Recognition Scheme Service Providers

Stichting UPV Textiel

15 January 2025

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1 Introduction

Service providers and the *Stichting UPV Textiel* have common interests: better quality of separately collected textiles so that more becomes available for reuse and high-quality recycling. Recognised Service Providers ensure improvement of collection and/or sorting, sales for reuse and/or recycling and provide data for monitoring until final destination.

The aim of the Recognition Scheme for Service Providers is to ensure that quality, safety and environmental care as well as the organisation of the textile administration are guaranteed with the Service Providers that clean, sort and recycle.

The Recognition Scheme Stichting UPV Textiel (hereafter: Recognition Scheme) describes the conditions a Service Provider must meet in order to be recognised by the Foundation. Recognition is a condition for eligibility for fees set by the Foundation.

The requirements in the Recognition Scheme are largely defined by the VHT certification or the BKN quality mark. Service providers that meet one of these industry standards are provisionally recognised and enter into a Service Provision Agreement with the Foundation. Annexes 1 and 2 contain overviews of the requirements in this Recognition Scheme with, where applicable, references to parts of the branch standards. The Foundation performs an audit on the requirements in the Recognition Scheme that are not met by the industry standards.

In the case of Service Providers who do not have a VHT certification or BKN quality mark, the requirements in this Recognition Scheme can be fulfilled on the basis of a combination of certifications and registrations in the field of quality, occupational health and safety, environment and transport. For example, ISO9001, VCA, ISO 45001, VIHB, etc. After registration, the Foundation will determine in consultation with the Service Provider whether it can be provisionally recognised.

The Recognition Scheme is part of the Textile Management Structure *[Textielbeheerstructuur]*. The Recognition Scheme was established in close cooperation with the chain parties, represented in the EPR Textile Recognition Scheme Expert Group. The managing and maintenance of the Recognition Scheme is in the hands of this Expert Group. The year 2025 is a learning year for Stichting UPV Textiel and all chain partners involved regarding the implementation of the EPR scheme. Based on continuous evaluation by the Recognition Scheme Expert Group, the Recognition Scheme will be supplemented and adjusted where necessary. Learning experiences will be included in a new version of the Recognition Scheme for 2026.

Definitions of terms used are included in the Textile Management Definitions List.

1.1 Scope

Service providers that clean and/or basic or fine sorting (sorting both inside and outside the Netherlands) can apply to and be recognised by the Foundation. Service providers that are part of a pilot for high-grade recycling (fibre-to-fibre) can also be recognised. Municipalities do not apply as Service Providers, however, a municipal disposal service can apply provided it is active in the activities of cleaning, sorting or recycling.

Examples:

- A Service Provider that outsources the collection to a third party and handles the clean-up itself must be recognised. The third party providing the collection on behalf of the Service Provider does not need to be recognised. However, the recognised Service Provider must ensure that the outsourced collection is carried out under the conditions agreed by the Service Provider with the Foundation.
- A Service Provider that takes care of collection and cleaning delivers to a Service Provider that sorts. Both Service Providers must be recognised.
- A Service Provider that supplies reusable textiles to an end customer. The Service provider must be recognised, the end customer is not. However, the Service Provider must provide the end customer's business details and offer transparency on sales.
- A Service Provider that supplies a sorted textile fraction to a fibre processor. This fibre processor supplies textile fibres to a spinner. The spinner supplies a high-quality recycled product (yarn) to an end customer. The sorter, fibre processor and spinner must be recognised Service Provider, but not the spinner's end customer. However, the spinner must provide the end customer's business details and offer transparency the application.

2 Cooperation between Stichting UPV Textiel and service providers

2.1 Registration with Stichting UPV Textiel and inventory of data

The Service Provider registers with Stichting UPV Textiel by completing a registration form on the website www.stichtingupvtextiel.nl/dienstverlener. After registration, the Service Provider is asked to provide the data required for recognition, in writing, using a checklist.

Components of the checklist are:
- A description of the activities (cleaning, basic and fine sorting, recycling) that the Service Provider carries out, or has third parties carry out, and a brief explanation thereof.
- For each activity, a substantiated forecast of the expected weight of fractions to be disposed of for the contract year.
- Inventory to see whether the company has the BKN quality mark, a VHT certification or another combination of certifications/registrations.

2.2 Intake interview at Stichting UPV Textiel

The Foundation invites the Service Provider for an intake interview during which the information received is discussed and explained in more detail. During the interview, the requirements of the Recognition Scheme will be discussed and how and within what timeframe the Service Provider will meet the new requirements.

2.3 Service Agreement

The registration and data are assessed and set out by the Foundation in the Service Agreement *[Dienstverleningsovereenkomst]* (DVO) between the Foundation and the Service Provider. The DVO lays down basic agreements between the Foundation and the Service Provider, including compliance with the Recognition Scheme, provision of data for monitoring purposes, the Service Provider's right - subject to conditions - to fees and participation in the periodic cost price survey. The DVO is provided with a signature sheet. The activities of the Service Provider are recorded on this sheet, together with a substantiated forecast of the weight of discarded textiles and the industry standard(s) with which the Service Provider complies.

2.4 Access Monitoring and compensation system Retex

Once the DVO is signed by both parties, it will be given access to Retex, the statement and fee system. The Foundation will publish a list of (provisionally) Recognised Service Providers on its website so that municipalities can see which Service Providers these are for the purpose of tenders.

2.5 Statement and compensation

At the end of a quarter, the Service Provider shall submit, no later than the end of the following month, a statement regarding the material processed during the past quarter.

The Service Provider invoices the Foundation on a quarterly basis based on the stated quantities and, subject to the conditions set out in the DVO, receives compensation.

2.6 Recognition audit

The Foundation conducts a recognition audit of Service Providers. The aim of the recognition audit is to establish that the Service Provider meets the requirements set out in the Recognition Scheme.

The control system for Service Providers will be developed by the Expert Group Monitoring Separate Collection, in cooperation with the Expert Group Recognition Scheme. In doing so, it will be ensured that independent auditors are involved. This will include looking at the experiences in 2024 - early 2025 of a combined audit team (Foundation employees together with external accountant) when auditing the textile administration of producers/importers. The approach to audits of other EPR systems will also be looked into.

The components of the audit of VHT certification, BKN quality mark or other certifications are not part of the recognition audit conducted by the Foundation. The Service Provider must arrange to have the audit carried out in accordance with these standards.

The Foundation aims to have the recognition audit carried out by 30 June 2025.

2.7 Final Audit

Once the Service Provider has successfully completed the recognition audit, the recognition will become final. The Foundation will indicate the final recognition on its public list of recognised Service Providers.

In case any shortcomings are found during the Recognition Audit, the Service Provider has 3 months to remedy them and still obtain final recognition. If shortcomings are not rectified or not rectified in time, the provisional recognition will lapse. In that case, the Foundation may, as agreed in the DVO, suspend payments or reclaim paid advances.

The final recognition is valid for 3 years from the moment the recognition is issued and subject to the successful completion of the annual audit carried out by the Foundation.

2.8 Change in business operations of Service Provider

If the Service Provider changes its business operations in such a way that the data, as requested in the statement, can no longer be supplied, the Service Provider reports this to the Foundation. The Foundation will assess, in consultation with the Service Provider, how the Service Provider's registration with the Foundation should be changed in order to achieve correct recording of the requested data again.

3 Recognition requirements general

3.1 Business operations

3.1.1 Certification

In the event the Service Provider holds a VHT certification or the BKN seal of approval or any other required combination of certifications and registration in the field of quality, occupational health and safety, environment and transport, the Service Provider shall make the latest audit report or other relevant report available for inspection.

3.1.2 Service agreement

The Service Provider has entered into a valid Service Agreement (DVO) with the Foundation.

3.1.3 Statement via the Retex system

At the end of a quarter, the Service Provider shall submit, no later than the end of the following month, a statement on the material processed in the previous quarter. At the end of a year, the Service Provider shall submit an annual statement for the previous year no later than the end of April.

3.1.4 Communication

The Service Provider shall have a searchable website containing up-to-date information about the Company, the activities carried out by the Company and how to contact the Company.

3.1.5 Entry in the trade register

The Service Provider is registered in the trade register of the Chamber of Commerce or, in case of a foreign company, a comparable authority. The registration shall in any case relate to the activities performed by the Service Provider under the DVO concluded with the Foundation.

3.1.6 Organisational structure

The Service Provider shall provide an overview of the organisation. The overview will distinguish the various business units and the relationship of the organisation with respect to other parties and affiliated organisations.

3.1.7 Duties, responsibilities and powers

The Service Provider has included tasks, responsibilities and powers in job profiles and described the allocation thereof.

3.1.8 Accountability and reporting

The Service Provider has prepared financial statements and an annual report and makes them available to the Foundation for inspection.

3.1.9 Licences and insurance

The Service Provider has the appropriate valid permits required to carry out the activities. The Service Provider has taken out at least the following insurances:

- Business liability insurance
- Third-party motor vehicle insurance
- Accident insurance
- Sick leave insurance

3.1.10 General terms and conditions of purchase and sale

The Service Provider has drawn up general terms and conditions for both purchasing and sales, which can be viewed by all suppliers (including consumers) and customers.

3.1.11 Financial administration

The Service Provider shall keep a complete financial administration containing at least the following components::

- Personnel costs
- Costs of means of production
- Housing costs
- Energy costs (fuel costs)
- Administrative costs specifying monitoring and quality assurance
- Other costs
- Income from sales of products
- Revenues from compensation (e.g. transition payments)

The financial administration, together with the textile administration, serves as the basis for the cost price survey. The cost price survey is carried out by an external independent party and is not part of the checks carried out by the Foundation.

3.1.12 Personnel administration

The Service Provider shall maintain a personnel administration that includes, as a minimum, for all persons working at/for the Service Provider:

- Basic personal data (name, contact details)
- Proof of identity
- Employment contract

3.1.13 Process descriptions

The Service Provider shall provide a process description of all primary and supporting business activities that are relevant under the Recognition Scheme.

3.1.14 Quality, risk, and improvement management

The Service Provider sets up processes whereby quality, risk and improvement management are secured within the organisation by means of a PDCA cycle.

3.1.15 Corporate social responsibility

The Foundation wants Service Providers in the chain of collecting and processing discarded textiles to assume their social responsibility. Knowing all parties involved in the processing chain, up to and including the sales destinations of end products, forms the basis for this.

The Foundation asks Service Providers to demonstrate how they have laid down CSR policies and what efforts they make to test these policies with suppliers and customers.

The OECD Guidelines provide tools for companies to deal with issues such as supply chain responsibility, human rights, child labour, the environment and corruption. This makes the OECD guidelines, for member countries, the starting point for international CSR policy. For more information on drafting international corporate social responsibility policies, Service Providers can consult SER's *[Sociaal Economische Raad]* IMVO due diligence manual (https://www.ser.nl/nl/thema/imvo/due-diligence).

In 2025, the Foundation will examine the extent to which CSR policy requirements can be further specified under this Recognition Scheme.

3.1.16 Applicability at multiple sites

If the activities covered by the Recognition Scheme are carried out at multiple locations, the Service Provider shall ensure that the requirements of this Recognition Scheme apply to all such locations.

3.1.17 Outsourcing of activities

A recognised Service Provider can outsource (parts of) the service provision to a third party, for example, the logistics of emptying textile containers. In that case, the recognised Service Provider is responsible for ensuring that the outsourced party meets the same requirements set for the Service Provider in this Recognition Scheme. The Service Provider takes care of recording and guaranteeing this.

3.2 Transport

The following requirements apply to all transport of (residual) flows carried out under this Recognition Scheme by, or on behalf of, a recognised Service Provider:

3.2.1 Compliance with EWSR legislation

The Service Provider ensures that cross-border transport is carried out in accordance with the EWSR (European Waste Shipment Regulation).

3.2.2 Entry on VIHB list

Service Providers shall ensure a valid entry on the national list of Transporters, Collectors, Traders and Intermediaries (VIHB list).

3.2.3 Requirements for means of transport

Vehicles used in collection shall hold a valid periodic motor vehicle inspection certificate (MOT) *[APK]*, are at least third-party insured, have a blind spot detection system and are classified for at least emission class Euro6 or, if applicable, the applicable guidelines set by municipalities within environmental and/or zero-emission zones. Drivers of vehicles used in collection possess a valid driving licence.

3.3 Safety, health and environment

3.3.1 Requirements for premises and installations

Electrical installations, equipment and tools are used and maintained in accordance with applicable laws and regulations. The following standards apply:

- NEN 1010 for electrical installations
- NEN 3140 for electrical work equipment
- NEN 2484 for portable climbing equipment
- NEN 1004 for mobile scaffolding
- NEN 2259 for fire extinguishing equipment

3.3.2 Evacuation plan and escape route

The Service provider shall provide a clear evacuation plan and escape routes on site.

3.3.3 Current RIE

The Service Provider has carried out an up-to-date risk inventory and evaluation approved by an external certified party.

3.3.4 Current RIE plan of action

A plan of action has been drawn up following the RIE in which risks and measures have been identified. The plan of action is implemented and progress is recorded.

3.3.5 Personal protective equipment

The Service Provider has recorded which personal protective equipment (PPE) is required for the activities and ensures the availability and proper functioning of this PPE.

3.3.6 Company emergency plan

The Service Provider has an up-to-date company emergency response plan and ensures sufficient trained and available personnel to perform the tasks in the emergency response plan.

3.3.7 Presence company emergency response officer

There must always be at least one emergency response officer present per site.

3.3.8 Attendance list production employees per day

The Service Provider must keep an attendance list of employees who work or have worked in production on a working day.

3.3.9 Training

The Service Provider shall ensure up-to-date and proper training and certification of its employees with respect to the performance of the activities.

3.3.10 Illness and accident prevention

The Service Provider maintains illness and (near) accident records and provides procedures for recovery and prevention.

3.3.11 Reporting on method of waste disposal

The Service Provider has recorded how it deals with the removal and processing of waste streams, both residual streams resulting from the cleaning or sorting of textiles and other waste streams resulting from business operations. It must be clear which type of waste is involved, to whom it is transported, how it is processed and at what cost or revenue.

3.3.12 Destination and processing of residual waste

The Service Provider shall ensure that disposed residual waste is not dumped, but incinerated with energy recovery in a plant with R1 status. The processing of residual waste takes place preferably in the Netherlands but at least within OECD countries. In case of processing outside the Netherlands, the Service Provider will ensure that this takes place under conditions comparable to those in the Netherlands.

3.3.13 Determination and management of the volume of residual flows

Based on the available data from the monitoring system, the Directing Committee *[Regiecommissie]* will submit an annual proposal to the Textile Chain Consultation regarding the percentage of outgoing residual flows for cleaning and sorting. This concerns the total of textile and non-textile residual flows. If a Service Provider states a higher percentage of residual flow in a statement than the established threshold value, the Service Provider will be asked to provide an explanation of the reason for the excess and the measures to be taken to reduce the size of the residual flow. The Service Provider must have processes in place to identify exceedance of the residual flow threshold, determine the cause of the exceedance and establish and discuss with the client or supplier actions to be taken to reduce the exceedance.

4 Recognition requirements per activity

4.1 Cleaning

For the definition of Cleaning up, Collection and Indoor Collection, please refer to the Textile Management Definition List.

4.1.1 Registration of textile collection points in Retex

The Foundation wants to achieve a complete overview of approved collection points for discarded textiles with the approved Cleaning Service Providers. For this purpose, the Textile Collection Points Register will be set up. Clean-up service providers register the collection points for discarded textiles in Retex.

For each collection point the following data is recorded:

- Name of the collection point
- Type of collection point (underground or aboveground textile container, indoor collection point in a shop)
- Coordinates of the collection point
- Municipality where the collection point is located
- Owner of the collection point
- Logistics partner
- Collector (recognised Service Provider responsible for collecting or taking back discarded textiles via the collection point).

The Service Provider ensures correct registration of the collection points under its responsibility in a calendar year before the start of this calendar year. Interim changes during the year are processed by the collector in Retex.

4.1.2 Weighing installation on collection vehicle

If a collection vehicle has a weighing installation, the container is weighed before collection starts (empty container) and before unloading starts (full container). The weighing system should be equipped with a valid calibration certificate issued by an authorised inspector in accordance with the following standards:

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Requirements non-automatic weighing systems: System must be tested/tested in accordance with EN45501 Article 8.3 and meet all relevant essential requirements of Directive 2014/31/EU (or its legal successor).

Requirements automatic weighing systems: System must be tested/tested and comply with EC Directives 2014/32/EU in accordance with the following documents OIML R75 (2006), EN45501:2015, OIML R51 (2006), WELMEC 2.1 Issue4 and WELMEC 7.2 (2019) (or its legal successor).

4.1.3 No weighing installation on collection vehicle

If a collection vehicle does not have a weighing installation, it must be weighed on a calibrated weighbridge upon delivery. The weighing installation must have a valid calibration certificate issued by an authorised inspector in accordance with NEN-EN 45501.

4.1.4 Weighing at a handlos

If at a handlos the sorted residual flows are disposed of directly, without extra costs for the Service Provider, these residual flows fall outside the collected weight for the Foundation.

4.1.5 Stock registration beginning and end of reporting year

The Service Provider will keep track of the stock for both the beginning and the end of the reporting year, specifying:

- discarded textiles (not yet cleaned)
- cleaned textiles
- residual flows

4.1.6 Registration of inbound flow

The following is recorded of the inbound flow:

- The municipality in which the collection or intake took place.
- The client. This can be the municipality, for instance in case of textile containers in public areas, or a retailer, for instance in case of indoor collection in a shop.
- The type of incoming flow, in the case of clean-up this is separately collected textiles.
- The type of collection or intake, different forms of collection and intake.
- The quantity in kilograms.

4.1.7 Registration of outbound flow

The following is recorded of the outbound flow:

- Type of outgoing flow, this is cleaned textiles or a residual flow.
- Follow-up action will be basic or fine sorting or incineration.
- Destination. Here the name and full address details of the destination are given. This can be a sorting company (in the Netherlands or abroad) or a processing plant for the residual flow.
- The quantity in kilograms.

4.2 Sorting

Within sorting, the definitions Basic Sorting and Fine Sorting are followed as included in the Textile Management Definition List.

Important for both definitions is that the output from sorting consists of sorted products to be delivered to a final destination. Sub-fractions from the sorting process that are passed on for further sorting by a subsequent party do not qualify for the guarantee fee for sorting.

4.2.1 Weighing incoming and outgoing goods

Incoming and outgoing goods are weighed on a calibrated weighbridge. The weighing installation must have a valid calibration certificate issued by an authorised inspector in accordance with NEN-EN 45501.

4.2.2 Weighing per article/article group

The sorted goods are weighed and registered per article/article group.

4.2.3 Registration of stock at start and end of reporting year

The Service Provider shall keep records for both the beginning and the end of the reporting year of how much stock there is, specifying:

- separately collected textiles
- cleaned (unsorted) textiles
- sorted textiles per product type
- residual flows

4.2.4 Registration of inbound flow

The following is recorded of all inbound flows:

- The type of incoming flow, this could be cleaned textiles (from a Service Provider) or separately collected textiles in the case of imports.
- EPR type indicates whether the incoming flow falls under EPR Textile Foundation or falls under another EPR Textile organisation or is not included within EPR Textile (shoes, curtains, blankets).
- The origin, this could be a Service Provider that cleans up, or any other origin, outside the Foundation.
- The quantity in kilograms.

4.2.5 Registration of outbound flow

The following is recorded of all outbound flows:

- Type of outgoing flow, these are recyclable textiles undergoing further processing, a reusable or recyclable end product or a residual flow.

- EPR type indicates whether the outgoing flow falls under EPR Textile Foundation or falls under another EPR Textile organisation or is not included within EPR Textile (shoes, curtains, blankets).
- The follow-up action is delivery to a Service Provider that recycles (as part of a fibre-to-fibre recycling pilot), incineration or disposal of re-usable or recyclable textiles (regular recycling).
- The destination. The name and full address details of the destination are provided here. This could be a recycler, a buyer of the end product or a treatment facility for the residual stream.
- The quantity in kilograms.

4.2.6 Registration of sales of reusable textiles

The Service Provider provides insight into the end destination and application with regard to sorted textiles that are sold as reusable. The following information shall, at least, be known about the final destination: company name, city, country, type of company (shop or wholesale). In addition, the Service Provider ensures transparency regarding the application of the reusable textile at the final destination. The Service Provider shall keep the cost/revenue in the textile administration regarding textiles sold as rewear. These data should be viewable during an audit.

If the disposal of rewearable textiles is not at final destination, e.g. when sold to a trader or agent, the Service Provider should make every effort to obtain the requested insight for the actual final destination(s). The way in which the Service Provider could achieve this is a point of attention for the monitoring in 2025.

4.2.7 Registration of sales of recyclable textiles

The Service Provider provides insight into the final destination and application for sorted textiles sold as recyclable. Textiles that are sorted for recycling and delivered for further processing to a subsequent Approved Service Provider (e.g. for fibre treatment) are not included.

The following information shall, at least, be known about the final destination: company name, location, country, type of company. In addition, the Service Provider shall ensure transparency regarding the (intermediate) product from the recycling process and its application. The Service Provider shall keep records in the textile administration of the costs/revenues for the textiles sold as recyclable. These data should be viewable during an audit.

4.3 Recycling

Within recycling, the definitions of Recycling and Fibre-to-fibre recycling are observed as included in the Textile Management Definition List.

4.3.1 Weighing incoming and outgoing goods

Incoming and outgoing goods are weighed on a calibrated weighbridge. The weighing installation must have a valid calibration certificate issued by an authorised inspector in accordance with NEN-EN 45501.

4.3.2 Registration of stock at start and end of reporting year

The Service Provider shall keep records of its stock for both the beginning and the end of the reporting year, specifying:

- textiles sorted for recycling
- recycled (intermediate) product
- residual flows

4.3.3 Registration of inbound flow

When recycling unsorted textiles into an intermediate product, the following is recorded:

- The type of incoming flow, this is recyclable textiles (originating from a Service Provider).
- The origin, this is the Service Provider who sorts.
- The quantity in kilograms.

When recycling an intermediate product into a final product (e.g. textile fibres into yarn) the following is recorded:

- The type of incoming flow, this is textile fibres (from a Service Provider).
- The origin, this is the Service Provider who processes fibres.
- The quantity in kilograms.

4.3.4 Registration of outbound flow

If recycling leads to an intermediate product, the following is recorded:

- Type of outgoing flow, these are textile fibres undergoing further processing or a textile residual flow.
- Follow-up action is spinning or incineration or disposal.
- Destination. Here the name and full address details of the destination are entered. This could be a spinner or a processing plant for the residual flow.
- The quantity in kilograms.

If recycling leads to a final product, the following is recorded:

- Type of outgoing stream, this is the recycled finished product.
- Follow-up action is disposal of the recycled finished product.
- Destination. The name and full address details of the destination (the buyer of the product) are given here.
- The quantity in kilograms.

4.3.5 Registration of destination and application of recycled product

The Service Provider provides an insight into the final destination and application of a recycled end product. The following information, at least, about the final destination is known: company name, location, country, type of company. In addition, the Service Provider ensures transparency regarding the application of the recycled product, in particular the substantiation that the recycled product is used in new clothing or household textiles is relevant.

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Appendix 1: recognition requirements versus VHT certification

The tables below show the various requirements from the Recognition Scheme. If a requirement is fulfilled by VHT certification, the relevant item from VHT certification is included in the rightmost column. Requirements that are not (fully) fulfilled by VHT certification are marked with a + sign and will be reviewed by the Foundation.

	Recognition requirements in general	VHT standards (2024.03)
	Business operations	
3.1.1	Certification VHT or BKN	+
3.1.2	Service Agreement	+
3.1.3	Statement via the Retex system	+
3.1.4	Communication	1.2
3.1.5	Entry in trade register	1.3
3.1.6	Organisational structure	+
3.1.7	Duties, responsibilities and powers	+
3.1.8	Accountability and reporting	+
3.1.9	Licences and insurance	1.4/1.5
3.1.10	General terms and conditions of purchase and sale	+
3.1.11	Financial administration	+
3.1.12	Personnel administration	1.21/1.22/1.23
3.1.13	Process descriptions	+
3.1.14	Quality, risk and improvement management	+
3.1.15	Corporate social responsibility	+
3.1.16	Applicability at multiple sites	+
3.1.17	Outsourcing of activities	+
	Transport	
3.2.1	Compliance with EWSR (European Waste Shipment Regulation). legislation	1.9
3.2.2	Entry on VIHB list	1.6
3.2.3	Requirements for means of transport	1.13
	Safety, health and environment	
3.3.1	Requirements for premises and installations	1.10/1.11/1.12/1.14
3.3.2	Evacuation plan and escape route	1.19
3.3.3	Current RIE	1.15
3.3.4	Current RIE plan of action	1.16
3.3.5	Personal protective equipment	1.17
3.3.6	Emergency response plan	1.18
3.3.7	Presence of company emergency response officer	1.24
3.3.8	Attendance list production employees per day	1.20
3.3.9	Training	1.24
3.3.10	Illness and accident prevention	+
3.3.11	Reporting method of waste disposal	1.7
3.3.12	Destination and processing of residual waste	1.8
3.3.13	Determination and management of volume of residual flows	+

	Recognition requirements in general	VHT standards (2024.03)
	Cleaning	
4.1.1	Registration of textile collection points in Retex	+
4.1.2	Weighing installation on collection vehicle	2.3
4.1.3	No weighing installation on collection vehicle	2.4
4.1.4	Weighing at a handlos	2.10
4.1.5	Stock registration at start and end of the reporting year	+
4.1.6	Registration of inbound flow	+
4.1.7	Registration of outbound flow	+
	Sorting	
4.2.1	Weighing incoming and outgoing goods	3.2 /4.2
4.2.2	Weighing per item/article group	3.3/4.3
4.2.3	Stock registration at start and end of the reporting year	3.4/3.5/4.4/4.5
4.2.4	Registration of inbound flow	+
4.2.5	Registration of outbound flow	+
4.2.6	Registration of sales of reusable textiles	+
4.2.7	Registration of sales of recyclable textiles	+
	Recycling	
4.3.1	Weighing incoming and outgoing goods	5.2
4.3.2	Registration of stocks at start and end of reporting year	5.4/5.5
4.3.3	Registration of inbound flow	+
4.3.4	Registration of outbound flow	+
4.3.5	Registration of destination and application of recycled product	+

Appendix 2: recognition requirements versus BKN quality mark

The tables below show the various requirements included in the Recognition Scheme. If a requirement is fulfilled by the BKN hallmark, the relevant article from the BKN hallmark is included in the rightmost column. Requirements that are not (fully) fulfilled by the BKN hallmark are marked with a + sign and are reviewed by the Foundation.

	Recognition requirements in general	BKN standards (2024-1)
	Business operations	
3.1.1	Certification VHT or BKN	+
3.1.2	Service agreement	+
3.1.3	Statement via the Retex system	+
3.1.4	Communication	2.2.10
3.1.5	Entry in the trade register	2.1.1
3.1.6	Organisational structure	2.1.14
3.1.7	Duties, responsibilities and powers	2.1.15
3.1.8	Accountability and reporting	2.2.20/2.1.21
3.1.9	Licences and insurance	2.3.19
3.1.10	General terms and conditions of purchase and sale	2.2.3/2.2.7
3.1.11	Financial administration	2.3.20 /2.3.21/2.3.22
3.1.12	Personnel administration	2.3.15/2.3.16
3.1.13	Process descriptions	2.1.18
3.1.14	Quality, risk and improvement management	2.1.22
3.1.15	Corporate social responsibility	+
3.1.16	Applicability at multiple sites	+
3.1.17	Outsourcing of activities	+
	Transport	
3.2.1	Compliance with EWSR (European Waste Shipment Regulation). legislation	2.3.18
3.2.2	Entry on VIHB list	2.3.18
3.2.3	Requirements for means of transport	+
	Safety, health and environment	
3.3.1	Requirements for premises and installations	2.3.11
3.3.2	Evacuation plan and escape route	+
3.3.3	Current RIE	2.3.9
3.3.4	Current RIE plan of action	2.3.9
3.3.5	Personal protective equipment	2.3.10
3.3.6	Company emergency plan	2.3.12
3.3.7	Presence of company emergency response officer	+
3.3.8	Attendance list production workers per day	+
3.3.9	Training	+
3.3.10	Illness and accident prevention	2.3.7/2.3.8
3.3.11	Reporting method of waste disposal	2.2.8
3.3.12	Destination and processing of residual waste	2.2.1
3.3.13	Determination and management of volume of residual flows	+

	Recognition requirements in general	BKN standards (2024-1)
	Cleaning	
4.1.1	Registration of textile collection points in Retex	+
4.1.2	Weighing installation on collection vehicle	+
4.1.3	No weighing installation on collection vehicle	+
4.1.4	Weighing at a handlos	+
4.1.5	Stock registration at start and end of the reporting year	+
4.1.6	Registration of inbound flow	+
4.1.7	Registration of outbound flow	+
	Sorting	
4.2.1	Weighing incoming and outgoing goods	2.2.4
4.2.2	Weighing per item/article group	2.2.4
4.2.3	Stock registration at start and end of the reporting year	2.2.4
4.2.4	Registration of inbound flow	+
4.2.5	Registration of outbound flow	+
4.2.6	Registration of sales of reusable textiles	+
4.2.7	Registration of sales of recyclable textiles	+
	Recycling	
4.3.1	Weighing incoming and outgoing goods	+
4.3.2	Stock registration at the start and end of the reporting year	+
4.3.3	Registration of inbound flow	+
4.3.4	Registration of outbound flow	+
4.3.5	Registration of destination and application of recycled product	+