

Shotton Mill Limited	Incoming Quality Inspection Procedure Recovered Paper	Document No:	QP_001
		First Publication Date:	12/02/2026
		Revision Date:	12/02/2027
		Revision No:	1.0

1. PURPOSE

To ensure that all incoming recovered paper meets the Site quality specifications and complies with the permitted waste types defined within the Site Environmental Operating Permit.

2. SCOPE

The scope of this document includes the following:

1. Inspection procedure for incoming deliveries of recovered paper and board
2. Acceptance criteria to ensure deliveries meet the Site quality specification
3. Procedure for regrading and rejecting deliveries which do not comply with the Site quality specification.

3. DEFINITIONS

Paper and Board for Recycling

The term paper and board for recycling is defined as “natural fibre-based paper and board suitable for recycling; consisting of paper and board in any shape or product made predominantly from paper and board, which may include other constituents that cannot be removed by dry sorting, such as coatings, laminates, spiral bindings, etc.”

The recovered paper EWC codes applicable to this operation include the following:

Waste Code	Description
20 01 01	Paper and Cardboard – Municipal Waste
15 01 01	Paper and Cardboard Packaging
19 12 01	Paper and Cardboard

Prohibited Materials

Any materials which represent a hazard to health, safety and the environment, such as medical waste, contaminated products of personal hygiene, hazardous waste, organic waste including foodstuffs, bitumen, flammable materials (oils, paints, fuels, matches, fireworks, etc.), self-combusting materials (batteries, aerosol cans, etc.), toxic powders and similar. This material will not be accepted on site and, if identified, will be returned to the supplier.

Unwanted Materials

Any materials which are not suitable for the production of paper and board. They can be categorized as;

- Non-paper components
- Paper and board (P&B) detrimental to production

Unwanted material = Non-paper component + P&B detrimental to production

Non-paper Components

Prepared By	Approved By	Quality System Approval	Page
Ashley Williams Jenny Hodson	Neil Strain		1/6

SBL-01/Rev.02



SHOTTON MILL LIMITED

Weighbridge Road, Deeside Industrial Park Deeside, Flintshire CH5 2LW. United Kingdom

T: +44 (0) 1244 280000 Registered in England and Wales. No. 13074427

W: www.shottonmill.co.uk E: info@shottonmill.co.uk W: <https://erenholding.com.tr/en/home>

Shotton Mill Limited	Incoming Quality Inspection Procedure Recovered Paper	Document No:	QP_001
		First Publication Date:	12/02/2026
		Revision Date:	12/02/2027
		Revision No:	1.0

Any foreign material in the paper for recycling, which is not a constituent part of the product and can be separated by dry sorting and through subsequent cleaning and screening processes such as;

- Small pieces of glass
- Small pieces of metal
- Small pieces of wood
- Sand
- Plastic
- Synthetic materials

Paper and Board Detrimental to Production

Paper and board listed below are considered “detrimental to production” since their presence can make the whole consignment of paper unusable or causes the paper on the reel to be regraded a lower quality or even scrap.

- Burnt paper
- Heavily dyed paper and board
- Moisture-resistant papers such as wrappers, wallpapers, towelling, etc.
- Kraft sacks with plastic moisture barrier
- Waxed, silicone-coated paper
- Plastic or foil laminated paper
- Bitumen paper
- Carbon paper
- Greaseproof paper
- Carton
- Scratch cards
- Banknotes (plastic)
- Folders
- Labels and stickers

Additionally, the materials listed below are considered “detrimental to production” since their presence can damage the machine parts and/or paper machine clothing.

- Large and/or heavy solid objects such as metals, logs, stones and rocks that may cause problems in the pulping process.
- Waste electrical and electronic equipment
- Textiles
- Synthetic adhesives, e.g., hot melts

Paper and Board not according to Grade Definition

Prepared By	Approved By	Quality System Approval	Page
Ashley Williams Jenny Hodson	Neil Strain		2/6

SBL-01/Rev.02



SHOTTON MILL LIMITED

Weighbridge Road, Deeside Industrial Park Deeside, Flintshire CH5 2LW, United Kingdom

T: +44 (0) 1244 280000 Registered in England and Wales. No. 13074427

W: www.shottonmill.co.uk E: info@shottonmill.co.uk W: <https://erenholding.com.tr/en/home>

Shotton Mill Limited	Incoming Quality Inspection Procedure Recovered Paper	Document No:	QP_001
		First Publication Date:	12/02/2026
		Revision Date:	12/02/2027
		Revision No:	1.0

Paper and board not aligning to grade definition is defined as when paper and board in the load does not correspond to the description of the specific EN 643¹ grade of paper for recycling.

¹ In principle, Shotton Mill uses EN643 to define grades. However, for the groups 1.04 and 1.05, a mixture of the definitions given in EN643:2001 and EN643:2013 versions are used. Grade definitions are given in section 6 (reference document).

4. IMPLEMENTATION

Prior to product and quality checks, all documentation will be verified.

4.1 First Visual Inspection

Each load is checked visually at the entry to the mill. The purpose of the first visual inspection is to make an initial assessment of the load's suitability for acceptance, check for bale condition, and select bales

4.2 Bale Condition

The quality of the bales will be evaluated according to the following criteria;

- Wires must be parallel, loose wires are not allowed.
- Mild steel wires should be used, not stainless steel or high-tensile wires.
- Bales should be rectangular and well-pressed (high density).
- Ranges for the size and weight of the bales are given in the table below.

	Min	Ideal	Max
Width	90 cm	110 cm	120 cm
Length	150 cm	170 cm	180 cm
Height	80 cm	110 cm	120 cm
Weight	400 kg	800 kg	1000 kg

4.3 Selecting Bales for Inspection

For each selected load, a minimum of two random bales are sampled to define the amount of unwanted materials and a minimum of four bales to measure the moisture content.

4.4 Prohibited Materials

Prepared By	Approved By	Quality System Approval	Page
Ashley Williams Jenny Hodson	Neil Strain		3/6

SBL-01/Rev.02



SHOTTON MILL LIMITED

Weighbridge Road, Deeside Industrial Park Deeside, Flintshire CH5 2LW, United Kingdom

T: +44 (0) 1244 280000 Registered in England and Wales. No. 13074427

W: www.shottonmill.co.uk E: info@shottonmill.co.uk W: <https://erenholding.com.tr/en/home>

Shotton Mill Limited	Incoming Quality Inspection Procedure Recovered Paper	Document No:	QP_001
		First Publication Date:	12/02/2026
		Revision Date:	12/02/2027
		Revision No:	1.0

All bales of the load are checked visually for the presence of prohibited materials during the first visual inspection and after opening the selected bales.

Contrary to unwanted materials, for which maximum tolerance levels have been defined, prohibited materials, including hazardous waste, are not permitted at all and if identified the material will be rejected and will be returned to the supplier.

4.5 Other Limiting Parameters

The following parameters are restricted and will be checked during the incoming inspection;

- Discoloration
- Odour
- Wetness
- Dirty paper
- Rotting²
- Mould growth²

² When the load shows signs of rotting or mould growth, affected weight will be raised as a non-conformance with the supplier in order to claim back costs.

4.6 Unwanted Materials

On selected loads a minimum of two random bales are opened and checked to define the amount of unwanted materials in each load.

In principle, paper and board for recycling should be supplied free of unwanted materials.

Unless otherwise specified, general tolerances for acceptance are as follows:

- Amount of non-paper components: max. 1.5%
- Total amount of unwanted materials: max. 3%

However, where the total amount of unwanted materials is higher than 1.5% (of air-dried weight), the additional weight in excess of 1.5% will be claimed back.

4.7 Moisture content

On selected loads a minimum of four random bales are selected to determine the moisture content of the load.

Four moisture readings are taken from each selected bale using a moisture meter. Target is to get minimum of

Prepared By	Approved By	Quality System Approval	Page
Ashley Williams Jenny Hodson	Neil Strain		4/6

SBL-01/Rev.02



SHOTTON MILL LIMITED

Weighbridge Road, Deeside Industrial Park Deeside, Flintshire CH5 2LW. United Kingdom

T: +44 (0) 1244 280000 Registered in England and Wales. No. 13074427

W: www.shottonmill.co.uk E: info@shottonmill.co.uk W: <https://erenholding.com.tr/en/home>

Shotton Mill Limited	Incoming Quality Inspection Procedure Recovered Paper	Document No:	QP_001
		First Publication Date:	12/02/2026
		Revision Date:	12/02/2027
		Revision No:	1.0

16 readings in total per load³. The average of the readings is taken by the moisture meter and recorded. Photos of moisture readings are saved in the database.

Moisture tolerances will be specific to the grade and supplier.

Where the moisture content is higher than agreed (of air-dried weight), the additional weight in excess of the agreed moisture content will be claimed back.

³ When the load's moisture content seems to be around or far below the naturally occurring level of the agreed moisture content then, a much lower number of readings are taken. In this case, no back claim occurs.

4.8 Grading

At the primary inspection, the whole load is checked visually to get an idea of its general properties and minimum of two random bales from each load are selected to define the grade visually.

At this stage, grade definitions in section 6 (reference document) are used.

Should the load consist of paper and board products that are not included in the grade description or align with permitted EWC codes, it could lead to regrading of the full load or partial load or, in the case of prohibited materials, rejection and removal from site.

5. RECORDS

Inspection results are documented and analysed with the information below to share with, evaluate, and improve the suppliers.

- Average moisture content of the loads
- Unwanted materials content of the loads
- Grade and volume of the paper for recycling delivered by the supplier
- Deductions and downgrades
- Rejections
- Details of non-conformities

Prepared By	Approved By	Quality System Approval	Page
Ashley Williams Jenny Hodson	Neil Strain		5/6

SBL-01/Rev.02



SHOTTON MILL LIMITED

Weighbridge Road, Deeside Industrial Park Deeside, Flintshire CH5 2LW. United Kingdom

T: +44 (0) 1244 280000 Registered in England and Wales. No. 13074427

W: www.shottonmill.co.uk E: info@shottonmill.co.uk W: <https://erenholding.com.tr/en/home>

Shotton Mill Limited	Incoming Quality Inspection Procedure Recovered Paper	Document No:	QP_001
		First Publication Date:	12/02/2026
		Revision Date:	12/02/2027
		Revision No:	1.0

6. REFERENCE DOCUMENT

Standard	Code	Description (EN643)
EN643:2001	1.04	Used paper and board packaging, containing a minimum of 70% of corrugated board, the rest being solid board and wrapping papers.
	1.05	Used boxes and sheets of corrugated board of various qualities.
EN643:2013	1.04.00	Used paper and board packaging, containing a minimum of 70 % of corrugated board, the rest being other packaging papers and boards.
	1.04.01	Used paper and board packaging, containing a minimum of 70 % of corrugated board, the rest being other paper and board products.
	1.04.02	Used paper and board packaging, containing a minimum of 80 % of corrugated board, the rest being other paper and board products.
	1.05.00	Used boxes and sheets of corrugated board of various qualities, may include 10 % of other packaging papers and boards.
	1.05.01	Used boxes and sheets of corrugated board of various qualities, may include 5 % of other packaging papers and boards.

European List of Standard Grades of Paper and Board for Recycling Guidance EN 643:2013

7. RESPONSIBILITIES

Trained Operator – Responsible for ensuring the quality of incoming recycled paper and board and rejecting poor quality loads.

Prepared By	Approved By	Quality System Approval	Page
Ashley Williams Jenny Hodson	Neil Strain		6/6

SBL-01/Rev.02



SHOTTON MILL LIMITED

Weighbridge Road, Deeside Industrial Park Deeside, Flintshire CH5 2LW. United Kingdom

T: +44 (0) 1244 280000 Registered in England and Wales. No. 13074427

W: www.shottonmill.co.uk E: info@shottonmill.co.uk W: <https://erenholding.com.tr/en/home>