



 **wrc
recycling**
TOTAL WASTE SOLUTIONS



PAS 402

Jan 24 - Dec 24

Our Details

Supplier:	WRC Recycling Limited	
Company Number:	SC370000	
Registered Address:	45 Newmains Avenue Inchinnan Renfrew Scotland PA4 9RR	
VAT Number:	GB 130 110 102	
Waste Management Licence:	WML/L/1133375	
Waste Exemption:	WML/XS/1174090	Paragraph 17
	WML/XS/1120810	Paragraph 48
Waste Carriers Licence:	WCR/R/1122477	
Planning:	24/0183/PP	Change to WML – add in 1 EWC
	14/0493/PP	Increase tonnage and variation in waste type
Reporting Period:	January to December 2024	
WRC Representative:	Name:	Amanda Stewart
	Title:	SHEQ Manager
	Email:	amanda.stewart@wrcrecycling.co.uk
	Telephone:	0141 812 1587 (Office)

Foreward



Specialising in the delivery of bespoke waste management solutions, WRC Recycling is a family-run recycling business that offers a cradle-to-grave service package for individuals and businesses across Scotland seeking to accelerate their recycling efforts. The business, which has grown from humble beginnings in 1998, is committed to supporting Scotland's transition toward a zero-waste economy through investing in state-of-the-art plant machinery that produces a higher-quality recyclable product for onward processing.

"At WRC Recycling, we're committed to turning waste into opportunity. Our innovative solutions not only reduce environmental impact but also create value for our clients and communities. Every day, we strive to set new standards in sustainability and efficiency, making the circular economy a reality."

— Robert Capper, Managing Director, WRC Recycling.

Certifications and accreditations include:

- ISO 9001(Quality Management Systems)
- ISO 45001(Occupational Health and Safety management systems)
- ISO 14001 (Environmental Management Systems)
- BS EN 14713 (secure destruction of confidential and sensitive material)
- FORS Bronze (Fleet Operators Recognition Scheme)
- SafeContractor
- CHAS
- Worksafe
- Achilles Silver+
- Logistics UK Member
- RMAS Member (Resource Management Association Scotland)

Scope of Operations

Following the scope of our pre-existing IMS - WRC Recycling Scope of Registration is: **Recycling of plastic, paper, cardboard and metal packaging and plastics. Offsite secure shredding. The uplift, transport, storage and recycling of controlled wastes including skip hire. Sorting of Construction and Demolition wastes.**

WRC Recycling (WRC) is a Materials Recycling Facility handling dry, non-hazardous waste streams to be recycled. The Facility specialises in plastic waste recycling.

The following expansions has occurred since the company starting:

2019 - the company expanded by offering skip and roll on off containers for Industrial, Commercial, Public and Construction and Demolition sites waste streams. Materials are segregated, baled, granulated and palletised following their arrival at the WRC facility before being sold as product or sent for further waste processing.

2020 - the company expanded by offering a secure shredding process to its existing and new customers. Materials are collected or delivered, shredded, baled and then sold on for further recycling at a UK based paper mill.

2022 – new MRF Facility was constructed allowing the company to sort and segregate construction and demolition waste. The materials are then send on for further processing.

Any remaining waste materials are transferred off-site for energy recovery, reducing our need to use landfill.

Site Processes

MRF – Construction & Demolition

- The load is checked before hand to make sure anything that can't be feed through the plant is removed by the grab and set aside.
- The plant itself will sort the material into separate waste streams i.e wood, plastic, metals, paper/cardboard etc
- The material will then be bulked at our site and send for further processing at other recycling facilities
- Wood to be sorted and shredded and made into chipboard, animal bedding.
- The plastics we receive is sorted by polymer and granulated at our facility.
- The granulated material is then sent to various UK facilities to be used in production processes such as in Blown Film Machines, Injection Machines, Plastic Molding Machines, and other machines that produce plastic films, bottles, containers, bags, and more.
- Rubble, brick etc is bulked up and then screened, crushed and sorted and used as a recycled aggregate.
- Paper and Cardboard is shredded and then sent to UK paper mills to be recycled into for example blue roll or other recycled paper products.
- Metals are sorted by type i.e ferrous/ non ferrous and sent to be melted in a high temperature furnace into metal sheets.
- Any material that is left over from the process is sent to be shredded and used as RDF in an energy from waste plant.

YOUR WASTE JOURNEY

wrc recycling
TOTAL WASTE SOLUTIONS

The infographic illustrates the waste recycling process:

- FEEDER:** 40 TPH, 0-300mm
- COMBI SCREEN:** 24 TPH, 50-300mm OVERSIZE
- 8 TPH 10-50mm MIDSIZE** (Left Path):
 - MAGNET:** FE METALS
 - EDDY CURRENT SEPERATOR:** NON-FE METALS
 - AIR BLOWER:** MIDSIZE LIGHTS
 - AIR BLOWER:** MIDSIZE HEAVIES
- 8 TPH 0-10mm FINES** (Right Path):
 - MAGNET:** FE METALS
 - MAGNET:** FE METALS
 - MAGNET:** FE METALS
 - MAGNET:** MAGNET
 - 1 BAY PICKING STATION:** HARDCORE
- MIDSIZE HEAVIES:**
 - OPTICAL SORTER:** RESIDUE, WOOD
 - 2 BAY PICKING STATION:** WOOD
- AIR SEPARATOR:**
 - LIGHTS:** 3 BAY PICKING STATION
 - HEAVIES:** 1 BAY PICKING STATION
 - PICKED WOOD:** 1 BAY PICKING STATION
- OUTPUTS:**
 - FE METALS
 - NON-FE METALS
 - MIDSIZE LIGHTS
 - MIDSIZE HEAVIES
 - WOOD
 - RDF
 - HARDCORE

TOTAL WASTE SOLUTIONS

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Plastic – Sorting & Shredding

- The plastics we receive is sorted by polymer here at Inchinnan and any contamination removed.
- The material is then granulated at our facility.
- The granulated material is then sent to various UK facilities to be used in production processes such as in Blown Film Machines, Injection Machines, Plastic Molding Machines, and other machines that produce plastic films, bottles, containers, bags, and more.
- Any contaminated material that has been removed will be transported to a EFW facility where it is shredded and incinerated.

Secure Shredding

- The Inchinnan facility is BS EN15713 approved and includes a secure building that has been Installed to the requirements of BSEN50131-2 and has been installed by an NSI approved supplier with controlled access by authorised personnel only.
- Delivered materials are offloaded within the building, contaminants are removed (manual picking within the secure area) and the contents are then emptied onto the shredder conveyor feed.
- Materials are shredded within a Vecoplan static shredder prior to being conveyed directly into a PAL horizontal baler.
- The material is then baled and transported to paper mills to be recycled.

Trade Waste, Skip and RO/RO

- Our most recent venture is trade waste collections, to support our customers with full waste management.
- 1100, 660, 360 & 240l bins are collected by our own trade waste vehicle.
- We carry out waste collections throughout the central belt of Scotland.
- We have an established fleet of skips and ro/ros
- See table below for a list of containers we supply.

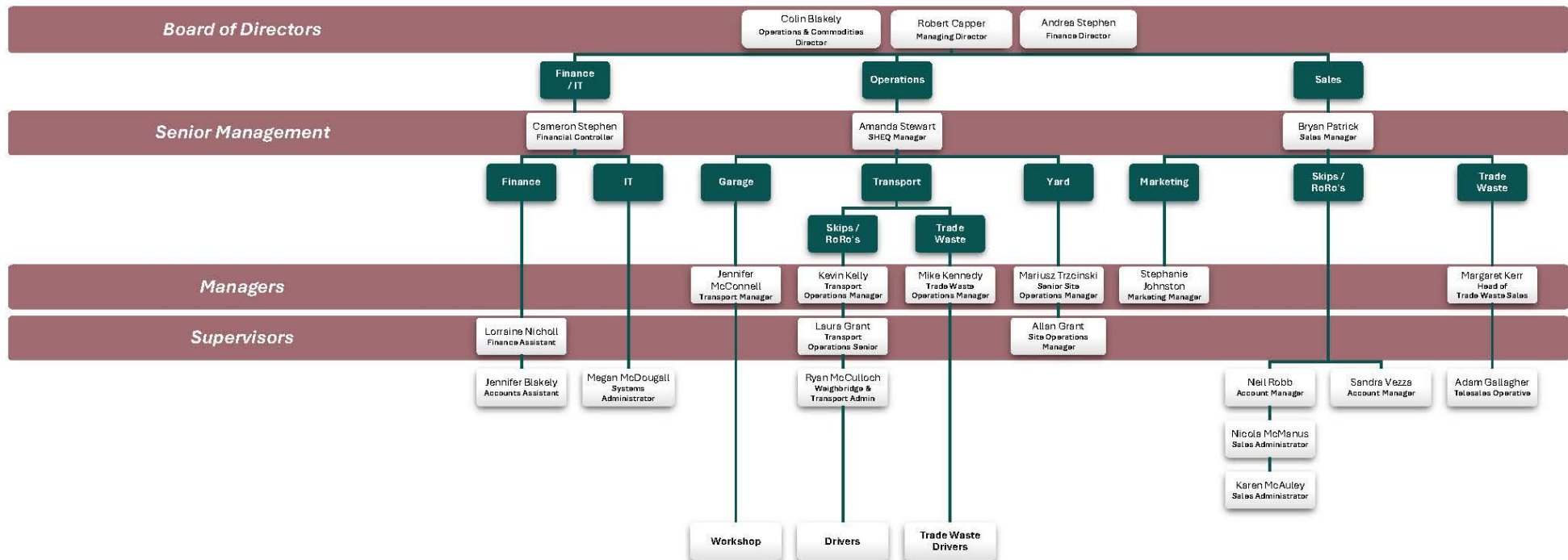
Container type	Bin Bag Capacity	Comments
4yard mini	20+	Suitable for all types of general waste.
8Yard	80+	Large builders skip. Can be open or closed
12 yard	120+	Suitable for light waste only but good for bulk items.
14 yard	140+	Suitable for light waste only. Ideal for bulky waste.
20 Yard RO-RO	230+	Suitable for construction waste can hold large amounts of building waste, debris inc timber, metal, rubble and garden waste
40 yard RO-RO	460+	Biggest size of skip available suitable for light waste only but capable of larger bulkier items.
1100 litre bins	18-22	Lockable plastic/polymer wheelie bin with 4 wheels
660litre bins	10-13	Plastic/polymer wheelie bin
360 litre bins	6-7	Plastic/polymer bin with 2 wheels
240litres bins	4-5	Plastic/polymer bin with 2 wheels

ROLES & RESPONSIBILITIES

The company organisational chart shows clearly defined levels of management and supervision within the business and is saved on the company intranet:



Organisational Chart



Current Compliance Score (SEPA)

Compliance Record Details

Authorisation No: **WML/L/1133375**

Regime: **Licence**

Regulatory Category: **Storage and Treatment of Waste**

Team: **Greater Glasgow and Clyde Estuary**

Address: **WRC Recycling Ltd, Renfrew**

Licence Compliance for 2019:

Excellent

Comments:

Historic Compliance

- 2019: Excellent
- 2018: Poor
- 2017: Excellent
- 2016: Excellent
- 2015: Good

Client Relationship

Our experienced sales team and administrative support services use the IMS procedures to ensure excellent customer services.

ISO 9001, ISO 14001 and ISO 45001 are all audited once a year to ensure that WRC are compliant to the standard.

Most of the ISO 9001 is focused on interested parties and ensuring that they are receiving the best quality service from ourselves.

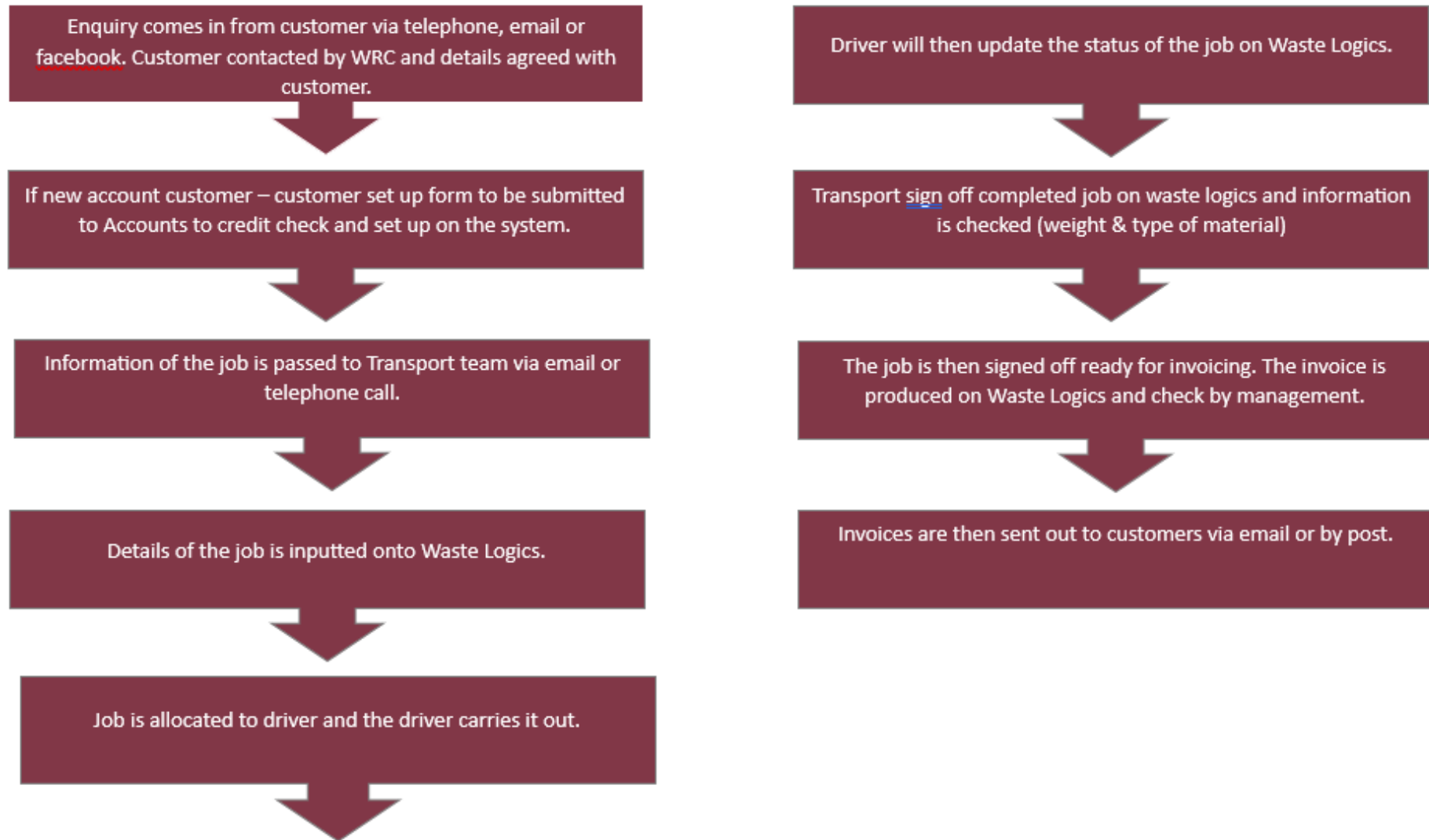
We have expanded the business significantly over the past years to be able to give our customers an all inclusive service and to help keep their costs down as well as reassuring that their waste is being handled correctly and being diverted from landfill at every opportunity.

We achieve this by being able to offer all the services as shown in site processes and also we can show our customers how their material is used.

Below is a small example of this:

Waste type	How is waste processed?	Waste converted for use as?
Active (general waste)	Incinerated	Waste to energy
Canteen & office waste	Anaerobic Digestion/ Composting	Energy or compost
Inert(aggregates/brick/block/concrete)	Cleaned and crushed	Recycled aggregates
Inert(Non-contaminated soils)	Resold	Soil
Mixed municipal	Segregated into single waste streams	As per waste stream – anything left will go for EFW
Gyproc	Sorted and shredded	Gypsum for agricultural use
Landfill waste	Burial	Gas collected and turned into energy
Metal	Sorted and resold	Metal products
Timber	Shredded	Timber products
MDF/MFC/Chipboard	Shredded	Chipboard
Hazardous waste (Asbestos/paint)	Burial	Disposal

The below flow chart depicts the basic procedure for customer process – with bigger account customers the process will be the same but if there are specific KPIs these will be added into the process.



We also provide our clients with the following to enhance our service:

- Digitalised waste transfer notes,
- Detailed tailor-made Monthly Reporting,
- Personal Account Manager,
- Customer Portal with access to all waste transfer tonnages, and account information,
- Full weight data for every load uplifted or delivered.
- Free waste audits, presenting ideas for streamlining and improving recycling at the customer level.

If there was any complaints, we aim to have this rectified within 48 hours though currently most are dealt with in the 24hour period. If the problem is dealt with then it is escalated to the management team. We actively encourage all our customer to give us feedback and this is currently done through google reviews.

Our customers who take our outgoing materials are just as important as our incoming waste customers and WRC strive to have the best quality material going out. Our new MRF (Materials Recycling Facility) is 2 years old and has the most up to date equipment for sorting the material , we employ 6 quality controllers who work at the end of the conveyor systems for each material to ensure that a final inspection is carried out and the end product is the best can be.

As we shred all the rigid plastic materials that come to site we ensure these are not heavily contaminated materials and they are sorted by polymer and colour. This means that the next step of the process has good quality feedstock to produce the recycled polymer sheets.

Impacts & Risks

These are reviewed during the company's annual management reviews and as necessary i.e. new product/process/following an incident/discovery of non conformance.

As part of the ISO accredited IMS, a risk and opportunities register has been created identifying business continuity, commercial risk, health and safety, environmental and quality risk, and opportunities for all. This is a live document and works alongside our Management of Change procedure to ensure that risks are properly discussed and considered to avoid any business issue and to identify possible opportunities within that risk.

Health and Safety risk assessments are reviewed every 3 years maximum and carried out by the health and safety manager along with the member of staff that will be carrying out the task. These are also reviewed after incident or changes to legislation.

Contingency plans

There are 2 weighbridges at Inchinnan so if one fails the other will be used as a back up.

If there is a complete power failure WRC Recycling have access to another weighbridge at Auchans Farm where vehicles can still be weighed in and then continue on to the facility at Inchinnan to tip their load.

If the online Waste Logics system goes down then everything will be written down and entered manually when the system is up and running.

If the site gets closed for any reason out with WRC Recycling's control then WRC will partner with a 3rd party for tipping.

Operational management

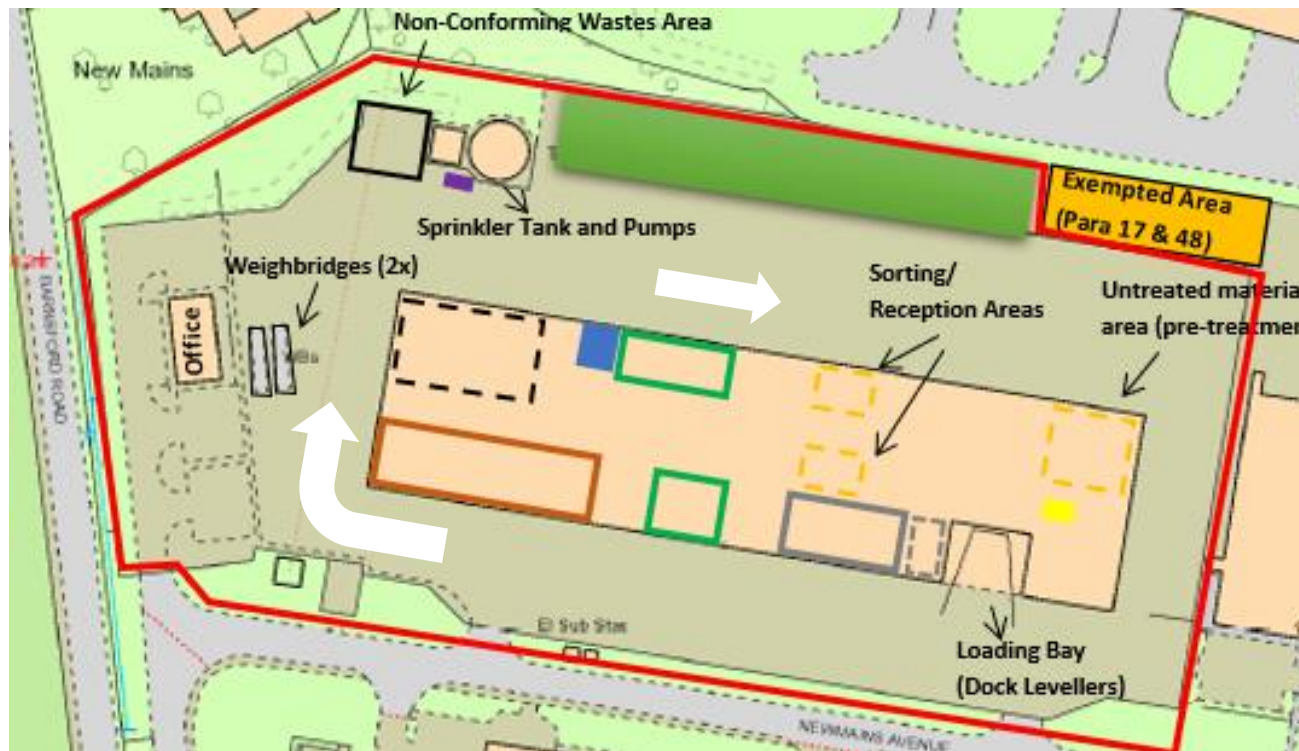
To ensure that all waste entering the site meets with the conditions of the waste management licence and relevant legislation the follo

- Driver will report to weighbridge and hand in any required paperwork.
- Vehicle will be weighed.
- Vehicle will be sent to designated area following traffic management plan and site rules.
- Visual inspection of load.
- Once vehicle has tipped the load, it is inspected again.
- If there are any issues with the load the load inspector will notify the weighbridge operator, who will make any amendments on the system.
- Once discharged, the supervisor/operator will instruct the driver to return to weighbridge and complete paperwork.
- Once paperwork is complete vehicle will exit the site following the traffic management plan and site rules.

At any point during operations there is an issue with the load integrity or content, discharging must stop until further managerial instruction is sought. The non-conforming waste procedure should be followed.

During operations, if there is a spillage / release, the site procedures should be followed.

Site Layout Plan



Notes

- MRF
- Confidential Paper Building – includes Shredding, Baler and Storage Area
- Plastic Extruder ([future plan](#) – not currently in operation)
- Treated Materials Storage Area
- Plastic Granulator and Shredder Areas
- Baler
- Wash Out Area
- Workshop/ Garage
- Fuel Tank

Traffic on site is controlled by a one way system as highlighted by white directional arrow.

Waste Storage

Waste Type	EWG Codes	Daily Tonnage	Annual Tonnage
Mixed Packaging Wastes	15 01 01 (Paper & Cardboard) 15 01 02 (Plastic) 15 01 03 (Wood) 15 01 04 (Metal) 15 01 05 (Composite) 15 01 06 (Mixed) 15 01 07 (Glass) 15 01 09 (Textile)	4 0	4,000
Segregated Scrap metal, textiles, paper & cardboard, plastics, wood, glass, plasterboard	02 01 04 (waste plastic) 03 03 08 (sorted paper/cardboard) 07 02 13 (waste plastic) 12 01 15 (plastic shavings/turnings) 16 01 17 (ferrous metal) 16 01 18 (non-ferrous metal) 16 01 19 (plastic) 19 12 01 (paper & cardboard) 19 12 02 (ferrous metal) 19 12 03 (non-ferrous metal) 19 12 04 (plastic & rubber) 19 12 05 (glass) 19 12 07 (wood) 19 12 08 (textiles) 20 01 01 (paper & cardboard) 20 01 02 (glass) 20 01 11 (textiles) 20 01 38 (wood) 20 01 39 (Plastic) 20 01 40 (metals)	120	25,000

Construction & Demolition Waste	17 01 01 (concrete) 17 01 02 (bricks) 17 01 03 (tiles & ceramics) 17 01 07 (concrete, bricks, tiles, ceramics) 17 02 01 (wood) 17 02 02 (glass) 17 02 03 (plastic) 17 04 01 (copper, bronze, brass) 17 04 02 (aluminium) 17 04 03 (lead) 17 04 04 (zinc) 17 04 05 (iron & steel) 17 04 06 (tin) 17 04 07 (mixed metals) 17 08 02 (plasterboard) 17 09 04 (mixed C&D waste)	149	39,6355
Other wastes (including mixtures of materials) from mechanical treatment of wastes	19 12 12 (from mechanical treatment)	60	6,0 00
Bulky Waste	20 03 07	1	35
Totals		370	75,000

Storage Periods

Waste Type	Max Storage Period
Mixed Packaging waste	21 days
Mixed Construction & demolition waste	21 days
Segregated scrap metal	3 months
Segregated textiles	3 months
Segregated paper/cardboard	3 months
Segregated Plastics	2 months
Segregated wood	3 months
Segregated glass	3 months
Segregated plasterboard	3 months
Segregated construction & demolition wastes	3 months
Bulky Waste	10 days
Other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11 (19 12 12)	7 days

Competence

Job Title	Qualification
Operations Director	Wamitab level 4 non- haz, IOSH Managing Safely
SHEQ Manager	NEBOSH Construction & General, IEMA Foundation Certificate.
Transport Manager	CPC Road Haulage
Senior transport Coordinator	CPC Road Haulage
Senior Site Operations Manager	IOSH managing safely
Site Operations Manager	IOSH managing safely

Everyone is inducted on site and have signed up to risk assessments.

Drivers carry out their CPC courses within every 5 years.

Other training involves Mobile plant training, first aid, fire awareness, manual handling and banksman.

Certifications and accreditations include:

- ISO 9001(Quality Management Systems)
- ISO 45001(Occupational Health and Safety management systems)
- ISO 14001 (Environmental Management Systems)
- BS EN 14713 (secure destruction of confidential and sensitive material)
- FORS Bronze (Fleet Operators Recognition Scheme)
- SafeContractor
- CHAS
- Worksafe
- Achilles Silver+
- Logistics UK Member
- RMAS Member (Resource Management Association Scotland)

Legal and other requirements

Our internal SHEQ Manager ensures WRC is compliant with all legislation within the waste industry

A register of applicable legislation is maintained throughout the year using resources from My Compliance and Barbour.

Internal audits are carried out on every aspect of the business to ensure ongoing compliance with ISO 9001, ISO14001 and ISO 45001. The standards are audited annually by NQA. Carrying out the audits help us identify any non-conformances and action them in a way that they do not occur again.

Any incidents that occur on or offsite are recorded and investigated and any actions put in place to prevent further incidents.

Any plant and equipment are inspected regularly before use and maintained and cleaned as required. LOLERs are carried out on any lifting equipment on site. Any other equipment is inspected under PUWER as required.

Our weighbridge is calibrated annually to ensure precision weighing and to keep us within the legal limits.

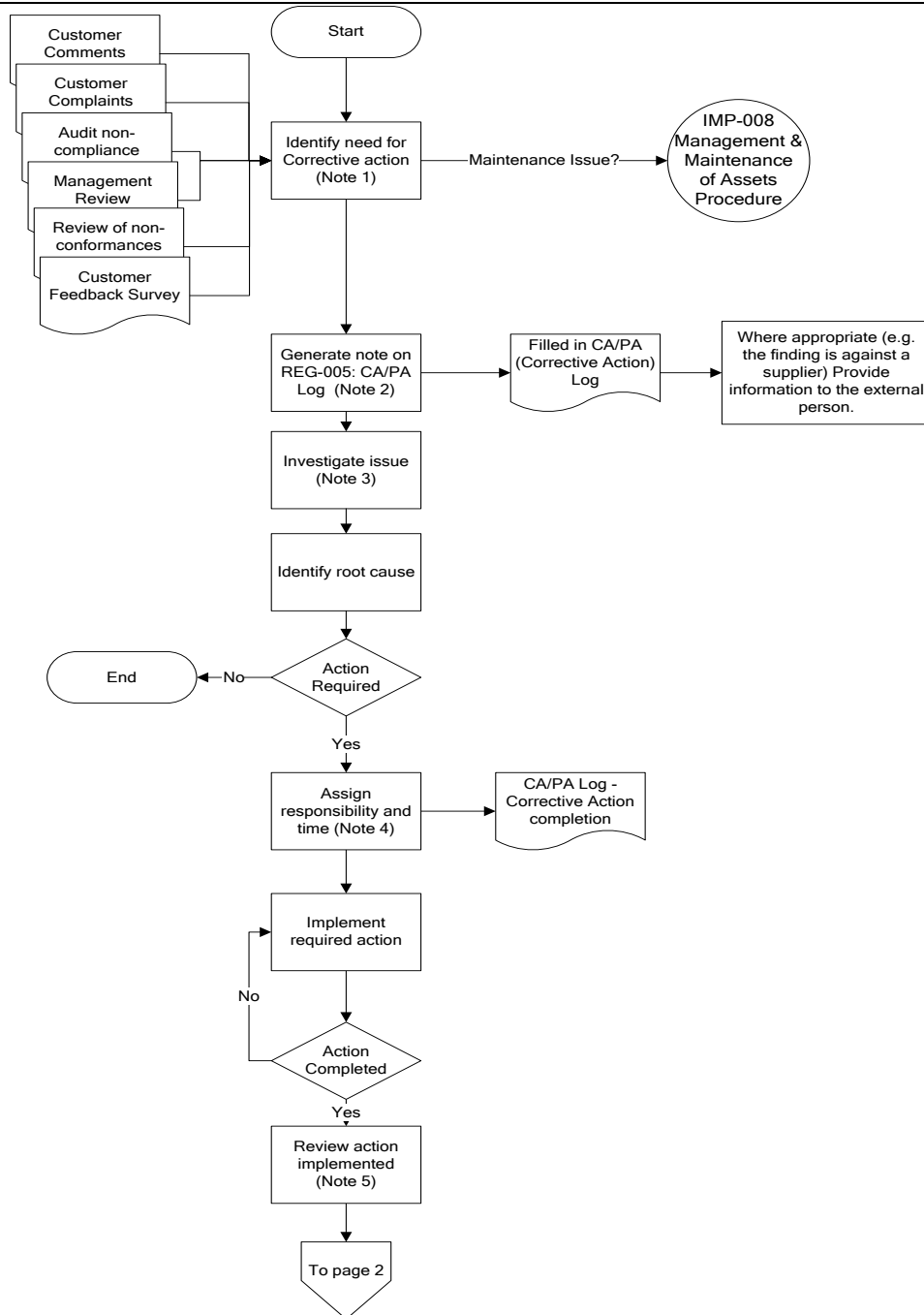
Our vehicles are serviced by our on-site mechanics every 6 weeks and MOT by a third party every year. Our Drivers have their driving licences checked every 3 months to check that no changes have occurred on their licence.

We submit our waste site returns to SEPA every 3 months as per our waste management licence.

All our employees are given an annual health check to ensure that we are protecting them from any occupational ill health.

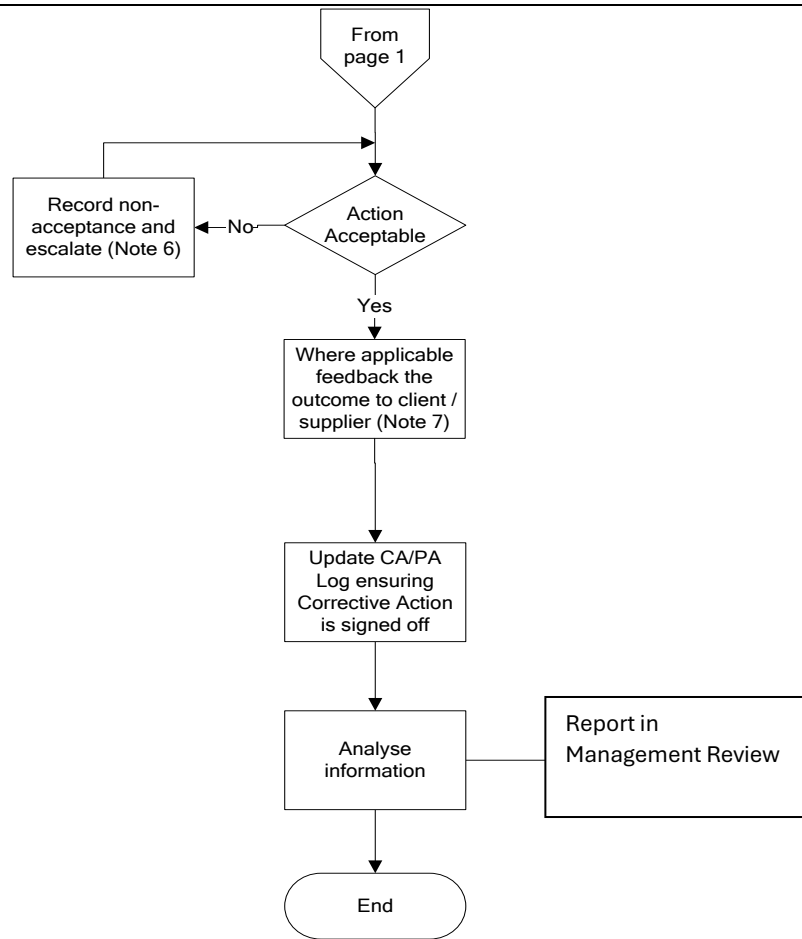
Corrective, preventive and improvement actions

The following procedure applies to all actions.



Notes:

1. The need for action may come from a variety of sources including those listed here.
2. The CA/PA Log note can be generated by any member of staff. If a Corrective Action requires completion of a CA/PA Form (i.e. external audit) then FRM-004 CA/PA Form to be completed in addition to CA/PA Log note. Pass it to the IMS Administrator for logging and assigning a reference number.
3. In the first instance the issue should be investigated internally, by an independent staff member, and where required then information should be elicited from customers / suppliers. During discussions with external sources it is important to remain non-judgmental and deal with the facts. **The General Manager is responsible for decision making in respect of CAs for contractors.**
4. The responsibility for carrying out the task should be given to the most appropriate person or team. They should be informed of what is expected and agree to the timetable expected.
5. The review should determine whether the action did in fact address the issue adequately and is sufficient to reduce the chances of recurrence.
6. Where the action has not addressed the issue adequately or there is still a high chance of recurrence, this



should be escalated to the next level of management.

7. This feedback should generally be from the staff member dealing with the issue.

Performance review

We created our Annual Report in line with the PAS 402 specification to measure and demonstrate our waste management & Recycling performance. Our main performance indicators are set as the amount of waste recovered, diverted from, and sent to landfill.

We maintain an improvement plan register, which records the necessary improvements agreed by the senior management – this is carried out annually during management review.

Included in the below table below is the companies incoming exempt waste.

The stock pile data shown below is for the 31st December 2024

Landfill Diversion Rate = 100%

Total Tonnages

Incoming = 59,470 tonnes

Outgoing = 59,675 tonnes

2024	Q1				Q2				Q3				Q4				Total
EWC	Tonnes	Landfill	Material Recove	EFw	Tonnes	Landfill	Material Recove	EFw	Tonnes	Landfill	Material Recove	EFw	Tonnes	Landfill	Material Recove	EFw	Total
02 01 04 (waste plastic)																	0
03 03 08 (sorted paper/cardboard)																	0
07 02 13 (waste plastic)																	0
12 01 15 (plastic shavings/turnings)																	0
15 01 01 (Paper & Cardboard)	717.913		100%		838.06		100%		527.912		100%		666.06		100%		2749.9
15 01 02 (Plastic)	585.33		100%		489.25		100%		725.325		100%		601.71		100%		2401.6
15 01 03 (Wood)	38.98		100%		29.7		100%		26.36		100%		16.24		100%		111.28
15 01 04 (Metal)	33.58		100%		28.25		100%		53.265		100%		58.855		100%		173.95
15 01 05 (Composite)																	0
15 01 06 (Mixed)	0.2		100%		0.13		100%						35.98		100%		36.31
15 01 07 (Glass)	3.695		100%		46.56		100%						26.475		100%		76.73
15 01 09 (Textile)																	0
16 01 17 (ferrous metal)	4.8		100%		5.16		100%		0.98		100%						10.94
16 01 18 (non-ferrous metal)																	0
16 01 19 (plastic)																	0
17 01 01 (concrete)	95.28		100%		65.7		100%		134.12		100%						295.1
17 01 02 (bricks)	876.14		100%		668.78		100%		654.84		100%		275.84		100%		2475.6
17 01 03 (tiles & ceramics)	4.745		100%		4.245		100%		5.635		100%		5.07		100%		19.695
17 01 07 (concrete, bricks, tiles, ceramics)	2.84		100%						10.12		100%						12.96
17 02 01 (wood)	613.765		100%		673.52		100%		706.7		100%		365.04		100%		2359
17 02 02 (glass)					4.06		100%										4.06
17 02 03 (plastic)	498.68		100%		607.39		100%		745.88		100%		677.12		100%		2529.1
17 04 01 (copper, bronze, brass)																	0
17 04 02 (aluminium)	4		100%		1.56		100%										5.56
17 04 03 (lead)																	0
17 04 04 (zinc)																	0
17 04 05 (iron & steel)																	0
17 04 06 (tin)																	0
17 04 07 (mixed metals)	145.22		100%		183.41		100%		166.3		100%		179.28		100%		674.21
17 08 02 (plasterboard)	197.6		100%		123.02		100%		83.88		100%		101.4		100%		505.9
17 09 04 (mixed C&D waste)	4339.35		63%	37%	5292.8		67.0%	33.0%	6308.18		58.0%	42.0%	7073.5		52.0%	48.0%	23014
19 12 01 (paper & cardboard)					353.49		100%		284.81		100%		254.35		100%		892.65
19 12 02 (ferrous metal)																	0
19 12 03 (non-ferrous metal)																	0
19 12 04 (plastic & rubber)	1255.77		100%		954.06		100%		949.49		100%		487.43		100%		3646.7
19 12 05 (glass)																	0
19 12 07 (wood)																	0
19 12 08 (textiles)					0.78		100%		1.16		100%						1.94
19 12 12 (from mechanical treatment)	1451.26			100.0%	1433.9			100%	1472.96			100%					4358.1
20 01 01 (paper & cardboard)	2391.45		100%		2145.1		100%		1944.58		100%		1972.4		100%		8453.6
20 01 02 (glass)	517.6		100%		619.74		100%		561.98		100%		644.22		100%		2343.5
20 01 11 (textiles)	157.92		100%										3.52		100%		161.44
20 01 38 (wood)	44.4		100%		44.34		100%		55.68		100%		78.12		100%		222.54
20 01 39 (Plastic)	512.795		100%		376.23		100%		368.34		100%		434.38		100%		1691.7
20 01 40 (metals)																	0
20 03 07 (Bulky waste)					118.94			100%	50.48			100%	72.94			100%	242.36
15 01 01 Cardboard EXEMPT																	0
15 01 02 Plastic Packaging EXEMPT																	0
20 01 36 WEEE																	0
TOTAL	14493				15108				15839				14030				Grand Total 59470

STOCK 31/12/24

		Bags	Weight (KG)	MT
Various Regrinds	@ Inchinnan	1,588.00	900.00	1,429.20
Scanboard				48.00
Shredded Books				60.00
Sorted Office Waste				27.00
Paper / Cardboard	(Renfrewshire Council)			30.00
Cardboard				80.00
Mixed Rigid Plastic				52.00
95/5 Film				45.00
98/2 Film				10.00
Jazz Film				18.00
PP Bags (B Grade)				40.00
PVC Frames Loose				46.00
Metal Cans (Baled)				20.00
Pots / Tubs / Trays				25.00
HD Bottles Baled				180.00

PET Bottles				20.00
HP Pipe (TBP)				30.00
HP Joints (TBP)				20.00
Other Misc. Plastics				100.00
Construction				220.00
General Waste				75.00
Timber				22.00
P.O.P.s				15.00
10 To 50 Fines				90.00
Clean Brick (F.O.C.)				200.00
Scrap Metal				22.00
Plasterboard				30.00