



QUALITY SCHEME OF SMART RE-USE PARKS

FOR SRP . . . IN FUA . . .

Description:

This manual will describe how to meet quality criteria when designing and running Re-Use Parks. It is a basis for internal and external partners and service-providers who are setting-up and running a SRP.

Content

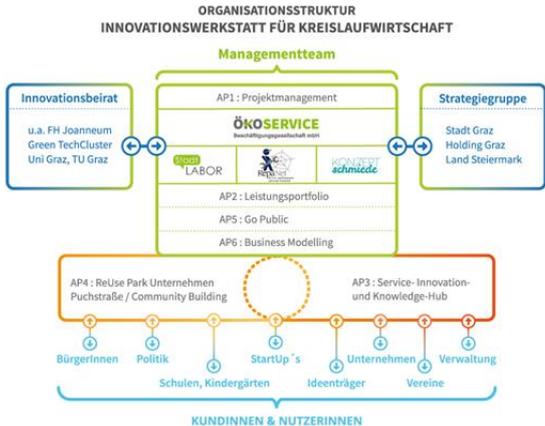
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Quality Criteria Of A Smart-Re-Use Park Manual On How To Meet Quality Criteria

Date of establishment	
Month	Year
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1. Setting up management and organisational structures

Nr.	Quality Criterion	Fulfilled	Evaluated
1.1	<p>One organisation has taken over the management of the Re-Use Park. Within this organisation there is one person as contact person.</p> <p><i>Complete company data (company name, address, www., registration number, company form etc.)</i></p> <p><i>Contact person with complete contact data</i></p>		<p>Evaluation Month / Year</p> <p>-- / ----</p>
1.2	<p>The Structure of the SRP is shown in an organigram.</p> <p><i>It consists of the components:</i></p> <p><i>Organisational unit, management, contact person, relationship with service providers, services provided by providers, stakeholder group, citizens, costumers, institutions, companies, entities, schools</i></p> <p><i>Organigram example:</i></p> 		



1.3	For the SRP there is a business plan for 3 years.		Evaluation Month / Year
1.3E	<i>The business plan is evaluated once a year</i> <i>The criterion is only met if the business plan is actually attached as an annex.</i>		___ / _____
1.4	A communication plan has been developed.		Evaluation Month / Year
1.4E	<i>Communication plan is adapted every year.</i> <i>The criterion is only met if the business plan is actually attached as an annex.</i>		___ / _____
1.5	There is a clear cooperative identity for this SRP (logo, slogan, advertising material, website, social media, etc.)		
1.6	A stakeholder group has been set up to advise the SRP management. The stakeholders are described with regard to participating persons, functions and represented organizations. <i>The stakeholder group will meet every . . . month at minimum once a year.</i>		Will meet every . . . month Meeting 1 ___ / _____ Meeting 2 ___ / _____
1.7	Management has agreed with the stakeholder group on a common procedure (e.g. to accept new service providers) <i>How often they will meet. New service providers are discussed in the stakeholder meeting and a recommendation is made to the management regarding the admission.</i>		
1.8	Between Management and service providers a written cooperation agreement has been set up. <i>The criterion is only met if all the cooperation agreements with all service providers are actually attached as an annex.</i>		



2. Defining and integration of SRP Providers

Nr.	Quality Criterion	Fulfilled	Evaluated
2.1	<p>There are at least 3 different service providers working together within the SRP.</p> <p><i>The criterion is only met if all the cooperation agreements with all service providers are actually attached as an annex.</i></p>		
2.2	<p>There is a formal procedure involving the stakeholder group to accept new service providers.</p> <p><i>As defined in Criterion 1.7. as a clear procedure and description on service providers that are welcomed in the SRP.</i></p>		
2.3	<p>Service providers must comply with all legal requirements relating to the services they offer.</p> <p><i>Is checked by management before admission (legal compliance e.g. trade licence)</i></p> <p><i>The compliance is evaluated once a year</i></p>		<p>Evaluation Month / Year -- / ----</p>



3. Defining and integration of services provided

Nr.	Quality Criterion	Fulfilled	Evaluated
3.1	<p>At least 5 different services are offered</p> <p><i>a List of services offered for the definition of re-use and repair activities that are already running or will be set-up in future.</i></p> <p><i>A smart re-use park covers: collection or re-useable goods, preparation for re-use, selling of re-use goods, repair cafes, repair and upcycling workshops, sharing initiatives, etc. Within the waste prevention plan steps are defined on how to integrate and introduce new services.</i></p> <p><i>The number of services is checked once a year</i></p>		<p>Evaluation</p> <p>Month / Year</p> <p>___ / ____</p>
3.2	<p>The services offered are a contribution to sustainable development or promote circular economy.</p> <p><i>Again services follow an approval (sustainability criteria, legal aspects, etc.) before they are displayed and offered.</i></p>		
3.3	<p>All the services offered by the SRP are available to all citizens without restriction as to age, social, political or ethnic group, etc.</p> <p><i>Define the activities offered by the SRP with the service providers involved.</i></p> <p><i>In your selection, make sure that no group of citizens is excluded from the offers.</i></p> <p><i>Have accessibility checked regularly by the SRP stakeholder group. Set these activities on a website so that the services are visible to all citizens at all times.</i></p> <p><i>The availability of services for all citizens is checked once a year</i></p>		<p>Evaluation</p> <p>Month / Year</p> <p>___ / ____</p>