The aim of the global inspection method is to define a complete and recommended procedure to check, measure (if possible) and evaluate all the critical quality parameters in the reception of recovered paper loads.

1. Definition of Global Inspection

The global inspection consists of checking at least the following parameters that define the quality of the recovered paper received in a load: the grade, the bale condition (if it is delivered in bales), the moisture content and the unusable materials content. There should be an inspection, which starts with an assessment of the safe presentation of the load.

The principle condition for the global inspection method is that inspection must be consistent: all the loads have to be checked at the entrance to the mill.

- **Recovered paper grades** as described in EN 643: evaluation of the type of papers received.
- **By bale condition**, it should be understood: the wires and the press quality of the recovered paper bale as described in the “Best practices - Recovered Paper Baling Conditions”.
- **The moisture content**: is referred to in the document “Guidelines for Paper mills for the control of moisture content in recovered paper”.
- **Unusable materials content**: is referred to in the document “Guidelines for the control of the content of unusable materials in recovered paper”.

The global inspection method includes visual inspection and other measurements. Visual inspection consists of a visual evaluation by experience with as many objective criteria as possible.

2. Grades Covered

The procedure referred to in the following paragraphs applies to all grades of recovered paper and board, as described in the EN 643 – European List of Standard Grades of Recovered Paper and Board.

3. Inspection Procedure

3.1 Definition of the parameters to be checked

3.1.1 Recovered paper grades

Recovered paper grades are defined in EN 643. The recovered paper groups are:

- Group 1 Ordinary grades
- Group 2 Medium grades
- Group 3 High grades
- Group 4 Kraft grades
- Group 5 Special grades
3.1.2 Bale condition
The quality of the bale condition should be evaluated according to the following criteria:
• Parallel wires highly recommended, loose wires are not allowed;
• Density, form, size, weight and any other parameters requested by the mill.

3.1.3 Moisture content
Moisture content is defined in EN 643: “Recovered paper and board will, in principle, be supplied with moisture of not more than the naturally occurring level of 10%”.

3.1.4 Unusable materials
Unusable materials are defined in EN 643:
• Non-paper components;
• Paper and board detrimental to production.

3.1.5 Optional parameters
Other parameters might be checked such as age, odour, wet or dirty paper, mould growth and any other parameters requested by the mill.

3.2 Procedure
The first step and the visual control, as described below, should be considered as the minimum action to be carried out by the mill. The second step is highly recommended but should be considered as optional.

3.2.1 First step: general control
The aim of the general control is to decide on the acceptance, conditional acceptance or refusal of the load. Conditions of acceptance and rejection of the load should be harmonised at European level.

• The purpose of the first visual inspection is to make an initial assessment of the load’s suitability for acceptance. Additional checks or tests may follow.

• This visual inspection leads to acceptance, conditional acceptance or refusal. Conditional acceptance implies that the recovered paper would have additional controls.

• The specific parameters that constitute a refusal are stated by the paper mill to the supplier.

• Regarding moisture content, unusable materials content and baling conditions, refer to the “Guidelines on responsible sourcing and quality control”.

• If the grade supplied is not suitable for the mill, the load will be refused. Mills can reject loads supplied when the delivery documentation is incorrect.

• A load can be entirely or partially refused / accepted.

3.2.2 Second step: additional inspection / measurement
The second step is highly recommended but should be considered as optional. It consists of verifying the same parameters with other devices.

• Regarding moisture content, unusable materials content and baling conditions, refer to the “Guidelines on responsible sourcing and quality control”.

• Inspection to measure the characteristics of the actual recovered paper delivered against the delivery document, the EN 643 specifications or the agreed specifications between the paper mill and the supplier will be undertaken.
4. Effects of the Inspections’ Results

Results could affect the entire load or only a part of it.

4.1 Baling condition inspection

Three results are possible:

• The quality of the bale condition is satisfactory and acceptable: acceptance without remarks.

• The quality of the bale condition is unsatisfactory but acceptable: acceptance with remarks; the supplier should be informed every time this occurs.

• The quality of the bale condition is unsatisfactory and unacceptable: the recovered paper will be refused.

4.2 Moisture content and unusable materials content

Regarding moisture content and unusable materials content, refer to the “Guidelines on responsible sourcing and quality control”.

4.3 Characterisation of the recovered paper delivered

• The load has been checked against the delivery document and EN 643.

• If the grade supplied is not suitable for the mill, the load will be refused.

• If the grade supplied is suitable for the mill but does not correspond to the grade mentioned in the delivery document or its content does not correspond to the requested characteristics, the load can be refused or re-graded.

• In case of re-grading, suppliers and mills should agree on whether material must be stored in a separate area for a later revision (as agreed in a maximum period of time) or if it can be consumed or stored immediately.

5. Information to Suppliers

• If a load is refused, the decision should be communicated directly to the supplier, as agreed between the two partners.

• If the load is re-graded or if there is a change in price or weight, the decision should be communicated immediately to the supplier.

• In general, results should be communicated to the supplier on a regular basis.

6. Database

• All relevant information in addition to grade and volume on the recovered paper delivered by the supplier should be recorded in a database.

• The results of each inspection should be filled in with the information about the load, the grade announced, the grade actually delivered and the supplier’s name, for a certain period of time, and at least until the end of the evaluation period.

7. Evaluation of the Supplier

• The supplier should be evaluated on a regular basis.

• The bale condition, the moisture content, the unusable materials content and the comparison between what has been announced in the delivery note and what has actually been supplied are the main criteria of a supplier’s evaluation.
8. Training

- Each mill should establish a training period before considering new staff to be in charge of visual control, which consists in an evaluation by experience with as many objective criteria as possible.

- During the training period, new staff should be supported by experienced staff in order to get as objective a criteria as possible to evaluate recovered paper quality.

- Gaining experience in a supplier’s depot is recommended.

- General methods of training should be developed.

---

1 According to the safety rules applied by the mill.

2 See the "Guidelines on responsible sourcing and quality control".

3 See the "Guidelines for paper mills for the control of the content of unusable materials in recovered paper".

4 See the "Guidelines for paper mills for the control of moisture content in recovered paper".

5 See the "Best practices: Recovered paper baling conditions".

6 Immediate communication means the shortest time delay between the identification of the problem and the notification to the supplier.