



Certification Site Visit Check List

Purpose

Every supply source has to be visited once a year by a Rebound Exchange nominated auditor.

Accreditations

Suppliers can demonstrate the accreditation that they have achieved within their country of operation and recognized international standards.

The areas of accreditation could include:

- Quality Systems (such as ISO 9001:2015 QMS) Yes No
- Environmental Compliance (such as ISO 14001:2015 EMS) Yes No
- Health and Safety (such as ISO 45001:2018 OHSMS) Yes No
- Plastic Material Traceability (such as EN15343:2007) Yes No
- Waste Management Yes No
- Waste Water Treatment. Yes No

Feedstock (traceability)

1. Sources of feedstock are able to confirm the origin of feedstock supply. Yes No
2. Records are being maintained as to the origin of feedstock supply. Yes No
3. Facility has up-to-date lists of all material suppliers, subcontractors, service providers. Yes No
4. The organization keeps complete documents of the description, quantities, origins of all incoming materials. Yes No
5. The organization inspects the integrity, quality and cleanness of all incoming materials and maintains relevant records. Yes No

Laboratory

6. Laboratory is on-site of the manufacturing process. Yes No
7. On-site lab equipment is appropriate to complete the material tests for the resin in question. Yes No

Table 1 - Equipment Requirements to verify that material meets Rebound Specifications & laboratory has the capability to perform such tests.

Bale Equipment List	Flake Equipment List	Pellet Equipment List
Operator PPE	Operator PPE	Operator PPE
Weighing Scales (20 kg capacity +/- 10g precision)	Weighing scales (5 kg +/- 0.1g precision)	Weighing scales (5kg +/- 0.1g precision)
Spreadsheet for calculation	Funnel for bulk density	Funnel for bulk density
Examples of identified plastics to assist sorting	Cylinder for bulk density	Cylinder for bulk density
	Sieves for flake size and distribution	Melt Index test Apparatus
		Moisture analyzer
	Moisture analyzer	Differential Scanning Calorimeter for melting point*
	Spreadsheet for calculation	GC/MS for PET pellet analysis*
		Color measurement equipment (for L,a,b values)*

- 8. The training manual exists and is up to date. Yes No
- 9. Records of lab personnel and technicians having received on-site training with respect to necessary recycling standards exist. Yes No
- 10. Records of lab personnel and technicians having received on-site training with respect to the operation of lab equipment exist. Yes No

- 11. Records of current laboratory technicians who have undergone training exist. Yes No
- 12. The Certificate of Quality for export material produced by the facility is consistent with the Rebound Standards of Quality.
- 13. Organization has appointed a management representative to be responsible for the overall compliance to the management on quality, traceability and inventory. Yes No
 - a. Name _____
 - b. Title _____
- 14. The facility maintains complete, up-to-date, easily auditable and understood records to demonstrate conformity with all requirements of Rebound Quality Standards. Yes No
- 15. Quality records are retained for at least 3 years. Yes No

Output quality

- 16. The facility maintains a documented system plan that describes processes, including the points of risk and the material flow diagram. Yes No
- 17. There are sufficient records that clearly demonstrate the lot identification or balance between the inputs, outputs and loss for each production step. Yes No
- 18. Storage of products is managed in order to segregate target materials and non-target materials and ensure easy identification of lots. Yes No
- 19. Effective processes and documented activities are in place to ensure that any non-conforming product is clearly identified and controlled to prevent unintended use or delivery. Yes No
- 20. Corrective actions are taken when the facility receives complaints or comments from a stakeholder such as a client. Yes No
- a. Relevant records are maintained. Yes No

Sorting

If the facility has no sorting process skip to next section

- 21. The facility has procedures or work instructions on sorting. Yes No
- 22. Target materials are segregated from non-target materials and both labeled as such. Yes No
- 23. Appropriate packaging, containers or vehicles are used to ensure the cleanliness of the products and prevent cross contamination. Yes No
- 24. An inventory of all wastes generated from the sorting process is taken regularly and documented. Yes No

Baling

If the facility has no baling process skip to next section

- 25. The facility has procedures or work instructions on baling. Yes No
- 26. Target materials are segregated from non-target materials and both labeled as such. Yes No
- 27. Appropriate packaging, containers or vehicles are used to ensure the cleanliness of the products and prevent cross contamination. Yes No
- 28. An inventory of all wastes generated from the baling process is taken regularly and documented. Yes No

Wash & Grind

If the facility has no wash & grind process skip to next section

- | | | |
|---|------------------------------|-----------------------------|
| 29. The facility has procedures or work instructions on wash & grind. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 30. Target materials are segregated from non-target materials and both labeled as such. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 31. Appropriate packaging, containers or vehicles are used to ensure the cleanliness of the products and prevent cross contamination. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 32. An inventory of all wastes generated from the wash & grind process is taken regularly and documented. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Pelletizing

If the facility has no pelletizing process skip to next section

- | | | |
|---|------------------------------|-----------------------------|
| 33. The facility has procedures or work instructions on pelletizing. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 34. Target materials are segregated from non-target materials and both labeled as such. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 35. Appropriate packaging, containers or vehicles are used to ensure the cleanliness of the products and prevent cross contamination. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 36. An inventory of all wastes generated from the pelletizing process is taken regularly and documented. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Waste Management

- | | | |
|--|------------------------------|-----------------------------|
| 37. Wastes are segregated according to hazardous and non-hazardous characteristics, recycle and non-recycle characteristics. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 38. The facility measures the amount of waste produced and keeps corresponding records. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Staff Structure

- | | | |
|--|------------------------------|-----------------------------|
| 39. Organisation structure for the operational facility. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 40. Staff have been appropriately trained for their scope of work. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 41. Formal qualifications for supervisors and managers. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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