



# EuCertPlast Audit Scheme for Food Contact Recycling Processes

---

**Version 1.0**

Developed by the EuCertPlast Technical Committee  
Published in September 2020

## Contents

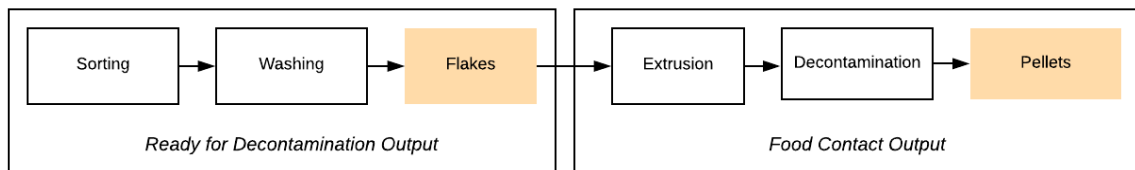
I. Scope of Certification .....	3
II. Use of Definitions .....	3
III. References.....	3
IV. Types of Certification, Frequency and Time on-site.....	4
V. Operating performance Requirements .....	5
VI. Traceability .....	5
VII. EuCertPlast Scheme Details for Food Contact.....	7
Section 1: Licenses, Permits and Certificates .....	7
Section 2: Management Team .....	10
Section 3: Incoming Material Procedures and Controls.....	12
Section 4: Stock Management.....	16
Section 5: <i>Recycling Process</i> .....	17
Section 6: Controls on <i>Recycled Outputs</i> .....	24
Section 7: Environmental Protection .....	25
Section 8: Subcontracting.....	28
Section 9: Quality Management.....	30
Section 10: Auditors Comments.....	37
Annex 1: Definitions Used in this Document.....	38

## I. Scope of Certification

The aim of EuCertPlast is to recognise recyclers of pre-consumer and post-consumer plastic waste operating according to high standards. *Certification* gives confidence to suppliers and customers that any input plastic waste delivered, and output produced in a certified recycling facility will be recycled as per *Best Practice*. *Certification* works according to the European Standard EN 15343:2007 “Traceability and calculation of recycled content” and aims at encouraging environmentally friendly plastics recycling processes by standardizing them.

Compliance with the EuCertPlast Certification Scheme for Food Contact Recycling must be achieved for food contact recycling processes. Food contact recycling includes all processes which would lead eventually to a food contact material. This includes those companies decontaminating material and those grinding flakes which will be later used on a decontamination process. An overview of the different process steps in the recycling process and its output may be found in Figure 1. A *Recycler* may follow all steps described or just a portion of them. Depending on the treatment done by *Recycler*, the relevant sections of the Scheme must be completed accordingly.

Figure 1. Flowchart of the recycling process steps in food contact recyclates



*Certification* shall be issued for each *Recycling Process* operating at a site.

## II. Use of Definitions

Defined terms are marked in *italics* and start with a capital letter. Terms and definitions relating to this document can be found in Annex 1.

## III. References

- EN 15343 Plastics—Recycled Plastics—Recycling traceability and assessment of conformity
- EN 15344 Plastics—Recycled Plastics—Characterisation of Polyethylene (PE) recyclates
- EN 15345 Plastics—Recycled Plastics—Characterisation of Polypropylene (PP) recyclates
- EN 15347 Plastics—Recycled Plastics—Characterisation of waste plastics
- EN 15348 Plastics—Recycled Plastics—Characterization of poly(ethylene terephthalate) (PET) recyclates

## IV. Types of Certification, Frequency and Time on-site

There are 5 types of audits, all of which will be scheduled and pre-arranged with *Recycler*:

- *Initial Certification*; estimated on-site time 1 day
- *Monitoring Certification*; estimated on-site time 0.5 day
- *Provisional Certification*; estimated on-site time 1 day
- *Multi-site Certification*; estimated on-site time from 1 to 2 days
- *Change of Recycling Process Certification*; estimated on-site time 0.5 days

The type of the audit shall be specified in the audit Summary Sheet. *Certification* has a validity of 1 year and after that shall be renovated.

### IV.1 Initial Certification

*Initial Certification* shall be carried out for *Recycling Process* which is carried out in one facility and can present production records from the previous 12 months of recycling operation.

### IV.2 Monitoring Certification

*Monitoring Certification* shall be carried out for *Recycling Process* renewing their EuCertPlast *Certification* for one facility. They can present production records from the previous 12 months of recycling operation.

### IV.3 Provisional Certification

*Provisional Certification* shall be issued when a *Recycling Process* has been in operation for less than 12 months or there are less than 12 months of production or mass balance records. This certificate will be valid for 1 year. A minimum of 3 months of data are required in order to issue a *Provisional Certification*. When licences are in the process of being applied for, then these must be sent to the auditor when available. If a license application is unsuccessful the auditor must be informed.

### IV.4 Multisite Certification

Multisite Certification shall be issued when a *Recycling Process* takes place in two or more separate locations under the same ownership. *Recycler* must designate one location as main address for administrative purposes of *Certification*. All locations must be visited and listed in the Audit Report and Summary Sheet during the audit and traceability among all locations shall be verified. This *Certification* is valid for 1 year.

## IV.5 Change of *Recycling Process* audit

*Recycler* will need to request a 'Change of *Recycling Process*' audit when during the period of *Certification*, significant changes are made to the *Recycling Process*. Changes considered as significant are:

- When *Equipment Capacity* is changed by more than 50%
- When the legal authorisation is modified, or after suspension of the legal authorisation.
- When *Input Plastic Waste* is changed (either a change in polymer or form, i.e. rigid or flexible)
- When *Recycled Output* is changed

## V. Operating performance Requirements

The auditing criteria is standardised in two categories which define the level of importance and accuracy that *Recycler* must achieve in the *Certification* process.

Category type	Description
1	Compulsory: <i>Recycler</i> must achieve the required standard for type 1 categories in order to achieve <i>Certification</i> . Minor discrepancies are allowed in defined circumstances.
2	Preferred. A <i>Recycler</i> must achieve a 50% compliance with category 2 items.

## VI. Traceability

*Recyclers* producing PET food contact or PET *Recycled Output* intended for Food Contact applications must meet traceability Level 1.

### Level 1: Full traceability

- **Control of input material:** Input controls as per EN 15347:2007 for each incoming *Batch* of *Input Plastic Waste*. Each *Batch* of *Input Plastic Waste* is identifiable in the stock area.
- **Control of the recyclates production process:** *Recycling Process* is fed with individual *Batches* of *Input Plastic Waste* or mixtures of *Batches* of *Input Plastic Wastes* of known composition. Process variables are recorded. Outputs are prepared in *Batches* and details of the date and time of production recorded. Quality controls are carried out on *Recycled Outputs*. There is full traceability from the input *Batches* to the output *Batches*.

- **Controls on output material:** *Recycler* can provide the characteristics of each *Batch* of *Recycled Output* produced (in line with relevant EN recyclates characterisation standard or/and customers' requirements) to the end user.
- **Recycled content:** It can be calculated using the formula in section 6 of EN 15343:2007 (so there must be a known blend of recycled and virgin / other material).
- **Record keeping:** Records are kept of all of the above data.

*Recyclers* producing food contact *Recycled Output* that cannot meet traceability Level 1 should not be awarded *Certification*.

The auditor must duly justify in the audit report why he granted traceability Level 1 according to the above variables.

## VII. EuCertPlast Scheme Details for Food Contact

### Section 1: Licenses, Permits and Certificates

#### 1.1 Business and operating licenses

Verify that the company registration document and any operating licenses required for the country where *Recycler* is located are in place and valid.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

#### 1.2 European Commission Authorization Decision & related documents

Documented evidence that *Recycling Process* has a valid Authorization Decision by the European Commission for the production of food contact *Recycled Output* according to Regulation (EC) N° 282/2008.

Documentation to be checked:

- EC Authorization Decision
- EFSA opinion
- Compliance Monitoring Summary Sheet (CMSS) filled in and available for inspection for each produced quality

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	-	-	-
<i>Food Contact Output</i>	1	n	y

#### 1.3 Environmental licenses and permits

Verify that any environmental licenses required for the *Recycling Process* in the country of operation are in place and valid, i.e. in date, for:

- i) Solid waste generation and / or disposal;
- ii) Wastewater treatment and/or disposal and;
- iii) Emissions to the air.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

#### 1.4 Waste transport licenses

Where *Recycler* uses their own vehicles to transport waste materials verify that they have the licenses required to do so in any countries where they operate vehicles.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

#### 1.5 License and permit conditions – Waste plastics processed

Check that the throughput of *Input Plastic Waste* and other waste plastics (if relevant) processed by *Recycler* at their site does not exceed the limits set out in their operating license. This should be based on the total waste plastics processed over the past 12 months.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	n
<i>Food Contact Output</i>	1	y	n

#### 1.6 License and permit conditions – waste plastics stored

Check that the *Input Plastic Waste* and other waste plastics (if relevant) stored by *Recycler* at their site does not exceed the limits set out in their operating license. This should be based on the average of the stock level at the time of audit, one month prior to the audit and two months prior to the audit.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y



### 1.7 ISO 14001, 18001 or EMAS

Certificates should be issued by an authorised accreditation body.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	y
<i>Food Contact Output</i>	2	n	y

### 1.8 ISO 9001

Recycler holds a valid ISO 9001 certificate issued by an authorised accreditation body.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 1.9 Insurances

Recycler has valid, i.e. in date, insurance in place for:

- i) Buildings, equipment and stock
- ii) Public liability
- iii) Employers' liability

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	y
<i>Food Contact Output</i>	2	n	y

## Section 2: Management Team

### 2.1 Company directors

Identify management bearing legal responsibility of *Recycler*. Take a copy of the legal document showing these details.

### 2.2 Staff structure and responsibilities

Recycler shall have available at least:

- i) An organigram showing the reporting structure for staff;
- ii) Titles and job descriptions for key staff (supervisor level and above).

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 2.3 Staff qualifications (technical)

Shop floor supervisors and managers hold externally recognised technical qualifications related to the *Recycling Process*. Examples of relevant qualifications would include those related to:

- i) The management of production processes (general);
- ii) The management of waste facilities;
- iii) Polymer science & plastics processing.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 2.4 Staff training (technical)

Documented evidence that staff operating equipment have been suitably trained in its operation. This can include internal training programmes where suitably structured and documented.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 2.5 Staff qualifications (quality management)

Shop floor supervisors, managers and relevant staff hold externally recognised qualifications related to quality management in production processes including but not limited to process control and statistic methods.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	n
<i>Food Contact Output</i>	2	n	n

### 2.6 Staff training (quality management)

Documented evidence that staff supervising the *Recycling Process* have been trained in the management of *Recycled Output* quality. This can include internal training programmes where suitably structured and documented.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

## Section 3: Incoming Material Procedures and Controls

### 3.1 Purchase specifications

Batches of *Input Plastic Waste* are purchased and booked in against a specification. Where *Recycler* uses their own grading system a clear specification should be available for each grade of *Input Plastic Waste* accepted including as a minimum the polymer, colour and level of out throws.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.2 Purchase specifications additional requirements when flakes

Additionally, in case of type of audit "Food contact Output" where purchased material are treated flakes, specification should include:

- Information on the procedures that have been set in place to identify and prevent contamination.
- Assurance of compliance with the 5% limit of non-food products present.
- Compliance with Regulation (EC) 10/2011 on plastic materials and articles intended to come into contact with food.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	y
<i>Food Contact Output</i>	2	n	y

### 3.3 Waste category identifiable

It is possible to identify the category of the plastic waste and the country of origin for each *Batch of Input Plastic Waste*. Categories of plastic waste include (as applicable) WEEE, ELV, packaging, agricultural or other. Whether the *Input Plastic Waste* is household pre-consumer, commercial pre-consumer or post-consumer, should also be identifiable.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.4 Weights and dates of delivery recorded

All incoming *Batches* of *Input Plastic Waste* are weighed on a weighbridge (public or at *Recycler*) and a minimum of the net weight of *Input Plastic Waste* and date of delivery are recorded. Weighbridge tickets should be printed and not manually adjusted, either on the computer prior to printing or by hand.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.5 Supplier details recorded

Each *Batch* of *Input Plastic Waste* delivered must be linked to a supplier. Details of the suppliers are kept on file showing as a minimum the company name and address.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.6 Haulier details recorded

Each *Batch* of *Input Plastic Waste* delivered must be linked to a haulier. Details of the haulier are kept on file showing, as a minimum the company name and address.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 3.7 Weighbridge calibrated

Where there is a weighbridge on site which is being used for the purchase of *Input Plastic Waste* or sale of *Recycled Output* then there is a valid certificate showing that it has been inspected and calibrated to a standard where it can be used for the sale or purchase of goods. The certificate should be issued by a suitably qualified and authorised company or organisation.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.8 Batch definition

Batches are defined in Input Plastic Waste, Recycled Output and any other intermediate process. In case of "Food contact PET", the batches are defined according to the template provided in the CMSS.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.9 PET bales input quality control

Documented evidence that *Recycler* has structured and consistent procedures in place to determine the quality of incoming bales and their percentage of non-food contact articles contained in the batch against specification. There is a SOP to proceed with the quality check specifying a batch and frequency of testing. There is a SOP to process complying batches and reject or treat adequately non-compliant batches. Results of the quality check must be documented and stored.

The procedure should be in line with the "*Methodology to check the quality of baled PET waste*" or an equivalent guidance.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.10 PET compliance with the 5% threshold of non-food contact articles

Documented evidence that *Recycler* has structured and consistent procedures in place ensuring that *Input Plastic Waste* entering decontamination does not exceed the maximum percentage of 5% content of non-food contact articles. The procedure must include a monitoring system which ensures regular verification, corrective actions and recording of the process. The procedure should be in line with the “*Methodology to comply with 5% food contact rule*” or an equivalent guidance.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 3.10 *Input Plastic Waste* compliance with Regulation (EC) N° 10/2011 (*Input Plastic Waste originated outside the EU*)

If *Input Plastic Waste* is originated outside of Europe, documented evidence that *Input Waste* entering *Recycling Process* complies with the requirements stipulated in Regulation (EC) 10/2011 should be present.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

## Section 4: Stock Management

### 4.1 Stockyard details

Stockyard details shall be specified including at least:

- i) Approximate size of covered storage area (m<sup>2</sup>)
- ii) Approximate size of uncovered storage area (m<sup>2</sup>)

### 4.2 Incoming stock identifiable by supplier

All incoming *Input Plastic Waste* is stored such that the supplier of each *Batch* can be identified. This might be done, for example, by the tagging of bales or having allocated storage areas for suppliers.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 4.3 Storage conditions

Incoming (*Input Plastic Waste*) and outgoing (*Recycled Output*) stock are stored so that their quality does not deteriorate but also so as to avoid/prevent mixing with other stored materials (input or output or other contamination (e.g. chemical, biological) and ensure that the traceability of each batch of material. Material should be stored on impermeable surfaces such as asphalt or concrete or on pallets (or similar) where the surface is untreated or permeable (e.g. loose aggregate). The storage area must be closed and only accessible to authorised personnel.

*Recycled Output* must be correctly identified and labelled. "Food contact" PET *Recycled Output* shall be stored separately.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y



#### 4.4 Stock management system

A system is in place that records all movements into and out of stock and the tonnage of stock present on site at any time. This should be for both incoming (*Input Plastic Waste*) and outgoing (*Recycled Output*) stock.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

#### 4.5 Stock checks

Physical inspection of stock should be carried out on a regular basis (at least once per month) to verify that the level of stock shown in the stock management system is correct. These inspections should be documented.

The frequency of these inspections is subject to the system used by *Recycler*. If an electronic system is in place, physical inspections may vary from every month to once a year.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### Section 5: Recycling Process

#### 5.1 Description of the process

The recycling line consists of several process steps based on the characteristics of the *Incoming waste*. Generally, this include a sorting process to remove metals, contaminants & non-food contact materials, washing, sink-float tank and drying.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

## 5.2 Use of chemicals

Use of any chemicals within the recycling process shall be such as to not introduce safety risk in the final product. This includes but it is not restricted to lubricants and detergents.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	Y	y

## 5.3 Washing process control parameters

The washing process parameters are internally described. There is a SOP in place to ensure compliance with the determined control parameters for washing of the flakes. Any deviation is recorded and managed. EFSA opinion parameters should be considered if applicable.

Any changes on the control parameters are duly justified and recorded.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1*	Y	y

\*If applicable.

## 5.4 Rinsing process control parameters

The rinsing process parameters are internally described and show the efficiency of the rinsing process. There is a SOP in place to ensure compliance with the determined control parameters. Any deviation is recorded and managed. EFSA opinion parameters should be considered if applicable.

Any changes on the control parameters are duly justified and recorded.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1*	Y	y

\*If applicable.

## 5.5 Recycling Statistics

Calculated for the 12 months prior to the audit.

5.1.1 *Site Capacity*

5.1.2 *Equipment Capacity*

5.1.3 Nominal Capacity

5.1.4 Incoming *Input Plastic Waste (pre-consumer and post-consumer)*

5.1.5 *Subcontracted Recycling*

5.1.6 Energy consumption in KWh per t of *Recycled Output* produced

KWh Consumption - Guidance table for auditors (these numbers are indicative)

	LDPE	HDPE	PET	PVC
KWh/t	To be accessed	500-570	220-360	To be accessed

5.1.7 Fresh water consumption in litres per t of *Recycled Output* produced.

Fresh water Consumption - Guidance table for auditors (these numbers are indicative).

	LDPE	HDPE	PET	PVC
m3/t	To be accessed	1.5-2.5	2-3	Not applicable

## 5.6 Input Volume Reconciliation

The auditor shall calculate the volume reconciliation to identify if there is *Input Plastic Waste* being delivered to the site which is unaccounted for. No significant excess of *Input Volume* over *Equipment Capacity* combined with *Subcontracted Recycling* should be identified.

$$\sum \text{Equipment Capacity} + \sum \text{Subcontracted Recycling} \geq \sum \text{Input Volume}$$

Where records show that *Input Plastic Waste* is being sold (traded) to other recyclers then this should be detailed in the report (including the tonnage of *Input Plastic Waste* sold to other recyclers / traders in the last 12 months). The report should also show if any material is being toll recycled by non-certified recyclers.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 5.7 Process inputs and outputs recorded

Records are kept of all materials that are inputted into and produced by the *Recycling Process*. These include:

- i) *Input Plastic Waste*
- ii) *Recycled Outputs*
- iii) Additives & master batches
- iv) Solid wastes
- v) By-Products

Records may include Declaration of Conformity and Material Safety Data Sheet where applicable.

*Recyclers* would fail the audit if records were not kept of *Input Plastic Waste* inputs and *Recycling Outputs* and the absence of records for the other categories would count as a *Minor Discrepancy*.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

### 5.8 Recycling process restrictions

Documented evidence that *Recycling Process* is operating according to the process restrictions described in the Compliance Monitoring Summary Sheet (CMSS): allowed collection system and flake in the process Input Plastic Waste and permitted output applications according to the EFSA restriction.

Documented evidence that the process restrictions described in the CMSS correspond to the description of the EFSA Opinion.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	-	-	-
<i>Food Contact Output</i>	1	n	y

### 5.9 Process critical steps

Critical steps of the process as defined in the EFSA opinion are implemented as described and correctly reported in the CMSS. There are SOP in place for each of the process critical steps which are also listed in section 9.2.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	-	-	-
<i>Food Contact Output</i>	1	n	y

### 5.10 Mass balance calculation

The mass balance calculation is an overview of all the material flows of *Recycling Process* for a period of 1 year (the period of evaluation). This central part of the report should be reasonably accurate, and all discrepancies of the process shall be explained.

When a mass balance is produced only using *Input Plastic Waste* and *Recycled Output*, a period of 3 months is granted to *Recycler* to alter their systems and add other categories to the calculation that might be missing.

If a *Recycler* has been producing *Recycled Output* for less than one year or records have been kept for less than one year, a *Provisional Certification* should be issued.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

### 5.11 Beneficial Output & Yield

A high-level indication of the amount of *Recycled Output* (by percent) that is produced from a given tonnage of *Input Plastic Waste*. Where a by-product is produced from the *Recycling Process* that can be used as a direct replacement for virgin polymer or other raw material to manufacture products (excluding products for energy generation) then this should be included in the

*Beneficial Output* calculation. Any material used for energy generation shall be excluded. Proof of the material being sent to a licensed recycling facility may be used to verify which material shall be included in the calculation.

Likewise, where a relatively contaminant free metal by-product is produced by the *Recycling Process* (including baling wire) and there is evidence that it is being sent for recycling at a licensed facility then this can also be included. Regarding the *Yield*, *Recycled Output* refers to the targeted plastic by *Recycler* (e.g. PET output for a PET *Recycler*).

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 5.12 Documented control of *Recycling Process*

As a minimum, production records should be kept showing the times that the *Recycling Process* was operational on a given day and the volume of *Input Plastic Waste* used and *Recycling Output* produced. Records should be available for a minimum period of 12 months (i.e. during the evaluation period). Where this is not the case a *Provisional Certificate* should be issued.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 5.13 Use of production statistics

The information recorded during the operation of the *Recycling Process* is used to generate, at least monthly, information that can be used by the management team to optimise the performance of the *Recycling Process* and / or the business more generally. Information is likely to be collated and shown over a period of time to show changes in, for example, production levels, downtime, *Beneficial Output*, contamination levels, etc.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	n

**5.14 Tracing *Input Plastic Waste & input Batches* to suppliers**

*Batches of Input Plastic Waste* into the *Recycling Process* can be traced back to individual or known groupings of suppliers.

<b>Type of audit</b>	<b>Assessment level</b>	<b><i>Minor Discrepancy</i></b>	<b>Evidence required</b>
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

**5.15 Tracing *Recycled Output* to suppliers**

*Recycled Output Lots* can be traced back to input *Batches* and therefore suppliers.

<b>Type of audit</b>	<b>Assessment level</b>	<b><i>Minor Discrepancy</i></b>	<b>Evidence required</b>
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

**5.16 *Recycling Process* as per EN15343**

*Recycler* is operating broadly in line with EN 15343, in particular with respect to the methodology and procedures outlined in section 4, the quality assurance in section 5 and where recycled content is specified, the guidance given in section 6.

<b>Type of audit</b>	<b>Assessment level</b>	<b><i>Minor Discrepancy</i></b>	<b>Evidence required</b>
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

## Section 6: Controls on *Recycled Outputs*

### 6.1 Intended used identifiable

The intended use of the *Recycled Output* must be clearly detailed in relevant documentation (e.g. output specification, sales records, etc.).

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 6.2 Sales records

Sales records are kept showing a minimum of:

- i) Who the *Recycled Output* was sold to (name and address of the converters, recyclers, dealers and others)
- ii) Weights of *Recycled Output* sold (with copies of weighbridge tickets)
- iii) The type of *Recycled Output* sold (against a specification)

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 6.3 Evidence of sales

Typically, this will be invoices showing the *Recycled Output*, weight and customer. Other documentation showing the same information can be accepted if there is clear evidence of the supply of *Recycled Output*. The information should stay at *Recycler* and the auditor should not make copies of the documents.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y



#### 6.4 Evidence of by-product treatment or use

Documentary evidence that any by-products produced by the *Recycling Process* have been sent to a suitably licensed site, *Broker* or *Dealer* for treatment or use should be available. Acceptable evidence would include:

- i) invoices to or from a licensed site, *Broker* or *Dealer* showing the type and weight of the by-product received
- ii) delivery notes from a licensed site, *Broker* or *Dealer* showing the type and weight of the by-product received
- iii) A document signed by a licensed site, *Broker* or *Dealer* showing the type and weight of the by-products received

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

## Section 7: Environmental Protection

### 7.1 Disposal of solid wastes

Documentary evidence showing that the solid wastes produced by the *Recycling Process* have been sent to a suitably licensed disposal site, *Broker* or *Dealer*. Acceptable evidence would include:

- i) invoices from a licensed disposal site, *Broker* or *Dealer* showing the details and weight of the solid wastes received
- ii) delivery notes from a licensed disposal site, *Broker* or *Dealer* showing the details and weight of the solid wastes received
- iii) A document signed by a licensed disposal site, *Broker* or *Dealer* showing the details and weight of the solid wastes received

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

## 7.2 Conditions of disposal of solid wastes

Solid wastes are stored on paved floors equipped with rainwater collection systems in closed or fenced areas to avoid wind dispersion.

Solid wastes are stored and transported in a way that reduces space and volume of transportation.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	y	n
<i>Food Contact Output</i>	2	y	n

## 7.3 Licensed treatment of wastewater (off site)

Permits for onsite water treatment are covered in Section 1. This section is relevant only when wastewater from *Recycling Process* is being sent off site for treatment.

Where this is the case, the auditor should check that the wastewater is being captured and stored in a way so as not to cause potential damage to the environment, for example through leakage. Wastewater must also be sent to a suitably licensed treatment site, *Broker* or *Dealer*.

Acceptable evidence would include:

- i) invoices from a licensed treatment site, *Broker* or *Dealer* showing the details and volume of the wastewater received or;
- ii) delivery notes from a licensed treatment site, *Broker* or *Dealer* showing the details and volume of the wastewater received or;
- iii) A document signed by a licensed treatment site, *Broker* or *Dealer* showing the details and volume of the wastewater received.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

## 7.4 Capture and treatment of runoff

The site has a system in place to capture, treat (where applicable) and divert rainwater runoff from the site (including the yard) into an appropriate drainage system.

The installed runoff collection system should be paved, and any storage of runoff waters should prevent leakages.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	n
<i>Food Contact Output</i>	2	n	n

### 7.5 Pellet and waste loss

*Recycler* should have an effective procedure in place to prevent the leakage of *Input Plastic Waste* and *Recycled Output* into the environment within its premises and surroundings.

Designated staff is responsible for the management and application of the established procedure. Appropriate training, guidelines and resources for the implementation and compliance of the procedure should be provided by the *Recycler*.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	y	y
<i>Food Contact Output</i>	2	y	y

### 7.6 No contamination of local environment

There should be no activity on site that is causing obvious contamination to the local environment.

Such activities would include, for example:

- i) The water treatment process being non-operational
- ii) Direct discharge, without treatment, of wastewater from the washing process
- iii) Uncontrolled and unregulated burning of solid wastes for disposal
- iv) Waste stored in a way that would cause pollution of the local environment

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

## Section 8: Subcontracting

### 8.1 Control of Subcontracted Recycling

Clear records shall be kept showing when *Input Plastic Waste* has been sent for *Subcontracted Recycling*. *Recycler* must record at least:

- i) The date *Input Plastic Waste* was sent for *Subcontracted Recycling*;
- ii) The company name and address of the party carrying out *Subcontracted Recycling*;
- iii) The grade of *Input Plastic Waste* and tonnage sent for *Subcontracted Recycling*.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 8.2 Evidence subcontractors hold Certification

The auditor must confirm that all *Subcontracted Recycling* is done by companies holding an EuCerPlast *Certification*. Copies of the subcontractor's certificates should be viewed as evidence (preferable) or a list of subcontractors taken to confirm against the EuCertPlast register after the audit that they are *Certified*.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	Y
<i>Food Contact Output</i>	1	n	y

### 8.3 Subcontracted Processing according to Certification for food contact

Documented evidence that any flakes produced in a EuCertPlast Certified subcontracted facility are correctly labelled as "Ready for decontamination" or "Food contact" PET ensuring that all previous controls of the Input Waste are in place.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	Y
<i>Food Contact Output</i>	1	n	y

#### 8.4 Suppliers informed of *Subcontracted Recycling*

*Recycler* is tracking and recording which *Batches* (or parts of *Batches*) of *Input Plastic Waste* supplied to them are subsequently sent for *Subcontracted Recycling*. The supplier is informed in writing when this is occurring either on a case by case basis or for an agreed tonnage of *Input Plastic Waste* over a period of time.

Note: this only applies to deliveries of *Input Plastic Waste* and the *Recycler* is not required to inform the supplier when other grades of waste plastic supplied to them or by-products of the *Recycling Process* are sent to third parties for recycling.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	n
<i>Food Contact Output</i>	2	n	n

#### 8.5 Control of *Subcontracted Processing*

Clear records are kept showing when *Input Plastic Waste* has been sent for *Subcontracted Processing*. As a minimum, *Recycler* must record:

- i) The date the *Input Plastic Waste* was sent for *Subcontracted Processing*
- ii) The company name and address of the party carrying out the *Subcontracted Processing*
- iii) The grade of *Input Plastic Waste* and tonnage sent for *Subcontracted Processing*

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

#### 8.6 Evidence of subcontractors waste transport licenses

Where the collection or onwards supply of waste materials (including but not limited to *Input Plastic Waste*) is carried out by third parties then their details should be kept on file. As a minimum this should include the company name and address along with details of their registration to transport waste under any applicable national law. Copies of the subcontractor's waste transport licenses should be collated as evidence (preferable) or a list of transport subcontractors taken to confirm against the applicable register after the audit that they are licensed to transport waste.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	y
<i>Food Contact Output</i>	2	n	y

## Section 9: Quality Management

### 9.1 Quality assurance system

The documented testing for quality of each incoming vehicle of *Input Plastic Waste* and outgoing *Recycled Output*. As a minimum, a quality test should be carried out:

- At least once on every incoming vehicle of *Input Plastic Waste*
- At least once for every outgoing load of *Recycled Output*

For *Input Plastic Waste* the quality check should be against the purchase specification and for *Recycled Outputs* against the sales specification. In both cases recognised scientific, analytical and statistical techniques should be used (for instance as applicable and as detailed in the relevant EN Standards – EN15347 & EN15343 for *Input Plastic Waste* and EN 15342 / EN 15344 / EN 15345 / EN 15346 / EN 15348 & EN 15343 for *Recycled Outputs*).

\*Quality assurance system should be in place according to Annex II of Regulation 282/2008.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1*	n	y
<i>Food Contact Output</i>	1*	n	y

### 9.2 Standard Operation Procedures (SOP) in place

Documented evidence that all relevant Standard Operating Procedures (SOP) are being applied in *Recycling Process* as described in the CMSS.

SOP include procedures to how to react when the critical limits of the process parameters are exceeded, how to handle non-conformities and how to manage food safety emergencies at least.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	-	-	-
<i>Food Contact Output</i>	1	n	y

### 9.3 Anti cross-contamination measures

There are SOP established within the daily operation of the site to prevent cross-contamination of material.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 9.4 Input Plastic Waste input controls as per EN15347 and EN15343

*Recycler* is requesting information from suppliers regarding *Input Plastic Waste* as per Table 1 (Required Characteristics of Plastic Wastes) in EN15347 or PRE Bales Characterisation Guiding Requirements. Information on the 'batch size', 'colour', 'form of waste' and 'main polymer present' must be recorded for each delivery. *Recyclers* should also be accepting *Input Plastic Waste* in line with Section 4.1 (Control of Input Materials) in EN15343.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

### 9.5 Quality testing during Recycling Process

Samples of part processed *Input Plastic Waste* are taken during the *Recycling Process* and tested against key characteristics (minimum one test per 1 batch for food contact polymer). Records should be kept of the results.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 9.6 Monitoring Programme for Possible Contaminants<sup>1</sup>

Documented evidence that the recycler has a procedure in place to check the efficiency of the decontamination process at *Recycled Output* according to the Monitoring Programme for Possible Contaminants developed by the European Commission.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	-	-	-
<i>Food Contact Output</i>	1	n	y

### 9.7 *Recycled Output* product specifications

The *Recycled Output* is supplied against a product specification that as a minimum refers to polymer, colour and the permitted level of contamination and/or follows PRE Flakes and Pellets Characterisation Guidelines.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 9.8 Labelling Procedure to *Recycled Output* according to output application

Documented evidence that *Recycler* has an effective labelling procedure in place to inform the customer which is the limit of *Recycled Output* allowed to be used in the final application according to the EFSA decision of *Recycling Process*.

<sup>1</sup> To be aligned with the EC Monitoring Programme Guidelines when available.



Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 9.9 Permitted range in *Recycled Output* product specifications

The permitted range in the characteristics are shown in the specification for *Recycled Output*.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

### 9.10 *Recycled Output* product specification as per EN standards (characterisation)

The *Recycled Output* is supplied against a product specification whose characteristics are broadly in line with the 'required characteristics' in table 1 of the relevant EN Standard for the characterisation of plastic recyclates. Testing of these characteristics should be carried out using the guidance provided in the Standards or the customers' requests. These Standards are:

- EN15342 for polystyrene recyclates
- EN15344 for polyethylene recyclates
- EN15345 for polypropylene recyclates
- EN15346 for poly(vinyl chloride) recyclates
- EN15348 for poly(ethylene terephalate) recyclates

Where no standard exists for *Recycled Output* (polymer) being produced, the specification shall be in line with the broad principals of the EN Standards set out for other recyclates.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

### 9.11 Known recycled content

The recycled content of Recycled Output shall be calculated according to the procedure described in Section 6 of EN 15343:2007.

During the audit, the auditor should assess whether it is possible to calculate the *Post Consumer* recycled content or just the *Pre Consumer* and *Post Consumer* content combined. This information, as an average for the 12 months under review, should be shown on the EuCertPlast Summary Sheet (see annex 3).

If products with different shares of post-consumer contents are produced, the exact percentages for the products (product name/product code) together with the related PC-content have to be shown. Indeed, if only one product is produced, this fact should be described.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

### 9.12 Out of specification load procedure

There is a written procedure in place for dealing with deliveries of *Input Plastic Waste* which are not within the agreed specification. Procedures should detail how the supplier is informed of the discrepancy (including timeframes) against the specification and what testing is carried out and supporting information recorded.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 9.13 Rejected load procedure

There is a written procedure in place for dealing with deliveries of *Input Plastic Waste* which are rejected against the specification. Procedures should detail how the supplier is informed of the rejection (including timeframes) and what testing is carried out and supporting information recorded. A quarantine procedure should also be included.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

#### 9.14 Batch recall procedure

There is an internal system in place to remove a batch of material from its current classification if the requirements such as monitoring of contaminants testing are not met. The system and previous recalls are documented.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	1	n	y
<i>Food Contact Output</i>	1	n	y

#### 9.15 Internal auditing

There is an internal system in place in order to verify the traceability established in the site. There is at least a yearly check of such system where a *Batch of Recycled Output* is proven to be traceable to an *Incoming Input* and its supplier.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	y	n
<i>Food Contact Output</i>	2	y	n

#### 9.16 REACH

There is evidence that *Recycler* has systems and processes in place to enable him to comply with REACH Regulations (when applicable). The presence of such processes and systems should be verified, however, a full assessment as to whether *Recycler* is compliant with REACH Regulations is out of the scope of this audit.

<b>Type of audit</b>	<b>Assessment level</b>	<b>Minor Discrepancy</b>	<b>Evidence required</b>
<i>Ready for Decontamination Output</i>	1	y	y
<i>Food Contact Output</i>	1	y	y

### 9.17 Area restrictions to personnel only

All areas of the site are restricted to personnel only. There is a system in place to register and record visitors.

<b>Type of audit</b>	<b>Assessment level</b>	<b>Minor Discrepancy</b>	<b>Evidence required</b>
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 9.18 Fire risk management

There is a SOP in place in order to ensure that fire risk within the recycling plant is minimised.

<b>Type of audit</b>	<b>Assessment level</b>	<b>Minor Discrepancy</b>	<b>Evidence required</b>
<i>Ready for Decontamination Output</i>	1	n	n
<i>Food Contact Output</i>	1	n	n

### 9.19 Pest control system

The site has a pest control system in place.

<b>Type of audit</b>	<b>Assessment level</b>	<b>Minor Discrepancy</b>	<b>Evidence required</b>
<i>Ready for Decontamination Output</i>	2	n	n
<i>Food Contact Output</i>	2	n	n

## 9.20 Record Library

There are documentation procedures in place to record information regarding the Recycling Process such as:

- CoA in computer database
- Packaging list
- Delivery note
- Int. transport papers
- Cleaning certificate
- Transport order
- Export papers
- Export invoices
- Weighing tickets
- Loading trucks for delivery
- Others

All procedures are correctly listed in the CMSS corresponding section.

Type of audit	Assessment level	Minor Discrepancy	Evidence required
<i>Ready for Decontamination Output</i>	2	n	y
<i>Food Contact Output</i>	1	n	y

## Section 10: Auditors Comments

This section is used for recording additional information that may be of use when preparing the main reports. Examples of areas that the auditor may choose to cover in this section include:

1. The general approach to H&S at the site;
2. An overall impression of site organisation and management;
3. Areas where the site is operating to a particularly high standard;
4. Areas where there is potential for improvement;
5. Areas where improvement must be made to gain *Certification* (where an application for *Certification* was unsuccessful).

## **Annex 1: Definitions Used in this Document**

### **Batch**

Quantity of material regarded as a single unit and having a unique reference.

### **Beneficial Output**

Beneficial Output refers to all the Recycled Output including by-products produced from Recycling Process that can be used as a direct replacement for virgin polymer or other raw material to manufacture goods (excluding those intended for energy generation).

### **Best Practise**

Operating to a high standard with respect to the management of the *Recycling Process*, environmental performance and beyond the minimum legal requirements set by the country of operation.

### **Broker**

Any undertaking arranging the use, recovery or disposal of *Recycled Outputs, Input Plastic Waste* or waste on behalf of others, including such brokers who do not take physical possession of the aforementioned material streams.

### **Certification**

Certification under the EuCertPlast certification scheme.

### **Current Operating Hours**

The operating hours for the *Recycling Process* at the time of auditing.

### **Dealer**

Any undertaking that acts in the role of principal to purchase (or charge for the removal of/accept free of charge) and subsequently sell (or pay for the treatment or disposal of/dispose of free of charge) *Input Plastic Waste, Recycling Outputs* or waste, including such dealers who do not take physical possession of the aforementioned material streams.

### **Equipment Capacity**

The theoretical maximum capacity of the *Recycler's* equipment with respect to the weight of *Input Plastic Waste* they can accept into the *Recycling Process* to produce a *Recycled Output*.

### **Food Contact Module**

An additional module only available to Recyclers who are authorised in their country of operation to produce a Recycled Output that can be used in food contact applications.

### **Full Certificate**

Certification for Recyclers where Recycling Process has been in operation for more than one year.

### **Input Volume**

The total weight of Input Plastic Waste delivered to the Recycler during a given time period.

### **Input Plastic Waste**

The grade of plastic waste required for the Recycling Process for which the Recycler is applying for Certification.

### **Licensed Input Volume**

The total weight of all waste plastics that the Recycler is able to accept under the terms of its operating license in a given period of time.

### **Lot**

Definite quantity of some commodity manufactured or produced under conditions that are presumed uniform.

### **Minor Discrepancies**

A relatively small discrepancy found during the audit which the Recycler has 3 months to rectify. The guidance notes explain what is considered to be a minor discrepancy, where applicable. Where a discrepancy is not rectified to the satisfaction of the auditor within 3 months Certification should be withdrawn.

### **Nominal Capacity**

The running capacity of the Recycler's equipment with respect to the weight of Input Plastic Waste they accepted into Recycling Process to produce a Recycled Output. It is the calculated capacity value based on consumption figures during a determined period of time. It takes into account the planned production hours, the throughput and the identified availability of the line.

### **Permitted Operating Hours**

The maximum number of hours *Recycler* is able to run the Recycling Process under the terms of their operating licenses and permits.

### **Pre-consumer**

Descriptive term covering material diverted from the waste stream during a manufacturing process.

Note 1: This term excludes re-utilized material, such as rework, regrind or scrap that has been generated in a given process and is capable of being reclaimed within that same process.

Note 2: The term "post-industrial material" is sometimes used synonymously.

### **Post-consumer**

Descriptive term covering material, generated by the end users of products, that has fulfilled its intended purpose or can no longer be used (including material returned within the distribution chain. For specific materials such as PVC, sector definitions apply.

Note 1: The term "post-use" is sometimes used synonymously

### **Provisional Certification**

*Certification* for *Recyclers* when *Recycling Process* has been in operation for less than one year or that have less than one year's worth of production or mass flow data. The provisional audits will request a minimum 3 months of data production. The provisional audits will be valid for 1 year.

### **Recycled Output**

Recycled plastic (recyclates) produced by *the Recycling Process* that can be used as a substitute for virgin polymer or other raw materials to manufacture products (excluding products for energy generation).

- **Ready for Decontamination Output:** Recycled Output prepared to become approved for food contact at a later stage.
- **Food Contact Output:** Recycled Output approved for food contact applications.

### **Recycler**

The recycler applying for *Certification*.

### **Recycling Process**

A process producing a *Recycled Output* for which *Certification* is being requested.

### **Site Capacity**

The lower of either the sum of the *Equipment Capacity (s)* or the *Licensed Input Volume*.

### **Storage Bay**

A defined storage area where a known number of *Batches of Incoming Waste Plastic* can be kept separate and isolated from other *Batches of Incoming Waste Plastic* and contamination.

### **Subcontracted Processing**

When *Input Plastic Waste* has an operation carried out on it by a third party, for example, sorting, removal of contamination, etc, prior to it undergoing the Recycling Process. Subcontracted Processing is not a Recycling Process in itself.

### **Subcontracted Recycling**

*Input Plastic Waste* delivered to the *Recycler* which is toll recycled by a third-party recycler also certified under the EuCertPlast scheme where the *Recycler* retains ownership of the recycled output from the third-party recycler (toll recycling).

### **Yield**

Amount of *Recycled Output* (by percent) that is produced from a given tonnage of Input Waste Plastic.