

Highlander International Recycling –Waste audit form and review procedure:				
Client details:	Company name:		Contact:	
Address / audit location			Audit date:	
			Company type:	
Current waste management provisions:		Current contractor:		
Types of waste generated:		Methods used to handle / store / contain / collect:	Collection volumes / frequencies / systems:	
Recyclable materials:	Tick			
Cardboard / paper packaging				
Polythene / plastic scrap				
Printers waste paper				
Office papers				
Confidential waste paper				
Other recyclables (Specify):				
General waste:	Tick			
Other waste types:	Tick			
Recycling machinery in place / nature and function of m/c	Tick	Make and model of the machines (if known / accessible):	Age / general condition:	
Other relevant information: (See overleaf if more space required)	Access restrictions?	YES / NO		
	Space constraints?	YES / NO		
	Time restrictions?	YES / NO		
	Safety issues?	YES / NO		
Auditor details:	Audit performed by:			
	Signature / Date:			

Highlander International Recycling –Waste audit form and review procedure – additional sheet:

Client details:	Company name:		Contact:	
Address / audit location			Audit date:	
			Company type:	
Current waste management provisions:		Current contractor:		
Types of waste generated:	Additional information from main audit			
General waste:				
Other waste types:				
Recycling machinery:				
Other relevant information:				
Auditor details:	Audit performed by:			
	Signature / Date:			