

RecyClass

RECYCLASS INTERNAL PROCEDURES

GOVERNANCE &
TASKS DISTRIBUTION

FOR RECYCLASS STAKEHOLDERS

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RecyClass

1. INTRODUCTION

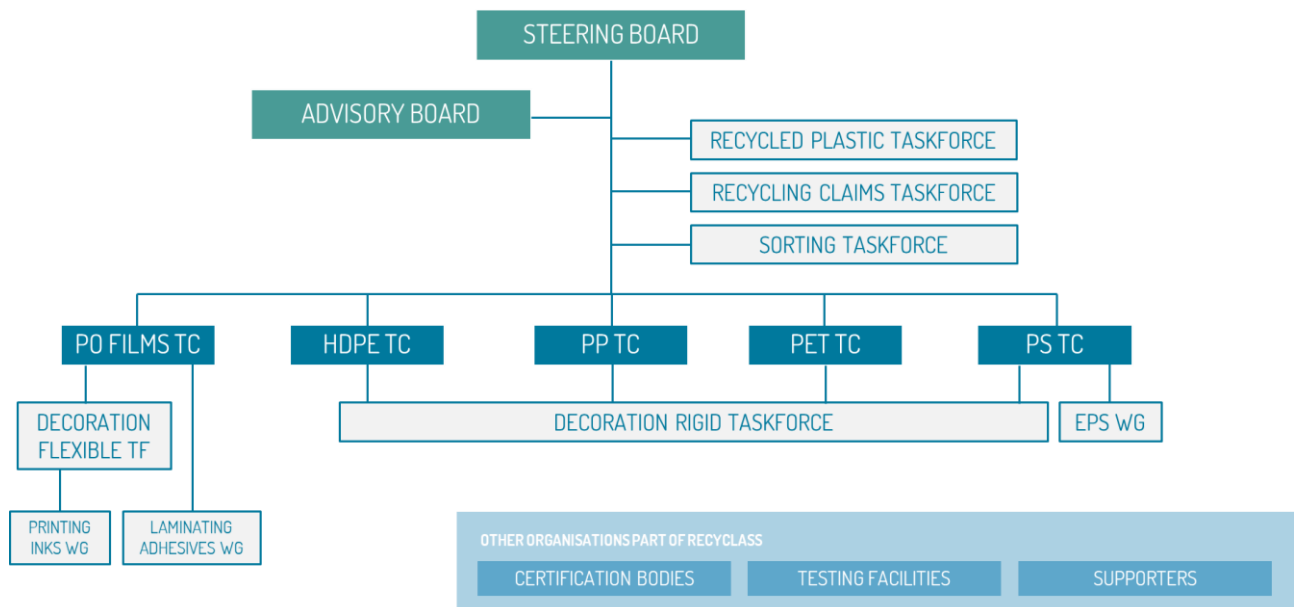
RecyClass is a comprehensive and technical cross-industry initiative that works to advance plastic packaging recyclability and to establish a harmonized approach towards recycled content calculation and traceability in Europe. Activities within RecyClass include the development of Recyclability Evaluation Protocols and scientific testing of innovative materials which serve as the base for updating the Design for Recycling guidelines and the free online tool. Furthermore, RecyClass developed and maintains certification schemes for plastic packaging recyclability and for recycled content traceability in plastic products. RecyClass was constituted to provide a neutral and transparent ground for discussion with the representation of the whole plastics value chain. RecyClass activities focus on giving a detailed and personalised assessment to companies to improve the recyclability of their plastic packaging and to integrate recycled plastics in their plastic products.

RecyClass structure and functions can be found described below.

2. ROLES & TASKS DISTRIBUTION

RecyClass is composed by the Steering Board (SB); the Advisory Board (AB); five Technical Committees (TC) on PO films, HDPE, PP, PET and PS packaging; Taskforces on transversal topics such as Recycled Plastic, Recycling Claims, Sorting and Decorations; as well as a group of Supporters, Certification Bodies and Recognized Testing Facilities. The RecyClass Team offers secretariat functions across all groups. The interaction of the different groups can be found in Figure 1.

Figure 1: RecyClass Structure and working groups organisation



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2.1 STEERING BOARD (SB)

The RecyClass SB is composed by a minimum of 6 members including the chairman of RecyClass and the chairmen of each Technical Committees. Additionally, the AB appoints 5 representatives, including the AB chairman and the chairmen of Sorting and Claims Task Forces, to the SB approved by the SB chair. Extension or modification of the SB composition is under the responsibility of the SB and must be approved at least by 9 of these members, representing in any case at least the 75%.

All SB participants represent RecyClass and report only to them within the boundaries of the Internal Confidentiality Agreement. The Chairman must be a recycler appointed by the MC of PRE and elected during the PRE General Assembly. Each member of the SB is elected for 2 years. If a member vacancy occurs for any reason, a new representative will be nominated by the Chairman.

The SB meets at least once every quarter. The decisions of the SB shall be approved by a majority vote of the members. If a SB member cannot attend to a decision-making meeting for any reasons outside that meeting, decision can take place with other means such as phone or email. All requests for a decision should be returned within 2 weeks of receipt or the decision will be deemed to be accepted. The Chairman will have the casting vote.

The meeting minutes will be circulated via email to the participants within 30 days of the meeting. Participants will have 2 weeks to submit comments/amendments to RecyClass Team. After that period, the minutes will be deemed approved.

The RecyClass SB is established to:

- Define the priorities of RecyClass (strategic level).
- Promote RecyClass at events when agreed, e.g., by giving speeches to conferences.
- Approve Applicants for the RecyClass Membership.
- Approve Supporters, Certification Bodies, Testing Facilities. Create new Technical Committees.
- Create Taskforces on specific topics.
- Validate recommendations on recyclability evaluations of the TCs.
- Approve documents for external communication.
- Settle and keep up to date the standard third-party agreement document and the Non-Disclosure Agreement (NDA) using the support of a lawyer if required.
- Prepare an Annual Activities Report from RecyClass together with RecyClass Team to report to the AB.

The Chair of RecyClass SB is appointed to perform the following tasks:

- Steer the work that needs to be done by the SB.
- Promote RecyClass at events when agreed, e.g., by giving speeches to conferences.
- Chair SB meetings and coordinate with RecyClass Team to draft the Agenda.
- Approve drafted SB meeting minutes.

2.2 ADVISORY BOARD (AB)

The AB is constituted by Platinum members of RecyClass. The AB meets formally (physically or online) at least once every quarter. The AB will appoint a Chairman which is elected by a period of 2 years. In case of vacancy, a new Chairman will be appointed. The Chair of the AB steers the work in the AB and serves as a communication point between the AB and the SB. The Chairman of the AB has a seat in the RecyClass SB. Additionally, up to 2 representatives of the AB are appointed to the RecyClass AB who are approved by the SB. The Advisory Board also counts with 2 voting seats on the Technical Committees.

If a participant cannot attend to a decision-making meeting for any reasons outside that meeting, decision can take place with other means such as phone or email. All requests for a decision should be returned within 2 weeks of receipt or the decision will be deemed to be accepted. The chair of the AB will have the casting vote. An AB participant shall attend all meetings or present a justified excuse.

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The meeting minutes will be circulated via email to the participants within 30 days of the meeting. Participants will have 2 weeks to submit comments/amendments to RecyClass Team. After that period, the minutes will be deemed approved.

The RecyClass AB is established to:

- Raise topics of discussion to the SB.
- Discuss and monitor the evolution of recyclability and propose and develop trends in plastic packaging.
- Propose to the SB the establishment of specific task forces on topic of interest.
- Review and discuss the annual report of activities from RecyClass.

The AB chair is elected to:

- Chair AB meetings and steer the work that needs to be done by the AB.
- Draft the agenda of the meetings together with RecyClass Team.
- Approve drafted AB meeting minutes.

2.3 TECHNICAL COMMITTEES (TCs)

RecyClass is constituted by five different TCs per polymer type: PO films, HDPE, PP, PET and PS. Each TC is composed by 5 representatives:

- The chair or vice-chair of the corresponding PRE WG who will chair the committees,
- 2 additional representatives of recyclers appointed by PRE.
- 2 elected representatives of the AB.

The Chairman approves the participation of other recyclers and AB experts in the committee. Every member of the TC is elected for 2 years.

TC meets (physically or online) at least once every quarter in closed sessions. The TC chair can invite external experts and supporters, if required for specific topics or assessments. Confidential information shall only be discussed when an NDA is set in place with all present participants. The decisions of the TC shall be approved by a majority vote of the 5 representatives. If a participant cannot attend to a decision-making meeting for any reasons outside that meeting, decision can take place with other means such as phone or email. All requests for a decision should be returned within 2 weeks of receipt or the decision will be deemed to be accepted. The Chairman will have the casting vote. A TC representative shall attend all meetings or present a justified excuse. If a TC participant disregard its duties in the group, the Chairman reserves the right to appoint a substitute.

The meeting minutes will be circulated via email to the participants within 30 days of the meeting. Participants will have 2 weeks to submit comments/amendments to RecyClass Team. After that period, the minutes will be deemed approved.

The TCs are established to:

- Update Design for Recycling Guidelines and RecyClass Online Tool where appropriate according to new findings with the support of the corresponding PRE WG.
- Submit opinions, proposals, and recommendations to the SB.
- Develop and publish Evaluation Protocols where appropriate.
- Support to the auditor in the Product Certifications in case of uncertainties.
- Conduct the technical aspects of the assessment procedure as described in the RecyClass Technology/Product Approval Quality Management & Procedures document for Applicants of the Recyclability Evaluation Protocol.
- Assess plastic packaging concepts using the most recent available information and technical data.
- Issue technical opinions based on a review of test results and provide conclusions and recommendations (incl. communication).

Each TC chair is established to:

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- Chair TC meetings and lead assessment procedures for recyclability evaluations.
- Draft the agenda of the meetings together with RecyClass Team.
- Approve drafted TC meeting minutes.
- Steer the work in the TC.

2.4 TASKFORCES (TFs)

A taskforce is a group of RecyClass experts established by the SB. A taskforce must have a specific transversal topic of discussion that the group has to resolve. All decisions of a taskforce must be validated by the RecyClass SB. Taskforces are established for a defined period of time but can be reactivated regularly by the SB to follow up any possible changes. The SB can dismiss a Task Force at any time.

The TF will appoint a Chair which is part of the AB and elected by a period of 2 years. In case of vacancy, a new Chairman will be appointed. The Chair of the TF steers the work in the TF and serves as a communication point between the TF, the AB, and the SB. The Chairman of the TF has a seat in the RecyClass SB.

A taskforce is established to:

- Following the mandate of the SB, address a specific topic and propose a solution.

2.5 WORKING GROUPS (WGs)

A working group (WG) is a group of RecyClass experts established by a TC based on the need for a specific work on a specific topic. Working groups are established with a specific purpose (test campaign, alignment project, ...) and are dissolved once completed the work. Therefore, a working group is established for a temporary period of time with volunteered members and is directly related to a specific TC or TF.

A working group is established to:

- Following the proposal of a TC, address a specific topic on a short time.
- Propose solutions and share them with the related TC or TF.

2.6 RECOGNIZED TESTING FACILITIES

Independent Recognized Testing Facilities are recognised to run the RecyClass Evaluation Protocols under the supervision of RecyClass. Requirements, qualifications, and conditions for Recognized Testing Facilities to conduct the Evaluation Protocols developed by RecyClass Technical Committees and Task Forces are defined in the RecyClass Recognized Testing Facilities - Procedures and Quality Management¹ document.

Recognized Testing Facilities meet every quarter to bring potential improvements to the Protocols and Quick Test Procedures developed by RecyClass. Recognized Testing Facilities can be invited in the Technical Committee meetings upon the approval of the chairman. Recognized Testing Facilities do not pay a membership fee.

Recognized Testing Facilities group is established to:

- Suggest improvements to the RecyClass Protocols and Quick Test Procedures.

¹ *RecyClass Recognized Testing Facilities - Procedures and Quality Management*

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- Provide their expertise to the Technical Committees in recyclability assessments when requested by the chairman. This can include clarifications about the results, process or challenges found during the tests, as well as their expert opinion.

2.7 CERTIFICATION BODIES (CBs)

Certification Bodies are independent organisations recognized to issue Recyclability Certifications according to the methodologies of RecyClass. Certification Bodies signed a Partnership Agreement with RecyClass, and its auditors attended the RecyClass Auditors Recognition Course².

Certification Bodies will meet at least once a year in order to bring their field experience to the continuous improvements of the RecyClass methodologies. Certification Bodies can be invited to Technical Committee meetings upon the approval of the chairman. Certification Bodies do not pay a membership fee. Requirements to join can be found in the document *Requirements for Certification Bodies and Auditors*³.

The Certification Bodies group is established to:

- Suggest improvements to the RecyClass Recyclability Methodology and assessments.
- Provide their expertise to the Technical Committees and Advisory Board when requested.

2.8 SUPPORTERS

Supporters are organisations which are actively supporting and implementing the work done by RecyClass. Supporters must submit a letter of intent to the RecyClass SB who must approve their addition to the membership. Supporters can join Technical Committee meetings and Advisory Board meetings as guests of the chairman. Supporters participate in the Supporters meetings group which are organised regularly. Supporters' membership is not subject to a fee and is open to any organisations, which are not directly involved in plastic manufacturing, transformation, or distribution. Raw material producers, converters, brand owners, retailers are invited to join RecyClass as members.

Supporters are established to:

- Raise topics of discussion to the TCs and AB.
- Offer counsel to the TCs and AB according to their area of expertise.
- Promote and support RecyClass guidelines and methodologies within their membership and/or collaborators.

2.9 RECYCLASS TEAM

RecyClass Team staff is appointed to manage RecyClass on a daily basis and perform various administration tasks, communication, website, meetings organization and NDA management. Additionally, RecyClass Team also acts as an entry point for RecyClass users and Applicants of an assessment process.

2.9.1 COMMUNICATION & WEBSITE

² More information in the document '*Certification Bodies and Auditors Requirements*'.

³ *Requirements for Certification Bodies and Auditors*

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- Maintain and update the RecyClass website and tool and ensure their proper functioning.
- Upload relevant documentation to the website as it becomes public, e.g., assessment results and updated documents.
- Promote RecyClass via RecyClass social media accounts.
- Write and publish press releases.
- Propose and organize events to promote Design for Recycling and RecyClass.

2.9.2 NDA MANAGEMENT

- Arrange and manage the content and signature of the NDA between the Applicant and RecyClass required to allow confidential information exchange between the Applicant and each TC. The Applicant reserves the right to exclude individual TC Representative from the discussion by providing written notice. See more on the document RecyClass Technology/Product Approval – Quality Management and Procedures.
- Make sure that all NDAs are set in place.

2.9.3 DOCUMENTS & ONLINE-TOOL UPDATE

- Provide support to all RecyClass working groups in document management.
- If the Applicant of a recyclability evaluation requires amendments to the third-party agreement document, discuss the changes with a lawyer and have them agreed by the SB.
- Develop and update documents such as Recyclability Evaluation Protocols, Design for Recycling Guidelines, and position papers with the support of the TCs and the SB.
- Update the RecyClass Online-Tool based on the decision of the TCs.
- Maintain and update the certification schemes documentation.

The change management process of the recyclability requirements related to the Design for Recycling Guidelines, Online-Tool and Recyclability Certification is defined in Annex I.

2.9.4 MEETINGS ORGANIZATION

- Host and organize SB, AB, TC, TF and WG meetings.
- Prepare the Agenda, the presentations, and record minutes of meetings.

2.9.5 CONTACT ENTRY POINT FOR ASSEMENT PROCESSES

- Ensure effective communication between the Applicant, TC and SB.
- Receive evaluation requests from potential Applicants, assess whether they fall within the scope of the Plastics Evaluation Protocols, the Recyclability or Recycled Content Traceability Certifications, or the Letter of Compatibility and guide the Applicant in the application form submission.
- In the case of Testing Evaluation Protocols:
 - Provide the Applicant with the current TC member list. If the Applicant requests an individual TC member to be excluded from the discussion, exclude them from access to information related to that discussion and ensure that they are excluded from discussions on the specific application during meetings, e-mail exchange and telephone conferences.
 - Provide the third-party agreement document to a recyclability evaluation Applicant to be signed by them and the SB chair.
 - Manage applications and act as a hub for information transfer between the Applicant and the TC, prompting the TC representatives for decisions and assisting to prepare final evaluation statements.
 - Ensure feedback to the Applicant and communication to other stakeholders if applicable as described in the RecyClass Technology/Product Approval Quality Management & Procedures.
- In the case of Certifications or Letters of Compatibility, support the Applicant and the CB as reported in the Certification Quality Management & Procedures document of the corresponding audit.

3. ASSESSMENT PROCESSES

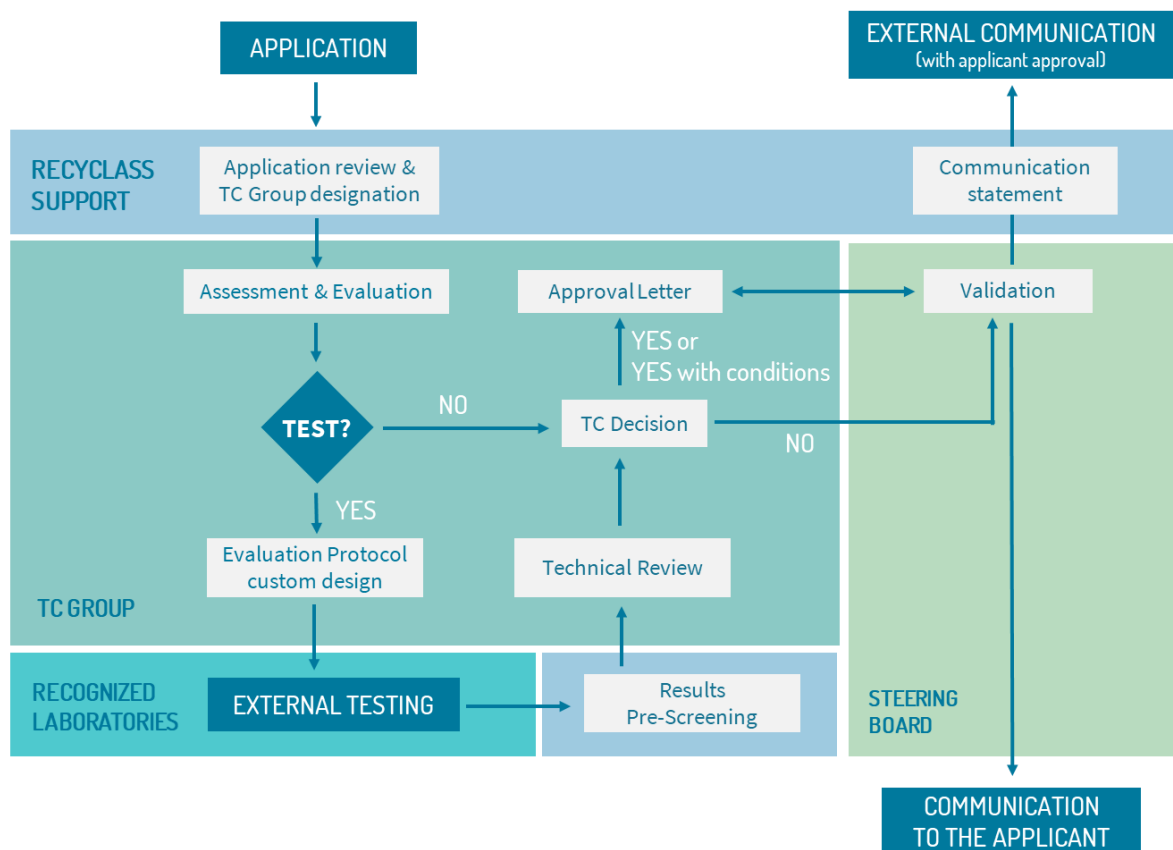
3.1 RECYCLABILITY

3.1.1 TECHNOLOGY/PRODUCT APPROVALS

The Recyclability Evaluation Protocols aim to evaluate plastic packaging technologies or innovation materials to test and provide guidance towards its recyclability. The Protocols intend to provide clear and proven guidance on recyclability coming plastic packaging. Additionally, the Protocols aim at facilitating the introduction of innovation or new packages within the recycling market without disrupting the current established recycling streams.

The Recyclability Evaluation Protocols will promote recyclability by encouraging industry to test new plastic technologies, materials or product before market launch and giving advice and recommendations to Applicants. The general approval scheme is presented, here below in Figure 2, while a more detailed explanation of the process steps is provided in the RecyClass Technology & Product Approval Quality Management & Procedures document⁴.

Figure 2: Overview of the Assessment Process Steps for Recyclability Evaluation Protocols



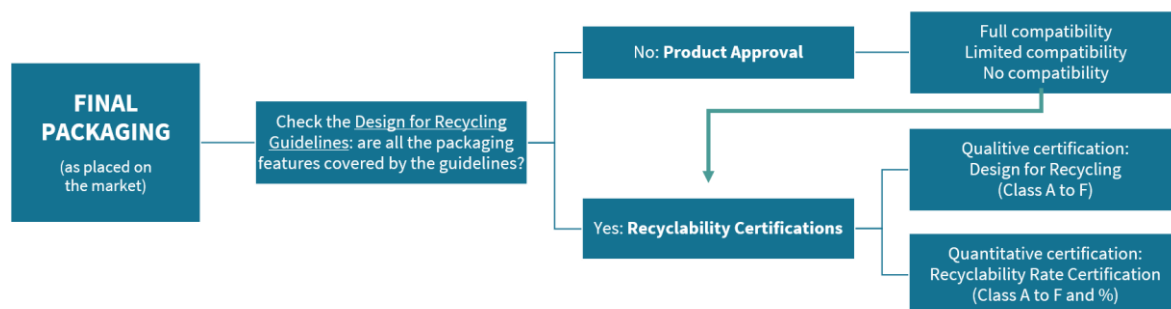
⁴ RecyClass Technology & Product Approval Quality Management & Procedures

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3.1.2 RECYCLABILITY CERTIFICATIONS

Final packaging, that are entirely covered by the Design for Recycling Guidelines, can be certified by a CB recognized by RecyClass to audit packaging following the Recyclability Certification Schemes. Two schemes were developed, as reported in the figure below.

Figure 3: Overview of RecyClass Approvals and Certifications for final packaging

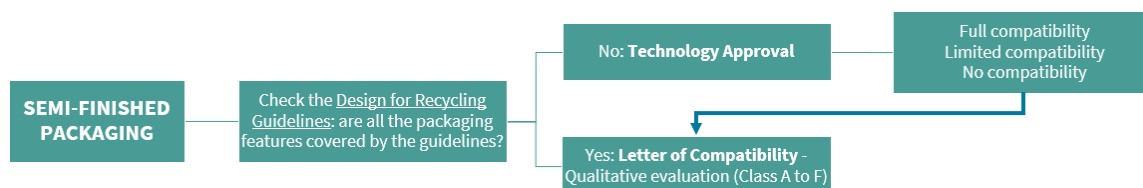


RecyClass Recyclability Certifications offer reliable assessments of the recyclability of a packaging design on the RecyClass Design for Recycling Guidelines⁵ and the RecyClass Recyclability Methodology⁶. The procedures of the scheme are detailed in the RecyClass Recyclability Certification Quality Management & Procedures document⁷.

3.1.3 LETTER OF COMPATIBILITY

Semi-finished packaging can also be evaluated according to the RecyClass Recyclability Methodology⁸ and the RecyClass Design for Recycling Guidelines⁹ by the CBs, who issue in this case a Letter of Compatibility. RecyClass Letter of Compatibility offers reliable evaluation of the recyclability of a semi-finished packaging design. However, the letter is not a certificate and is destined to Business-to-Business communications only.

Figure 4: Overview of RecyClass Approvals and Evaluation for semi-finished packaging



⁵ <https://recyclclass.eu/recyclclass/design-for-recycling-guidelines/>

⁶ <https://recyclclass.eu/recyclclass/methodology/>

⁷ *RecyClass Recyclability Certification Quality Management & Procedures*

⁸ <https://recyclclass.eu/recyclclass/methodology/>

⁹ <https://recyclclass.eu/recyclclass/design-for-recycling-guidelines/>

3.2 RECYCLED PLASTICS

3.2.1 RECYCLING PROCESS CERTIFICATION

The Recyclass Recycling Process Certification recognises plastic recycling processes for pre- and post-consumer waste operating at a site. Certification against this Audit Scheme¹⁰ allows recyclers to demonstrate their contribution to the waste management of plastics and transparently communicate the origin of the waste. Certification focuses on the verification of the origin of waste, the traceability throughout Recycling Process and the calculation of recycled content in the output.

The Certification is granted based on the Audit Scheme requirements, and it is governed via the procedures described in the Certification Quality Management and Processes¹¹. The Audit Scheme covers requirements to be met by Organisations concerning traceability according to EN 15343:2007, quality management and environmental and administrative operating performance for the recycling of waste, as well as segregation and controlled blending chain of custody models as described in ISO 22095.

Additionally, the Audit Scheme can be complemented with add on Modules depending on the Recycling Process (Module A: Food Contact¹², Module B: Cosmetics and Household Care Applications¹³, Module C: Corporate Social Responsibility¹⁴). The Scheme is based on the international standard on chain of custody (ISO 22095), as well as the European standard on recycled plastics traceability (EN 15343:2007).

3.2.2 RECYCLED PLASTICS TRACEABILITY CERTIFICATION

The Recycled Plastics Traceability Certification recognises the use of recycled plastics in compounds, products or semi-finished products and is destined to companies using recycled material who want to guarantee the origins and traceability of their material along the whole value chain. The Certification focuses on the traceability of the material in the different process steps that must be verified throughout the whole chain of custody of the material. The Certification was created to harmonize the approach towards assessment of the recycled content of products for companies making environmental claims.

The Certification is granted based on the Audit Scheme requirements¹⁷, and it is governed via the procedures described in the Certification Quality Management and Procedures¹⁸. The Audit Scheme assesses the traceability of recycled plastic material throughout all the steps of the value chain, while verifying the origin of the pre- and post-consumer material in product claims. The Scheme is based on the international standard on the chain of custody (ISO 22095), as well as the European standard on recycled plastics traceability (EN 15343:2007).

¹⁰ *RecyClass Recycling Process Audit Scheme*

¹¹ *RecyClass Recycling Process Certification Quality Management and Procedures*

¹² *RecyClass Recycling processy Certification Audit Scheme Module A: Food contact*

¹³ *RecyClass Recycling Process Audit Scheme Module B: Cosmetics & Household Care Applications*

¹⁴ *RecyClass Recycling Process Audit Scheme Module C: Corporate Social Responsibility*

¹⁷ *RecyClass Recycled Plastics Traceability Audit Scheme*

¹⁸ *RecyClass Recycled Plastics Traceability Quality Management & Procedures*

ANNEX I – CHANGE MANAGEMENT PROCESS OF THE RECYCLABILITY REQUIREMENTS

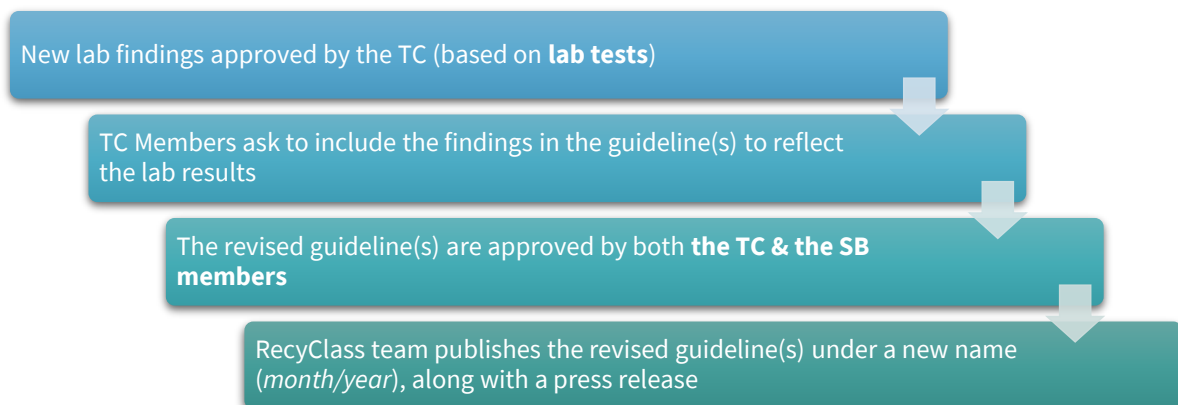
This annex lays out rules and procedures to the Change Management Process, that apply for the Design for Recycling Guidelines, the Online-Tool, and the Recyclability Certification. This process must be strictly followed by all involved actors, that includes Technical Committees members, Steering Board members, the recognized Certification Bodies, and the RecyClass Team in order to monitor any update.

DESIGN FOR RECYCLING GUIDELINES

The RecyClass Design for Recycling Guidelines are living documents, updated on a regular basis according to new lab tests and findings managed by the Technical Committees. The members of these committees are responsible for developing their respective guidelines as reported in section 2.3. RecyClass intends to limit the number of updates to two revisions of the guidelines per year.

Figure 5 represents the main steps of the change management process for updating a Design for Recycling Guideline.

Figure 5: Change Management Process Overview – Design for Recycling Guidelines



NEW LAB FINDINGS EVALUATION

The evaluation of lab tests follows the procedures defined in the document “Technology & Product Approval – Quality Management and Procedures”²¹. The TC members are responsible for the review of the lab report, within the timeframe and rules defined by the procedures.

GUIDELINE’S PROPOSAL

After evaluating the lab results, TC members may request to revise the Design for Recycling Guideline(s) to reflect the new lab findings. RecyClass Team is responsible to draft guideline’s proposal based on the TC decision.

²¹ *Technology & Product Approval – Quality Management and Procedures*

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RecyClass Team circulates the proposal among all TC members to collect feedbacks. The revised guideline(s) can be shared internally inside member companies to consult additional experts. This revision lasts at least two weeks.

After the first round of comments and in case of necessity, RecyClass Team adjusts the proposal according to the received feedbacks. If any modification is necessary, RecyClass Team circulates the guideline(s) for a last verification. Once additional week are granted to the TC members to raise any comment.

GUIDELINE'S APPROVAL

Revised guidelines must be approved by both the TC and the Steering Board, starting by the TC. The guideline(s) is considered approved by the TC if no comment is received by the members within the given period and as defined in the previous section.

Upon the validation of the TC representatives, the proposal is submitted by RecyClass Team to the SB for final approval. The approval requires the majority of the SB members to vote in favour.

GUIDELINE'S RELEASE

RecyClass Team drafts a press release to report about the changes of the new guideline(s) and the rationale behind the update. The press release is shared with the TC members to collect feedbacks, and with the SB members for approval.

Once the press release is approved by the SB, RecyClass Team publishes the new guideline(s) on the RecyClass website²² under a new name corresponding to the current month and year (*month/year*), along with the associated press release²³ that is sent as well to the entire RecyClass network via email (i.e., RecyClass members, Online-tool users, and any other stakeholders willing to receive RecyClass news). Other external communications can be planned.

Any change on the guideline(s) must be linked to relevant and technical documentation, that explain the tests performed and the results (e.g., hyperlinks to the corresponding approval letters).

ONLINE-TOOL

The RecyClass Online Tool is a freeware that enables stakeholders to self-assess the recyclability of plastic packaging on the basis of the Design-for-Recycling Guidelines. The RecyClass Online Tool promotes recyclability and circularity by encouraging industry to self-evaluate the compatibility of the different features constituting a plastic packaging while giving recommendations on how to improve packaging design to make it compatible with current recycling technologies. RecyClass Online Tool is developed as an educative and pedagogic tool and can only provide guidance to the users. In any case, RecyClass Online Tool should not be used to claim the packaging recyclability. Additionally, the RecyClass Online Tool permits to obtain a self-assessment report that can be used to start a Recyclability Certification process, following the recyclability methodology developed by RecyClass.

The RecyClass Team is responsible for updating the RecyClass Online Tool, based on the compatibility evaluations, the updates of the Design for Recycling Guidelines or the development of collection, sorting and recycling of plastics in Europe. Depending on the nature of the update, a specific approval process must be followed by the RecyClass Team.

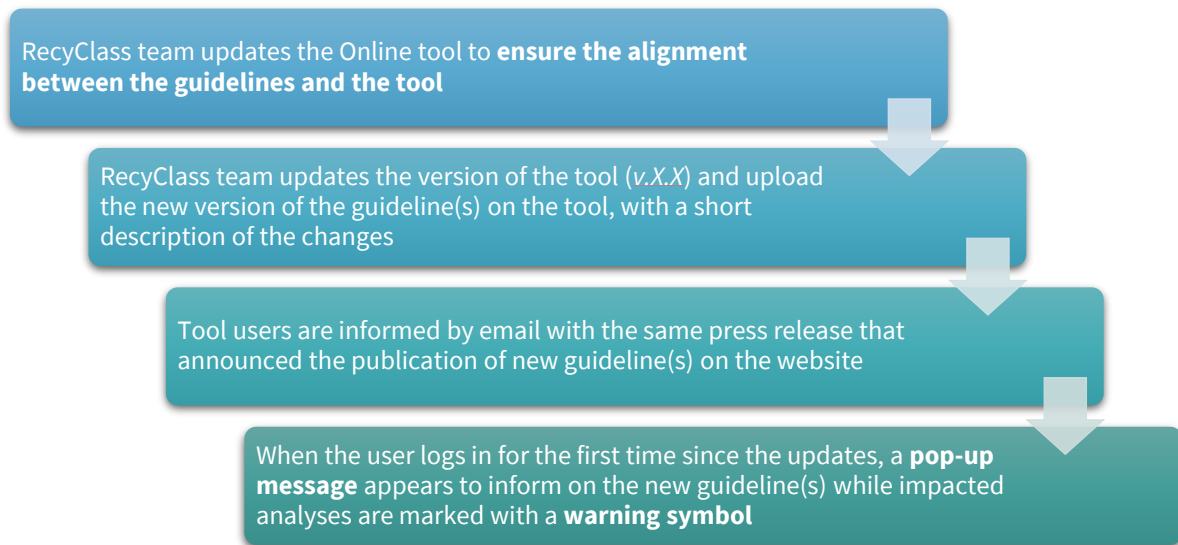
Figure 6 represents the main steps of the change management process for updating the RecyClass Online-Tool.

²² *RecyClass Design for Recycling Guidelines*

²³ *RecyClass News*

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Figure 6: Change Management Process Overview – Online Tool



GUIDELINE'S IMPLEMENTATION IN THE TOOL

In parallel with the publication of the new version(s) of Design for Recycling Guidelines, the RecyClass Team updates the Online-Tool following the updates (e.g., implementation of new features, modification of the scoring for existing features). Alignment between the guidelines and the tool must continuously be ensured.

TOOL VERSIONING & UPDATES TRACKING

As for the guidelines, the Online-Tool also tracks the updates thanks to a changelog and software versions. Old and current versions of the guidelines are stored on the *Versions* webpage of the Online-Tool, that is available to all users willing to access and compare the various updates. RecyClass Team is responsible to store all versions and to update the tool versioning accordingly.

Any modification of the tool leads to a new version (v.X.Y.Z) generated after the update and is described in the changelog available for all users ([Versions](#) webpage). Any update linked to the modification of the guideline(s) impacts the second number of the version, as it may impact the recyclability results. The versioning rules are defined as reported in Table 1, and as well as the necessary approval(s) to proceed with each update.

Table 1: Management of the Online-tool updates

RecyClass Online Tool version update	Nature of the update	Approval Process
Version X	Structural modification(s) impacting the decision trees and the logic of the Tool	Approval required by the SB
Version X.Y	Answers and/or scoring modification(s) following the Design for Recycling Guidelines and potentially impacting the recyclability results	Approval required by the corresponding TC and by the SB

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Version X.Y.Z	Editorial modification(s) not impacting the recyclability evaluation (e.g., updating of help boxes, mapping information, etc.)	No approval required. Managed by the RecyClass Team to facilitate the users experience
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The version of the tool is reported as well on each PDF report generated after having completed an analysis. Additionally, a page dedicated to the versioning should explain the update corresponding to the new version.

Moreover, RecyClass Team maintains up to date a table with the foreseen updates, based on the ongoing work and discussions within the RecyClass working groups²⁴. This table is available for all tool users and allows to warn them about a possible evolution of some features, as illustrated below.

Table 2: Foreseen guidelines and tool updates

Features under investigation	Investigation purposes	Foreseen updates	Timeline
Printing inks (direct printing) for polyolefin rigid and flexible packaging	Understand the impact of different ink binders (PU, NC) and the amount of inks (wt%)	Possible limitation for some inks binders Move from surface coverage to printing amount (flexible guidelines)	End of 2021
Metallisation for flexible packaging	Understand the impact of vacuum deposited metallisation on PE and PP flexible streams	New classification of metallisation for the flexible guidelines	End of 2021
...






COMMUNICATION TO USERS

As previously reported, a press release is sent to the RecyClass network – that includes the tool users – informing on the publication of new guideline(s) and inviting to take notice of the changes.

When the user logs in for the first time since the updates, a pop-up message appears to inform on the new guideline(s) and listing all changes. This message is stored with its corresponding guideline(s) in the *Versions* webpage of the tool and can be found at any time by the users.

Moreover, at each connection the Online-Tool re-calculates all completed analyses of the users to verify if the scoring has been impacted by possible updates. As illustrated below, a warning symbol appears in front of analyses concerned by the changes, and that may lead to a different scoring. The user is thus invited to duplicate the completed analysis to re-run the self-assessment with the new tool version.

Picture 1: Illustration of the warning symbol for an analysis impacted by updates

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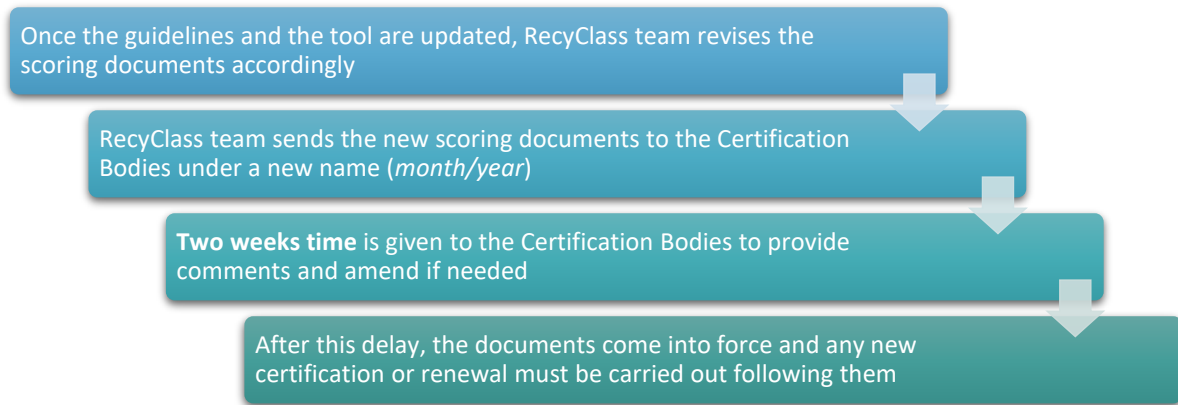
²⁴ RecyClass Workplan and foreseen updates accessible here: <https://recyclclass.eu/tool/recyclclass-workplan/>

METHODOLOGY OF THE RECYCLABILITY CERTIFICATION

The scoring of the Recyclability Certification is based on the Design for Recycling Guidelines and is aligned with the self-assessment results provided by the Online-Tool. The change management process of the scoring documents for auditors is defined in the RecyClass Recyclability Certifications – Quality Management and Procedures²⁵ document.

Figure 7 represents the main steps of the change management process for updating the scoring of the Certification Scheme.

Figure 7: Change Management Process Overview – Certification Scheme



AUDIT DOCUMENTS REVISION

Based on the updated guideline(s), RecyClass Team updates the document *Auditors guidelines & scoring tables* with the new lab findings. The revised document is sent to all auditors under a new name (*month/year*) for revision. Auditors are invited to provide s and questions within two weeks. If any amendment is required RecyClass Team modifies the document and re-circulates it to all auditors for two additional weeks. Without comments, the revised document is considered approved.

AUDIT DOCUMENTS IMPLEMENTATION

Once the document *Auditors guidelines & scoring tables* is approved by all auditors, the document come into force and any new certification or renewal must be carried out following it.

Any certification carried out with a previous versions of the *Auditors guidelines & scoring tables* remains legitimate. The certificates are valid for three years, after which they will have to be renewed according to the new guidelines and scoring tables. Terms of use and validity of the certificates are defined in the Quality Management and Procedures document.

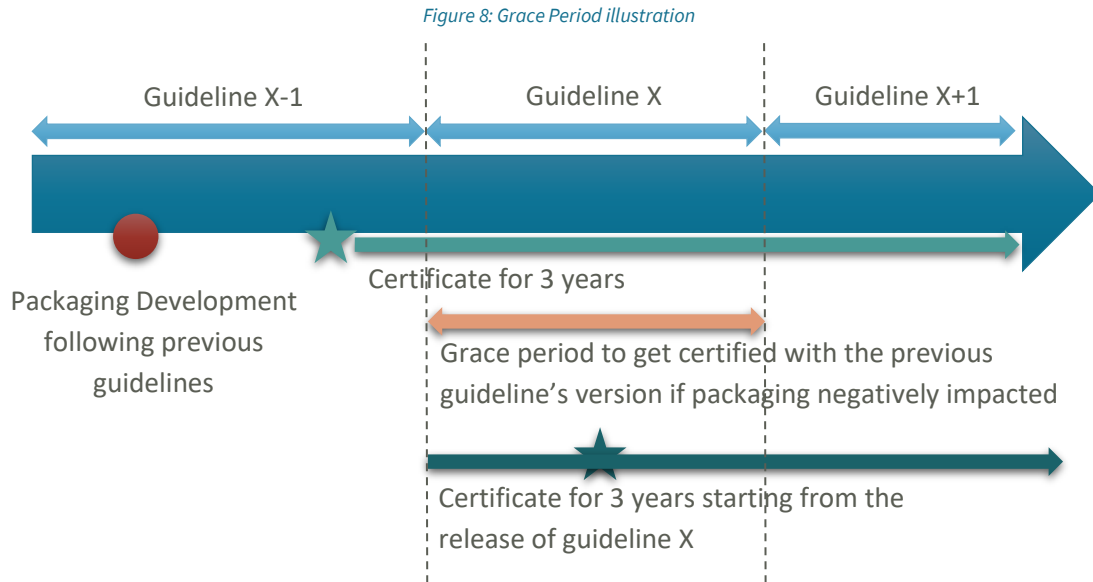
However, the Certification Bodies are invited to notify to the certified companies any possible changes that may impact the scoring of their packaging.

²⁵ RecyClass Recyclability Certifications – Quality Management and Procedures

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GRACE PERIOD

As the development of new packaging takes longer than the lifespan of a guideline, a grace period can be granted if a company would like to receive a certification for a packaging negatively impacted by a recent guideline's update. Figure 8 illustrates the process of the grace period.



The grace period allows the Certification Bodies to certify plastic packaging with the previous version – and only the previous version – of the Auditors Guidelines & Scoring Tables document (i.e., to certify packaging according to the guideline X-1). However, the three-years validity of the certificate starts from the release of the guideline X, independently on the audit date.

RecyClass team and the Certification Bodies must keep active the versions X and X-1 of the Auditors Guidelines & Scoring tables document. Once the guideline X+1 and its corresponding Auditors Guidelines & Scoring tables document are entering into force, the version X-1 can be archived, and the packaging can no longer be certified following it.

This grace period is however limited to one year. After this delay, the version X-1 of the Auditors Guidelines & Scoring Tables document is archived. Only the current version X of the auditors document is active, and all packaging must be certified according to its requirements.

ANNEX II – CONTROL TABLE OF CHANGES

Version	Date	Section	Update description
3.0	August 2022	2.0	Update the RecyClass structure and organisation
3.0	August 2022	3.2	Addition of the RecyClass Recycling Process Certification
3.0	August 2022	2.6	Laboratories replaced by Testing Facilities
2.4	January 2022	2.6 & 2.7	Accredited Laboratories & Certification Bodies renamed as Recognized
2.3	December 2021	2.1	Clarification for the minutes
2.3	December 2021	2.2	Clarification for the minutes and the role of AB chair
2.3	December 2021	2.3	Clarification for the minutes
2.3	December 2021	2.9.3	Wording clarification
2.3	December 2021	3.	Section on the online tool's update removed
2.3	December 2021	4.1.1 (ex-3.1.1)	Figure 2 revised
2.3	December 2021	Annex I	New annex defining the change management process for the guidelines, tool and certification

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