

Highlander Paper Recycling

Accredited Product destruction services:

Secure, Product destruction Process:

Upon arrival to our destruction centre in East Kilbride, we operate a series of audited and accredited procedures for material receiving, destruction, verification, audit trail and issuing of destruction certificates to ensure each and every item we receive or collect is completely destroyed and recycled, to the standards of **EN15713**.

All material we receive is weighed using a fully calibrated weighbridge and we utilise uniquely coloured separate weight advices for all items for product destruction, to ensure it is handled completely separately from the thousands of tons of normal waste paper we receive at our depot every year. After weighing, the material is then moved to our destruction area, which is completely separate from our non-confidential / non-security paper recycling operations. This material is then destroyed by our fully vetted staff using our high-speed hammermill unit – our staff are also background checked to standards BS7858. We also have an overflow security area which allows us to store larger material volumes without EVER compromising the security and care of your items for destruction.

At Highlander, we guarantee that all product destruction items will be destroyed within 24 hours of receipt at our facility. All of this makes sure that your branded items, or branded goods, security papers or redundant packaging NEVER come back to bite you!

Finally, after the material has been destroyed and baled prior to final recycling, a series of further checks are performed by the security shredding / destruction centre manager and shredding / destruction area supervisor as part of the material audit trail, from collection to final destruction. At this point your destruction certificate – guarantee that your material has been completely destroyed – is generated by the security shredding manager after all procedural checks are performed and verified and this certificate is finally signed off by a company director. This process gives you peace of mind that your items for product destruction is **100%** destroyed by the Highlander team!

We also have full Professional Indemnity, Public Liability and Product Liability insurances for your extra peace of mind and fully alarmed and CCTV monitored premises.

There are Lots of Destruction Companies Out There – So Why Highlander?

- **ACCREDITED**

We are Accredited to ISO9001 (incorporating EN15713), ISO14001, OHSAS18001, UKSSA audited incorporating employee background checks to BS7858 and fully registered with SEPA.



- **DEDICATION**

We provide a local, dedicated service – no far-flung call centres with Highlander now or ever – we know you personally by name and not account number!

- **INSURED**

We have full insurance coverage from Employers Liability, Product Liability, Public liability and professional indemnity insurance, all for your peace of mind!

- **CONVENIENT**

We take your items for destruction back to our professionally managed off-site destruction centre and – this avoids the need for noisy, polluting, onsite shredding trucks.

- **SERVICE**

We will not be beaten on service – We operate 10 collection vehicles and hundreds of containers, meaning we can provide a tailored service to suit your individual collection and shredding needs!

- **ENVIRONMENTAL**

We transport your confidential material to our dedicated shredding facility. This means there will be no noisy, polluting shredding trucks operating outside your premises...EVER!

- **UNRIVALLED**

Our “More destructive than a Great White” and “Don’t let your documents come back to bite you!” work concepts and cultures, are the envy of our industry in terms of innovation and secure operations!

- **PROFESSIONALISM**

Our staff are vetted, uniformed, fully trained and wear ID badges at all times both during collections and within our secure shredding facility in East Kilbride.

- **EXPERIENCE**

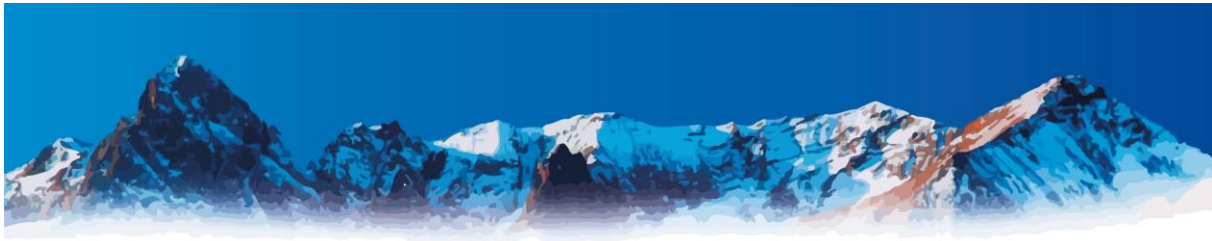
Our management team have over 100-years of experience in the paper recycling, destruction and shredding industry – unrivalled in the Scottish paper recycling market!

- **DILIGENT**

Our vehicles are fully GPS tracked so we know where your material is at all times and our shredding facility is fully CCTV monitored for extra security.

- **LOCAL**

We are a privately owned, local company with over 100 years of combined experience in the destruction, security shredding and paper recycling industries – we guarantee our service will be personal and genuine at all times!



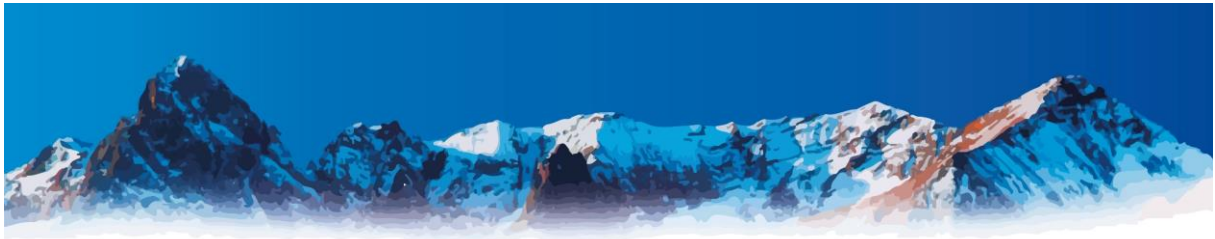
Procedures:

It is vital that we know where your material is at **ALL TIMES** during the destruction procedure – from the initial pick up, to arrival at our depot, to the issuing of the destruction certificate, we have developed and apply robust procedures that allows us to do just that!

On collection, we will issue you a “Waste transfer note” which as well as being central to the entire audit trail, also discharges our obligations under environmental legislation that stipulates that all waste movements – even confidential waste documents – must be adequately recorded on a waste transfer note and of course, collected by a suitably registered waste carrier – [click here](#) to see our waste carriers certificate. For material deliveries we provide a weight ticket which is proof of receipt at our destruction centre and acts as the epi-centre of the audit trail in such instances.

During transit, our vehicles are fully GPS tracked so we can monitor the movement of your confidential waste in real time and give you progress reports at every stage in the movement of your material from collection to destruction – the vehicles can be tracked either from our destruction centre or through smart phone apps so no matter where our management are, we can keep track of your material at all times!

Upon arrival at our depot, the material is weighed in using specially designed weight tickets, allowing every detail of your consignment to be clearly and adequately recorded and handled completely separately from normal paper for recycling. From weighing to tipping to shredding, the movement of the material is tracked, signed for and checked to ensure a full , comprehensive audit trail as part of our EN15713 accreditation requirements – [click here](#) to see our ISO9001 accreditation, incorporating the standards of EN15713. All staff – from our uniformed driver to our shredding operatives are fully trained in our procedures and are background checked to BS7858 standards to ensure your material is handled professionally and diligently – [click here](#) to see our UKSSA (United Kingdom Security Shredding Association) - To see our Product-destruction Hammermill in action, our video can be seen on the link: <https://www.youtube.com/watch?v=t9yonAGnoyl&t=1s>



**HIGHLANDER
SECURITY
SHREDDING**

Don't let your documents come back to bite you!

"more destructive than a great white!"