

The **SHRED-X** DOCUMENT DESTRUCTION secure document destruction process



Set up

Upon set up of your secure document destruction your account manager will organise a day for your secure containers to be delivered to your premises. Each container is securely locked to maintain the integrity of the secure process and a representative of your company will be issued with a key. The Shred-X secure container then remains on your premises until your scheduled collection date.



Collection

When your Shred-X secure container is scheduled to be collected it will be collected by one of our security bonded and police checked Shred-X personnel. At this time Shred-X will ensure that a representative of your company signs the service receipt prior to leaving the site. A copy of this receipt will be left with your representative.



Transport

The Shred-X secure container is then transported from your premises in locked and alarmed secure Shred-X vehicles to our secure destruction facility. Each Shred-X secure vehicle is individually fitted with a GPS tracking device which is monitored in real time to ensure that your sensitive data is safe at all times.



Destruction

Once the containers arrive at our secure shredding facility, the destruction process begins. The contents of the containers are destroyed and permanently de-identified using our industrial shredding machines. Each machine can shred over four tonnes per hour and each Shred-X facility is set up with several shredders ensuring all collections are shredded within 24 hours. Once this process has taken place you are eligible to receive a certificate of destruction confirming that your sensitive data has been destroyed and permanently de-identified.



Baling

As your data is being destroyed, the loose paper shreds are baled into 1.2 tonne blocks (250,000 shredded A4 pages). The bales are graded to international specifications under the Shred-X quality assured program. There are over 50 international grades ranging from white ledger to mixed office coloured waste. During the baling process a small fraction (typically 3%) of the fibre is removed as "out-throws". Out-throws consist of plastic, cellophane and other non soluble adhesives that contaminate the recycling process.



Recycling

After the paper shreds have been baled they are then ready to be recycled. All the graded bales are sold to paper manufacturers as substitute for virgin pulp. Most of Shred-X's recovered shredded fibre is used to manufacture toilet tissue and other paper towel products. This process has a very positive effect on the environment, not only saving huge amounts of energy and reducing landfill and land clearing, but also significantly reducing CO2 emissions. Shred-X work with government certified agencies in providing its customers with a comprehensive Environmental Certificate on a regular basis that is a direct consequence of the paper fibre recovered from the Shred-X Quality Assured Destruction process.

"Our business is making sure that no one knows YOUR business"