



General data	
Organisation name	
Scope Zero Waste Certificate	
Location	
Date of inspection	
Zero Waste contact	
Grams of residual waste per employee per day (measurement moment max 1 month old)	< 1000 workstations 15 grams per unique check-in per day > 1000 workstations 30 grams per unique check-in per day

Summary reporting



Theme 1: waste collector

An internal or external employee weighs all the waste. He or she keeps track of this on weighing lists. Once a week, the totals are entered into an app or the weigh lists are shared. Data comes out of that, and the waste collector's reporting officer approves this data.

Nr.	Testingcriteria	Argumentation	Explanation
1.	Is there a procedure in place for weighing the various waste streams, which contains at least the mandatory elements?	Procedure in a transparent and demonstrable manner, including at least: How are the waste streams weighed Are all waste streams weighed? Who is responsible for the weighing? How is the weighing data recorded?	This procedure should ensure that there is ownership

2.	<p>Has the internal employee for the collection, control and weighing of the waste received adequate information (by his/her employer) by means of induction instructions regarding the importance and effect of the weighing and its registration?</p>	<p>The onboarding instruction must contain at least the following elements:</p> <p>Explanation of how to weigh, per waste stream; Explanation of the importance of roads in combination with Zero Waste; Explanation of the method of registration; Signature.</p>	<p>If the weighing instruction is included in a separate instruction, an unambiguous reference from the training instruction must be included.</p>
3.	<p>Has the weighing history been mapped?</p>	<p>The weighing history must go back to at least one year before the inspection date.</p> <p>The weighing history includes at least the following data:</p> <p>Subdivision of weighing data by waste stream; Date of recording weighing data; Origin and description of residual waste stream</p>	
4.	<p>Is it demonstrable whether the waste that has been presented to the collector(s) has been rejected?</p>	<p>The rejection becomes transparent by:</p> <p>Confirmation from collector with overview of all rejects; Over the period of at least 1 year; Demonstrable follow-up to the rejection signal.</p>	<p>The raw material flows/waste. Declaration/list of the waste collector.</p>
5.	<p>Is pollution in the various waste streams periodically measured and reported?</p>	<p>Demonstrable through reporting from the internal employee and processor of the waste to employees and organization.</p> <p>Reporting frequency at least once every six months from internal employee and 1x per year from processor.</p>	
6.	<p>Is the internal employee demonstrably trained for the collection, inspection and weighing of the waste for his/her task?</p>	<p>Demonstrable through initial training/onboarding, including certificate.</p> <ul style="list-style-type: none"> - Principles of Zero Waste (as formulated on the Zero Waste Certification website); - Waste (knowledge) training; - Method with regard to deviations in waste streams; - 10-R principles; - Weighing instructions; - Reporting and communicating. <p>Demonstrable by at least annual refresher training, including a certificate.</p>	
7.	<p>Does the organisation use one or more recognised waste collectors?</p>	<p>Demonstrable by NIWO permit.</p>	

8.	Does every/the waste collector use licensed processors?	Demonstrable by environmental permit or by declaration from waste collector.	
9.	Is the Zero Waste method demonstrably part of the appraisal interview with the internal employee?	Demonstrable by showing that the Zero Waste objectives are part of the report of the appraisal interview.	

Theme 2: the employees of the organization

This theme aims to test the extent to which employees are involved in the Zero Waste philosophy of the organization. In addition, how the organization has ensured that the employees also live up to this philosophy, that they are intrinsically motivated to separate waste.

Nr.	Testingcriteria	Argumentation	Explanation
1.	Is the Zero Waste philosophy part of the onboarding schedule?	New people: demonstrate through an induction schedule that includes Zero Waste.	
2.	Is there communication about Zero Waste throughout the organization?	This communication must be demonstrably done in at least 3 different ways. Seen over a year, at least 4 communication moments. And that must have been at least three different ways of those four times. For example, 1x newsletter, 2x intranet, 1x agenda item discussion.	
3.	Are employees actively encouraged to prevent (residual) waste from being created in the workplace?	Communication about the (residual) waste stream in the organization, at least once a year.	

4.	Is there demonstrable feedback from the organisation to the internal employee with regard to findings and developments of the collection process?	Demonstrable by minutes of periodic consultations (at least quarterly) including follow-up/action list.	With a view to continuous improvement, and continuing to involve the internal employee in the process.
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Theme 3: the organisation's suppliers

This theme aims to test the suppliers on their Zero Waste performance. This concerns all suppliers of the organization who supply something that ends up in a waste stream in the short or long term. The aim is to get an idea of the service provider's commitment to the organisation's initiative.

Nr.	Testingcriteria	Argumentation	Explanation
1.	Is there an overview of all waste-producing suppliers including contract durations?	This overview shall contain at least Supplier's name; Start and end date of contract; Responsible purchaser.	A supplier assessment can be used here. In the case of suppliers who are already known to the supervisor of the process, this assessment may also be used. Show how this overview is created and on the basis of which criteria suppliers do or do not end up on this list.
2.	Has an investigation been carried out for each supplier to see if there is an alternative product if it concerns residual waste?	To be demonstrated, among other things, by: Demonstrable determination of whether a product becomes residual waste or not; Demonstrably requested alternative from at least 2 other suppliers.	This concerns all purchases that become residual waste over time. If it has been established that there is no (feasible and affordable) alternative, then it is acceptable that no alternatives have been requested. For each follow-up assessment, it must be demonstrably guaranteed that it will be redetermined at a certain frequency (at least annually) whether or not there is an alternative.
3.	Are all suppliers demonstrably informed about Zero Waste?	To be demonstrated by providing information to the supplier, for example in terms and conditions of purchase, general terms and conditions, order confirmation, etc.	

4.	Has an action plan been drawn up for each supplier for the process towards Zero Waste?	Plan of action per supplier or per supplier group	This is a follow-up to question 1. Question 1 shows the analysis of which suppliers generate residual waste. These suppliers must be followed by an action plan. This is a follow-up to question 1. Question 1 shows the analysis of which suppliers generate residual waste. These suppliers must be followed by an action plan. For each follow-up assessment, there must be a demonstrable plan of action for each supplier (or has already been completed).
5.	Is de overdracht van kennis op het gebied van Zero Waste gewaarborgd bij contract wisselingen of verloop van personeel voor wat betreft inhouse en outhouse dienstverleners?	Aantoonbaar maken door: <ul style="list-style-type: none"> - Onderdeel van inkoopbeleid (thema 4); - Onderdeel van tussentijdse leveranciers-beoordelingen (thema 4.6); - Inwerkinstructie inhouse medewerkers dienstverleners. 	
6.	Have the suppliers demonstrated that returned waste/raw materials are properly recycled?	Demonstrable by being able to show that the organization is aware of what happens to the waste that the supplier takes with him.	

Theme 4: the purchasing organization

This theme aims to test the extent to which the purchasing organization makes an effort to implement the Zero Waste philosophy in all the different purchases that the organization makes.

Nr.	Testingcriteria	Argumentation	Explanation
1.	Has it been made clear how the various purchasing flows run?	Demonstrable by: Insight into all purchasing flows; Overview of all persons who are allowed to purchase; Authorization schedule.	The evidence for this question can be substantiated / supplemented by the answer to question 1 of theme 3.
2.	Is the Zero Waste philosophy anchored in the purchasing policy?	Demonstrable paragraph in the procurement policy, in the terms and conditions of delivery, in tender texts, et cetera. Paragraph must be unambiguously worded.	

3.	Have the procurement staff been demonstrably instructed on the Zero Waste element in the procurement policy?	Demonstrable by specific training instructions for purchaser with this element. Instruction must be signed by the employee and the organization.	If the purchasing organisation is small or highly digitised: demonstrate how the procurement process runs digitally, what restrictions/approvals are included and what the procurement scheme is.
4.	Is the Zero Waste philosophy part of tenders?	Demonstrable paragraph in tender text.	
5.	Is there a periodic supplier assessment, in which Zero Waste is taken into account?	Supplier assessment including theme Zero Waste. Assessment at least annually. In case of findings/comments that require follow-up: demonstrable communication with the supplier.	

Thema 5: borging

The process towards Zero Waste does not stop once the organization meets this level. In order to continue to comply with this, assurance is needed. This theme aims to test this.

Nr.	Testingcriteria	Argumentation	Explanation
1.	Is there a procedure if a mistake is made during purchasing and residual waste is still released?		In the case of the first assessment, a procedure is sufficient, and in the case of follow-up assessments, there must also be a register, with demonstrable follow-up of registered errors.
2.	Have all residual waste bins been removed from the departments?	Demonstrable by a tour of the organization. So visual control.	This question does not apply during the mid-term review.
3.	Is there demonstrable periodic analysis of the waste?		Involves physical analysis of the waste, to determine whether the waste streams are pure.
4.	Have all waste streams been mapped?	Demonstrable through an overview of all waste streams.	For this question, the answers to questions 3.1 and 4.1 can be used
5.	Are visitors informed about the organization's Zero Waste efforts?	Visitors must be informed of the company's Zero Waste philosophy in at least 2 ways. Options: part of the safety instruction, invitation, emblem at entrance, et cetera	
6.	Is it ensured that the waste guide is kept up-to-date?	It is ensured that the information provided about separating waste remains up-to-date. For example, by means of periodic (at least quarterly) records of the	It must be ensured that the most recent waste guide has been communicated within the organization, and that an

		monitoring of current affairs.	update is also communicated.
7.	If parts are excluded in the scope: is there a plan to include this part in the scope?		Concerns recurring waste streams. Incidental flows are excluded. Only the first assessment may limit a scope, each subsequent assessment concerns all regular waste streams.
8.	Is procurement kept informed of developments in the field of Zero Waste?	At least 1x per quarter	
9.	Are interim findings with action points to remain Zero Waste demonstrably followed up?	Demonstrable plan of action for Zero Waste with at least: Actions; Succession; Schedule; Managers.	This question may be exempted from the first assessment. If there are action points, the follow-up itself must also be demonstrable.
10.	Is the amount of residual waste permanently monitored?	Demonstrable by; Reporting; Frequent meetings (at least quarterly)	This question may be exempted from the first assessment.
11.	Is there a demonstrable commitment from the board/management in the field of Zero Waste?	Demonstrable, for example, by a signed, up-to-date Policy Statement.	
12.	Are Zero Waste targets being worked on within the organisation and are they actively being managed and reported?	Demonstrable by part of the annual report.	