

# Shred-it's secure on site shredding and recycling process



## Step 1

Your employees place confidential documents in locked security consoles for safe storage prior to destruction.



## Step 2

Our specialist shredding truck arrives at your location on the agreed schedule to shred your documents on site.



## Step 3

Our BS7858 vetted security expert removes your documents and scans the console to provide evidence of collection.



## Step 4

Your confidential information is shredded to fine 'confetti' inside the truck, behind a locked security screen, at your site.



## Step 5

Once you have approved and signed for your service, you receive an official Certificate of Destruction for your records and audit trail.



## Step 6

Shredded documents are securely baled at a local Shred-it service centre and then recycled into a variety of products.

For more information visit [shredit.co.uk](http://shredit.co.uk)  
or call **0800 028 1164**



## ISO Certified

Shred-it Limited has been assessed and certified as meeting the requirements of ISO 9001:2008, ISO 14001:2004, and BS EN15713.



Making sure it's secure.™