

# Purchasers'/Specifiers' compliance checklist

**This is an assessment checklist for purchasers and specifiers of recycled aggregates wishing to test their suppliers (the producers) for compliance to the WRAP Quality Protocol for production of aggregates from inert waste.**

Please consider the process and activities of each of your suppliers and tick "Yes" or "No" as applicable for each question, by referring to the accompanying Guidance Notes for further details.

Suppliers are fully compliant with the Quality Protocol for production of aggregates from inert waste only if you can respond "Yes" to all questions.

Ticks scored in the "No" column highlight areas of non-compliance which your supplier(s) should target for achieving compliance. Recycled aggregates that are produced by a process not fully compliant with the Quality Protocol are likely to be waste and be subject to Environmental Permitting Regulations (England & Wales) or Waste Management Licensing Regulations (Scotland & Northern Ireland).

Checklist and Summary Guidance <sup>i</sup>	YES	NO
<p><b>Waste management requirements (QP* ref 3.4.1, 3.4.4, 3.6.1 and 3.7.1)</b></p> <p>Does the recycling facility have the required environmental permit/waste management licensing / exemptions and is the Duty of Care applied?</p> <p><i>NOTE: The producers must be able to demonstrate that they are fully compliant with statutory and regulatory requirements, including use of registered waste carriers and waste transfer notes (WTNs). Please consult the Guidance Notes for further details.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Acceptance of incoming waste (QP ref 3.4.1 to 3.4.4 and App C)</b></p> <p>Does the site/location have specific Acceptance Criteria procedures for the incoming waste?</p> <p>Do the Acceptance Criteria include a description of the types of waste accepted and a description of the method of acceptance?</p> <p><i>NOTE: List of Waste regulations/ European Waste Code for consistency with the WTNs must be used. Only inert waste can be accepted for production of aggregates to the Quality Protocol. Inspection at receipt and at tipping must be carried out.</i></p> <p>Are material input records kept?</p> <p><i>NOTE: A record of each load received and accepted must be kept.</i></p> <p>Does the site have established procedures for dealing with non-compliant incoming waste?</p> <p><i>NOTE: The producer must demonstrate how they deal with non-conforming incoming waste. Please consult the Guidance Notes for further details.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Production and Standards/Specifications requirements (QP ref 3.1 to 3.3 and 3.5)</b></p> <p>Does the site have a Factory Production Control (FPC) system, which includes a Method Statement of Production (MSP), describing the waste recovery process and the range of products?</p> <p><i>NOTE: FPC is mandatory for production of aggregates to BS EN Standards and common industry specifications and it is a requirement of the Quality Protocol. The MSP can be represented by a flow chart. All materials produced must be listed. Implementation of the FPC must be demonstrated using the detailed list of requirements within the guidance notes.</i></p> <p>Does the site produce aggregates to established specifications and/or standards?</p> <p><i>NOTE: Aggregates must be produced to be fully compliant to established specifications and/or standards.</i></p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Checklist and Summary Guidance <sup>i</sup>	YES	NO
<p><b>Inspection and Testing (QP ref 3.6, 3.6.1 and 3.6.2)</b></p> <p>Has the site defined what testing to undertake, and how often, for each material produced?</p> <p><i>NOTE: A formalised testing plan, defining sampling, test methods and testing frequencies must be provided and the test results must be available for demonstrating compliance. This is a requirement of the FPC.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the site testing regime comply with the requirements of the Quality Protocol and conform to the standards or specifications for the product?</p> <p><i>NOTE: Aggregates produced to agreed standards and specifications must be tested to show compliance to the required standards and specifications.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the facility have a procedure for dealing with non-conforming products?</p> <p><i>NOTE: The producer must demonstrate that a procedure for non-compliant products is in place in accordance with the FPC.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Documentation (QP ref 3.7.2, 3.7.3, 3.8 and 3.9)</b></p> <p>Can the producers demonstrate that records are kept of all the appropriate documents required by the FPC? Are aggregate test records required by the standards and specifications available?</p> <p><i>NOTE: A list of records that must be kept in accordance with the FPC is provided within the Guidance Notes. Historic records and/or summaries of past testing results must be available. Examples of records include testing frequencies, grading results, Los Angeles test results etc.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the delivery ticket of the product contain the description of the material in accordance with the industry or client specification and does it include a statement that the aggregate was produced to a quality scheme meeting the Quality Protocol?</p> <p><i>NOTE: Details on the delivery ticket must be provided in accordance with the FPC. The statement that the aggregate was produced to a quality management scheme conforming to the Quality Protocol can only be inserted if no "No" cells have been ticked in this assessment form.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

The competent authority for Environmental Permitting (England and Wales) Regulations is the Environment Agency, for Waste Licensing Regulations in Scotland is the Scottish Environment Protection Agency and in Northern Ireland is the Department of the Environment (Environment and Heritage Service). These agencies are able to confirm or provide information on permits, licences and exemptions to third parties if required. They are also able to require documentary proof of the compliance to the Quality Protocol from recycled aggregate producers who claim to be operating to the Quality Protocol.

\* QP refs. are for numbered sections in the three versions of the WRAP Quality Protocol for the production of aggregates from inert waste covering England & Wales, Scotland, and Northern Ireland.

Copies are available from [http://www.aggregain.org.uk/quality/quality\\_protocols/index.html](http://www.aggregain.org.uk/quality/quality_protocols/index.html)

For additional information on Quality Management Systems go to: <http://www.aggregain.org.uk/quality/index.html>

<sup>i</sup> Expanded guidance notes are available in a separate document called: Guidance Notes to the Purchasers'/ Specifiers' compliance checklist for the Quality Protocol for the production of aggregates from inert waste

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**Waste & Resources  
Action Programme**

The Old Academy,  
21 Horse Fair,  
Banbury, Oxon  
OX16 0AH

Tel: 01295 819 900  
Fax: 01295 819 911  
E-mail: [info@wrap.org.uk](mailto:info@wrap.org.uk)

Helpline freephone  
0808 100 2040

[www.wrap.org.uk/construction](http://www.wrap.org.uk/construction)

