Audit of Converting Activity Report

Company Name:

Converter ☐ Converter with the 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

Total: t

Total output tonnage reported in RecoTrace

Total: t

Total input tonnage approved after audit

Total: 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

Converters Input

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

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 r-PVC reported		F - Outgoing recycled material in products	
C - Stock r-PVC material initial		G - Stock recycled material in products initial	
D - Stock r-PVC material final		H - Stock recycled material in products final	
E - Additives			
A-(D-C)+E	0	**F+(H-G)**	0

Comments

General remarks

Recovinyl Audit Checklist - Converting 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 an operation? / Are there the legal requirements to operate in place?	☐	Operation permit		
2	If the material is weighted at the Converter's Input, is there a valid calibration report?	☐ ☐ ☐	Delivery tickets with weight (issued by a calibrated weighbridge) and description Internal scales for cages/boxes/bales Internal weigh unit on vehicle		
	Questions on Converter's Input				
1	Can the reported volume be broken down into individual incoming deliveries?	☐ ☐ ☐	Weighing slips Incoming load reports Invoices between supplier and the converter		
2	Has the correct polymer (PVC) been identified/declared?	☐ ☐	Purchase specifications (supplier description of material) Supplier Certification of recycled content (if available)		
3	Is the Converter's Input country of delivery effectively declared?	☐ ☐	Purchase specifications Delivery notes		
4	Can each delivery of input volume be linked to a supplier?	☐ ☐ ☐	List of suppliers Delivery notes Internal record system		
5	Are the names of the suppliers kept on file and can they be verified?	☐	List of suppliers		
6	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		
7	Does the declared input waste contain any waste that has been already declared by another converter to Recovinyl? i.e. are there suppliers which are also	☐	List of suppliers (if converters check if that material was already declared to Recovinyl).		
8	Does the declared material contain any material that has been supplied by a trader?	☐	List of suppliers (if supplier, is a trader where no traceability is available that material should be disrecarded)		
9	Has the Converter'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?
10	Is the origin of the waste (European/non-European) effectively declared? (optional)	☐ ☐	Purchase specs Delivery notes		If the material is imported from outside Europe, evidence must be provided to prove the origin of European waste.
	Questions on Qunatity Reconciliation/Mass balance				
1	Are inputs and outputs to the converting operation recorded?	☐ ☐ ☐ ☐ ☐ ☐	Production records or stock changes Management or supervisor reports Stock management system Report detailing additives, fillers, virgin added into the process (if any) Waste records By-products records		
2	Can a quantity reconciliation or a mass balance of the incoming and outgoing flows of the previous year be established?	☐ ☐ ☐	Production records; Stock management system Input to Converting operation		

		☐ ☐ ☐ ☐ ☐	Output from Converting operation Report detailing additives, fillers, virgin added into the process (if any) Waste records By-products records Process inputs and outputs recorded		
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 (PVC) present in the output be established?	☐ ☐ ☐	Formulation (percentage of recycled content of output grades) Production records Report detailing additives, fillers, virgin added to the process		
5	Is the calculation of the Recycled PVC present in the Output plausible?	☐ ☐ ☐	Production records Stock management system Incoming load report		Check that purchased Waste (t) ≥ Consumption (t)
	Questions on Converter's Output				
1	Can the output from Converting Operation be broken down into individual outgoing transport movements?	☐ ☐	Weighing slips (calibrated on a weighbridge) Invoices between converter 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 converting 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 (should specify: costumer details, weight of material sold, grade reference/name) 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 Converter's Output value been correctly introduced into the RecoTrace?	☐	Production records for the assessed calendar year		