



RECOVINYL AUDIT SYSTEM DESCRIPTION

DEVELOPED IN ACCORDANCE WITH THE CIRCULAR PLASTIC ALLIANCE REQUIREMENTS

2021

Version 1

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Related documents

- Recovinyl Audit Protocol_03092021
- Audit checklist and report template – recycling activity_03092021
- Audit checklist and report template – converting activity_03092021

Version	Date	Comments
'Recovinyl Audit System'	03.09.2021	Initial version

Description and scope of the audit framework

Recovinyl uses a data collection system RecoTrace™ where recyclers register their PVC recycling tonnages and converters register PVC recycling tonnages and the uptake of the recycled PVC in new products.

Recovinyl's audit system is in place to ensure that the claims of companies concerning their PVC recycling and converting activity are accurate.

This system and audit protocol is based on the Circular Plastic Alliance (CPA) audit protocol.

Auditors

Recovinyl audits are performed by experienced third party auditors.

Auditors are selected based on the following requirements:

- Minimum 3 years' experience with auditing or certification.
- Knowledge of the audit principles and procedures.
- Knowledge of recyclers/converters business processes, terminology and local circumstances.
- Good communication and organisational skills.
- Honest, responsible and with a high work ethic.

Every auditor undergoes a training to make sure they are familiar with the CPA auditing Protocol and Checklists.

Responsibilities

Auditors are responsible for:

- Planning the audits with their respective companies.
- Informing companies about the necessary documents and other preparation work that has to be done in advance.
- Creating and signing an NDA with a respective company representative.
- Performing a thorough audit to the best of their abilities.
- Creating audit report and providing these reports to Recovinyl.

Quality Assurance of the audit system

Recovinyl Audit Protocol is based on and compliant with the CPA Audit Protocol. As a consequence, updates, reviews and modifications applied to the CPA Audit Protocol must be translated into the Audit Protocol of Recovinyl.

Review of the protocol happens yearly, approximately 3 months before the start of the auditing period. During the review process, Recovinyl verifies whether audit protocol is still compliant with the CPA requirements by consulting the most recent CPA documents.

After this review, the Recovinyl audit compliance committee meeting is held where results of the audit review are discussed and necessarily modifications are made and approved.

After the approval of the modifications to the auditing framework and protocol, Recovinyl briefs it's certified auditors.

