



Version History and Control Sheet

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Document History			
Version Number	Purpose/ Change Details	Author	Date
0.1	Original drafted document	TRUST Steering Group	2020
1.0 - 19.0	Updated various times by Audit Review Group	TRUST Steering Group	Feb-23
20.0	Minor revisions	TRUST Steering Group	Feb-23
21.0	Minor revisions in line with audit review	TRUST Audit Review Group	Apr-24
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23.0	Reworded 'A' questions to remove ambiguity	JD/JS - Audit Review Grp	Oct-25

Document Sign Off			
	Signature	Name	Date
	<i>David Roman</i>	David Roman	February 2023
	<i>David Roman</i>	David Roman	April 2024
	<i>David Roman</i>	David Roman	July 2025
	<i>David Roman</i>	David Roman	October 2025

Certification Application Form



Trader Recycling Universal Standard

Name of Company			
Date of Application		Date application received	
Trading name or other Company names used (if applicable)			
Company Registration number		Company VAT Number:	
Company Registered Address			
Name of Company Directors			
Name of Company Owner(s)			
Names of Senior Management with Business Control			
Company main telephone number			
Website address (if any)			
Contact name for enquiries		Contact position (Job Title):	
Contact Telephone number		Contact E-mail address:	
Business Address			
No. of operational sites in the UK		No. of bulk sites in UK	
Main operational address (If different from registered address) = Site 1			
Main Operational Site - Site 1	No. of Staff		No. of Vehicles Operated
Please describe main function of Site 1			
Address of other UK site: = Site 2			
Site 1: Building size, type and age			
Operational Site 2 address:			

(Please advise any additional sites)	No. of Staff		No. of Vehicles Operated					
Please describe main function of Site 2								
Site 2: Building size, type and age								
Addresses of all bulking sites:								
No. of operational sites outside the UK (Please number all sites)		Address of site(s) outside of UK:						
Please describe main function of Non UK Sites								
Non UK: Building size, type and age								
Ref No: for Waste Exemptions relating to your site(s)								
Ref No: for Environmental permit relating to your site(s)								
Ref for Upper Tier Waste Carrier relating to your organisation								
Ref for Lower Tier Waste Carrier relating to your organisation								
Overall no: of employed staff	Full Time		Part Time	Comments				
Overall no: of self employed staff	Full Time		Part Time					
Overall no: of Agency Staff	Full Time		Part Time					
Split of employees between directly employed staff (includes via recruitment agency) and self employed	Directly employed staff	%						
	Self-employed staff	%						
Employee turnover in the last 2 years.	Less than 35%							
	35% - 75%							
	More than 75%							
Vehicle operators license number if applicable								
Number of vehicles operated (Leased/Owned) including fuel type and Euro rating		Number of vehicles	Fuel type	Zero (electric)	Euro 6	Euro 5	Euro 4	
	<3.5 Tonne							
	3.5 - 7.5 Tonne							

	> 7.5 Tonne									
Number of vehicles Operated by Third Party Transport Providers (Another company doing the same work on your behalf (i.e. another textiles company collecting and dealing with the goods))	<3.5 Tonne									
	3.5 - 7.5 Tonne									
	> 7.5 Tonne									
3rd party Certifications and non conformance closures audited in the last 12 months & expiry date	CERTIFICATE	DATE AUDITED	EXPIRY DATE							
	ISO 9001									
	ISO 14001									
	ISO 45001									
	ISO 50001									
	OTHER									
Memberships	CRA									
	UKFT									
	UK Textiles Pact									
	TRA									
	Fundraising Regulator									
Which regions do you offer charity retailer collections (if applicable, tick all that apply)	☐	Scotland	☐	N. England	☐	Midlands	☐	Wales	☐	London & S.East
	☐	S.West	☐	Northern Ireland	☐	Other (please list):				
Do you source stock from local authorities	☐	Yes	☐	No						
Do you source stock directly from retailers	☐	Yes	☐	No						

End destinations

Data from the previous year

		Total tonnes processed	(of which) Tonnage pre-sorted	(of which) Tonnage sorted	Tonnage sold for re-use	Tonnage sent for recycling	Tonnage waste incinerated	Tonnage waste landfilled
Goods processed	Clothing							
	Shoes/belts/handbags							
	Household textiles eg: sheets, towels							
	Pillows/Duvets/Soft Toys							
	Bric a Brac eg: ornaments, crockery, toys							
	Media (CD/DVD/Games etc)							
	Books							
	Small Electrical							
	Other Goods							
	TOTAL	0	0	0	0	0	0	0
What are the main countries you pre-sort for?								
What are the main countries you sort for re-use for?								
If you Sort and grade items, how many grades of items do you sort into?								

Sound Business Audit

Business Details		Yes/No*	If Yes please give details
A1	Have your organisation, owners, directors, partners or person of significant control been in, or subject to a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings within any business which they have had control within the past 6 year time frame or a Bankruptcy restriction order is still in force		
A2	Does your organisation, owners, directors, partners or person of significant control have any unspent conviction of a criminal offence		
A3	Does your organisation, owners, directors, partners or person of significant control have any outstanding obligations related to payment of social security contributions, taxes or other debts within any business which they have had control within the past 6 year time frame or a Bankruptcy restriction order is still in force		
A4	Have your organisation, owners, directors, partners or person or significant control been found guilty of serious misrepresentation in supplying information to Government bodies (within any business which they have had control within the past 6 year time frame or a Bankruptcy restriction order is still in force)		
A5	Does your organisation, owners, directors, partners or person or significant control have any unresolved prosecutions or enforcement notices from a regulator - for example HSE, Environment Agency, SEPA etc. within any business which they have had control within the past 6 year time frame		

A6	Does your organisation, owners, directors, partners or person with significant control hold any relevant licences or membership of an appropriate organisation where required by law within every business which they have had control within the past 6 year time frame		
A7	Any other issue that may be seen as a reputational risk to the TRUST Forum		
A8	Staff trained on relevant policies		
A9	Policies reviewed at least every 3 years. Signed examples as evidence		
A10	Registered with an Anti-Money Laundering supervisory authority, Register entry as evidence		
A11	At least one manager/supervisor on site or external consultant with H&S qualifications, eg NEBOSH, IOSH Managing Safely, CIEH intermediate, overseeing policy, procedures and risk assessments? Copies of certificates as evidence		
A12	Manual handling training carried out by a qualified trainer		
A13	Has your organisation, owners, directors, partners or person with significant control been convicted of or is it currently being investigated for any offences relating to slavery, servitude and forced or compulsory labour, child labour and/or human trafficking within any business which they have had control		
A14	Policy on suppliers or customers convicted or under investigation for offences relating to slavery, servitude and forced or compulsory labour, child labour and/or human trafficking		
A15	Published, anonymous and/or open channels available for reporting any violations to a 3rd party for working conditions, H&S or any other grievance?		
Documentation required to be submitted with application (Failure to supply at part of application will result in rejection from Certification)		Attached Yes/No*	Any comments or if none applicable to company give reason
D1	Completed Application Form		
D2	Signed Code of Practice		

D3	3 Years complete Accounts (In case of new business whatever accounts are available or proof of financial standing such as bank statements)		
D4	Employers Liability Insurance Schedule/Certificate		
D5	Public Liability Insurance Schedule/Certificate		
D6	Corporate Social Responsibility Policies, e.g. Ethical or Sustainability policy		
D7	Equal Opportunities Policy or Equality Diversity Inclusion (EDI)		
D8	Gender Pay Gap Report (If there are more than 250 employees)		
D9	Sick Leave Policy		
D10	Maternity & Paternity Leave Policies		
D11	Whistle Blower Policy including information on 3rd party advice (eg Protect, ACAS, Citizens Advice)		
D12	Annual Statement under section 54 of the Modern Slavery Act 2015 if the company has a >£36 million turnover		
D13	GDPR Policy		
D14	Health & Safety Policy signed by senior manager dated within last 3 years		
D15	Fire Risk Assessment and Action Plan for each operational site		
D16	Fire Prevention and Mitigation Plan that meets the Environment Agency / NIEA / NRW / SEPA requirements (mandatory for sites with environmental permits, otherwise advisory)		
D17	Samples of Safe Working Procedures		
D18	Induction training documentation, eg Emergency procedures, incident and accident reporting, H&S policy, PPE requirements and uniform		
D19	Training Matrix showing what training is required for each role		
D20	Risk assessments and Safe Working Procedures for collection services		
D21	Evidence electricity is purchased on a renewable energy tariff - if possible		
D22	Commitment to reduce vehicle emissions before 2030		
D23	Policy commitment to reduce and recycle waste		
D24	Carbon Reduction Plan available with specific actions and timescales		