	☐	List of suppliers (if recyclers check if that material was already declared to Recovinyl).		
10	Does the declared material contain any material that has been supplied by a trader or a subcontracted recycler?	☐	List of suppliers (if supplier, selling products and not waste, is a trader or another recycler where no traceability is available that material should be disrecarded).		
11	Has the Recycler's Input value been correctly introduced into the RecoTrace?	☐ ☐ ☐ ☐	Incoming load reports for the assessed calendar year Purchase specifications (country of origin) Production records Internal system that aggregates the data		How the split between pre-consumer and post-consumer waste, and EU and non-EU waste is done?
	Questions on Input into Recycling Operation				
1	Does the recycler have a procedure in place to determine the contamination of the input tonnage?	☐	SOP to determine the contamination of a certain supplier/quality		

		☐ ☐	Internal records **or** Mass balance		
2	Has the input into Recycling Operation value been correctly introduced into the RecoTrace?	☐	Internal records		
	Questions on Quantity Reconciliation/Mass balance				
1	Are inputs and outputs to the recycling operation recorded?	☐ ☐ ☐ ☐ ☐ ☐	Production records or stock changes Management or supervisor reports Stock management system Report detailing additives added into the recycling operation Waste disposal records By-products records		
2	Can a quantity reconciliation or mass balance of the incoming and outgoing flows of the previous year be established?	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Production records; Stock management system Input to Recycling operation Output from recycling operation Report detailing additives, fillers, virgin added into the recycling process Waste disposal records By-products records Process inputs and outputs recorded Subcontracting recycling (if any)		
3	Is the stock level at the beginning and the end of the evaluation period known?	☐ ☐	Stock management system Production records		
4	Can the Recycled Plastics present in the output be established?	☐ ☐ ☐ ☐	Formulation (percentage of recycled content of output grades) Production records Report detailing additives, fillers, virgin added to the recycling process Input to the recycling Operation		
5	Is the calculation of the Recycled Plastics present in the Output plausible?	☐ ☐ ☐	Production records Stock management system Incoming load report		Check that purchased Waste (t) ≥ Consumption (t)
	Questions on Output from Recycling Operation				
1	Can the output from Recycling Operation be broken down into individual outgoing transport movements?	☐ ☐	Weighing slips (calibrated on a weighbridge) Invoices between recycler and the consumer		
2	Can all outgoing flows be linked to a customer?	☐ ☐	Invoices Delivery notes		
3	Is the materials destination effectively declared?	☐ ☐	Invoices Delivery notes		
4	Have deliveries which have been returned by the customer been included in the reported tonnages?	☐ ☐	Internal records Delivery notes		
5	Can the input and output of the recycling operation be linked back to a batch, supplier or group of suppliers?	☐ ☐ ☐	Production records Stock management system Incoming load report		
6	Do a plausability check to verify that the recycled plastics present in the sales records match what has been produced in the production records.	☐ ☐	Sales records Production records		
7	If sales data is extrapolated from production records, please provide evidence that extrapolation is plausible.	☐ ☐	Sales records Production records		
8	Has the Recycler's Output value been correctly introduced into the RecoTrace?	☐	Production records for the assessed calendar year		