

Title	B02CL Eligibility of Collection and Logistics Operators
Status	Definitive
Revision / Date	Rev02_version 1 – 4th August 2020

Content

1	Context	1
2	Scope	1
3	Procedure	3
4	Application Process	4

1. Context

Certification as WEEELABEX Collection or Logistics Operator or Collection point (hereinafter mentioned also as “Operator or “Auditee” indicates that WEEE received under the selected WEEE Streams is managed in compliance with the requirements of the WEEELABEX Conformity Verification documents as defined in the following standards (hereinafter mentioned also as “WEEELABEX requirements”):

- **CLC/TS 50625-4:2017** (referred as "CLC/TS" in this document) – all relevant requirements
- **WEEELABEX document on Collection V9.0** (referred as "WX-C") – requirements defined in the clause 4.1.1 only
- **WEEELABEX document on Logistics V9.0** (referred as "WX-L") – requirements defined in the clause 4.1.1 and 4.3.5 only

2. Scope

2.1 Operator Type

Each Conformity Verification will be determined by the type of operator’s activity. Operator type definitions as per the EN CLC/TS 50625-4 are as follows:

- **Collection point** = location where consumers and, or businesses may deposit WEEE prior to sorting, storage and preparing for re-use or treatment (A collection point can be temporary or permanent. The collection of WEEE is, in general, not the core activity at the location. It can be, for example, a collection bin or other collection mechanism provided at a retail or not-for-profit outlet, public building, community space.)
- **Collection facility** = location designated for the gathering of WEEE to facilitate separate collection (In general, collection means gathering of WEEE, including the preliminary sorting and preliminary storage of WEEE for the purposes of transport to a logistics facility or a treatment facility. The collection facility has as its core activity waste and/or WEEE collection, e.g. a municipal or non-municipal collection centre, unlike a collection point.)
- **Logistics facility** = facility for receiving and preparing for transportation to WEEE treatment facilities (In general, logistics means planning, implementing and controlling of the transportation, handling, preliminary storage and/or sorting of WEEE from point of origin to point of delivery. Transport can also be carried out to preparing for re-use facilities. Sorting can also take place at logistics facilities.)

Only operators performing the activities defined above (either singularly or together at the same site) may apply for WEEELABEX Conformity Verification.

The respective Operator Type or a combination of the Operator Types for which a WEEELABEX Conformity Verification has been carried out shall be included in the listing information published, and the “**Certification** of Conformity” document issued by the WEEELABEX Office to the WEEELABEX Operator.

2.2 WEEE Managed Streams

WEEELABEX Audits will be performed against eight WEEE streams enabling Operators to become approved for all streams that they manage depending on the type of activity they perform (see the Clause 2.1 for details). The scope of the conformity verification is all streams managed at the site audited.

The following WEEE streams shall be collectively included within the scope of an approved WEEELABEX Operator’s Conformity Verification Audit:

- A **Large appliance** (WEEE Category 4; may contain electric water boilers/heaters and radiators containing oil belonging to Category 1)
- B **Mixed equipment** (WEEE Categories 5, 6; may contain large appliances Category 4 associated with collection and/or treatment of small equipment; may contain radiators containing oil belonging to Category 1)
- C **Temperature exchange equipment** (WEEE Category 1)
- D **CRT display appliances** (WEEE Category 2) and cathode ray tubes
- E **Flat panel display equipment** (WEEE Category 2) and flat panel displays
- F **Gas discharge lamps** (WEEE Category 3)
- G **Photovoltaic panels** (WEEE Category 4)
- H **Other** (other streams or variations which appear to fall outside of these shall be discussed with the WEEELABEX Office at the time of application; the WEEELABEX Office may refer the matter to the Governing Council for a decision)

Note: The WEEE Categories are based on the DIRECTIVE 2012/19/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2012 on waste electrical and electronic equipment (WEEE)

The respective stream or streams for which a WEEELABEX Conformity Verification has been carried out shall be included in the listing information published, and the “**Certification** of Conformity” document issued by the WEEELABEX Office to the WEEELABEX Operator.

2.3 Certification of Conformity

Each audit will be carried out for one site (Collection or Logistics facility or Collection point). Equally, the “**Certification** of Conformity” document will be issued by the WEEELABEX Office to the WEEELABEX Operator individually for each site.

2.4 Downstream operators

Downstream monitoring:

- The Collection or Logistics facility or Collection point must record the downstream destination of the WEEE up to the first treatment operator or preparing for re-use operator, the latter must work in compliance or towards the EN50625 series on treatment requirements or 50614 on re-use (this requirement remains also in case when the WEEE is managed via a broker).
- **The following downstream monitoring requirements shall apply:**
 - o **a) if the downstream treatment or re-use operator is WEEELABEX certified, any other downstream information or documentation shall not be necessary;**
 - o **b) if the downstream treatment operator is not WEEELABEX certified, the downstream information and documents shall contain at least:**
 - copies of legal authorisation and transportation documents;

- results from a batch test(s) for all managed streams (the batch test(s) shall be performed according to the EN 50625-1, Annex D);
 - results from a special performance test for temperature exchange equipment stream (the special performance test shall be performed according to the EN 50625-2-3 and CLC/TS 50625-3-4);
 - results of de-pollution monitoring as defined in the relevant Technical Specifications (CLC/TS 50625-3-1, CLC/TS 50625-3-2, CLC/TS 50625-3-3, CLC/TS 50625-3-4, CLC/TS 50625-3-5);
 - records declaring determination and achieving of Re-use, Recycling and Recovery targets for each WEEE stream; and
 - documents that record downstream monitoring of each fraction (an overview of the downstream documentation required is given in the WEEELABEX document B 04 WEEELABEX Guidance Document that is relevant for WEEE treatment operators).
- **if the downstream re-use operator is not WEEELABEX certified, the downstream information and documents shall contain at least:**
 - copies of legal authorisation and transportation documents;
 - accredited certificate of compliance with EN 50614 issued by an independent third party

There may be different case scenarios depending on which party decides the destination of the WEEE collected:

- A. The collection facility, logistics facility or collection point decides the destination of the WEEE collected:
 - In such case, the collection facility, logistics facility or collection point shall provide the downstream monitoring information and documentation as defined above.
- B. An external company decides the destination of the WEEE collected (e.g. logistics operator, Extended Producer Responsibility scheme):
 - In such case, the party that decides the destination of the WEEE collected shall provide the downstream monitoring information and documentation as defined above.

Please note that the downstream monitoring requirements defined in this clause 2.4 are not essential for achieving the WEEELABEX **certification** of conformity.

3. Procedure

Conformity verification cycle and audit frequency:

For Collection points and Collection facilities:

- ***The validity of the certification is 48 months (four years) from the date of certification. WEEELABEX Operator certification continues for as long as the Operator achieves a positive audit report (after a General or Surveillance Audit) and the terms and conditions set down in the B03CL Agreement for Collection and Logistics Operators and the requirements of this Guidance document are met.***
 - the General audit will be regularly planned and carried out in the year one of the attestation cycle,
 - the Surveillance audit will be a surprise notice audit carried out in the year three of the attestation cycle (the operator shall submit the Declaration of Intent to the WEEELABEX office every two years and indicate the time period suitable for the surprise notice audit).

For Logistics facilities:

- ***The validity of the certification is 24 months (two years) from the date of certification. WEEELABEX Operator certification continues for as long as the Operator achieves a positive audit report (after a General or Surveillance Audit) and the terms and conditions***

set down in the B03CL Agreement for Collection and Logistics Operators and the requirements of this Guidance document are met.

- the General audit will be regularly planned and carried out in the year one of the attestation cycle and will be focused on all requirements,
- the Surveillance audit will be regularly planned and carried out in the year two of the attestation cycle and will be focused on the Priority 1 issues and previous non-conformances.

Minimum requirements for on-site audit performance:

- the presence of a person in charge of the collection facility, or logistics facility or collection point is required; this person shall be able to provide the means for the auditor to get the necessary information to assess the requirements in the scope of the conformity verification.

4. Responsibilities for closing non-conformances

Audit results and responsibility for closing the non-conformances will be placed upon the person designated in the Declaration of Intent (either a collection facility representative, or a logistics facility representative or a collection point representative, or another party representative - e.g. Extended Producer Responsibility scheme, municipality etc.).

5. Application Process

All prospective collection facility, logistics facility or collection point operators (auditees) are required to complete a Declaration of Intent form (to confirm their readiness for the Conformity Verification Audit) and will be expected to abide by the terms and conditions set down in the WEEELABEX Operator Agreement [available from the WEEELABEX office]. The Declaration of Intent shall be submitted for each new Conformity Verification process cycle (it means including each consecutive conformity verification process).

The declaration will in most cases be the result of the operator's internal, voluntary conformity verification. The declaration of intent will allow for an evaluation of the eligibility of the Operator.

An Application Fee will be payable by the operator to the WEEELABEX Organisation with their Declaration of Intent for each site. This fee may be varied from time to time according to the requirements of the WEEELABEX Governing Council. The Application Fee is non-refundable once the Declaration of Intent is submitted to the WEEELABEX organisation. Further details are available from the WEEELABEX office. The Application Fee is not charged in case of a consecutive conformity verification process.

A registration fee shall be paid by the operator for each site (being the subject of the conformity verification process) prior to be attested as a WEEELABEX Operator and annually thereafter. The Registration Fee is non-refundable once the operator is attested.

The currently applicable fees may be found on the WEEELABEX website or from the WEEELABEX office.