SLOVENSKI STANDARD
SIST-TS CEN/TS 15358:2007

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Trdno alternativno gorivo - Sistemi vodenja kakovosti - Posebne zahteve za njihovo uporabo pri proizvodnji trdnih alternativnih goriv

Solid recovered fuels - Quality management systems - Particular requirements for their application to the production of solid recovered fuels

Feste Sekundärbrennstoffe - Qualitätsmanagementsysteme - Besondere Anforderungen für die Anwendung bei der Herstellung von festen Sekundärbrennstoffen

Combustibles solides de récupération - Systèmes de management de la qualité - Exigences particulieres relatives a leur application a la production de combustibles solides de récupération

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ICS:

03.120.99	Drugi standardi v zvezi s kakovostjo	Other standards related to quality
75.160.10	Trda goriva	Solid fuels

SIST-TS CEN/TS 15358:2007 **en**

TECHNICAL SPECIFICATION

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CEN/TS 15358

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ICS 75.160.10

English Version

Solid recovered fuels - Quality management systems - Particular requirements for their application to the production of solid recovered fuels

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This Technical Specification (CEN/TS) was approved by CEN on 30 January 2006 for provisional application.

The period of validity of this CEN/TS is limited initially to three years. After two years the members of CEN will be requested to submit their comments, particularly on the question whether the CEN/TS can be converted into a European Standard.

CEN members are required to announce the existence of this CEN/TS in the same way as for an EN and to make the CEN/TS available promptly at national level in an appropriate form. It is permissible to keep conflicting national standards in force (in parallel to the CEN/TS) until the final decision about the possible conversion of the CEN/TS into an EN is reached.

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Foreword

This document (CEN/TS 15358:2006) has been prepared by Technical Committee CEN/TC 343 “Solid recovered fuels”, the secretariat of which is held by SFS.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to announce this CEN Technical Specification: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

Introduction

In the context of solid recovered fuels (SRF) production, the Quality Management (QM) strategy is mainly based on the fact that, by increasing knowledge about the whole production-process, it is possible to reduce the amount of sampling and testing to be carried out on the final products. This strategy is expressed by good Quality Management Procedures in the manufacturing process, including good record-keeping. In the context of SRF, Quality Management offers a route through which the confidence of customers and regulators can be established and maintained.

The goal of this Technical Specification is the development of a Quality Management System (QMS) for SRF production and trade that provides for continual improvement, emphasising the fulfilment of quality requirements.

This Technical Specification is a base for developing a QMS for a SRF supplier organization which has not earlier established a QMS. It can also be used as a supporting document for a supplier which already has a QMS established.

This Technical Specification, coupled with applicable customer-specific requirements and the normative references specified in Clause 2, defines the fundamental quality management system requirements for those subscribing to this Technical Specification.

The development of a quality management system for solid recovered fuels based on this TS does not involve a compulsory third party certification, however this certification is recommended.

The emphasis of this Technical Specification is on:

1) giving wider confidence to the production and trading of SRF;

2) defining the documentation to be used for internal procedures and communicating to all parties the specifications needed to ensure the achievement of the quality objectives;

3) verifying the origin and demonstrating the properties of the input materials (i.e. non hazardous wastes).

The Quality Management Systems accords with EN ISO 9001 to cover the whole process from the point of waste reception to the point of delivery of SRF to the customer. Quality Management Systems have several important features, including the definition of:

a) key steps in the process;

b) person(s) who is/are responsible for each step of the process, and for the overall co-ordination of quality-management;

c) training – policies and procedures for execution;

d) procedures for production;

e) procedures for record-keeping, to provide full traceability;

f) procedures for dealing with failures, and self-improvement;

g) procedures for the development of the processing.

To accomplish CEN Internal Regulations for the drafting of documents in this Technical Specification boxed text is used for the original EN ISO 9001:2000 text, while sector-specific supplemental requirements are outside the boxes.
Paragraphs marked “NOTE” are for guidance in understanding or clarifying the associated requirement.

Where the term “such as” is used, any suggestions given are for guidance only.

1 Scope

This Technical Specification specifies requirements for the quality management system for the production of solid recovered fuels from the reception of waste(s) up to the delivery of solid recovered fuels (Figure 1).

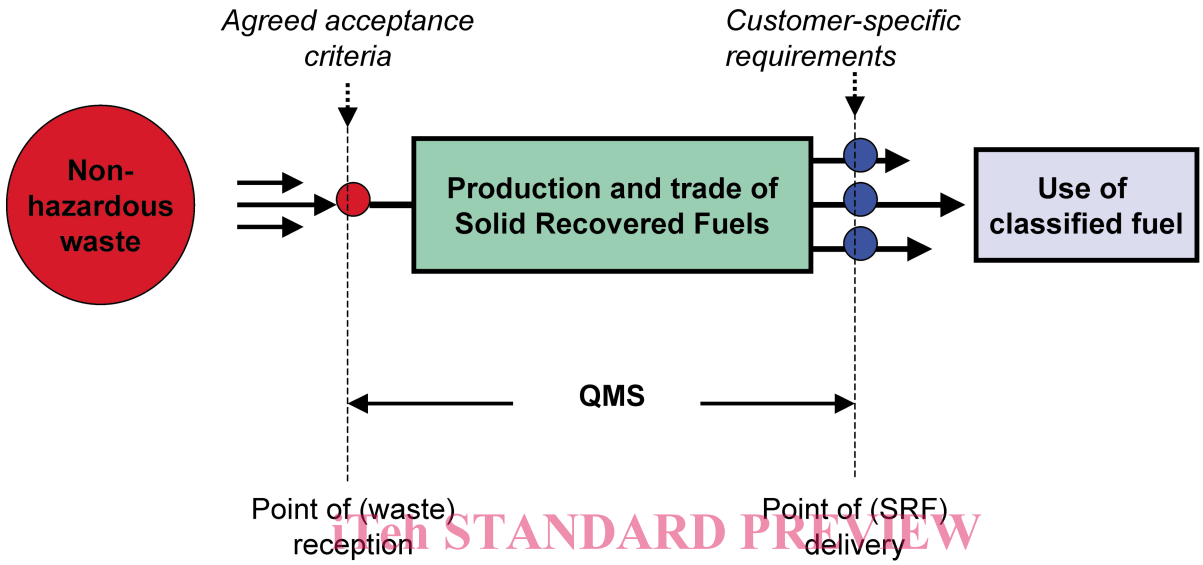

Figure 1 — Quality management systems within the solid recovered fuels chain

2 Normative references

The following referenced documents are indispensable for their application of this Technical Specification. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

CEN/TS 15357:2006, *Solid recovered fuels — Terminology, definitions and descriptions*

CEN/TS 15359, *Solid recovered fuels — Specifications and classes*

EN ISO 9000:2005, *Quality management systems — Fundamentals and vocabulary (ISO 9000:2005)*

3 Terms and definitions

For the purposes of this Technical Specification, the terms and definitions given in EN ISO 9000:2005, CEN/TS 15357:2006 and the following apply.

3.1
product realization
production of solid recovered fuels

4 Quality management system

4.1 General requirements

EN ISO 9001:2000, Quality management systems – Requirements

4 Quality management system

4.1 General requirements

The organization shall establish, document, implement and maintain a quality management system and continually improve its effectiveness in accordance with the requirements of this International Standard.

The organization shall

a) identify the processes needed for the quality management system and their application throughout the organization,

b) determine the sequence and interaction of these processes,

c) determine criteria and methods needed to ensure that both the operation and control of these processes are effective,

d) ensure the availability of resources and information necessary to support the operation and monitoring of these processes,

e) monitor, measure and analyse these processes, and

f) implement actions necessary to achieve planned results and continual improvement of these processes.

These processes shall be managed by the organization in accordance with the requirements of this International Standard.

Where an organization chooses to outsource any process that affects product conformity with requirements, the organization shall ensure control over such processes. Control of such outsourced processes shall be identified within the quality management system.

NOTE Processes needed for the quality management system referred to above should include processes for management activities, provision of resources, product realization and measurement.

The organization shall establish and maintain a programme for achieving its objectives and targets. It shall specify:

a) designation of responsibilities to named personnel for achieving objectives and targets at each relevant function and level of the organization;

b) means and timeframe by which they are to be achieved.

If a project relates to new developments and new or modified activities, or products or services, programme(s) shall be reviewed and amended as necessary to ensure that quality management is applied appropriately to such projects.

The organization shall establish and maintain internal procedures for defining responsibility and authority for handling and investigating non-conformity, taking action to mitigate any impacts caused and to initiate and complete corrective and preventive actions.

Any corrective or preventive action taken to eliminate the causes of actual and potential non-conformities shall be appropriate to the magnitude of the problems and commensurate with the quality impact encountered.

The organization shall implement and record any changes in the documented procedures resulting from corrective and preventive actions.

The supplier of solid recovered fuels is responsible for the conformity with the agreed specification. The quality management system shall be as comprehensive as is necessary to meet the quality objectives and shall be included in quality systems of different operators in the production chain.

The responsibility for the inputs, the partly-processed materials and/or the finished solid recovered fuels in the different parts of the production chain shall be transferred to the next operator in the chain, and eventually to the end user as soon as it has been accepted that the material correspond to the quality agreed between the parties.

4.1.1 Outsourced processes

Among the outsourced processes, the transport of input waste and of solid recovered fuels and the selection and control of laboratories for analysis should be managed according to documented procedures.

Other outsourced processes should be managed in line with in-house processes.

4.2 Documentation requirements

4.2.1 General

EN ISO 9001:2000, Quality management systems - Requirements

4.2 Documentation requirements

4.2.1 General

The quality management system documentation shall include

a) documented statements of a quality policy and quality objectives,

b) a quality manual,

c) documented procedures required by this International Standard,

d) documents needed by the organization to ensure the effective planning, operation and control of its processes, and

e) records required by this International Standard (see 4.2.4).

NOTE 1 Where the term “documented procedure” appears within this International Standard, this means that the procedure is established, documented, implemented and maintained.

NOTE 2 The extent of the quality management system documentation can differ from one organization to another due to

a) the size of organization and type of activities,

b) the complexity of processes and their interactions, and

c) the competence of personnel.

NOTE 3 The documentation can be in any form or type of medium.

4.2.2 Quality manual

EN ISO 9001:2000, Quality management systems - Requirements

4.2.2 Quality manual

The organization shall establish and maintain a quality manual that includes a) the scope of the quality management system, including details of and justification for any exclusions, b) the documented procedures established for the quality management system, or reference to them, and c) a description of the interaction between the processes of the quality management system

The quality manual is a document prepared by the organization that systematically defines procedures needed to implement a quality management system for a solid recovered fuels supply chain.

The quality manual is a tool to demonstrate to all parties (producers, customers, authorities, other interested organizations etc.) how the requirements are fulfilled.

4.2.3 Control of documents

EN ISO 9001:2000, Quality management systems - Requirements **4.2.3 Control of documents** Documents required by the quality management system shall be controlled. Records are a special type of document and shall be controlled according to the requirements given in 4.2.4. A documented procedure shall be established to define the controls needed a) to approve documents for adequacy prior to issue, b) to review and update as necessary and re-approve documents, c) to ensure that changes and the current revision status of documents are identified, d) to ensure that relevant versions of applicable documents are available at points of use, e) to ensure that documents remain legible and readily identifiable, f) to ensure that documents of external origin are identified and their distribution controlled, and g) to prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose

4.2.4 Control of records

EN ISO 9001:2000, Quality management systems - Requirements

4.2.4 Control of records

Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. Records shall remain legible, readily identifiable and retrievable. A documented procedure shall be established to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

5 Management responsibility

5.1 Management commitment

EN ISO 9001:2000, Quality management systems – Requirements

5 Management responsibility

5.1 Management commitment

Top management shall provide evidence of its commitment to the development and implementation of the quality management system and continually improving its effectiveness by

a) communicating to the organization the importance of meeting customer as well as statutory and regulatory requirements,

b) establishing the quality policy,

c) ensuring that quality objectives are established,

d) conducting management reviews, and

e) ensuring the availability of resources.

5.2 Customer focus

EN ISO 9001:2000, Quality management systems – Requirements

5.2 Customer focus

Top management shall ensure that customer requirements are determined and are met with the aim of enhancing customer satisfaction (see 7.2.1 and 8.2.1).

5.3 Quality policy

EN ISO 9001:2000, Quality management systems – Requirements

5.3 Quality policy

Top management shall ensure that the quality policy

a) is appropriate to the purpose of the organization,

b) includes a commitment to comply with requirements and continually improve the effectiveness of the quality management system, c) provides a framework for establishing and reviewing quality objectives, d) is communicated and understood within the organization, and e) is reviewed for continuing suitability.

The organization's quality policy shall be available to the public.

5.4 Planning

5.4.1 Quality objectives

EN ISO 9001:2000, Quality management systems – Requirements **5.4 Planning** **5.4.1 Quality objectives** Top management shall ensure that quality objectives, including those needed to meet requirements for product [see 7.1 a)] are established at relevant functions and levels within the organization. The quality objectives shall be measurable and consistent with the quality policy.

The organization shall establish and maintain the procedure(s) to identify the aspects of its activities, products or services that it can control and over which it can be expected to have an influence, so as to determine those which have or can have significant impacts on the quality.

The organization shall ensure that the aspects related to these significant impacts are considered in setting its objectives. This includes the use of the format for declaration of conformity with this Technical Specification (CEN/TS 15359).

The organization shall keep this information up-to-date.

5.4.1.1 Legal and other requirements

The organization shall establish and maintain a procedure to identify and provide to appropriate persons access to legal and other requirements to which the organization subscribes, that are applicable to its activities, products or services.

5.4.1.2 Objectives and targets

The organization shall establish and maintain documented objectives and targets, at each relevant function and level within the organization.

When establishing and reviewing its objectives, the organization shall consider the legal and other requirements, its significant environmental aspects if established, its technological options and its financial, operational and business requirements, and the views of interested parties.

The objectives and targets shall be consistent with the quality policy, including the commitment to the prevention of pollution.