



**R-LABEL\_STD\_001 R-LABEL  
PAPER PRODUCTS STANDARD**

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# R-LABEL PAPER PRODUCTS STANDARD

**Title:** R-LABEL

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## ABOUT US

Recycling provides many environmental and economic contributions. With recycling, the amount of waste material released to nature is reduced, while protecting natural resources and saving energy.

All kinds of substances that have expired and become harmful to nature as a result of people's social and economic activities are called waste. Materials such as cardboard, glass, metal, plastic can be classified as waste. Reuse of wastes can only be achieved by recycling. Recycling is the conversion of these wastes, which can be reused, into a second raw material by subjecting them to physical or chemical processes. The aim of recycling is to prevent excessive use of resources, to ensure that wastes are separated at their sources, and to reduce the amount of waste garbage.

Recycling is a very productive economic investment in the long run. Mankind is faced with many economic problems in the future as a result of the gradual depletion of raw materials and natural resources. At this point, recycling is the best opportunity for the recovery of the economy. On the other hand, many recycled wastes will contribute greatly to the prevention of environmental pollution.



# R-LABEL PAPER PRODUCTS STANDARD

## 1. Scope

This standard defines the requirements and documentation for recovered paper products. All recovered paper products, regardless of the size of this standard company, cover all organizations, including the primary manufacturer, secondary manufacturer, and vendors.

## 2. Terms

**2.1 Primary Manufacturer:** Producing paper from paper waste products.

**2.2 Secondary Manufacturer :** Obtaining products from recovered papers.

**2.3 Seller :** The organization that sells the product obtained from primary and secondary manufacturers.

**2.4 Employee :** The person who performs a job.

**2.5 Stakeholder :** Affected or affected organization or persons.

**2.6 Legal Requirements: Laws** and regulations that the organization must comply with.

**2.7 Management System :** Documents required for R-Label standard.

\*Policy, Procedure, etc.

**2.8 OHS Management System : Implementation of ISO 45001:2018** management system.

**2.9 Senior Management :** The person who controls or manages the organization at the highest level.

**2.10 Policy :** The purpose and direction of the organization described.

**2.11 R-Label Policy : Document that the organization undertakes** to comply with all R-Label-related requirements.

**2.12 Process :** Activity that converts inputs into outputs.

**2.13 Procedure :** Document prepared to carry out an activity.

**2.14 Supplier :** The organization from which the entry is provided.

**2.15 Customer :** The organization to which the output is delivered.

**2.16 Eligibility :** Meeting a requirement

**2.17 Nonconformity :** Failure to meet a requirement

**2.18 Corrective Action : Activity** to eliminate an impropriety or cause of an incident and prevent it from occurring again

### **3. R-LABEL Management System**

The organization should prepare, implement, maintain and continuously improve the necessary documents in accordance with the requirements of this standard.

#### **3.1 Documentation Management**

The organization must provide the necessary documentation for the R-Label management system and include the following;

- Documents required by the R-Label standard
- Identification (Document name, preparer, approver, document number, etc.)
- Document compliance must be approved and reviewed in terms of competence.
- Distribution (Documents must be accessed)
- Preservation and Disposal

**Note-1:** Documents must be approved by senior management in terms of proficiency.

**Note-2:** Records min. must be stored for 5 years.

#### **3.2 R-Label Policy**

The organization must create, announce and maintain an R-Label policy.

Politics ofşğıdakileri içermeli :

- Compliance with R-Label requirements and continuous improvement
- Compliance with legal requirements
- Compliance with OHS and Environmental conditions

**Note-1:** The policy should be announced to the relevant stakeholders.

**Note-2:** The policy must be approved by senior management.



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### **3.3 Duty Powers and Responsibilities**

Tasks, responsibilities should be determined, communicated and documented for R-Label processes within the organization. Employees should take full responsibility.

**Note -1:** Powers and responsibilities must ensure compliance with the requirements of the R-Label standard.

### **3.4 Assignment Letter**

The organization must identify a staff member for continuous improvement, implementation and continuity of monitoring of the R-Label standard.

**Note-1:** The personnel to be determined cannot be a person from the senior management.

### **3.5 Education**

Employees should be made aware of the following:

- Regarding R-Label standard activities,
- Regarding OHS conditions,
- About R-Label policy
- When it comes to recycling

**Note-1:** Trainings should be planned regularly and employees should be given these trainings.

**Note-2:** Trainings given to employees should be recorded and evaluated.

**Note-3:** Education records should be stored according to article 3.1.

### **3.6 Internal Audit**

The organization should conduct internal audits at planned intervals to determine the status of the R-LABEL management system regarding:

a) whether it complies with:

- 1) the conditions for the organization's own R-LABEL management system, including the R-LABEL policy,
- 2) the conditions of this standard, whether it is applied effectively and whether it is maintained.



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Internal Audit Program;

- a) plan, create and maintain an audit program/programs, taking into account the importance of related processes, including frequency, methods, responsibilities, consultation, planning conditions and reporting, and the results of previous audits,
- b) determine the criteria and scope of the examination for each examination,
- c) select the auditors and carry out the examinations in order to ensure the objectivity and impartiality of the audit process,
- d) ensure that the results of the audit are reported to the relevant management; ensure that the results of the relevant audit are reported to employees, employee representatives and other interested parties, if any, where they are located,
- e) take action to address nonconformity,
- f) as proof of the examination program and the results of the audit.

Note – 1: The frequency of internal examination should be performed at least once a year.

Note – 2: Internal trigger adequacy should be determined according to ISO 19011.

### **3.7 Improper Process**

If the products labeled R-Label are not suitable, the organization should start to implement the necessary processes and keep them as documented registration.

The inappropriate process is applied if:

- Using different products instead of recovered products
- Misuse of the R-Label label
- Inappropriate product entry

Note-1: Interested parties should be notified within 3 working days in improper product processes.

Note-2: Inappropriate products should not be destroyed without the approval of the certification body.

### **3.8 Corrective Action**

When an impropriety occurs, the organization:

a) intervene immediately in nonconformity as appropriate from:

- 1) take action to control and correct it;
- 2) must fight the consequences;

b) evaluate the need for action to eliminate the causes/causes of nonconformity so that it does not reappe up or occur there through;

- 1) review of nonconformity;
- 2) determination of the causes of nonconformity;

3) whether similar nonconformities exist or if they may arise determination;

c) take all necessary actions;

d) review the effectiveness of the corrective action;

e) make changes to the anti-bribery management system if necessary.

Corrective activities should be in accordance with the effects of nonconformity encountered.

The organization must retain information written as proof of the following:

- the nature of the nonconformity and the actions taken afterwards;
- the results of corrective actions.

Note-1: Corrective activity records should be maintained in contingent of article 3.1.

### **3.9 Social Responsibility**

The organization should pay attention to the following regarding employees in terms of social responsibility:

- There should be no uninsured employees,
- If there are foreign employees, there must be necessary permits,
- There should be no forced labor,
- There should be no discrimination,
- There should be no child laborers,
- Working hours must comply with legal requirements and overtime pay must be paid
- There should be no financial penalty sanctions,

Note-1: Young workers should not work dangerous jobs when employed

### **3.10 OHS Management System**

The organization must implement the minimum ISO 45001:2018 standard and meet the following requirements:

- Occupational Safety Risk Analysis,
- Emergency Action Plan,
- Personnel OHS trainings,
- Drills (Fire, etc.),
- Emergency Exits and Fire extinguishing equipment,
- Personal protective equipment and records required for personnel,
- Media measurements and recordings and
- Work accidents, if any, should be documented and maintained.

Note-1: In case of employing OHS specialists and doctors in accordance with legal requirements, the contract of the relevant personnel

### **3.11 Process Verification**

Input and output records must be submitted when requested by R-Label.

Note-1 : Process records to R-Label max. It must be delivered within 5 working days.

### **3.12 Complaint Management**

The organization should document and record the process regarding complaints of products labeled R-Label.

Note-1: Interested parties must be returned within 5 working days.

Note-2: Action should be taken within 3 months regarding complaints.

Note-3: Complaint records should be kept in cons by article 3.1.



## **4. Supply and Storage Management**

### **4.1 Supplier Verification**

The accuracy of R-Label recovered paper products is as follows:

a-) Primary manufacturer, R-Label paper products to use entries for scrap or waste paper

Must be

- Control of scrap and waste paper,
- Records of scrap and waste paper,
- Supplier information and verification

b-) The secondary manufacturer or seller may be

buy supplied products,

- Control of R-Label papers
- Records of R-Label papers
- Supplier information and verification must be provided.

Note-1: The organization must maintain supplier verification records in cons by article 3.1.

### **4.2 Inappropriate Input**

The Organization should take action in accordance with article 3.7 and inform the relevant parties from the improper entry situation.

Note-1: Inappropriate entry records must be retained in accordance with article 3.1.

### **4.3 Storage and Storage**

The organization, R-Label labeled products and other products should be separated from each other and prevented from mixing.

Note-1: Parsing can be provided with barcode, label, separate storage areas, etc.

## **5. Production and Traceability Management**

### **5.1 Production Planning**

The organization should pay attention to the following in its R-Label labeled production planning:

- The primary manufacturer is believed to have the production labeled R-Label and
- The secondary manufacturer must be defined as the production labeled R-Label.

The organization must create and maintain production records labeled R-Label.

Note-1: The secondary manufacturer must record and maintain the fire ratio or quantity of R-Label labeled production during production.

Note-2: The primary and secondary manufacturer must register and maintain production outputs as "KG".

Note-3: The secondary manufacturer or seller may not use any other product other than the recovered product during production or sale.

Note-4: Recycled paper products should not use any other products other than scrap or waste paper.

Note-5: The primary manufacturer must submit production quantities to 1 R-Label in 6 months for recycling.

Note-6: The secondary manufacturer or seller must submit the records of products labeled R-Label to the certification body 1 time per year.

### **5.2 Traceability**

The organization must ensure traceability in the input and output processes of products labeled R-Label.

Note-1: Traceability can be achieved with barcode, lot no.



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## 6. Sales

The organization should pay attention to the following during the sale of products labeled R-Label:

**6.1** Organization name and contact information,

**6.2** The name and address of the customer,

**6.3** Invoice date,

**6.4** Product description,

**6.5** Quantity of products sold,

**6.6** R-Label label number of our company,

Note-1: The organization may identify this information on an invoice or packing slip.

Note-2: The organization must maintain sales records in cons by article 3.1.

## 7. Logo Usage

The organization must define, implement and verify its process regarding the use of R-Label labels. See Ek-C Logo Usage

Note-1: The organization cannot use the R-Label label except for recovered products. This causes the R-Label label to be canceled.

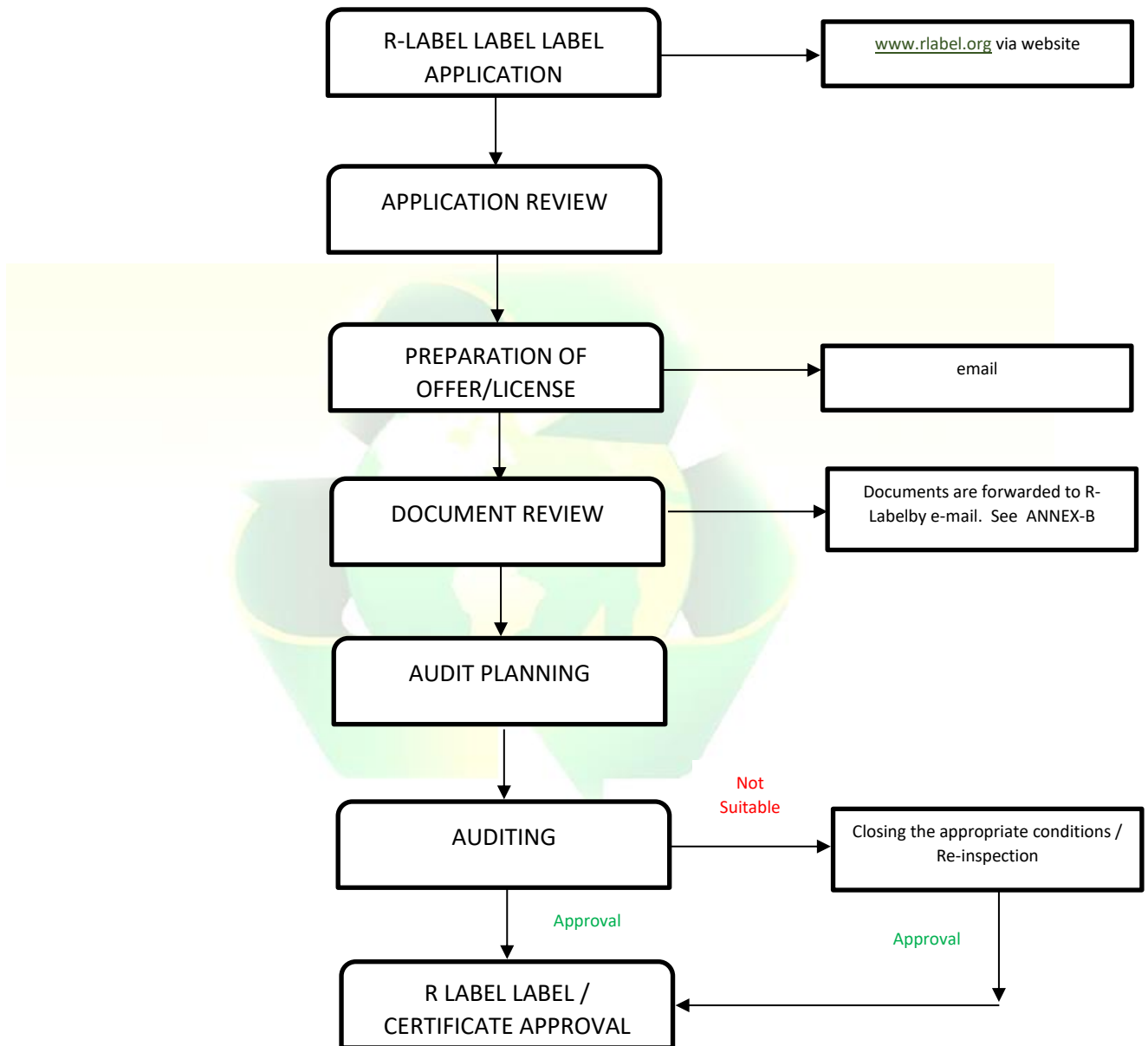
Note-2: The Organization must obtain approval from the certification body and maintain records before using the R-Label ethics.

Note-3: The organization must keep 1 sample of the products provided by the R-Label label for 2 years.

Note-4: The organization may use the R-Label logo on recovered products in accordance with the following conditions.

## ANNEX-A Application Process

The organization can reference the R-Label label by performing the following steps.





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## ANNEX -B Review

The organization can provide a review with the following items before applying for the R-Label label.

Queue No.	Questions	POSITIVE	NEGATIVE
1	Has the necessary documentation structure been established for the R-Label system? Is the preservation of records defined?		
2	Has the R-Label policy been created?		
3	Is there an appointment of the person in charge of the R-Label system?		
4	Have the organizational chart and responsibility powers been determined?		
5	Is the R-Label Training process defined? Have the necessary trainings been carried out?		
6	R-Label Is the inappropriate product process defined?		
7	Is the R-Label Corrective action process defined?		
8	Is the R-Label internal audit process defined?		
9	Are there studies on social responsibility?		
10	Does the organization meet OHS requirements?		
11	Is R-Label Supplier verification defined?		
12	Is the R-Label Manufacturing process defined?		
13	Is the separation of R-Label products defined?		
14	Is R-Label products traceable?		
15	Is the sales management of R-Label products determined?		
16	Is the R-Label label logo usage process defined?		
17	Has the R-Label label application been submitted from the <a href="http://www.rlabel.org">www.rlabel.org</a> site?		
18	Has the offer and license agreement for the R-Label label been approved?		



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### ANNEX -C R-Label Label Logo Usage

The organization uses logos related to the R-Label label in the following ways (color, visual, etc.) and sizes.



Note-1: The R-Label label logo cannot be used with the logo of another recovered standard.

Note-2: The R-Label label logo cannot be used on non-R-Label products.

Note-3: The R-Label label logo can be used in promotional materials.

Note-4: The R-Label label logo can only be downloaded by logging into the portal from the organization-specific [www.rlabel.org](http://www.rlabel.org) site.

Note-5: The R-Label label logo has a certificate number requirement and logos without a certificate number cannot be used.