

Method Statement - Document Shredding

Date	February 2022	Position	Director
Created By	Daniel Simmons	Review Date	February 2023

Collection	Collection is carried out by team members that have been vetted to industry standard BS7858.
Transportation	<p>A boxed vehicle with alarm and additional locks on storage area. No confidential waste to be left in a vehicle over night.</p> <p>Only company vehicles are to be used for collection.</p> <p>Our waste carrier licence no. CBDU93711</p>
Storage	All confidential waste is stored in staff only area of the warehouse. CCTV recording 24/7 with a Police monitored intruder alarm rated for EN50131-1.
Shredding	Shredding is by Cross Cut to 12mm EU Standard DIN 66399 (P-4) Level 3 'Confidential',
Disposal	All Paper is recycled once shredded and sent to or collected by an approved company that is registered with the Environment Agency.
Time Scale	All Shredding is completed within 24 hours of collection and certificate of destruction is issued via email within 48 hours of collection.
Team Members	<p>All team members carry ID cards wear company uniform and have been vetted before commencement of work to BS7858 which also includes a DBS check.</p> <p>This includes collection team members, warehouse team members, office team and directors.</p>

Signed on Behalf of Cross Cut Shredding Ltd



Daniel Simmons
Director & Logistics Manager