

HKQAA Hong Kong Registration – Food Waste Recycling Registration Handbook

2018

Hong Kong Quality Assurance Agency

HKQAA Hong Kong Registration – Food Waste Recycling

Formulated by the HKQAA, the HKQAA Hong Kong Registration – Food Waste Recycling aims to provide registration services for organisations engaged in food waste recycling and commend organisations which categorise food waste at source. This handbook stipulates the requirements for the HKQAA Hong Kong Registration – Food Waste Recycling.

Disclaimers:

The Hong Kong Quality Assurance Agency shall not be responsible for any loss or damage of participating entities or other parties arising from this registration, regardless of the causes, or whether it is directly or indirectly related to this registration.

This document is not controlled and its contents may be amended without prior notice. To enquire about the latest version of the document, please directly contact the Hong Kong Quality Assurance Agency. Where there are any contradictions or discrepancies between the Chinese and English versions, the English version shall prevail.

Printing and Publishing:

Hong Kong Quality Assurance Agency

19/F, K. Wah Centre
191 Java Road, North Point, Hong Kong
Telephone: (852) 2202 9111 Fax: (852) 2202 9222

Contents

Section A	Administrative Requirements	5
1.0	Introduction.....	5
2.0	Objective	5
3.0	Terminologies and Definitions.....	6
4.0	Application Eligibility	8
5.0	Flow – “Companions”, “Collectors” and “Recyclers”	9
6.0	Valid Periods for Registration / Commendation	11
7.0	Registration Suspension.....	11
8.0	Registration / Commendation Withdrawal.....	11
Section B	Requirements for “Collectors” and “Recyclers”.....	13
Section C	Requirements for “Companions”	17
Attachments	20

**HKQAA Hong Kong Registration –
Food Waste Recycling
Registration Handbook**

Section A

Administrative Requirements

2018

Hong Kong Quality Assurance Agency

Section A – Administrative Requirements

1.0 Introduction

Handling leftovers and food waste is an important issue every city needs to tackle. According to the Hong Kong 2015 Municipal Solid Waste issued by the Environmental Protection Department, Hong Kong disposed in landfills urban solid waste amounting to 10,159 tonnes, of which 3,382 (33%) tonnes were food waste – the largest category of all urban solid waste disposed in the landfills. Currently, Hong Kong handles leftovers and food waste mainly by directly disposing them in landfills, which does not comply with sustainable development principles. With the city's currently operational strategic landfills expected to reach their full capacity by 2020, the direct disposal of leftovers and food waste does not only occupy precious room in the landfills, but also wastes large amounts of recyclable organic substances. In addition to reducing leftovers and food waste at source, food donation and Food Waste Recycling are also some of the other practicable disposal methods.

In recent years, society has been increasingly placing importance on methods to reduce costs in handling food waste. With the construction of the first phase of the Organic Resources Recovery Centre soon to be completed, Food Waste Recycling is expected to become an importance part in handling food waste for Hong Kong. Hence, the HKQAA formulated the HKQAA Hong Kong Registration – Food Waste Recycling, aiming to promote good practices in the sector and encourage food recycling, source separation and good food waste handling procedures amongst stakeholders, such as industrial and commercial organisations, therefore enhancing the public awareness of reducing and recycling leftovers and food waste.

HKQAA Hong Kong Registration– Food Waste Recycling



Chart 1: Structure of HKQAA Hong Kong Registration – Food Waste Recycling

¹ Source: <https://www.wastereduction.gov.hk/sites/default/files/mw2015tc.pdf>

2.0 Objectives

The HKQAA Hong Kong Registration – Food Waste Recycling was drafted by the HKQAA, in response to the Food Waste Recycling sector's expectations and needs. The scheme aims to:

- (a) Strengthen the sector's ability to record food waste flow in the recycling process, in order to respond to public concerns over the whereabouts of collected food waste;
- (b) Create practical guidelines for the sector, so as to improve its performance in environmental and occupational safety and health, operational capabilities and public image;
- (c) Promote the correct procedures for collecting and handling leftovers and food waste and encourage the public to support the collection and source separation of leftovers and food waste;

The HKQAA Hong Kong Registration – Food Waste Recycling is, however, not intended to guarantee the legal and regulatory compliance, environmental hygiene, work environment safety and product and service standards of registered organisations.

3.0 Terminologies and Definitions

3.1 The following terminologies and definitions apply to the HKQAA Hong Kong Registration – Food Waste Recycling:

Application:	Applications submitted / to be submitted by participating organisations to participate in the HKQAA Hong Kong Registration – Food Waste Recycling.
Reviewer:	Independent qualified individuals appointed by the HKQAA to carry out initial reviews, follow-up reviews, annual reviews and unscheduled reviews.
Companion:	Organisations which participate in the collection and source separation of food waste or which donate food to non-government organisations or trusted groups. They include, but are not limited to, retail shops, restaurants, food producers or processing factories, property management and facility management companies.
Participating Organisations:	Hong Kong-based legal entities which have submitted their application but have yet to have, or have already had, its registration or commendation status confirmed.
Source Separation of Food Waste:	Group and collect different types of food waste, including “Raw

HKQAA Hong Kong Registration – Food Waste Recycling
Registration Handbook
Section A – Administrative Requirements

Food Waste” and “Cooked Food Waste”, before it is sent for recycling.

– “Raw Food Waste” means uncooked food ingredients such as vegetable leaves, fruit skins and residues.

– “Cooked Food Waste” means cooked or processed food such as vegetable and rice leftovers.

Recyclable Food Waste:

Includes, but is not limited to, rice and dish residues, raw and cooked food ingredients and expired food products.

Un-recyclable Food Waste:

Includes, but is not limited to, hard food residues such as large bones or hard shells.

Substances other than Food Waste:

Non-organic recyclable or non-recyclable substances which are not recyclable food waste, such as metals, glass, plastic or paper products.

Permitted Food Waste Recycling Standard:

In any individually packaged food waste for recycling, un-recyclable food waste and substances which are not food waste should not altogether constitute over 20% of the total weight.

Food Waste Recycling Process:

The Food Waste Recycling Process begins with the collection and grouping of food waste and ends with recycled products.

Registration:

This registration is voluntary. The HKQAA will assess the eligibility of Participating Organisations based on objective evidence. After verifying the eligibility of Participating Organisations, the HKQAA will confirm their registration status.

Requirements:

The requirements are set out in the Registration Handbook.

Person in Charge:

An employee appointed by the owner or management of a Participating Organisation, whose duty is to ensure effective measures are implemented to meet the Requirements.

Review:

A Review conducted by the HKQAA, aiming to assess whether the Participating Organisation meets the Requirements. There are four types of Reviews: initial Reviews, annual Reviews, unscheduled Reviews and follow-up Reviews. The initial Review aims to assess

if the Participating Organisation meets the Requirements after their application submission. The annual Review is conducted on a yearly basis, aiming to assess whether the Participating Organisation continues to meet the Requirements. The unscheduled Review is carried out on a Participating Organisation without advance notice, after the identification of registration risks. The follow-up Review aims to follow up on matters unfinished after the initial, annual or unscheduled Review.

Food Waste Collector:

An organisation which participates in the logistics process of delivering food waste from sources to the recycling destination.

Food Waste Recycler:

An organisation which completes the Food Waste Recycling process by converting food waste into usable products / semi-finished products, including, but not limited to, turning food waste into raw materials or energy.

4.0 Application Eligibility

Application Type:	Application Eligibility:
Companion:	Organisations which participate in the collection and source separation of food waste or which donate food to non-governmental organisations or trusted groups. They include, but are not limited to, retail shops, restaurants, food producers or processing factories, property management and facility management companies.
Food Waste Collector (hereinafter referred to as “Collector”)	Applicable to an organisation which participates in the logistic process of delivering food waste from sources to the recycling destination.
Food Waste Recycler (hereinafter referred to as “Recycler”)	Applicable to an organisation which completes the Food Waste Recycling process by converting food waste into usable products / semi-finished products, including, but not limited to, turning food waste into raw materials or energy.

5.0 Flow

5.1 Flow – Collector and Recycler

Participating Organisation:

Hong Kong Quality Assurance Agency

5.1.1 Application

- Complete and submit the application form, *Self-declaration*, *Consent Statement* and company details;
- Provide the copies of your commercial registration or equivalent document to confirm your status as a legal entity;
- Conduct self-assessment (cf Attachment I and Attachment II) and provide details regarding the assessment results.

- Provide Participating Organisations with an application form, *Registration Handbook*, *Terms and Conditions*, *Self-declaration* and *Consent Statement*;
- Review the sufficiency of provided details;
- Confirm the number of days needed for an initial Review
- Confirm the sufficiency of self-assessment result details.

5.1.2 Set an initial Review date

- Discuss with an HKQAA client representative or manager to set a date for the initial Review;
- Confirm the set date for the initial Review.

- Confirm the set date for the initial Review with the Participating Organisation.

5.1.3 On-site initial Review

- Arrange for the Review team to enter the premises of the Participating Organisation and offer required assistance;
- Provide logistics support for the initial Review;
- Co-operate with the Review team to offer related documents and records and set the flow, location and personnel related to the Review;
- Accept the Registration recommendation by the Review team

- Conduct the initial Review:
- Randomly select sample records;
- Review related information and documents for Registration eligibility;
- Conclude the initial Review results and make a Registration recommendation;
- In cases where the Participating Organisation fails to meet the Requirements (on-site or off-site) the said Organisation will need to re-submit its Application if it still fails to meet the Requirements three months after its initial Review.

5.1.4 Follow-up Review (if required)

- Provide required, but yet un-presented records and information, by the date agreed during the initial Review;
- Accept the Registration / commendation recommendation by the Review team

- Review all records and information submitted by the organisation;
- Conclude the Review results and make a Registration recommendation.

5.1.5 Registration

- Collect the Registration certificate and logo;
- Use the logo as per instructions.

- Arrange an independent Review to confirm the Registration recommendation;
- After confirmation, prepare a Registration certificate and logo for collection;
- Provide use instructions for the logo.

5.1.6 Maintain Registration

- Continue to meet the Requirements;
- Organisations should re-conduct a self-assessment and keep the assessment results in case of status change;
- Provide required assistance for the Review team during the investigation into complaints and negative news concerning the organisation.

- Monitor media reports to identify negative news regarding related organisations;
- Request the organisation to investigate;
- Investigate complaints or negative news concerning the organisation if necessary.

5.1.7 Annual Reviews and unscheduled Reviews

- Arrange for the Review team to enter the premises of the Participating Organisation and offer required assistance;
 - Provide the annual and unscheduled Review teams with logistics support;
 - Co-operate with the Review team to offer related information and records and set the flow, location and personnel related to the Review;
 - Confirm the annual or unscheduled Review results.
- Need to arrange and conduct an annual Review by the Registration expiry date. During an annual Review, the Reviewers are required to review related information and documents to confirm the continued qualification and check logo uses;
 - Can carry out an unscheduled Review to confirm the continued qualification;
 - Arrange an unscheduled Review after the identification of Registration risks;
 - Arrange a follow-up Review in case of failure to meet the Requirements (see 5.1.4);
 - Conclude the annual or unscheduled Review results.

5.1.8 Repeat 5.1.6 and 5.1.7 to maintain Registration

5.2 Flow – “Companion”

Participating Organisation:

Hong Kong Quality Assurance Agency

5.2.1 Application

- Complete and submit the application form, *Self-statement* and company details;
 - Provide the copies of your commercial registration or equivalent document to confirm your status as a legal entity;
 - Conduct a self-assessment (cf Attachment IV) and provide details regarding the assessment results.
- Provide Participating Organisations with an application form, *Registration Handbook, Terms and Conditions* and *Self-statement*;
 - Review the adequacy of the provided details (including the self-assessment details) and make a commendation recommendation.

5.2.2 Review

- Arrange for the Review team to enter the premises of the Participating Organisation and offer required assistance;
 - Provide the Review team with logistics support;
 - Co-operate with the Review team to offer related documents and records and set the flow, location and personnel related to the Review;
 - Accept the commendation recommendation by the Review team
- Conduct a Review:
 - Randomly select sample records;
 - Review related information and documents for commendation eligibility;
 - Conclude the Review results and make a commendation recommendation;
 - In cases where the Participating Organisation fails to meet the Requirements (on-site or off-site), the said Organisation will need to re-submit its Application if it still fails to meet the Requirements three months after its initial Review.

5.2.3 Commendation

- Collect the commendation certificate and logo;
 - Use the logo as per instructions.
- Arrange an independent Review to confirm the commendation recommendation;
 - After confirmation, prepare a commendation certificate and logo for collection;
 - Provide use instructions for the logo.

5.2.4 Maintain Commendation Status

- Continue to meet the Requirements and provide updated self-assessment results (Attachment IV) every year;
 - Provide required assistance for the Review team during the investigation into complaints and negative news concerning the organisation.
- Monitor media reports to identify negative news regarding related organisations;
 - Request the organisation to investigate;
 - Investigate complaints or negative news concerning the organisation if necessary.

5.2.5 Repeat 5.2.2 and 5.2.4 to maintain commendation status

6.0 Effective periods for Registration / commendation

Both Registration and commendations are effective for one year. By monitoring the media and conducting annual and unscheduled Reviews, the HKQAA supervises and assess whether an organisation meets the Requirements and complies with the logo use guidelines. Following approval from an annual or internal independent Review, the Registration / commendation may be extended for one year.

7.0 Registration suspension

Registration may be suspended in the following cases:

i. Violation of laws and regulations

The Registration status of a Participating Organisation may be suspended if it is convicted of violating related laws and regulations concerning environmental or occupational safety and health.

ii. Employee injury

The Registration status of a Participating Organisation may be suspended if any of its employees passes away or becomes permanently disabled due to a work injury.

8.0 Registration / commendation withdrawal

Registration / commendation may be suspended in the following cases:

i. Violation of requirements set out in the *Registration Handbook*;

ii. Violation of *Terms and Conditions*;

iii. Violation of *Logo Use Guidelines*;

iv. Failure to pay the Registration fee.

After three months of Registration / commendation withdrawal, an organisation may re-submit their Application and the procedures set out in 5.0 will be followed.

HKQAA Hong Kong Registration – Food Waste Registration Handbook

Section B

Requirements for “Collectors” and “Recyclers”

2018

Hong Kong Quality Assurance Agency

Section B – Requirements for “Collectors” and “Recyclers”

1.0 General Principles

This section set out the requirements for “Collectors” and “Recyclers” in general terms. “Shall” describes compulsory requirements; “should” refers to suggested methods. Whilst organisations may follow the suggestion, they may adopt a different method where they can provide reasons and sufficient evidence to prove the selected method meets the related requirements.

2.0 Self-declaration

2.1 Participating Organisations shall complete and submit their *Self-declaration* in order to confirm, accept and agree with the *Registration Handbook, Terms and Conditions* and *Logo Use Guidelines* and confirm that they comply with the laws and regulations regarding environmental and occupational safety and health.

3.0 Appointment of Person in Charge

3.1 Participating Organisations shall appoint one person to be responsible for ensuring their organisation meets the Requirements. Upon request by the HKQAA, this person in charge shall provide details and records with regard to the Registration.

3.2 The Person in Charge:

- i. Shall have working experience in the industry;
- ii. Shall be appointed by the Participating Organisation's owner or management;
- iii. Should receive five hours of annual continuous professional training.

Note: Continuous professional training includes courses or seminars offered by the HKQAA, governmental departments, professional associations or public organisations. The content shall be related to environmental protection, occupational safety and health or Food Waste Recycling.

3.3 The person in charge shall promote the HKQAA Hong Kong Registration – Food Waste Recycling inside the organisation.

3.4 If the Participating Organisation is convicted of violating laws and regulations concerning environmental or occupational safety and health, the person in charge shall notify the HKQAA within five working days.

3.5 If any employee of the Participating Organisation passes away or became permanently disabled due to

work injuries, the person in charge shall notify the HKQAA within five working days.

- 3.6 In cases where it changes its person in charge, the Participating Organisation shall notify the HKQAA within five working days.

4.0 Code of Practice

4.1 Environmental requirements

4.1.1 Participating Organisations shall carry out a self-assessment of their surrounding environment, to ensure their operations will not cause pollution or hygiene problems and block or occupy public space. Participating Organisations shall re-conduct a self-assessment in case of situational change;

4.1.2 Participating Organisations should use the form in Attachment I for their self-assessment. Whilst they may adopt different methods for their self-assessment, Participating Organisations shall provide reasons and adequate evidence to prove their practices are equivalent to the ones in Attachment I.

4.1.3 Participating Organisations shall carry out improvement measures identified during their self-assessment.

4.1.4 Participating Organisations shall keep records on their self-assessment.

4.2 Occupational safety and health requirements

4.2.1 Participating Organisations shall conduct self-assessments of their occupational safety and health situation, so as to ensure their staff can carry out their duties in safe working environments and that it offers its employees appropriate protective equipment where required. Participating Organisations shall re-conduct a self-assessment in case of situational change;

4.2.2 Participating Organisations should use the form in Attachment II for their self-assessment. Whilst they may adopt different methods for their self-assessment, Participating Organisations shall provide reasons and adequate evidence to prove their practices are equivalent to the ones in Attachment II.

4.2.3 Participating Organisations shall carry out improvement measures identified during their self-assessment.

HKQAA Hong Kong Registration – Food Waste Recycling
Registration
Section B – Requirements for “Collectors” and “Recyclers”

4.2.4 Participating Organisations shall keep records on their self-assessment.

4.3 Operational record requirements

4.3.1 The food waste provided by Participating Organisations should meet the Permitted Food Waste Recycling Standard, which stipulates that, in any individually packaged food waste for recycling, un-recyclable food waste and substances which are not food waste should not altogether constitute over 20% of the total weight.

4.3.2 Participating Organisations shall keep records relating to their Food Waste Recycling operations to trace the whereabouts of their collected food waste.

4.3.3 Participating Organisations should refer to Attachment III in keeping records concerning food waste collection and recycling and any warning letters they have received. However, Participating Organisations may adopt different methods in keeping records, which shall include the details in Attachment III.

HKQAA Hong Kong Registration – Food Waste Recycling Registration Handbook

Section C

Requirements for “Companions”

2018

Hong Kong Quality Assurance Agency

Section C – Requirements for “Companions”

1.0 General Principles

This section describes the requirements for “Companions” in general terms. “Shall” describes compulsory requirements. “May” refers to suggested methods. Whilst organisations may follow the suggestion they may adopt a different method, where they can provide reasons and sufficient evidence to prove the selected method meets the related requirements.

2.0 Self-declaration

2.1 Participating Organisations shall complete and submit their *Self-declaration*, in order to confirm, accept and agree with the *Registration Handbook, Terms and Conditions* and *Logo Use Guidelines*.

3.0 Appointment of Person in Charge

3.1 Participating Organisations shall appoint one person to be responsible for ensuring their organisation meets the Requirements. Upon request by the HKQAA, this person in charge shall provide relevant details and records.

3.2 The person in charge shall be appointed by the Participating Organisation's owner or management.

3.3 The person in charge shall promote the HKQAA Hong Kong Registration – Food Waste Recycling inside the organisation.

3.4 In cases where it changes its person in charge, the Participating Organisation shall notify the HKQAA within five working days.

4.0 Environmental Requirements

4.1 Participating Organisations shall confirm their Food Waste Recycling operations do not obstruct or occupy public space and do not cause hygiene problems, including, but not limited to, air, sewage leaking or noise or rubbish pollution, to their surrounding environment.

5.0 Requirements for Permitted Food Waste Recycling Standard:

5.1 In any individually packaged food waste for recycling provided by Participating Organisations, un-recyclable food waste and substances which are not food waste should not altogether constitute over 20% of the total weight.

6.0 Participating Organisations shall select projects on either 7.0 Source Separation Of Food Waste or 8.0 Food Collection And Donation

7.0 Source Separation of Food Waste

Facilities for the source separation of food waste

7.1 The containers (e.g. food waste buckets) owned, rented or managed by Participating Organisations for food waste shall:

- i. Have a label of recyclable food waste for identification;
- ii. Be equipped with wheels for easy transportation;
- iii. Have a lip to contain the odour.

7.2 Participating Organisations shall provide facilities or installations for source separation on their site (e.g. separated food waste buckets / central food waste collection points). The sites of Participating Organisations may be owned, rented or managed by them.

Records on the source separation of food waste

7.3 Participating Organisations shall keep records concerning the source separation of their food waste, which shall include the following details:

- i. The quantities of recycled food waste;
- ii. The types of recycled food waste;
- iii. Recycling dates.

Note: Participating Organisations may outsource their source separation work to contractors. Contractors may provide Participating Organisations with records on their recycled food waste.

Promote Food Waste Recycling

7.4 Participating Organisations shall annually organise at least one promotional event on the source separation of food waste, in order to educate their staff and local users.

7.5 Participating Organisations shall keep records on their promotional event on Food Waste Recycling.

Select “Collectors”

7.6 Participating Organisations shall select Collectors which can provide location records on their recycled food waste.

7.7 The Collectors selected by Participating Organisations shall provide collection service once every day

and comply with the environmental requirements stated in this code of practice.

Note: Participating Organisations may select registered collectors under the HKQAA Hong Kong Registration – Food Waste Recycling.

8.0 Food Collection and Donation

Food recycling facilities

8.1 The containers (e.g. food boxes / cartons) owned, rented or managed by Participating Organisations for recycling food shall:

- i. Have a label for identification;
- ii. Have a cover or be subject to relevant measures to reduce the chance of recycled food leaking out or being polluted.

8.2 Participating Organisations shall provide facilities or installations for food recycling on their site (e.g. separated food waste buckets / central food waste collection points). The sites of Participating Organisations may be owned, rented or managed by them.

Records on food donation

8.3 Participating Organisations shall keep records concerning their food donation, which shall include the following details:

- i. The quantities of donated food;
- ii. The types of donated food;
- iii. Donation date.

Note: Participating Organisations shall donate recycled food to non-governmental organisations or trusted groups and should keep relevant proof provided by the institutional recipient.

Promotion on food donation

8.4 Participating Organisations shall annually organise at least one promotional event on food donation, in order to educate their staff and local users.

8.5 Participating Organisations shall keep records on their promotional event on food donation.

Select institutional recipients

8.6 Participating Organisations shall select non-governmental organisations and trusted groups which provide food assistance.

HKQAA Hong Kong Registration – Food Waste Recycling Registration Handbook

Attachments

	Project	Result	Improvement Measures
	<p>sewage during operation (e.g. when cleaning the food waste containers)?</p> <p>Are there facilities (e.g. a sewage pool) to collect sewage generated on the recycling site? How is collected sewage handled?</p> <p>— Food waste leakage:</p> <p>Can the food collection containers prevent sewage from leaking whilst food waste is being delivered to the transportation tools or recycling site?</p> <p>Can the transportation tools utilised by the organisation prevent food waste leakage?</p> <p>Do the organisation's staff know how to prevent food waste leakage during transportation (e.g. After collecting food waste, can the staff members effectively fix the food waste containers or does the driver close the lorry container cover or plate)?</p> <p>— Odour:</p> <p>Does the food waste collected by the organisation generate odour which affects nearby people?</p> <p>Does the organisation clean their food waste containers every day?</p>	<p>— Odour:</p> <p>— Noise:</p> <p><input type="checkbox"/> No</p>	

	Project	Result	Improvement Measures
	<p>— Noise:</p> <p>Does the organisation generate noise during operations which affects nearby people ?</p>		
5	<p>Has the Participating Organisation placed its collected food waste in the area owned by the non-participating organisation?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
6	<p>In addition to the above-mentioned areas, does the Participating Organisation have other problems which pollute the surrounding environment and affect its hygiene?</p>	<p><input type="checkbox"/> Yes, other impacts (please specify):</p> <p><input type="checkbox"/> No</p>	

Attachment II
“Collectors” and “Recyclers”
Occupational Safety and Health Requirements
Self-assessment Form

This form provides basic information for self-assessment. Participating Organisations shall conduct self-assessments based on their actual situation and institutional features and execute corresponding improvement measures in light of their assessment results.

Participating Organisations may adopt the methods recommended in Attachment II or other methods of self-assessment. If Participating Organisations adopt other methods, they shall provide reasons and sufficient evidence to prove the selected method meets the Registration requirements.

Participating Organisations shall attach relevant details (e.g. photos or document copies) to ensure the completeness of their assessment.

Part A: Basic Aspects

	Project	Assessment Result	Improvement Measures
1	Over the past 12 months, has the Participating Organisation been charged for violation of laws and regulations concerning occupational safety and health?	<input type="checkbox"/> Yes, please provide details (please specify): <input type="checkbox"/> No	
2	Over the past 12 months, has any employee of the Participating Organisation passed away or become permanently disabled due to work injuries?	<input type="checkbox"/> Yes, please provide details (please specify): <input type="checkbox"/> No	
3	Does the Participating Organisation assess the safety of its working environment?	<input type="checkbox"/> Yes, please provide details (please specify): <input type="checkbox"/> No	

	Project	Assessment Result	Improvement Measures
4	Does the Participating Organisation assess the safety of its machines and equipment?	<input type="checkbox"/> Yes, please provide details (please specify): <input type="checkbox"/> No	
5	In addition to the above-mentioned areas, are there any other aspects of the Participating Organisation related to occupational safety and health?	<input type="checkbox"/> Yes, other aspects (please specify): <input type="checkbox"/> No	

Part B: Personal Protective Gear

This form has set out the scope of protection reasonably covered by personal protective gear and provides other common options for convenience in self-assessment.

The Participating Organisation shall explain its reasons where it considers locations to be without site hazards and it is unnecessary to use personal protective gear.

Protection scope	Site hazards	Types of personal protective gear	Do the relevant staff use the personal protective gear provided for them?	Improvement measures
Eyes	<input type="checkbox"/> Chemicals splashing <input type="checkbox"/> Dust <input type="checkbox"/> Projectiles <input type="checkbox"/> Gases and smoke <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Safety glasses or eye masks <input type="checkbox"/> Face shields <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Protection scope	Site hazards	Types of personal protective gear	Do the relevant staff use the personal protective gear provided for them?	Improvement measures
Head	<input type="checkbox"/> Hit by falling or flying objects <input type="checkbox"/> Hitting the head in narrow working environments <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Safety helmets, anti-collision caps <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Respiratory system	<input type="checkbox"/> Dust, wood chips or fibres <input type="checkbox"/> Harmful gases and smoke <input type="checkbox"/> Insufficient oxygen <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> One-off filtering masks <input type="checkbox"/> Half / full face-mask respirators <input type="checkbox"/> Air supply helmets, self-contained breathing apparatus <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Body	<input type="checkbox"/> Extreme temperatures <input type="checkbox"/> Bad weather <input type="checkbox"/> Chemicals splashing <input type="checkbox"/> Poked by pointed objects <input type="checkbox"/> Harmful dust / fibres <input type="checkbox"/> Dark environments <input type="checkbox"/> Clothing getting stuck <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Special protective clothing, such as warm clothes <input type="checkbox"/> Anti-chemical contamination clothing <input type="checkbox"/> Anti-puncture aprons <input type="checkbox"/> One-off overalls <input type="checkbox"/> Highly visible clothing <input type="checkbox"/> Ordinary protective overalls <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hands and arms	<input type="checkbox"/> Abrasions <input type="checkbox"/> Extreme temperatures <input type="checkbox"/> Skin infections <input type="checkbox"/> Touching chemicals	<input type="checkbox"/> Plastic gloves <input type="checkbox"/> Leather gloves <input type="checkbox"/> Wrist- and arm-protective gear <input type="checkbox"/> Plastic gloves	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Protection scope	Site hazards	Types of personal protective gear	Do the relevant staff use the personal protective gear provided for them?	Improvement measures
	<input type="checkbox"/> Electric shock			
	<input type="checkbox"/> Cuts and stabs	<input type="checkbox"/> Cut- and piercing-proof gloves		
	<input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Others (please specify):		

<p>Feet and legs</p>	<input type="checkbox"/> Chemicals splashing <input type="checkbox"/> Abrasions <input type="checkbox"/> Cuts and stabs <input type="checkbox"/> Falling objects <input type="checkbox"/> Slippery floors and slipping <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Non-slip safety boots or safety shoes with steel heads and soles, waterproof boots <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Hearing ability</p>	<input type="checkbox"/> High noise causes tinnitus, temporary hearing loss, permanent deafness, dizziness and headaches <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Ear protectors (including ear muffs and ear buds) <input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>People falling</p>	<input type="checkbox"/> Injuries or deaths caused by falling from height	<input type="checkbox"/> Use safety harnesses together with a lifeline or stable points	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Others (please specify):	<input type="checkbox"/> Others (please specify):		

Attachment III
“Collectors” and “Recyclers”
Operational Record Requirements

Operational records shall include the details set out in the following form.

Participating Organisations may display their details in other formats but shall include at least the contents indicated in the following form.

Part A: Food Waste Recycling Records

Participating Organisations shall submit records for the past 12 months (note: First-time applicants may only submit records for the past three months) after collecting food waste.

Instead of completing the form below, Participating Organisations can directly submit their relevant internal records.

Date	Sources of Food Waste	Recycling bucket capacity (Litres)	Quantity	Recycling bucket reference number (if applicable)	Total Weight (kilogrammes) (if applicable)

Part B: Whereabouts of Food Waste (only applicable to “Collectors”)

Participating Organisations shall submit records for the past 12 months (note: First-time applicants may only submit records for the past three months) after delivering their food waste.

The food waste delivered by Participating Organisations should meet the Permitted Food Waste Recycling Standard*.

Instead of completing the form below, Participating Organisations can directly submit their relevant internal records.

Date	Recycling bucket capacity (Litres)	Quantity	Recycling bucket reference number (if applicable)	Total Weight (kilogrammes) (if applicable)	Downstream Direction of Food Waste (e.g. “Recyclers”)	Compliance with the Permitted Food Waste Recycling Standard Yes: ✓ No: ✗

*Any individually packaged food waste for recycling, un-recyclable food waste and substances which are not food waste should not altogether constitute over 20% of the total weight.

Part C: Food Waste Recycling Records (only applicable to “Recyclers”)

Participating Organisations shall keep records for the past 12 months regarding the recycling process (note: First-time applicants may only submit records for the past three months) after delivering their food waste.

Participating Organisations shall evaluate or enhance the quality of products recycled from food waste to ensure recycled food waste can once again become useful resources.

Instead of completing the form below, Participating Organisations can directly submit their relevant internal records.

Date	Description of Recycled Products	Quantity of Recycled Products	Quantity of Un-recycled Food Waste (if any)	Downstream Whereabouts of Un-recycled Food Waste (e.g. landfills) (if any)

#The assessment or improvement methods may be the assessment records or improvement plans for recycled products or evidence of project research and development jointly conducted with other partner organisations.

Attachment IV
“Companions”
Self-assessment Form

Participating Organisations may display their details in other formats but shall include at least the contents indicated in this attachment.

Part A: Facilities for the source separation of food waste and food recycling

Please attach on-site photographs of your facilities handling the source separation of food waste or food recycling (at least one photo for each type of facilities).

Instead of completing the form below, Participating Organisations can directly submit their relevant internal records.

Types of facilities for the source separation of food waste and food recycling (e.g. Food recycling installations, Food Waste Recycling buckets and food waste machines)	The locations of facilities for the source separation of food waste and food recycling	Quantity

Part C: Promotion on Food Waste Recycling and Food Donation

Participating Organisations shall submit their records for the past 12 months (note: First-time applicants may only submit records for the past three months).

Please attach records regarding the promotional event (e.g. event photographs, advertising details, meeting minutes and training details).

Instead of completing the form below, Participating Organisations can directly submit their relevant internal records.

Event Date	Event Content	Types of Event Participants

Part D: Select Collectors or Organisational Recipients

Participating Organisations shall indicate their collectors or organisational recipients for the past 12 months.

(Note: First-time applicants may only indicate their collectors or organisational recipients for the past three months).

Instead of completing the form below, Participating Organisations can directly submit their relevant internal records.

Names of Collectors or Organisational Recipients	HKQAA Hong Kong Registration – Food Waste Recycling Registration Collector No. (if applicable)	Whereabouts or Uses of Recycled Food Waste or Donated Food (Do not need to fill in this column in the case of Collectors under the HKQAA Hong Kong Registration – Food Waste Recycling)

Part E: Appointment of Person in Charge

Name of Person in Charge	
Position of Person in Charge	
Appointment Date	
Name of Appointer	
Position of Appointer	

© Hong Kong Quality Assurance Agency 2018

The HKQAA possesses the copyright of this handbook and the intellectual property rights of the other requirements. The copyright is owned by the Hong Kong Quality Assurance Agency. Reprints are reserved. Without the written consent by the Hong Kong Quality Assurance Agency, no parts of this document may be copied or promulgated in any format or methods, including photocopying and recording. Likewise, only with the written consent by the Hong Kong Quality Assurance Agency, may any parts of this document be saved in any format in an accessible system.

*Any opinions, findings, conclusions or recommendations expressed in this material / event (or by members of the Project Team) do not reflect the views of the Government of the Hong Kong Special Administrative Region or the Advisory Committee on Recycling Fund.