



WEEE Reuse and Refurbishment Audit Check List

Please indicate by checking the box that the applicant meets the criteria outlined. This criteria is based on the WEEE Reuse and Refurbishment Standard.

Please include this checklist as a part of your written confirmation to OES that the applicant has satisfied the requirements for approval or conditional approval.

Standard Questions	Comments
<input type="checkbox"/> Does this organization possess all necessary permits and approvals to operate? Please identify all approvals permits and provide copies.	
<input type="checkbox"/> Does this organization register annually as a waste generator for any subject wastes under Regulation 347 (Revised Regulations of Ontario 1990), and pay the associated generator registration fees?	
<input type="checkbox"/> Please identify and confirm that this organization complies with all regulatory requirements for storage, handling and transportation of all waste materials, including those in Regulation 347 and the Transportation of Dangerous Goods Regulations (Canada).	
<input type="checkbox"/> Does this organization maintain a process to identify environmental, health and safety regulatory requirements on an ongoing basis, as a result of changes in operations or regulatory requirements?	
<input type="checkbox"/> Is this organization registered with the Workplace Safety and Insurance Board and possess adequate workplace insurance coverage? Please provide proof of registration.	
<input type="checkbox"/> Does this organization possess Comprehensive or Commercial General Liability Insurance including coverage for bodily injury, property damage, complete operations and contractual liability with combined single limits of not less than \$1,000,000 per occurrence, \$1,000,000	

general aggregate. Possess workers compensation coverage through either a provincial/state program or through a private insurance policy? Please provide proof insurance by uploading a copy of the insurance form

- Your organization will be required to provide notice of any fines or regulatory orders in the previous 5 years and within 60 days after any subsequent fine or regulatory order that this downstream has received. Has this downstream received any fines or regulatory orders in the previous 5 years? If so please describe such fine or regulatory order.
- Please confirm that this organization does not employ prison labour for reuse or refurbishing operations.
- Does this organization maintain processes to ensure that all software and firmware installations on redistributed equipment are properly licensed and compatible with operating systems.
- Has this organization conducted an initial risk assessment of their operations to identify any potential environment, health or safety hazards associated with their operations? If applicable, please provide a copy of these documents.
- Does this organization, document any potential physical, chemical and ergonomic hazards associated with each material handled and tasks undertaken, as well as the overall operations, during both normal operating conditions and potential emergency situations. If applicable, please provide a copy of these documents.
- Has this organization evaluated any potential environmental, health or safety risks identified through the risk assessment? If applicable, please provide a copy of these documents.

Has this organization implemented adequate controls for any potential high risk activities, including documented procedures, to protect the environment, and the health and safety of employees and the public? If applicable, please provide a copy of these documents.

Does this organization maintain processes to schedule and conduct subsequent risk assessments as a result of any applicable operational or regulatory changes? If so please provide a copy of these processes.

Does this organization have a processes to maintain a list of products and waste materials that the organization is capable of handling in a safe and environmentally sound manner? If so, please provide documentation of this process.

The organization shall provide adequate training to protect employees and the environment.

Does this organization document the training needs for each position or operation. If available, please provide a copy of this document.

Provide specific training and written instruction(s) for the proper handling, storage and disposal of WEEE and materials. If applicable, please provide copies.

Does this organization provide specific training and written instruction(s) for responding to accidents, emergencies and environmental releases. If applicable, please provide copies.

Does this organization maintain a record of all training completed. If available, please provide a sample of training completed.

Organizations must demonstrate adequate management of WEEE, parts and residual materials.



Please confirm that this organization tests all units and parts to confirm workability (i.e. functioning as designed) prior to sale or donation.

Please confirm that redistributed items are adequately packaged to protect from damage during transport.

Does this organization maintain a documented procedure for handling, storing, transporting and/or disposing of all WEEE, parts and residual materials? If applicable, please provide copies.

Please confirm that this organization ensures WEEE, parts and residual materials are handled and stored in a secured enclosure.

Please confirm that this organization ensures that subject wastes are not stored longer than 90 days without MOE authorization.

Please confirm that this organization ensures that all WEEE, parts and residual materials that are not redistributed are recycled through an OES approved processor.

Please confirm that this organization ensures that non-OES materials are managed in compliance with applicable regulatory requirements.

Please confirm that this company will protect any WEEE and parts from loss or unintended use.

Please confirm that this company agrees to destroy any user data contained on and within equipment, including the removal of hard drive data using industry standard practices and software (i.e. RCMP or US Department of Defense (DoD)), and removal of other identification such as asset tags.



Please confirm that there is a procedure to remove or destroy confidential information from units prior to distribution.

- Please confirm that this company agrees to destroy all WEEE where data destruction cannot be confirmed.

Please confirm that the organization shall maintain records of and report to OES as required the following: Number of units received for each WEEE category. Number of units reused by WEEE category and the end-use location. Number of units refurbished by WEEE category and the end-use location. Number of parts redistributed. Number of units or weight of material sent to OES approved processors for recycling

- Please confirm that this organization provides a minimum 30 day warranty for the repair or replacement of all WEEE and parts sold or donated, excluding consumable items such as batteries, toners, fusers, etc. If applicable, please provide a copy of the warranty.

- Please confirm that this organization affixes a label in a visible location on all used and refurbished equipment destined for donation or resale indicating the name and location of the reuse or refurbishing organization. If applicable, please provide a copy of the label.

- Does this organization provide a means to communicate the warranty policy and its conditions to the customer? If so how and please provide any applicable documentation.

- Consumer Safety of Refurbished Product In order to ensure adequate consumer safety, refurbishing organizations shall:

- Does this organization maintain processes to identify and ensure that all parts, components and other materials (i.e. solder) used in the refurbishing processes are compatible with existing equipment and components? If applicable, please provide



documentation.

Does this organization maintain processes to test and verify the functioning of WEEE in accordance to regulatory requirements and operating specifications? If applicable, please provide documentation.