

**TO WEELABEX AUDITORS,  
27<sup>th</sup> of January, 2021**

**Prolongation of the statement from 28<sup>th</sup> of  
September 2020 to 30<sup>th</sup> of June 2021**

### **Communication from the WEELABEX Organisation to the WEELABEX Auditors**

As a result of the coronavirus disease (COVID-19) outbreak and increasing restrictions being implemented by local authorities, including e.g. social distancing rules or mandatory quarantine period following the travel, the WEELABEX Organisation have released this **Statement providing guideline and possible solutions regarding the auditing activities** required to ensure to go on with the Certification process of WEEE treatment operators. This statement applies for all certified WEELABEX Auditors and is valid for a transition

**period of the extra time until 30<sup>th</sup> of June, 2021.**

**The aim of this Statement is to permit** (as an option, but not as a requirement) **to reduce auditors' personal presence during an "on-site" audit** by allowing to perform some part (defined audit questions) of an audit "off-site" (by documents and records review, and via a web conference). **The second part of this statement** summarizes and clarifies the already published statement issued on 13<sup>th</sup> March 2020 **targeted to deal with continual listing of already certified operators.**

The following **guideline is only applicable for the WEELABEX Surveillance audits and for consecutive General audits (it is not applicable for very first General audits without any previous audit history)**, and it is **only applicable in case when the treatment operator can provide the required documents and records in an electronic form.**

#### **The guideline for the WEELABEX Auditors:**

- 1) The **following audit questions** (as per the A 04 Auditor Manual - defrev\_11\_version 1\_EURo B1801 & OR B 2101) **can be answered without "on-site" personal presence of an Auditor** (they can be answered "off-site" by review of relevant documents and records, and via a web conference with responsible auditee representatives):
  - **3.1 General and legal compliance and document management**
    - **Question 1; Question 3; Question 4; Question 5; Question 6; Question 7**
  - **3.2 Documents and downstream monitoring**
    - **Question 8; Question 9; Question 10; Question 11; Question 12; Question 13; Question 14**
  - **3.3 Material reception, sorting, handling and storage**
    - **NA**
  - **3.4 Training, facility safety and emergency planning**
    - **Question 24, Question 27; Question 28**

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- **3.5 Depollution**
  - **Question 37**
  - **Questions 38 – 80** (applicable only in case when answering the questions based on the previous Batch test/Performance test reports, or based on the regular analysis reports and de-pollution monitoring carried out by the operator within the last 12 months)
- **3.6 Batch tests and Recycling & Recovery rates**
  - **Question 81; Question 82; Question 84; Question 85; Question 86**
- **3.7 Preparation for re-use**
  - **NA**
- **3.8 Disposal of fractions (EPEAT clause)**
  - **Question 93**

**NOTE: A random on-site verification of some records may be needed.**

**The remaining applicable questions shall be answered based on an “on-site” audit as usual.**

- 2) Where there is a **requirement for two WEEELABEX auditors to be present during an on-site audit** (as per the B 04 WEEELABEX Guidance Document - defrev\_11\_version\_2\_EURo A1801\_B1801 & or A2101, B2101), **at least one of them shall be personally present on-site during the audit, however, the second one may be present via an on-line web conference and/or webcam.**

The above described guideline for the WEEELABEX Auditors has been developed based on a risk analysis in order to create a temporary solution suitable for the current situation, however, ensuring the quality of the WEEELABEX audits is not significantly hindered at the same time. The WEEELABEX Organisation will continue to monitor the advice in relation of the outbreak of COVID-19 to assess the developments and the risks and will release additional statements if required in relation to any impacts this outbreak on WEEELABEX Certification schemes in general to ensure the processes are maintained.

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**Summary of the previous statement – issued on 13<sup>th</sup> of March 2020** with the respect to coronavirus disease (COVID-19) outbreak:

**1) Certification/ listing:**

We respect the EU rules, local government rules and other instruction issued with the respect of the critical situation in the countries of origin. That's why the auditors and operators shall stick to these rules until the time restrictions are released by the local authorities. If this period is in a conflict with the Certification cycle, we will keep the operator listed as per the last valid Certification scheme.

Required documents - operator email request to WEEELABEX office and Lead auditor approval, it is supposed to be filed in the case No.

**2) Testing:**

In case of the batch test or performance test, sampling or any other analysis on site are conflicting with the local regulations, we do that at the suitable time, when the relevant restrictions are released by the local authorities. The last batch test or performance test is valid even it has been expired.

Required documents – operator email information to the WEEELABEX office only.

**3) Mass balance:**

Time period, which has been impacted by regulated situation and any irregularities in the operation within this year, might be taken into the consideration to avoid the unrealistic deviations incomparable with the previous result.

Required documents – note in Summary reports from the Lead auditor.

**4) Another individual subject:**

Any other irregularities or deviation to the a.m. subject will be taken into account individually.

Thank you for the understanding



Petr Novotný  
Managing Director