

Timberpak Ltd – Fully Integrated Timber Recycling

DOCUMENT	OPERATIONAL PROCEDURE
TITLE	Material quality Report / Downgrade Notification

Downgrade Notification

To:	From:
<hr/>	<hr/>
Fax:	Date:
<hr/>	<hr/>
Phone:	email:
<hr/>	<hr/>
Re:	CC:
<hr/>	<hr/>

Urgent
 For Review
 Please Comment
 Please Reply

We have received a load that does not meet the agreed specification nor acceptance criteria and therefore is being Downgraded.

We notified you of this today via a telephone conversation with _____.

Date:		Delivery Note Attached	YES / NO
Our Ticket Number		Inspection Report Attached	YES / NO
Your ticket Number		Photos Attached	YES / NO
Registration Number		Picking Fee	£
Material Described as		Disposal Charge	£
Material Received		Haulage Charge	£

For acceptable material please see the table on the next page.

Reason for Downgrade/Rejection

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GRADE A SPECIFICATION - PACKAGING MATERIALS 15.01.03	
030105 - PRODUCTION WOODWORKING, SAWDUST, OFF CUTS 150103 - WASTE WOOD PACKAGING	
Acceptable	Unacceptable (Contamination)
UNPAINTED SOFTWOOD PALLETS TIMBER OFF CUTS PACKING CRATES & BOXES CABLE DRUMS STILLAGES BEARERS ANY FORM OF SOLID TIMBER PACKAGING	MDF / HARDBOARD MELAMINE / FORMICA / LAMINATED UNFACED CHIPBOARD / CARDBOARD FELT / TAR / RUBBER / POLYPHENE PLASTERBOARD SOIL / FOLIAGE / TWIGS / BRICKS / GLASS PLASTIC / FOAM / TEXTILES RAILWAY SLEEPERS / TELEGRAPH POLES/ TREATED TIMBER

GRADE B SPECIFICATION – SOLID MIXED WOOD 19.12.07	
030105 - PRODUCTION WOODWORKING, SAWDUST, OFF CUTS 150103 - WASTE WOOD PACKAGING 170201 - CONSTRUCTION & DEMOLITION 191207 - CRUSHED WOOD MATERIAL FROM SKIP COMPANIES	
Acceptable	Unacceptable (Contamination)
ALL SOFT & HARD WOOD UNTREATED TIMBER ANY PACKAGING - PALLETS / CRATES & BOXES TIMBER OFF CUTS SOLID DOORS ROOF TRUSSES / FLOOR BOARDS WINDOW FRAMES / DOOR FRAMES / SKIRTING / ARCHITRAVES ETC PAINTED WOOD (NON LEAD BASED PAINTS)	MDF / HARDBOARD MELAMINE / FORMICA / LAMINATED UNFACED CHIPBOARD / CARDBOARD FELT / TAR / RUBBER / POLYPHENE PLASTERBOARD SOIL / FOLIAGE / TWIGS / BRICKS / GLASS PLASTIC / FOAM / TEXTILES RAILWAY SLEEPERS / TELEGRAPH POLES / TREATED TIMBER

GRADE C SPECIFICATION - LOW GRADE	
030105 - PRODUCTION WOODWORKING, SAWDUST, OFF CUTS 150103 - WASTE WOOD PACKAGING 170201 - CONSTRUCTION & DEMOLITION 191207 - CRUSHED WOOD MATERIAL FROM SKIP COMPANIES 200138 - MUNICIPAL / INDUSTRIAL	
Acceptable	Unacceptable (Contamination)
ALL SOFT & HARD UNTREATED WOOD ALL PACKAGING – PALLETS/ CRATES / BOXES TIMBER OFF CUTS/ SOLID DOORS ROOF TRUSSES / FLOOR BOARDS WINDOW FRAMES DOOR FRAMES/ PAINTED WOOD MELAMINE / FORMICA / LAMINATED OSB / PLYWOOD / UNFACED CHIPBOARD	ALL MDF inc, LAMINATE FLOORING, HARDBOARD CARDBOARD FELT / TAR / RUBBER / POLYTHENE PLASTERBOARD SOIL / FOLIAGE / TWIGS / BRICKS / GLASS PLASTIC / FOAM / TEXTILES RAILWAY SLEEPERS / TELEGRAPH POLES TREATED TIMBER