

PREMIER SHREDDING

**UNIT 3J, NORTH ROAD,
MARCHWOOD INDUSTRIAL PARK,
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METHOD STATEMENT

PREMIER SHREDDING LIMITED offers a service to cater for all areas of Confidential Waste from documentation to CD's, tapes and IT Equipment. Under the Data Protection Act, the confidential and secure destruction of any data which could identify a living individual is a legal requirement.

THE OPERATION

- **The customer's requirements are ascertained. A collection date is then scheduled. A full Audit Trail is provided, this includes time and date collected, time and date unloaded in warehouse and time and date shredded.**
- **A CRB checked member of staff will arrive at the designated collection point and load the customers documents on to our secure vehicle. All vehicles have a satellite tracking system fitted and all members of staff carry Premier Shredding ID. Once the documents have been loaded a Certificate of Clearance and Waste Transfer Note will be issued by the driver.**
- **The documents are transported to one of our secure depots where they are immediately unloaded and shredded by one of our 16mm cross cut shredders which means our machines will quite happily cope with metal fasteners, paper clips and staples. The company's total shredding capacity is in excess of 10 tonnes per hour, which allows all documents to be shredded on the same day.
The shredded paper is then baled ready for transportation to the tissue mills for pulping and recycling.**
- **A Certificate of Destruction is raised, which is signed by Premier Shredding as confirmation that your documents/equipment have been destroyed in the promised manner.**
- **Our premises have CCTV inside the depots showing the processing and 24 hours CCTV surveillance with on foot security patrols every hour.**