

WEELABEX Organisation - OFFICIAL STATEMENT	
Issue ID:	2018_001
Issue Category:	Depollution process / Sampling process
Issue Name:	Sampling requirements and sampling documentation and records
Issue Description:	What are the requirements related to the sampling of fractions to be analysed (either by a laboratory or via an on-site handpicking analysis), including requested sampling documentation and records?
WEELABEX Organisation Statement	<p>1. The sampling procedure shall be compliant with the relevant CENELEC standard and the related technical specification (the EN 50625 series, EN 50574-2 and CLC/TS 50574-2). Note that the sampling procedure may be supplemented, specified or clarified in the WEELABEX document A10.</p> <p>2. In addition, as defined in the EN 50625-1, the sampling procedure shall be compliant with the EN 14899 “Characterization of waste — Sampling of waste materials — Framework for the preparation and application of a sampling plan”. This includes an obligation to complete a SAMPLING PROTOCOL for each sample taken (an example of a sampling protocol can be found in the EN 14899).</p> <p>3. The rules for sampling and analysis applicable for the WEELABEX audits are also defined in the A04 Auditor manual. Selected rules for taking of samples and analysis are as follows:</p> <p>Temperature exchange equipment stream:</p> <ul style="list-style-type: none"> ➤ The sample(s) shall be taken during a performance test or a batch test, or during an exceptional audit (in case of evaluation of effectiveness of an implemented corrective action in case when a non-conformance was identified during the test). ➤ The sample(s) shall be taken (and analysed on-site when appropriate) by a certified WEELABEX CFA Auditor or by a nominated and trained member of the audit team (under a control of the certified WEELABEX CFA Auditor), or by a nominated and trained employee of a respective independent accredited laboratory – this rule is relevant for the sample(s) taken during a performance test or a batch test. ➤ The samples intended for laboratory analysis shall be analysed by laboratories approved by the WEELABEX Organisation. ➤ Samples taken by the operator (when the frequency of analysis is higher than the frequency of performance tests as requested by depollution monitoring) are accepted in case the operator can show records proving that the sampling was performed according to the relevant CENELEC standard and the related technical specification (the EN 50625 series, EN 50574-2 and CLC/TS 50574-2). Note that the sampling procedure may be supplemented, specified or clarified in the WEELABEX document A10. Analysis performed by laboratories

approved by the WEELABEX Organisation shall be accepted. **Other laboratories may also be accepted if there is documented confirmation that the laboratory has applied the analytical methods according to the relevant EN standards.**

In case of evaluation of effectiveness of an implemented corrective action requiring taking of sample(s) when a non-conformance was identified during the test, **the sample(s) may be taken (and analysed when appropriate) by the audited treatment operator.** This may be allowed when it is the only one non-conformance requiring on-site verification and when it has been proven during the audit that **depollution monitoring of the installation was effective** and fully compliant with the standard in terms of monitored information and frequency of mandatory sampling and analysis. The operator **must show records proving that the sampling was performed according to the relevant CENELEC standard and the related technical specification (the operator shall be also required to take photographs/video to document the sampling procedure and to make them available to the Lead auditor/CFA specialist on request).** Only analysis performed by laboratories approved by the WEELABEX Organisation shall be accepted. This is only relevant in case of the **first occurrence of the non-conformance**; in case of the **re-occurrence of the same non-conformance, the sample(s) shall be taken (and analysed when appropriate) by a certified WEELABEX CFA Auditor or by a nominated and trained member of the audit team** (under a control of the certified WEELABEX CFA Auditor).

- **In case of repeated oil analysis related to the STEP 1 process** – the oil sample shall be taken from the **oil related to the treatment of VFC appliances** as defined in the relevant TS.
- **In case of repeated analysis of output fractions related to the STEP 2 process** – the sample(s) shall be taken from the **output fractions relevant to the normal day-to-day process.**

Other treatment streams:

- The sample(s) shall be taken during a **batch test, or during an exceptional audit** (in case of evaluation of effectiveness of an implemented corrective action in case when a non-conformance was identified during the test).
- The sample(s) shall be taken (and analysed on-site when appropriate) by a **certified WEELABEX Auditor or by a nominated and trained member of the audit team** (under a control of the certified WEELABEX Auditor), or by a **nominated and trained employee of a respective independent accredited laboratory** – **this rule is relevant for the sample(s) taken during a batch test.**

	<ul style="list-style-type: none"> ➤ The samples intended for laboratory analysis shall be analysed by laboratories approved by the WEELABEX Organisation. ➤ Samples taken by the operator (when the frequency of analysis is higher than the frequency of batch tests as requested by depollution monitoring) are accepted in case the operator can show records proving that the sampling was performed according to the relevant CENELEC standard and the related technical specification (the EN 50625 series). Note that the sampling procedure may be supplemented, specified or clarified in the WEELABEX document A10. Analysis performed by laboratories approved by the WEELABEX Organisation shall be accepted. <i>Other laboratories may also be accepted if there is documented confirmation that the laboratory has applied the analytical methods according to the relevant EN standards.</i> ➤ In case of evaluation of effectiveness of an implemented corrective action requiring taking of sample(s) when a non-conformance was identified during the test, the sample(s) may be taken (and analysed when appropriate) by the audited treatment operator. This may be allowed when it is the only one non-conformance requiring on-site verification and when it has been proven during the audit that depollution monitoring of the installation was effective and fully compliant with the standard in terms of monitored information and frequency of mandatory sampling and analysis. The operator must show records proving that the sampling was performed according to the relevant CENELEC standard and the related technical specification (the operator shall be also required to take photographs/video to document the sampling procedure and to make them available to the Lead auditor/CFA specialist on request). Only analysis performed by laboratories approved by the WEELABEX Organisation shall be accepted. This is only relevant in case of the first occurrence of the non-conformance; in case of the re-occurrence of the same non-conformance, the sample(s) shall be taken (and analysed when appropriate) by a certified WEELABEX Auditor or by a nominated and trained member of the audit team (under a control of the certified WEELABEX Auditor).
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