

RecyClass

AUDIT SCHEME

SORTING PROCESS
CERTIFICATION

RECYCLED PLASTICS

CONTENT

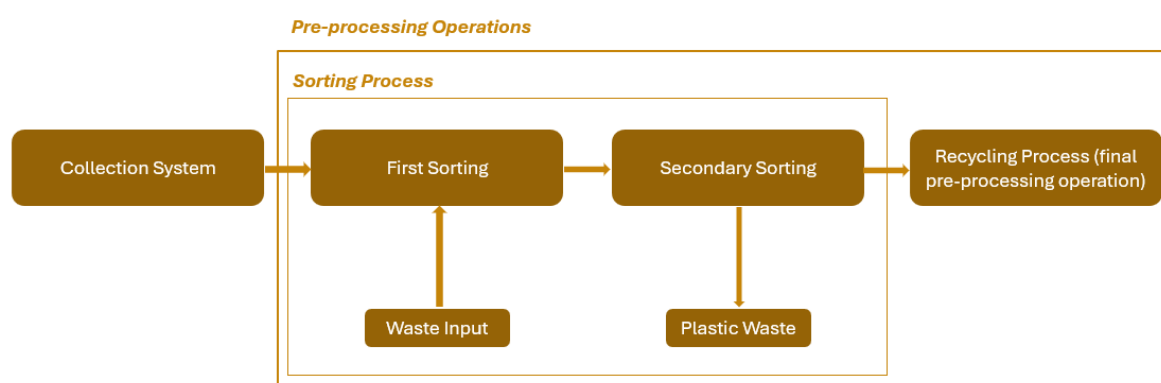
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1. FOCUS OF CERTIFICATION

The purpose of this *Certification* is to recognize *Sorting Centres* and *Waste Traders* according to the requirements set forth in this Audit Scheme, as illustrated by Figure 1.

This *Certification* focuses on the operational handling of *Plastic Waste* based on the origin and intended downstream use of the *Input Waste*, specifically: Sorting Processes and Waste Trader activities involving *Input Waste* from collection systems which are not intended for recycling processes aiming to produce recycled output suitable for food contact applications. Additionally, the requirements of Module Alfa apply for Sorting Processes and Waste Trader activities related to *Input Waste* suitable for recycling processes aiming to produce recycled output suitable for food contact applications.

Figure 1 - Activities covered by the Sorting Process Certification



Activities consisting of final pre-processing operations (shredding, washing, etc) to produce a plastic input for a decontamination unit does not constitute the focus of the Certification as they are already covered with the existing RecyClass Recycling Process certification¹.

Certification against this Audit Scheme allows *First and Secondary Sorting Centres* to demonstrate their contribution to the waste management of plastics and transparently communicate the origin of the waste.

The Audit Scheme requirements focus on the traceability and the origin of the waste across the process. This approach ensures that the Sorting Process certification provides a robust and harmonized framework for assessing the pre-processing activities, ultimately contributing to the broader goals of sustainable plastic waste management and the development of a circular economy for plastics.

¹ RecyClass Recycling Process Certification available at [Certification Documents - RecyClass](#)

2. SCOPE OF CERTIFICATION

Certification focuses on checking the origin of waste and type of waste collection, as well as quality assurance and the traceability throughout *Sorting Process* of the *Plastic Waste* output. The Audit Scheme covers the requirements to be met by *Sorting Centres* and subsequent *Waste Trades* concerning traceability according to EN 15343:2007.

The use of the *Certification* mark is limited to those *Sorting Centres* and *Waste Traders* who obtained a certificate via recognised third-party Certification Body based on this Audit Scheme.

3. TERMS AND 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.

4. NORMATIVE REFERENCES

EN 17615 Plastics – Environmental Aspects – Vocabulary

EN 15347:2008 - Plastics - Recycled Plastics - Characterisation of plastics wastes

ISO 9001:2015 - *Quality management systems*

ISO 14021 Environmental labels and declarations - self-declared environmental claims (Type II environmental labelling)

ISO 22095 – Chain of Custody – Terminology and definitions

5. TYPES OF CERTIFICATION

5.1 FULL-OPERATIONAL CERTIFICATION

Full-operational Certification should take place for a *Sorting Process/es* within one *site* which can present production records from the previous 12 months of operation. The certificate is valid for 2 years.

5.2 LIMITED-OPERATIONAL CERTIFICATION

Limited-operational Certification should take place for a *Sorting Process/es* within one *site* which has been in operation for less than 12 months or there are less than 12 months of production records. A minimum of 3 months of data are required to issue a *Limited-operational Certification*. The certificate is valid for 1 year.

5.3 PRE-OPERATIONAL CERTIFICATION

Pre-Operational *Certification* should take place for a *Sorting Process* within one site which has not yet commenced production or has no production records available. The certificate is valid for 3 months. After this period, the company must apply for a Limited-operational *Certification* based on a minimum of 3 months of production data.

5.4 MONITORING CERTIFICATION

Monitoring *Certification* should take place for a *Sorting Process* within one site or several sites renewing their Certification. Production records must be available from the previous 24 months of operation. The certificate is valid for 2 years. With a Pre-Operation *Certification* it is not possible to apply for Monitoring *Certification*.

5.5 MULTISITE CERTIFICATION

Multisite *Certification* can take place for a *Sorting Process/es* with two or more separate sites under the same ownership applying the same quality management system and processes. *Sorting Centres* must designate one location as main address for administrative purposes of *Certification*.

On-site audits must take place on a sample basis of all audits, the reminder of sites must be evaluated remotely. The selection of sites for physical audits must be done only by the Certification Body following the guidance of table. All locations must be visited physically within a period of 6 years. Certification bodies must randomly and independently select the sites to be audited, with the locations changing for each monitoring audit

Initial audit	Year 0 -2	Physical audit of 33% of sites
1st monitoring audit	Year 2 -4	Physical audit of 33% of different sites
2nd monitoring audit	Year 4 -6	Physical audit of 33% of different sites

6. ELIGIBILITY FOR CERTIFICATION

Certification can be granted to *Sorting Centres* with plastics *Sorting Processes* in place capable of sorting post-consumer and pre-consumer *Plastic Waste*, as well as Waste Traders taking legal ownership of sorted waste.

Sorting Centres must have a *Sorting Process* in place, be in possession of a waste management permit and of an operating license or environmental license with specific provisions on treatment of waste, or a general permit related to emissions which allows for the treatment of waste. Organization may perform both *First Sorting* and *Secondary Sorting* or may specialize in either process. In both cases, the *Organization* is eligible for *Certification* under this scheme.

Sorting Processes with a *Plastic Waste* output suitable to be eventually recycled into a food contact application are eligible to apply for *Certification* and Module Alfa developed in line with the requirements of article 6 of Regulation (EU) No 2022/1616.

Waste traders are eligible for *Certification* under this scheme provided they take legal possession of the *Plastic Waste* and play a role in its movement within the value chain. In order for *Waste Traders* to obtain *Certification* the *Sorting Process* that generated the *Plastic Waste* must be certified with RecyClass *Sorting Process* prior to the Trading

Activities. This includes traders who purchase Plastic Waste from Sorting Centres and sell it to Recyclers. Eligibility is contingent on the ability to demonstrate full traceability of the *Plastic Waste* handled and compliance with all relevant regulatory requirements.

7. OBJECT OF CONFORMITY

Certification enables Sorting Centres and Waste Traders to demonstrate compliance with the requirements of the RecyClass Sorting Process Audit Scheme, focused on ensuring the identification and traceability of the origin of the waste, its suitability for an existing recycling stream and the quality assurance of the Organisation.

In addition, Module Alpha of the *Certification* allows *Sorting Centres* and *Waste Traders* with a *Plastic Waste* output able to be further processed into a recycled plastic suitable for contact with food to prove compliance with the requirements of *Pre-processing operations* described in article 6 of Regulation (EU) No 2022/1616.

8. NON-CONFORMITIES

Non-conformities are issued when there is a failure to comply with an Audit Scheme requirement.

For all non-conformities identified, corrective actions must be presented to Certification Bodies (CBs) to continue the audit procedure. CBs must evaluate the submitted corrective actions and decide if these were closed to continue with the audit procedure and issue a certificate.

The audit procedure can be resumed on-site or where possible via documentation exchange or other means such as video connection. If corrective actions are not closed satisfactorily, the CBs may conclude the audit procedure.

When there is a significant doubt that an effective process control is in place or traceability for products cannot be established and identified non-conformities cannot be closed within the deadline, then the *Certification* cannot be issued.

Non-conformities must not be mistaken for observations which must be noted down as comments in the Audit Report.

9. CORE REQUIREMENTS CERTIFICATION DETAILS

SECTION 1: ADMINISTRATION

1.1 BUSINESS AND OPERATING LICENSES

Sorting Centres and Waste Trader have the following valid documents in place for Sorting Processes:

- i) Company registration document; and
- ii) Waste management permit; Operating license or environmental license with specific provisions on treatment of waste, or a general permit related to emissions which allows for the treatment of waste
- iii) Any operating licenses required for the country where *Sorting Centres and Waste Trader* are located.

1.2 ENVIRONMENTAL LICENSES AND PERMITS

Sorting Centres and Waste Trader have all environmental licenses required for the *Sorting Process* in the country of operation. These are valid. The environmental licenses and permits shall explicitly cover the types and streams of Input Waste handled by the Sorting Centre. Where applicable, the *Sorting Centre* shall comply with any stream-specific limitations or conditions set out in these licenses.

If the environmental license includes provisions for the storage of *Input Waste* and/or *Plastic Waste* in an uncovered yard area, the *Sorting Centre* shall ensure that such storage is conducted in accordance with the conditions set out in the license and applicable national regulations.

Compliance with these conditions shall be supported by appropriate documentation, including, where applicable, reports or inspection records

1.3 WASTE TRANSPORT LICENSES

If *Sorting Centres and Waste Trader* use their own vehicles to transport waste materials, these have the licenses required to do so in any countries where they operate said vehicles.

1.4 LICENSE AND PERMIT CONDITIONS – INPUT WASTE PROCESSED

For the processing of *Input Waste* and/or *Plastic Waste* *Sorting Centres* do not exceed the restrictions set out in their operating license for the processed throughput (if relevant according to the license). This computation must consider the total *Input Waste* processed over the *Evaluation Period*. A lag of maximum two months prior to the on-site audit can be considered for the calculation.

1.5 LICENSE AND PERMIT CONDITIONS – STORAGE

Sorting Centres and Waste Trader do not exceed the restrictions set out in their operating license regarding the amount of *Input Waste* and *Plastic Waste* stored in the *Sorting Centre*. The average of the stock level at the time of the audit, one month prior to the audit, and two months prior to the audit must be used to make this computation.

1.6 INSURANCE

Sorting Centres and Waste Trader have valid, i.e. in date, insurance in place for:

- i) Public liability
- ii) Employees' liability

1.7 REGISTER OF COMPLAINTS

Sorting Centres and Waste Trader have a register of both internal and external of the company complaints in place. There is a procedure that guarantees that any complaints are handled and considered for improvement.

1.8 WASTE SHIPMENT REGULATION

Input and output cross-border waste shipments have a declaration of compliance consisting of the relevant annexes as required under the applicable procedure according to compliance with Regulation (EU) 2024/1157 on waste shipments. Where the shipment concerns green-listed waste for recovery, where the General Information Procedure applies, the competent authorities of the country of dispatch, destination, and, if applicable, transit shall be informed in accordance with Annex VII.

Where the shipment concerns waste for disposal or non-green-listed waste for recovery, where the Prior Notification and Consent Procedure apply, the competent authorities of the country of dispatch, destination, and if applicable transit shall explicitly approve the shipment prior to export or import in accordance with the Notification Document (Annex IA) and Movement Document (Annex IB). The shipment shall be treated strictly in accordance with the terms of approval.

For *Sorting Centres and Waste Trader* receiving or shipping *Input Waste* between countries outside of the EU27+ the UK, Switzerland, Norway, Iceland, or Liechtenstein, where Regulation (EU) 2024/1157 does not apply, compliance with the relevant national regulations on waste shipments is required. These *Sorting Centres* must ensure that cross-border waste movements adhere to their respective legal frameworks and provide documentation demonstrating compliance upon request.

SECTION 2: MANAGEMENT TEAM

2.1 COMPANY DIRECTORS

Top management is identified for *Sorting Centres and Waste Trader*.

2.2 STAFF STRUCTURE AND RESPONSIBILITIES

Sorting Centres and Waste Trader 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).

2.3 STAFF QUALIFICATIONS & TRAINING (TECHNICAL)

An appropriate number of managers hold recognised technical qualifications related to *Sorting Process* (the minimum number is 1). Examples of relevant qualifications would include those related to:

- i) The management of production processes (general);
- ii) The management of waste facilities;

There is documented evidence that staff in the production department have been suitably trained in its operation. This can include internal training programmes suitably structured and documented.

Sorting Centres and Waste Trader must include in their quality assurance systems an overview of their personnel and responsibilities, ensuring adequate training for the tasks they perform.

SECTION 3: INCOMING MATERIAL PROCEDURES AND CONTROLS

3.1 INPUT SPECIFICATIONS

There is a waste specification in place for *Input Waste* clearly describing the origin, source (household, commercial, industrial, other) and sector (Packaging, etc.) and an indication of the composition of the *Input Waste*. The country of origin must also be clearly documented for *Input Waste*.

Input Waste is identified by a waste category linked to a six-digit code as listed in the annex “List of waste referred to in Article 7 of Directive 2008/98/EC²”. In instances where the *Input Waste* originated from countries outside of EU27, the UK, Switzerland, Norway, Iceland, or Liechtenstein that do not employ this six-digit codes system, alternative classification systems may be permitted, provided that as a minimum the country of origin of the *Input Waste* has in place a system to classify waste. Additionally, these alternative classification systems must be documented and compliant with applicable regulatory standards.

3.2 WEIGHTS AND DATES OF DELIVERY RECORDED

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

3.3 SUPPLIER DETAILS RECORDED

The supplier(s) of the *Input Waste* delivered is clearly identifiable. Details of the suppliers are kept on file showing as a minimum the origin and the full address.

² Consolidated text: Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives

3.4 HAULIER DETAILS RECORDED

For *Sorting Centres* performing *Secondary Sorting Process*, each *Batch of Input Waste* delivered can be linked to a haulier. Details of the haulier are kept on file showing, as a minimum the company name and address.

For *First Sorting Process* this is not required.

3.5 WEIGHBRIDGE CALIBRATED

Where there is a weighbridge in the *Sorting Centre* which is being used for the purchase of *Input Waste* or sale of *Plastic Waste* or 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 must be issued by a suitably qualified and authorised organisation.

SECTION 4: STOCK MANAGEMENT

4.1 STOCKYARD DETAILS

Stockyard details shall be specified including at least:

- i) Approximate size of covered storage area (m²)
- ii) Approximate size of uncovered storage area (m²) (if present and/or allowed by the environmental permit)

The specified storage areas shall be consistent with the provisions of the environmental license. Any discrepancies shall be justified and documented in accordance with applicable legal requirements.

4.2 STORAGE CONDITIONS

Input Waste and *Plastic Waste* stock are stored so that their quality does not deteriorate. Material must 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).

4.3 INCOMING STOCK IDENTIFIABLE BY SUPPLIERS

All incoming *Input Waste* and *Plastic Waste* is stored such that the supplier or group of suppliers of each group of *Batches* can be identified.

Grouping of suppliers within the same Storage Bay is allowed.

4.4 STOCK MANAGEMENT SYSTEM

There is a system in place that records all movements of materials in and out of stock and the tonnage of stock present in the *Sorting Centre* at any time. This information is available for both *Input Waste* and *Plastic Waste* stock.

4.5 STOCK CHECKS

Sorting Centres and Waste Traders perform inspection of stock on a regular basis to verify that the level of stock shown in the stock management system is correct.

These checks can be conducted through indirect estimation, using visual inspections, indirect calculations, and evaluation of discrepancies. The process and findings of these inspections must be documented. The frequency of these stock checks is subject to the system used by *Sorting Centres* and Waste Traders.

SECTION 5: SORTING PROCESS

5.1 SORTING STATISTICS

During the audit, *Sorting Centres* must provide the following information calculated for the *Evaluation Period* prior to the date of the on-site audit.

- 5.1.1 *Site Capacity*
- 5.1.2 *Equipment Capacity*
- 5.1.3 *Nominal Capacity*
- 5.1.4 *Incoming Input Waste*
- 5.1.5 *Subcontracted Sorting*

5.2 INPUT VOLUME RECONCILIATION

During the audit, a calculation of the input volume reconciliation will take place to identify if there is *Input Waste* being delivered to the *Sorting Centre* which is unaccounted for. No significant excess of *Input Waste* over *Equipment Capacity* combined with *Subcontracted Sorting* must be identified.

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

Where records show that *Input Waste* is being sold (traded) to other *Sorting Centres*, then this must be detailed in the Audit Report (including the tonnage of *Input Waste* sold to other *Sorting Centres* and Waste Traders in the *Evaluation Period*). The Audit Report must also show if any material is being toll sorted by non-certified *Sorting Centres* and Waste Traders.

5.3 PROCESS INPUTS AND OUTPUTS

Records are kept for materials that are placed into and produced by the *Sorting Process*. These include:

- i) *Input Waste*
- ii) *Plastic Waste*
- iii) *Other Waste*
- iv) *Solid wastes not sent to recycling streams*

5.4 SORTING PROCESS VOLUME RECONCILIATION CALCULATION

The volume reconciliation calculation is an overview of all the material flows during the *Evaluation Period*. This central part of the report must be reasonably accurate, and all discrepancies must be explained.

When a volume reconciliation is produced only using *Input Waste* and *Plastic Waste*, a period of 3 months is granted to *Sorting Centres* to alter their systems and add other categories to the calculation that might be missing.

If *Sorting Centres* and Waste Traders have been producing *Plastic Waste* for less than one year or records have been kept for less than one year (but for at least 3 months), a *Limited-Operational Certification* must be issued.

5.5 DOCUMENTED CONTROL OF SORTING PROCESS

Sorting Centres keep production records showing the times that the *Sorting Process* was operational on a given day and the volume of *Input Waste* used and *Plastic Waste* produced. Records must be available for the entire duration of the *Evaluation Period*.

5.6 USE OF PRODUCTION STATISTICS

Sorting Centres record information about the *Sorting Process*, which is used to generate reports, at least monthly, that can be used by the management team to optimise the performance of the *Sorting Process*. Reports show collated information over a period of time to show changes in production levels, downtime, contamination levels, etc.

5.7 TRACING INPUT

Batches of *Input Waste* entering the *Sorting Centres* and *Waste Traders* shall be traceable to defined groups of suppliers with which the *Sorting Centres* and *Waste Traders* have established agreements. This traceability shall be ensured by the existence of contractual or operational arrangements that identify the origin of the collected waste.

5.8 TRACING OUTPUT

Plastic Waste can be traced to *Input Waste* from a one or more *Storage Bay* and therefore to known groups of suppliers. *Plastic Waste* is prepared in Batches and details of the date and time of production are recorded.

5.9 TRACEABILITY OF WASTE

Sorting Centres and *Waste Traders* maintain the traceability of *Input Waste* throughout *Pre-processing* operations to ensure quality assurance, origin of the waste and conformity of the *Plastic Waste* outputs.

The movement of material throughout the *Sorting Process* is documented, including process parameters (throughput tonnage per hour and design throughput per hour), date and time. *Plastic Waste* is prepared in *Batches* and can be traced and documented on a monthly average to groups of suppliers of *Input Waste*.

TRACEABILITY IS AN ESSENTIAL PART OF *CERTIFICATION* AND FOCUS OF THE AUDIT EVALUATION.5.10 BATCH DEFINITION

Batches are defined at the site for *Plastics Waste* and any other intermediate material generated during the process.

5.11 BATCH NUMBER TRACEABILITY AND RECORDING

All deliveries of plastic waste shall be linked to an assigned batch number, which must be recorded in the formal documentation (e.g., delivery note, invoice, or equivalent) with the customer in order to guarantee traceability of the material

SECTION 6: CONTROLS OF OUTPUTS

6.1 TRANSFER OF PROPERTY RECORDS

Sorting Centres and Waste Traders maintain records of transfer of property. These must include the following documentation:

- I. Customer of *Plastic Waste* - name and address;
- II. Weights of *Plastic Waste* transferred.
- III. Type of *Plastic Waste* sold - Technical Specification
- IV. Waste code of the *Plastic Waste* sold

6.2 EVIDENCE OF TRANSFER OF PROPERTY

There is evidence of the transfer of property of *Plastic Waste*, specifying their weight and customer information.

6.3 IDENTIFICATION OF OTHER WASTE

Sorting Centres are required to categorize all *Other Waste* in the output stream. This includes, but is not limited to, the following materials:

- Metals (e.g., aluminium, steel)
- Glass (e.g., bottles, jars)
- Paper and cardboard (e.g., newspapers, packaging materials)

Sorting centres must document and report the weight of each identified waste type. This data must be compiled regularly to provide an accurate representation of the sorting process. Sorting centres must employ direct weighing methods for quantification.

6.4 EVIDENCE OF OTHER WASTE TREATMENT OR REUSE

All the *Other Waste* produced by the *Sorting Process* (e.g. glass, metal, paper, etc) have been sent to a suitably licensed site, *Broker* or *Dealer* for treatment or reuse. Acceptable evidence would include:

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

SECTION 7: ENVIRONMENTAL PROTECTION

7.1 DISPOSAL OF SOLID WASTES

All waste is processed through safe disposal operations that fully comply with the provisions outlined in Article 13 of Directive 2008/98/EC³.

Sorting Centres send to a suitably licensed disposal site, *Broker* or *Dealer* any solid wastes produced by the *Sorting Process*. 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

7.2 CONDITIONS OF DISPOSAL OF SOLID WASTES

Solid wastes are stored on concrete 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.

7.3 CAPTURE AND TREATMENT OF RUNOFF

Sorting Centres have 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 must be paved, and any storage of runoff waters must prevent leakages.

7.4 CAPTURE AND TREATMENT OF CLEANING WATER

Sorting Centres must ensure that all water used for cleaning the site and sorting lines is captured to prevent uncontrolled discharge. The captured water must be properly managed and disposed of in accordance with applicable environmental regulations. Documentation of the capture, treatment, and disposal process must be maintained to demonstrate compliance.

³ OJ L 312 22.11.2008, p. 3 (Art 13) "Member States shall take the necessary measures to ensure that waste management is carried out without endangering human health, without harming the environment and, in particular: (a) without risk to water, air, soil, plants or animals; (b) without causing a nuisance through noise or odours; and (c) without adversely affecting the countryside or places of special interest."

7.5 NO CONTAMINATION OF LOCAL ENVIRONMENT

There is no activity in the *Sorting Centres* causing obvious contamination to the local environment.

A non-exhaustive list of such activities include:

- i) Uncontrolled and unregulated burning of solid wastes for disposal
- ii) Waste stored in a way that would not cause pollution of the local environment – waste loss

SECTION 8: SUBCONTRACTING

8.1 CONTROL OF SUBCONTRACTED SORTING

Input Waste and/or Plastic Waste sent for *Subcontracted Sorting* is recorded. Records show at least:

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

8.2 SUBCONTRACTOR'S CERTIFICATE

All *Subcontracted Sorting* is done by companies holding a certificate issued by RecyClass or a recognised equivalent certificate. Copies of the subcontractor's certificates must be viewed as evidence if available. Alternatively, a list of subcontractors is kept against the register.

8.3 SUPPLIERS INFORMED OF SUBCONTRACTED SORTING

Sorting Centres records which *Batches* (or parts of *Batches*) of *Input Waste and/or Plastic Waste* is supplied to *Subcontracted Sorting*. The supplier is informed in writing when this is occurring either on a case-by-case basis or for an agreed tonnage of *Input Waste and/or Plastic Waste* over a period of time. This applies to *Input Waste and/or Plastic Waste* sent to a specific contractor for *Subcontracted Sorting* and not to other waste or by-products sent to third parties.

8.4 SUBCONTRACTOR'S WASTE TRANSPORT LICENSES

Details of third-party companies carrying out the collection or onwards supply of waste materials (including but not limited to *Input Waste*) are recorded. Information includes at least: i) organization name and legal address; ii) registration for waste transport under applicable national law.

SECTION 9: QUALITY ASSURANCE

9.1 PLASTIC WASTE CHARACTERISATION

Plastic Waste is supplied against a Waste specification in line with EN 15347 that as a minimum refers to targeted polymer, colour, waste origin and maximum share of contaminations present.

9.2 OUT OF CHARACTERISATION LOAD PROCEDURE

Sorting Centres and Traders have an internal procedure in place to address deliveries of *Input Waste* which are not within the agreed specification. This must describe how the supplier is informed of the discrepancy (including timeframes) against the specification and what controls were done and recorded to support these claims.

9.3 REJECTED LOAD PROCEDURE

Sorting Centres have an internal procedure in place to address deliveries of *Input Waste* which are rejected against the specification. This describes how the supplier is informed of the rejection (including timeframes) and what controls were done and recorded to support these claims. The internal procedure must include a quarantine period, the duration and the applicability of the quarantine period (e.g. from which number of load rejection the quarantine is applied) must be specified, if a quarantine period is not applied it must be justified

SECTION 10: QUALITY CONTROL

10.1 CHARACTERIZATION OF THE PLASTIC WASTE

Sorting Centres implemented a quality control system to monitor and validate the quality of the *Plastic Waste*, ensuring it consistently aligns with the established waste characterisation. Additionally, *Sorting Centres* must comply with the Waste Plastic Specifications (secondary sorting EN 15347:2007) and maintain records of checks on compliance for and output materials.

Sorting Centres are required to collect representative samples from within the output stream, documenting the sampling conditions. The focus of the characterization must be on identifying and quantifying contaminants, which include non-plastic materials (such as metals and paper) and non-targeted plastics. Appropriate methods, such as visual analysis must be employed to assess the material composition, contamination levels, and colours (where applicable)

Records of tests are kept including as a minimum detail of when a test sample was taken and the results.

10.2 SUPPLIER RESPONSIBILITY FOR PUBLIC AWARENESS

Each supplier or municipality providing *Input Waste* must communicate to the citizens which hazardous items are prohibited from their collection systems. They must also provide details on the measures taken to prevent their inclusion, such as awareness campaigns, educational initiatives, and checks during collection. This information must be publicly available and easily accessible.

If this information is not provided, the *Sorting Centres* must actively request and encourage suppliers or municipalities to implement and share these measures.

SECTION 11: ANNEXES TO THE AUDIT REPORT

11.1 DETAILED VOLUME RECONCILIATION CALCULATION

The main report will contain a short description and overview of the volume reconciliation. The detailed information will be found in an Annex detailing the calculation. The *Sorting Centres* can choose whether to disclose the annexes together with the Report to stakeholders or customers.

SECTION 12: OUTCOMES OF THE AUDIT

12.1 AUDIT REPORT

Certification Body must issue an Audit Report with the final statement of conformity and the details of the audit findings. For Full-Operational and Monitoring audits the audit report is valid for 2 year and is identified with a unique certification code.

12.2 CERTIFICATE

Certification Body must issue a certificate reporting the final statement of conformity and the details of the audit findings. The Full-Operational and the Monitoring certificate are also valid for 2 years and are identified with the same certification code than the audit report.

12.3 USE OF CERTIFICATION MARK

The use of the Certification mark must follow the requirements described in the Quality Management & Procedures document.

10. ANNEX I: DEFINITIONS

Organization

[ISO 22095:2020, 3.4.1]

Entity or group of people and facilities with an arrangement of responsibilities, authorities and relationships and identifiable objectives.

Certification

[ISO17000:2005, 5.5, adapted]

Third-party attestation related to this Audit Scheme.

Evaluation Period

The length of time for which production and operational records must be available in order to qualify for a specific Certification type. This period determines the eligibility for Pre-Operational, Limited-Operational, Full-Operational, or Monitoring Certification.

- Pre-Operational Certification → No production records required.
- Limited-Operational Certification → Minimum of 3 months of production data required, but less than 12 months available.
- Full-Operational Certification → 12 months of production records required.
- Monitoring Certification → 24 months of production records required.

Separate Collection

[Regulation (EU) No 2022/1616, article 6, 2]

The Input Waste shall be considered as collected separately when one of the following conditions is fulfilled:

- (a) it consists only of plastic materials and articles meeting the requirements of paragraph 1, points (a) and (b), and which have been collected separately for recycling from any other waste;
- (b) it is collected together with other packaging waste fractions of municipal waste or with other non-packaging plastic, metal, paper or glass fractions of municipal waste collected separately from residual waste for recycling, and the following requirements are met:
 - (i) the collection system collects only non-hazardous waste;
 - (ii) the collection of waste and the subsequent sorting are designed and carried out to minimise contamination of collected plastic waste from any plastic waste not meeting the requirements of paragraph 1, points (a) and (b), or other waste;

Municipal Waste

[Directive 2008/98/EC]

Municipal Waste means:

- (a) mixed waste and separately collected waste from households, including paper and cardboard, glass, metals, plastics, bio-waste, wood, textiles, packaging, waste electrical and electronic equipment, waste batteries and accumulators, and bulky waste, including mattresses and furniture;
- (b) mixed waste and separately collected waste from other sources, where such waste is similar in nature and composition to waste from households;

Municipal waste does not include waste from production, agriculture, forestry, fishing, septic tanks and sewage network and treatment, including sewage sludge, end-of-life vehicles or construction and demolition waste.

Sorting Process

It can include both First Sorting and Secondary Sorting, or only Secondary Sorting Centres in case in which the Input Waste is already Plastic Waste because the country(s) of origin have a collection system designed to collect Plastic Waste separately from other materials. The output of the sorting is the *Plastic Waste*.

First Sorting

First Sorting is the initial stage of waste processing where the incoming *Input Waste* is processed into distinct categories. The outputs are *Plastic Waste* and *Other Waste*. The aim of First Sorting is to streamline the waste into streams for further processing, ensuring that recyclable materials are efficiently directed to appropriate handling pathways.

Secondary Sorting

Secondary Sorting occurs after the *First Sorting* stage. This process involves a more detailed sorting of the *Plastic Waste*, further refining its sorting. The aim of Secondary Sorting is to further separate the Plastic Waste by sorting with reference to polymer type, format or colour and ensuring that the plastic waste is adequately prepared for *Final Pre-Processing* and subsequent recycling stages.

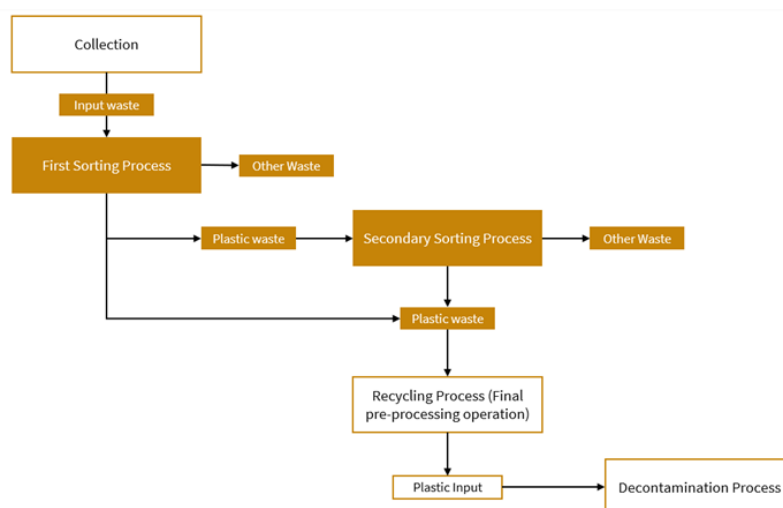


Figure 2 - Definitions from regulation (EU) No 2022/1616

Sorting Centres

The actors performing the *First* and / or *Secondary Sorting*.

Waste Trader

An Organisation that buys, sells, or arranges the movement of Plastic Waste and/or Input Waste, without necessarily handling the waste themselves.

Pre-Processing

[Regulation (EU) No 2022/1616, article 2.1(7)]

It means all waste management operations carried out to sort, shred, wash, mix or otherwise treat plastic waste in order to make it suitable for the decontamination process.

Final Pre-Processing

The facility that carries out the final sorting and / or treatment of the plastic prior to the decontamination process. The output of the final pre-processing operation is the Plastic Input. All operations carried out to sort, shred, wash, mix or otherwise treat plastic waste in order to make it suitable for the decontamination process.

Plastic

[Regulation (EC) No 1907/2006, article 3.5, adapted]

Material consisting of a polymer to which additives or other substances may have been added, and which can function as a main structural component of final products, with the exception of natural polymers that have not been chemically modified.⁴**Traceability**

[ISO 22095:2020, 3.6.1]

Ability to trace the history, application, location or source(s) of a material or product throughout the supply chain.

Broker

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

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) *Plastic Waste and Other Waste* including such dealers who do not take physical possession of the aforementioned material streams.

Storage Bay

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

Current Operating Hours

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

Permitted Operating Hours

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

Equipment Capacity

The theoretical maximum capacity of the *Sorting Centre's* equipment with respect to the weight of *Input Waste* they accepted into *Sorting Process* to produce *Plastic Waste and Other Waste* in case of *First Sorting Centres*, and with respect to the weight of *Plastic Waste* they accepted into *Sorting Process* to produce *Plastic Waste and Other Waste in case of Secondary Sorting Centres*.

Site Capacity

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

Nominal Capacity

⁴ OJ L 155, 12.6.2019, p. 1–19

The running capacity of the *Sorting Centres*' equipment with respect to the weight of *Input Waste* they accepted into *Sorting Process* to produce *Plastic Waste* and *Other Waste* in case of *First Sorting Centres*, and with respect to the weight of *Plastic Waste* they accepted into *Sorting Process* to produce *Plastic Waste* and *Other Waste* in case of *Secondary Sorting Centres*. It is the calculated capacity value based on consumption figures during a determined period of time. It considers the planned production hours, the throughput and the identified availability of the line.

Batch

[Regulation (EU) No 2022/1616, article 2.1(20)]

Quantity of material of the same quality and produced using uniform production parameters at a certain manufacturing stage, stored and contained to exclude mixing with other materials, or contamination, and designated as such by a single production number.

Other Waste

Other Waste refers to all materials sorted during the *Sorting Process* that do not fall under the category of *Plastic Waste*. This includes, but is not limited to, metals, glass and paper.

Input Volume

The total weight of *Input Waste* delivered to *Sorting Centre* during a given time period.

Licensed Input Volume

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

Plastic Waste

It is the input to a *Final Pre-Processing* operation or a *Secondary Sorting Centre*.

Input Waste

It is the input of the *First Sorting Process*.

Post-consumer

[EN 14021:2016, 7.8.1.1]

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.

Pre-consumer

[EN 14021:2016, 7.8.1.1]

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.

Subcontracted Sorting

When *Input Waste* and/or *Plastic Waste* has an operation carried out on it by a third party, for example, sorting, removal of contamination.

11. ANNEX II: CERTIFICATION MODULES

The Audit Scheme has developed the following Certification Modules which can be found detailed in separate documents:

Module Alfa: Plastic Waste intended to be used in Recycling Processes which may lead to the production of Recycled Plastics suitable for food contact applications.

Module Beta: Corporate Social Responsibility mandatory for *Sorting Centres* placed outside of the EU27 Member States, the UK, Switzerland, Norway, Iceland, or Liechtenstein.

12. ANNEX IV: TABLE OF CHANGES

Version	Date	Section	Update description
1.0	October 2025	All	Publication of the Audit Scheme

RecyClass

Avenue de Broqueville 12
1150 Brussels – Belgium

Phone : +32 2 786 39 08
info@recyclclass.eu

www.recyclclass.eu