

Conformity and traceability's assesment.v201218

References :

- COMMISSION IMPLEMENTING DECISION (EU) 2018/1147 of 10 August 2018 establishing best available techniques (BAT) conclusions for waste treatment, under Directive 2010/75/EU of the European Parliament and of the Council
- COMMISSION IMPLEMENTING DECISION of 26 September 201 establishing the best available techniques (BAT) conclusions, under Directive 2010/75/EU of the European Parliament and of the Council, for the production of pulp, paper and board
- Country Profile

GI-GENERAL INFORMATION

	Standard	1	Where is the site located? Specify whether in an industrial area or in proximity of a residential area	<i>Pictures</i>
	Standard	2	Is the perimeter of the site protected?	
	Standard	3	Is a site plan available?	<i>Pictures</i>
	Standard	4	How many employees does the site have?	
	Text / proof	5	What is the site turnover ?	

SC-SYSTEM CERTIFICATIONS INFORMATION

	Standard	1	Does the site hold environmental and/or quality certifications?	
	Text / proof	2	If yes, which one?	<i>ISO 9001 / 14001 / 45001 / label / local certification / ...</i>
	Standard	3	Does the site carry out routine Corporate Social Responsibility audits?	
	Text / proof	4	If yes, when was the last one?	

LICENCES / PERMITS / INSURANCES

	Critical	1	Does the site have a valid permit to operate in line with local legal requirements?	<i>Country Profile</i>
	Text / proof	2	What is the validity period?	
	Standard	3	Is there an import license requirement?	<i>Country Profile</i>
	Critical	4	If yes, does the site have the import license?	
	Text / proof	5	If yes, copy of the document + validity - Are you obliged to buy from a company holding an import licence? - Is there any preloading inspection in the country of origin (CCIC ou CWM type) ?	<i>Country Profile</i>
	Major	6	Is the site required to have insurance coverage?	<i>Country Profile</i>
	Text / proof	7	Is yes, what type of coverage does the site have?	<i>Country Profile</i>
	Text / proof	8	If yes, copy of the documents + validity	

MASS BALANCE FIGURES

	Major	1	Does the site use mass balance as a reconciliation method (input tonnages - output product tonnages = process waste tonnages)?	<i>Country Profile</i>
	Text / proof	2	What is the incoming tonnage of waste material to be processed per year ?	<i>Country Profile</i>
	Text / proof	3	What is the incoming tonnage for each material per year?	<i>Country Profile</i>
	Text / proof	4	What % of incoming tonnage is from import?	<i>Country Profile</i>
	Text / proof	5	What is the tonnage of process waste per year ?	<i>Country Profile</i>
	Text / proof	6	What are the tonnages of processing waste per year ?	<i>Country Profile</i>
	Standard	7	Is process waste separated from other waste streams such as offices, cantine, etc?	<i>Country Profile</i>
	Major	8	Is process waste treated separately (not mixed) from other waste streams?	<i>Country Profile</i>

PROCESS

	Major	1	Does the site have a portal/weight bridge or other monitoring system for radioactive waste control?	Country Profile Metals Only
	Text / proof	2	Where radioactive material is detected what are the procedures to be followed to enable assessment and disposal?	b. removal of dangerous items from the waste input stream and their safe disposal (e.g. radioactive items)
	Major	3	Is there a procedure in place to measure the quality of the incoming raw materials?	Country Profile
	Text / proof	4	In case of non conformity, what is the procedure? Please describe taking into account severity of non conformity	
	Text / proof	5	If yes, describe the procedure	
	Text / proof	6	Can you describe the procedures in place (i.e weighting receipts, delivery forms, shipping register, ...)?	Set up and implement : a. waste characterisation and pre-acceptance procedures b. waste acceptance procedures c. waste tracking system and inventory d. an output quality management system Ensure : e. waste segregation f. waste compatibility prior to mixing or blending of waste Sort : g. incoming solid waste
	Standard	7	Is there a procedure in place that ensures traceability of materials to the origin?	Country Profile a. Identification of received stocks (country, date...)
	Text / proof	8	If yes, describe the procedure	
	Major	9	Do you have a weight bridge?	
	Standard	10	If not, how do you process for weighting?	
	Major	11	Are you receiving mixed plastics?	
	Text / proof	12	If yes, what can of mix? Please give details with pictures	
	Text / proof	13	Invoices, name and address of the licenced operator	
	Standard	14	Are materials adequately stored before being processed?	
	Standard	15	Are materials sorted by grade and pre-treated manually or automatically?	Sorting of incoming solid waste, it may include: - manual separation by means of visual examinations; - ferrous metals, non-ferrous metals or all-metals separation; - optical separation, e.g. by near-infrared spectroscopy or X-ray systems; - density separation, e.g. by air classification, sink-float tanks, vibration tables; - size separation by screening/sieving.
	Standard	16	Describe storage arrangements (incoming materials after sorting)	a. Optimised storage location b. Adequate storage capacity c. Safe storage operation d. Separate area for storage and handling of packaged hazardous waste
	Standard	17	Does foreign plastic waste arrive on site already separated by grade (PET/PE)?	
	Text / proof	18	If not, does the site carry out the separation?	
	Standard	19	Is there a procedure to manage quality non conformities?	d. Set up and implement an output quality management system Country Profile
	Standard	20	Do you have local legal requirements about archiving?	Country Profile
	Major	21	Is the site compliant with its obligations?	
	Text / proof	22	If yes, describe the procedure	
	Standard	23	Does the site maximise the value of residual waste?	
	Text / proof	24	If yes, how ?	a. Material recovery b. Energy recovery
WASTE				
	Critical	1	Is waste treated in compliance with permit obligations?	Country Profile

	Text / proof	2	Where process waste is treated on site, describe the process and confirm it is in compliance with permit obligations	<i>Country Profile</i>
	Critical	3	From observation, is there evidence of waste burning?	<i>Country Profile</i>
	Text / proof	4	Where process waste is outsourced, how does the site ensure traceability and conformity (i.e. contracts with end processor, written procedure, rejects delivery forms)?	<i>Country Profile</i>
SLUDGE				
	Major	1	Is sludge stored ?	
	Text / proof	2	If yes, how and where ?	<i>Country Profile</i>
	Critical	3	Is sludge treated ?	<i>Country Profile</i>
	Text / proof	4	If yes, internally or externally ?	<i>Invoices, name and address of the licenced operator</i>
SOIL				
	Major	1	Are there spills or leaks that have the potential to impact the underlying soil?	<i>Country Profile</i>
	Text / proof	2	If yes, what kind and where?	<i>Country Profile</i>
	Text / proof	3	If yes, do you plan to repair?	<i>Country Profile</i>
	Major	4	Are hazardous and potentially hazardous material/substance storage, handling, use, processing and disposal in line with legal requirements?	<i>Country Profile</i>
	Major	5	Is emergency response and pollution prevention equipment (spill kits) available and in working order?	<i>Country Profile</i>
	Critical	6	Are there areas of the site subject to waste burning?	<i>Country Profile</i>
	Text / proof	7	If yes, provide evidences?	<i>Country Profile</i>
	Critical	8	Does the site dump waste (illegal landfilling)?	<i>Country Profile</i>
	Text / proof	9	If yes, provide evidences?	<i>Country Profile</i>
WATER				
	Critical	1	Does the site have a water supply (clear water) permit/license ?	<i>Country Profile</i>
	Critical	2	Does the site have a discharge permit/license ?	
	Text / proof	3	Water supply : If yes, copy of the permit/licence + validity	<i>Country Profile</i>
	Text / proof	4	Discharges : If yes, internally or externally ?	<i>Invoices, name and address of the licenced operator</i>

	Text / proof	5	Where the site has its own water treatment plant, describe its process	<p><i>Preliminary and primary treatment, e.g. :</i></p> <p><i>a. Equalisation</i> <i>b. Neutralisation</i> <i>c. Physical separation, e.g. screens, sieves, grit separators, grease separators, oilwater separation or primary settlement tanks</i></p> <p><i>Physico-chemical treatment, e.g. :</i></p> <p><i>d. Adsorption</i> <i>e. Distillation</i> <i>f. Precipitation</i> <i>g. Chemical oxidation</i> <i>h. Chemical reduction</i> <i>i. Evaporation</i> <i>j. Ion exchange</i> <i>k. Stripping</i></p> <p><i>Biological treatment, e.g. :</i></p> <p><i>l. Activated sludge process</i> <i>m. Membrane bioreactor</i></p> <p><i>Nitrogen removal :</i></p> <p><i>n. Nitrification/denitrification when the treatment includes a biological treatment</i></p> <p><i>Solids removal, e.g. :</i></p> <p><i>o. Coagulation and flocculation</i> <i>p. Sedimentation</i> <i>q. Filtration</i> <i>r. Flotation</i></p>
	Major	6	Does the site optimise its water use and its discharges either in soil or waters?	
	Text / proof	7	If yes, describe the process.	<p><i>a. Water management</i> <i>b. Water recirculation</i> <i>c. Impermeable surface</i> <i>d. Techniques to reduce the likelihood and impact of overflows and failures from tanks and vessels</i> <i>e. Roofing of waste storage and treatment areas</i> <i>f. Segregation of water streams</i> <i>g. Adequate drainage infrastructure</i> <i>h. Design and maintenance provisions to allow detection and repair of leaks</i> <i>i. Appropriate buffer storage capacity</i></p>
	Major	8	Does the site keep a register (full water cycle) ?	<i>Country Profil + register obligations</i>
	Text / proof	9	Where the site maintains a register, what type of raw data is available? Reference to permit requirements, where needed, for water quality and quantity	<p><i>EN standards. If EN standards are not available : use ISO, national or other international standards that ensure the provision of data of an equivalent scientific quality.</i></p> <p><i>Copy of analysis, authorities controls, ...</i></p>
	Text / proof	10	What are the site legal obligations with regards to water? Reference permit requirements where needed	
AIR				
	Major	1	Does the site permit/license include obligations with regards to air emissions?	<i>Country Profile</i>
	Text / proof	2	If yes, provide permit limits and control records	
	Major	3	Are air emissions monitored?	<i>Country Profile</i>
	Text / proof	4	If yes, provide process, analysis & record.	<p><i>EN standards. If EN standards are not available : use ISO, national or other international standards that ensure the provision of data of an equivalent scientific quality.</i></p> <p><i>a Measurement</i> <i>b Emissions factors</i> <i>c Mass balance</i></p> <p><i>Copy of analysis, authorities controls,...</i></p>

	Standard	5	Which technology or process does the site implement to reduce fugitive sources and emissions in general (Particulate Matter (PM), Volative Organic Compound (VOCs), Mercure (Hg), ...)?	<i>a. Minimising the number of potential diffuse emission sources</i> <i>b. Selection and use of high integrity equipment</i> <i>c. Corrosion prevention</i> <i>d. Containment, collection and treatment of diffuse emissions</i> <i>e. Dampening</i> <i>f. Maintenance</i> <i>g. Cleaning of waste treatment and storage areas</i> <i>h. Leak detection and repair (LDAR) programme</i>
	Text / proof	6	Provide details of the technology or processes used	
	Critical	7	Are there fume/ smoke extractors above the pellet/flake melting area ?	<i>Country Profile</i> <i>Plastics Only</i>
	Text / proof	8	If yes, provide pictures	
ENERGY				
	Standard	1	Does the site use fossil fuel energy?	<i>Country Profile</i>
	Text / proof	2	If no, what kind of energy?	<i>Country Profile</i>
	Standard	3	Does the site implement energy efficiency measures?	<i>Country Profile</i>
	Text / proof	4	If yes, which ones?	<i>a. Energy saving screening techniques</i> <i>b. Best practice refining with heat recovery from the refiners</i> <i>c. Optimised dewatering in the press section of paper machine/wide nip press</i> <i>d. Steam condensate recovery and use of efficient exhaust air heat recovery systems</i> <i>e. Reduction of direct use of steam by careful process integration using e.g. pinch analysis</i> <i>f. High efficient refiners</i> <i>g. Optimisation of the operating mode in existing refiners</i> <i>h. Optimised pumping design, variable speed drive control for pumps, gearless drives</i> <i>i. Cutting edge refining technologies</i> <i>j. Steam box heating of the paper web to improve the drainage properties/dewatering capacity</i> <i>k. Optimised vacuum system</i> <i>l. Generation optimisation and distribution network maintenance</i> <i>m. Optimisation of heat recovery, air system, insulation</i> <i>n. Use of high efficient motors (EFF1)</i> <i>o. Preheating of shower water with a heat exchanger</i> <i>p. Use of waste heat for sludge drying or upgrading of dewatered biomass</i> <i>q. Heat recovery from axial blowers (if used) for the supply air of the drying hood</i> <i>r. Heat recovery of exhaust air from the Yankee hood with a trickling tower</i> <i>s. Heat recovery from the infrared exhaust hot air</i>
NUISANCE				
	Standard	1	Does the site permit/license include obligations with regards to nuisance?	<i>Country Profile</i>
	Standard	2	Does the site have a plan to reduce noise, vibrations and odours?	<i>Country Profile</i>
	Text / proof	3	What technology or measures are in place to achieve these reductions?	<i>a. Appropriate location of equipment and buildings</i> <i>b. Operational measures</i> <i>c. Low-noise equipment</i> <i>d. Noise and vibration control equipment</i> <i>e. Noise attenuation</i>
SAFETY				
	Standard	1	Is there a health and safety program ?	

	Text / proof	2	Provide details of the program	<i>Implementation of procedures paying particular attention to:</i> <i>a. structure and responsibility</i> <i>b. training, awareness and competence</i> <i>c. communication</i> <i>d. employee involvement</i> <i>e. documentation</i> <i>f. efficient process control</i> <i>g. maintenance programmes</i> <i>h. emergency preparedness and response</i> <i>i. safeguarding compliance with safety legislation</i>
	Standard	3	Is there a process in place that requires periodic hazard identification inspections?	
	Major	4	Are chemicals additives used in plastic recycling process.	
	Major	5	Are chemicals safely and legally stored to avoid water pollution and do they have Material Data Safety Sheet ?	
	Major	6	Is there a fire safety procedure?	<i>Country Profile</i>
	Major	7	Are equipment and machinery maintained regularly ?	<i>Country Profile</i>
	Text / proof	8	By Whom? Internally / Externally?	
	Major	9	Do you control your equipment and machinery?	<i>Country Profile</i>
	Text / proof	10	By Whom? Internally / Externally?	<i>Invoices (control documents)</i>
	Standard	11	Are personal protective equipment available?	
	Critical	12	Are emergency exists from the building clear?	
SOCIAL				
	Major	1	What is the local minimum working age?	<i>Country Profile</i>
	Standard	2	Are there children working on site younger than the local minimum working age?	<i>Country Profile</i>
	Standard	3	What is the age of your youngest worker?	
	Major	4	Are all employees registered as requested by the country labour regulation ?	<i>Discrimination, labour forced children and family living on site, migrants, modern slavery, passport confiscation</i>
	Standard	5	Are local regulations with regards to working hours, entitlement to annual leave, minimum wage working days per week respected?	<i>Country Profile</i> <i>Check a sample of employment contracts</i>
	Standard	6	Are there bathrooms and toilets in sufficient number given the number of people living in the accommodation ?	<i>Country Profile</i>
	Major	7	Where the site includes dormitories, are these in line with local standards of living?	<i>Description & pictures</i>
	Major	8	Has the site implemented a anti bribery program / a corruption prevention system ?	<i>Country Profile</i>
	Text / proof	9	If yes, how?	<i>Observations, code of conduct (verbal or written), interviews</i>
	Standard =	Text or Text + Proof		
	Major =	Text + Proof		
	Critical =	Text + Proof		