

# ShredAway



## Standard Operating Procedure

1. Documents are collected from the client's premises on a pre-arranged date and time.
2. Unless documents are pre-loaded, loose documents are placed in 240-liter wheelie bins which are individually sealed with a numbered seal of which the unique number is recorded on the collection slip.
3. The bins are transported directly to our secure shredding premises.
4. Under the business owner's supervision, the bins are opened, and the numbers of the seals are correlated with the seal numbers recorded on the collection slip. The business owner is present during all stages of document handling.
5. Hard or soft file covers, plastic dividers, paper clips and other metal items are removed. Staples are not removed. The paper is then sorted by colour and thickness.
6. The paper is destroyed with a high speed, industrial P4 schedule crosscut shredder, which complies with the Protection of Personal Information Act, 2013. (POPI Act.)
7. Should the volume of paper surpass the daily shredding capacity of 2 tons, any opened, unprocessed bins are re-sealed with new seals. The seal numbers are recorded and checked the following day.
8. Destroyed paper and sealed bins with paper that could not be shredded on the day of collection, are locked in secure premises with security and alarm systems.
9. The shredder deposits the shreds in strong plastic bags which are sealed and taken to a pulping plant for final destruction.
10. Depending on the volume of paper and time of collection, the whole process of destruction is completed on the day of collection.