Your WEEE Compliance Checklist

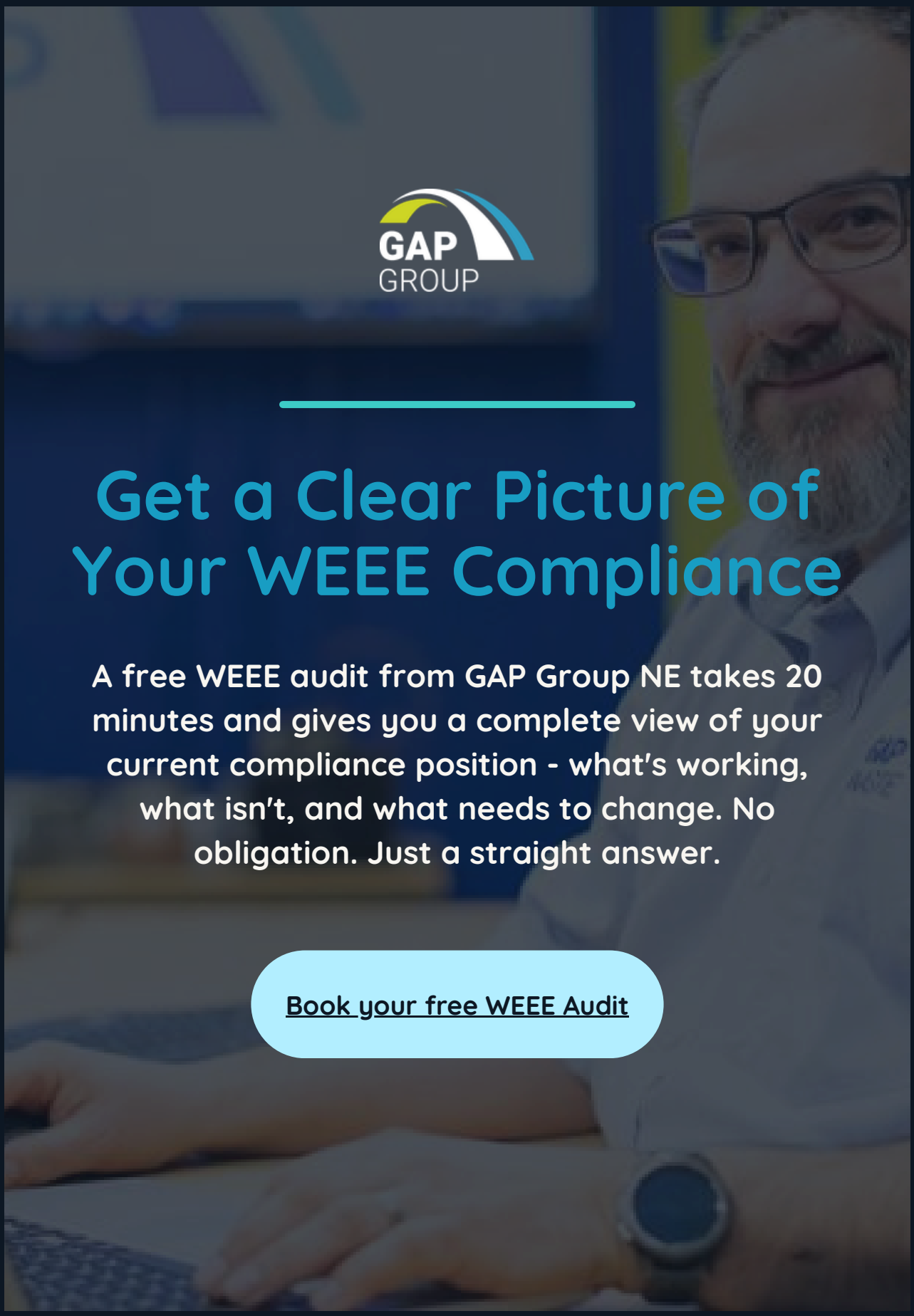
Documentation	✔
We have a current signed contract with a registered waste carrier for WEEE collection	
We obtain and retain a Waste Transfer Note for every WEEE collection	
We obtain Hazardous Waste Consignment Notes for applicable items (batteries, fluorescent tubes, CRTs)	
We hold up-to-date recycling or destruction evidence from approved WEEE treatment facilities for all WEEE processed in the last 12 months.	
All documentation is held centrally and accessible within 24 hours if requested	
Data & IT Equipment	✔
We have a documented process for data-bearing devices before collection	
We receive a certificate of data destruction for every collection of data-bearing equipment	
Our data destruction process is consistent across all sites, not left to individual site managers	
Our data destruction approach meets UK GDPR requirements and can be evidenced	
Multi-Site Consistency	✔
The same approved carrier is used across all sites - not a mix of local contractors	
Site managers know not to dispose of WEEE via general waste or skip hire	
We have a process for ad-hoc collections when volumes spike between scheduled pickups	
Our sustainability or ESG report can accurately reflect WEEE tonnage diverted from landfill	
Vapes & Emerging Items	✔
We have a compliant collection solution in place for vapes and e-cigarettes	
Batteries are collected separately and routed to the correct waste stream	

How to Evaluate a WEEE Partner

Not all WEEE providers are equal. When assessing a recycling partner - whether you are switching from a broker or reviewing an existing arrangement - these are the questions that matter:

Are you an AATF?	They must be an Approved Authorised Treatment Facility registered with the Environment Agency. Ask for their AATF number and verify it at gov.uk.
Do you issue AATF certificates?	Every load processed should result in a certificate you can retain for audit purposes. If they cannot provide these, they are not compliant.
Who actually processes our WEEE?	If the answer is 'our partner' or 'our approved network' without specifics, you are talking to a broker. Push for the name and registration of the actual processing facility.
Can you handle all our sites under one agreement?	A national or regional FM estate needs a partner who can coordinate multi-site collections centrally, not one who handles each site separately.
How do you handle data destruction?	They should have a documented, auditable process for data-bearing devices and issue certificates per collection - not per batch or per quarter.
What reporting do you provide?	You should receive tonnage reports, recycling rate data, and certificate copies in a format that supports your ESG reporting.
What is your response time for ad-hoc collections?	For FM teams managing active sites, you need to know that an unplanned collection can be arranged quickly when needed.

GAP Group NE meets all of the above criteria. We are a licensed AATF processing facility and we are happy to answer any of these questions in detail.


GAP
GROUP
Get a Clear Picture of Your WEEE Compliance
A free WEEE audit from GAP Group NE takes 20 minutes and gives you a complete view of your current compliance position - what's working, what isn't, and what needs to change. No obligation. Just a straight answer.
Book your free WEEE Audit

About GAP Group

GAP Group is a licensed Approved Authorised Treatment Facility (AATF) providing nationwide WEEE collection, licensed treatment, and complete compliance documentation for FM teams, retailers, and businesses across the UK. We own the entire process - containers supplied, collections managed using our own haulage fleet, treatment carried out at our licensed facilities, and certificates issued for every asset.

Our services cover the full range of FM waste streams: mixed WEEE, IT equipment and data destruction, batteries, lamps and lighting, vapes, white goods, and fridges. We also handle property clearances and site decommissions, and where equipment is still functional our refurbishment division diverts it to reuse before recycling.

We work with FM teams and national retailers managing multi-site estates of all sizes. Every client gets a named account manager, consistent documentation across all sites, and ESG reporting data that supports sustainability reporting.

Contact Us

gapgroupuk.com

0191 438 6438