

K15014 Version 18
1 March 2025

Evaluation Guideline KIWAGREEN

for the Kiwa product/process certificate for
improving the health of People and Planet



creating
trust
***driving
progress***

**KIWA
GREEN**

kiwa

Preface Kiwa

This Evaluation Guideline has been accepted by the Kiwa Covenant Committee (KCC), in which all relevant parties in the field of sustainability are represented. This Committee also supervises the certification activities and will adjust this evaluation guideline if required. All references to the committee in this evaluation guideline pertain to the above mentioned Kiwa Covenant Committee.

This evaluation guideline will be used by Kiwa in conjunction with the Kiwa Regulations for Certification, which include the general rules employed by Kiwa for its certification activities.

Kiwa Nederland B.V.

Sir Winston Churchilllaan 273
2288 EA Rijswijk
P.O. Box 70

Telephone: +31 (0)88 998 44 00
nl.kiwa.info@kiwa.com
www.kiwa.com

Binding declaration

This evaluation guideline has been declared binding by Kiwa effective 1 March 2025.

Content

Preface Kiwa	2
Content.....	3
1 Introduction	5
1.1 General	5
1.2 Field of application / scope.....	5
1.3 Acceptance of tests reports provided by the supplier	5
1.4 Quality declaration.....	5
2 Terminology	6
2.1 Definitions.....	6
3 Procedure for obtaining a quality declaration	7
3.1 Initial investigation	7
3.2 Granting the certificate.....	7
3.3 Investigation into the product/process and/or performance requirements	7
3.4 Production process assessment.....	7
3.5 Contract assessment.....	7
4 Product/Process requirements.....	8
4.1 General	8
4.2 Requirements.....	8
4.2.1 Basic requirements - Governance.....	8
4.2.2 Additional product/process requirements.....	9
4.2.3 Rated requirements	9
5 Marking.....	12
5.1 General	12
5.2 Certification mark	12
6 Requirements in respect of the quality system.....	13
6.1 Manager of the quality system	13
6.2 Internal quality control/quality plan.....	13
6.3 Management of assessment tools and measuring equipment.....	13
6.4 Procedures and working instructions	13
6.5 Other requirements of the quality system	13
7 Summary of tests and inspections	14
7.1 Test matrix.....	14
8 Agreements on the implementation of certification.....	15
8.1 General	15
8.2 Certification staff	15
8.2.1 Competence criteria certification staff.....	15
8.2.2 Qualifications Certification staff	16
8.3 Report on Initial investigation.....	16
8.4 Decision for granting the certificate and/or imposition of measures	16

8.5	Nature and frequency of third-party assessments	16
8.6	Non-conformities.....	17
8.6.1	Severity of nonconformities.....	17
8.6.2	Follow-up nonconformities	17
8.7	Temporarily no production or delivery (optional)	17
8.8	Report to the Board of Experts	18
8.9	Interpretation of requirements	18
9	Titles of the standards.....	19
9.1	Public law rules	19
9.2	Standards / normative documents	19
I	Model certificate (sample page 1)	20
	(sample page 2)	21
II	Model IQC Scheme (sample)	22
III	Certificate holder declaration (sample)	23

1 Introduction

1.1 General

The requirements included in this evaluation guideline will be employed by Kiwa when dealing with an application and the maintenance of a product/process certificate for KIWAGREEN.

For this manual compliance can be demonstrated through a combination of meeting the requirements of other recognised certification schemes and/or additional requirements. Corresponding additional requirements shall be based on a recognized certification scheme or a Kiwa Covenant.

When carrying out certification activities, Kiwa is bound by the requirements laid down in NEN-EN ISO/IEC 17065.

This document offers to applicants the background of sustainable procurement and production requirements based on ISO 20400 and ISO 26000.

1.2 Field of application / scope

These products/processes are intended to be applied in terms of

- Reliability and transparency requirements (Product/Profit/Governance);
- Social aspects regarding transparency and human rights (People/Social);
- Environment and sustainability aspects (Planet/Environment).

1.3 Acceptance of tests reports provided by the supplier

With regard to the requirements included in this evaluation guideline, the applicant, in the view of third party assessments, can submit conformity reports issued by evaluation bodies to prove that the requirements of this evaluation guideline are being met. It will have to be demonstrated that the relevant inspection, analysis, test, and/or evaluation reports have been prepared by an institution that meets the corresponding applicable accreditation standard, namely:

- EN-ISO/IEC 17020 for inspection bodies;
- EN-ISO/IEC 17021-1 for certification bodies certifying management systems;
- EN-ISO/IEC 17024 for certification bodies certifying persons;
- EN-ISO/IEC 17025 for laboratories;
- EN-ISO/IEC 17065 for certification bodies certifying products, processes, and services.

Remark:

This requirement is considered to be fulfilled when a certificate of accreditation can be shown, issued either by the Board of Accreditation (RvA) or by one of the institutions with which an agreement of mutual recognition and acceptance of accreditation has been concluded by the Board of Accreditation. If no certificate of accreditation can be submitted, the certification institution itself will verify if the accreditation criteria have been met.

1.4 Quality declaration

The quality declarations to be issued by Kiwa based on this evaluation guideline will be referred to as KIWAGREEN certificate.

A model of the KIWAGREEN certificate has been included for information purposes as Annex.

2 Terminology

2.1 Definitions

The definitions and the terms used in this manual and/or in the KIWAGREEN covenants or certificates are in the following alphabetical list. In case a term used is not present in this list, then one can refer to ISO 20400 and ISO 26000:

- **Certification mark:** a protected trademark of which the authorization of the use is granted by Kiwa to the supplier whose products can be considered to comply on delivery with the applicable requirements and to which a possibly a specially for this purpose designed label on the quality information about the application of this product may be added, based on the results as stated in the report issued by Kiwa on the inspection of the prototype;
- **Circular Economy:** A circular economy is an economic system of closed loops in which raw materials, components and products lose their value as little as possible, renewable energy sources are used and systems thinking is at the core;
- **Covenant:** A Covenant is a statement of endorsement, which means an explicit statement of approval, always in relation to the content of that specific Covenant;
- **Claim:** A statement quantifying one or more aspects of a product or process that is – within the framework of the Kiwa Covenant– based on verified evidence;
- **CSR:** Corporate Social Responsibility is a form of corporate self-regulation integrated into a business model. CSR policy functions as a self-regulatory mechanism whereby a business monitors and ensures its active compliance with the spirit of the law, ethical standards and national or international norms;
- **Decision maker:** A qualified certification staff who has not been involved in the pre-certification tests who makes the decision for granting the certificate;
- **Ecosystem services:** Many and varied benefits that humans freely gain from the natural environment and from properly-functioning ecosystems. Such ecosystems include, for example, agro ecosystems, forest ecosystems, grassland ecosystems and aquatic ecosystems;
- **Evaluation Guideline:** The agreements made by the technical committee on the subject of certification;
- **Follow-up investigation:** the investigation carried out after granting the certificate to determine that the certified products/process and/or approved quality related processes continue to be in compliance with the requirements laid down in the evaluation guideline;
- **ILO:** The International Labour Organization (ILO) is a United Nations agency dealing with labour issues, particularly international labour standards, social protection, and work opportunities for all. In 1998, the 86th International Labour Conference adopted the Declaration on Fundamental Principles and Rights at Work. This declaration contains four fundamental policies:
 - The right of workers to associate freely and bargain collectively;
 - The end of forced and compulsory labour;
 - The end of child labour;
 - The end of unfair discrimination among workers.
- **Initial investigation:** The initial evaluation of the supplier and the investigation of the relevant products/processes for the first issuance of a certificate;
- **IQC scheme:** a description of the quality inspections carried out by the supplier as part of his quality system;

- **Life Cycle Analysis (LCA):** A technique to assess the full range of environmental effects assignable to products and services by quantifying all inputs and outputs of material and assessing how these material flows have an impact on the environment;
- **Product certificate:** a document in which Kiwa declares that a product may be deemed, on delivery, to comply with the product specification recorded in the product certificate;
- **Product/Process requirements:** requirements made specific by means of measures or figures, focusing on (identifiable) characteristics of products/processes and containing a limiting value to be achieved, which can be calculated or measured in an unequivocal manner.
- **Supplier:** the party that is responsible for ensuring that the products/processes meet and continue to meet the requirements on which the certification is based;

3 Procedure for obtaining a quality declaration

3.1 Initial investigation

The initial investigation to be performed based on the (product/process) requirements as contained in this evaluation guideline, including the assessment methods, depending on the type of product/process to be certified:

procurement and production process assessment;
assessment of the quality system and the IQC scheme;
verification on the presence and functioning of the further required procedures.

3.2 Granting the certificate

After completing the initial investigation, the results are presented to the Decision maker (see §8.2). This person evaluates the results and decides whether the certificate can be granted or if additional data and/or assessments are necessary before the certificate can be granted.

3.3 Investigation into the product/process and/or performance requirements

Kiwa will investigate the products/processes to be certified against the certification requirements as stated in this evaluation guideline or will have them investigated on its behalf.

The required samples may be drawn by or on behalf of Kiwa.

3.4 Production process assessment

When assessing the production process, it is investigated whether the producer is capable of continuously producing products that meet the certification requirements

The evaluation of the production process and procedures takes place during the ongoing work at the producer.

3.5 Contract assessment

If the supplier is not the producer of the products/processes to be certified, Kiwa will assess the agreement between the supplier and the producer.

This written agreement, which is available to Kiwa, must at least include:

That accreditation bodies, scheme managers and Kiwa will be given the opportunity to observe the certification activities carried out by Kiwa or on behalf of Kiwa at the producer.

4 Product/Process requirements

4.1 General

This chapter describes the requirements Product/Process shall meet, as well as the determination methods to establish that the requirements are being met.

The goal of this assessment guideline is to create more value to the organization by improving

- Productivity;
- Assessing value and performance;
- Enabling communication between purchasers, suppliers and stakeholders;
- Encouraging innovation.

This document is a guidance for organizations with a wish to:

- contribute to sustainable development;
- to the achievement of the United Nations Sustainable Development Goals.

It guides the organizations to manage risk and opportunities for an environmentally, socially and economic sustainable development.

The organization is assessed with respect to the requirements described in the sections of chapter 4. The rated requirements are rated according to the activity (scoring) level of organization which is categorized as follows:

- Level 0, fundamentals and policy: the principles and core values of the requirement are understood and documented, there is motivation to implement the sustainability activities to the value chain;
- Level 1, strategy and coordination: activities related to the requirement are enabled in top management level by commitment, accountability clarified;
- Level 2, system and organization: activities related to the requirement are enabled in lower level managements, by setting priorities and measuring performance;
- Level 3, processes and procedures: activities related to the requirement are enabled down to the individual workers, requirements are converted into specifications, results are reported to shareholders.

The evaluation of the basic requirements and rated requirements for each level is done according to the Kiwagreen Assessor's checklist. The total score achieved from the rated requirements determines the certification level of Kiwagreen certificate.

4.2 Requirements

4.2.1 Basic requirements - Governance

Below list describes the basic sustainable governance requirements of KIWAGREEN certificate. These requirements establish the basis on how to act as organization in relation to Environment, Social and Governance (ESG) values. The supplier shall demonstrate the evidence of the mandatory requirements listed below:

1. The organization shall have a written policy regarding the principles for improvement of sustainability aspects which are listed in the following items of this list;
2. The organization shall identify and have access to all applicable local, national and ratified international laws and regulations by which the organization is bound and to determine how these laws and regulations apply to the implementation of her policy;
3. The organization shall integrate sustainability principles to the procurement process and promote social responsibility in the value chain;
4. The organization shall prevent pollution in terms of emissions to air, discharges to water, waste management, use and disposal of toxic and hazardous substances;
5. The organization shall improve the sustainable use of land and key energy sources, water conservation and to minimize resource requirements for goods and services;

6. The Organization shall have a policy and measurable objectives regarding re-use of material (reuse, repair, refurbish, recycle);
7. The organization shall follow a general policy concerning the social responsibility for her employees based on ILO principles and following ISO 26000, SA8000 or equivalent;
8. The organization shall adopt a proactive approach on identifying and analysing, address and avoid/mitigate actual and/or potential human right and health risks in the value chain;
9. The organization shall protect biodiversity and ecosystem services and promote environmentally urban and rural development;
10. The organization shall promote consumer rights principles and to ensure factual and unbiased information and sustainable consumption.

4.2.2 Additional product/process requirements

In addition to the basic requirements specified in §4.2.1, the following applies:

All fitness-for-function requirements as defined by a relevant certification shall be met. The certificate for the fitness of function shall be issued within maximum 1 year after the issuing of the Kiwagreen certificate.

The fitness-for-function requirements shall be listed in the relevant assessment guideline. An example can be found in the clause 4.2 of [Kiwa Manual K15013](#) Kiwa Covenants for products and processes.

4.2.3 Rated requirements

The maximum total score of the rated requirements is 150 points. Rated requirements are specified in Table 1 with corresponding scoring levels. The score collected in the initial assessment shall be maintained in the yearly surveillance assessments.

A minimum total score of 40*) points from § 4.2.3.1 to §4.2.3.36 shall be met to obtain KIWAGREEN certificate level 0.

A minimum total score of 60*) points from §4.2.3.1 to §4.2.3.36 shall be met to obtain KIWAGREEN certificate level 1.

A minimum total score of 90*) points from §4.2.3.1 to §4.2.3.36 shall be met to obtain KIWAGREEN certificate level 2.

A minimum total score of 120*) points from §4.2.3.1 to §4.2.3.36 shall be met to obtain KIWAGREEN certificate level 3.

*) the by Kiwa declared values are each year evaluated and can be subject to change.

Table 1 K15014 Rated Requirements

NO.	DESCRIPTION OF THE REQUIREMENT	RATING			
		SCORING LEVELS			
		0	1	2	3
	GOVERNANCE	SUBTOTAL			
		40			
4.2.3.1	The organization has a quality management system that meets the requirements of ISO 9001 or equivalent, certified by an accredited organization.		2		
4.2.3.2	The management of the organization must ensure that the raw materials used are traceable from their original supplier(s).	2	2		
4.2.3.3	The design has taken into account a maximum potential recyclability through the use of a homogeneous (mono) material or compatible materials.	2		3	4
4.2.3.4	The design has taken into account a maximum energy saving during production process.	3	2		
4.2.3.5	The design has taken into account a maximum energy saving during its operational lifetime.	2	3		
4.2.3.6	The design has taken into account reusability of the product (second life).	2	3		
4.2.3.7	The design has taken into account the possibility of refurbishment.	2	3		

4.2.3.8	The design has realized a proven lifetime extension of at least 50% above standard expectations (used in the relevant product standard)	2	3		
	SOCIAL	SUBTOTAL 45			
4.2.3.9	The organization ensures product information leaflets etc. do inform buyers of products and services adequately on the envisaged application, user risk and product performance	5			
4.2.3.10	The organization provides information about the sustainability aspects of the product, and offer or suggest re-use, recycling and disposal services.	5			
4.2.3.11	The organization has established procedures in which risk analyses are foreseen to evaluate procurement and production on the basis of the ILO and ISO 26000 standards where applicable	5			
4.2.3.12	The organization has a policy on acceptance of freedom of workers to form or join independent trade unions and workers associations	3			
4.2.3.13	The organization recognizes staff representatives and gives access to the workplace to carry out their functions		2		
4.2.3.14	The organization applies procedures to avoid forced labour defined by ILO Convention 29 throughout the value chain		3		
4.2.3.15	Staff is not required to make any deposits or financial guarantees. Organization does not retain any identity documents	2			
4.2.3.16	The organization applies procedures to avoid child labour defined by ILO throughout the value chain	3			
4.2.3.17	The organization applies procedures to avoid (in)direct child exploitation defined by ILO throughout the value chain		2		
4.2.3.18	The organization ensures equal opportunities for workers on working conditions	3			
4.2.3.19	The organization has procedures to avoid undesirable behaviour throughout the value chain		2		
4.2.3.20	The organization provides healthy and safe working environment and promotes it by trainings throughout the value chain	3			
4.2.3.21	The organization assigns responsibility for health and safety to a senior management representative and make risk analysis.		2		
4.2.3.22	The organization has a labour agreement with all staff complying with national legislation and ILO principles	3			
4.2.3.23	The organization does not make deductions from salary as disciplinary measure		2		
	ENVIRONMENT	SUBTOTAL 65			
4.2.3.24	The organization has an environmental management system that meets the requirements of ISO 14001 or equivalent, certified by an accredited organization.				5
4.2.3.25	Recycled material suppliers have implemented a system which ensures the traceability of its products manufactured according to EN 15343 or equivalent.		2	3	
4.2.3.26	Recycled material suppliers have implemented a system for the characterization of recycled materials according to EN 15347 or equivalent.		2	3	
4.2.3.27	The suppliers of raw materials are ISO 14001 certified.		2	3	
4.2.3.28	The organization has established objectives, targets and authentication methods regarding re-use of materials and reports them to stakeholders and it is verified by a third party		1	2	2
4.2.3.29	The organization provides the CO2 and/or CH4 emissions per ton of product in accordance with the policies applicable standards and measurable objectives		1	2	2
4.2.3.30	The Organization has established procedures on reduction of CO2 and/or CH4 emission and reports them to stakeholders, and it is verified by a third party			2	3
4.2.3.31	The Organization has established objectives, targets for reducing the landfilling and/or incineration of waste and reports them to stakeholders, and it is verified by a third party			2	3

4.2.3.32	The organization provides per ton of product the tonnages of relevant waste streams in accordance with the policies and measurable objectives, and it is verified by a third party.		1	2	2
4.2.3.33	The organization reports the % of extracted water per ton of product per well (surface, soil, drinking water, etc.) to its stakeholders and it is verified by third party.		1	2	2
4.2.3.34	The organization has set procedures to decrease water extraction throughout the value chain, reports them to stakeholders, and it is verified by third party			2	3
4.2.3.35	The organization draws up environmentally relevant product data (LCA's) made under ISO 14040 and ISO 14044.				5
4.2.3.36	The organization has Type III environmental product declarations (EPD) under ISO 14025 for the products examined.				5
	SUBTOTAL LEVELS	47	41	26	36
		TOTAL	150		

5 Marking

5.1 General

The products shall be marked with following indelible marks and indications:

- brand name and/or registered trademark
- production date or production code;
- type of indication.

5.2 Certification mark

After entering into a Kiwa certification agreement, the certified products and processes. beside the marks indicated in the respective standards, shall be clearly and indelibly presented with the logo below or with the marking “KIWAGREEN“ (one Word):



The certification LOGO shall be presented together with the certification number.

On the certificate the level shall be shown:

Kiwa Manual K15014	Certified for level:
KIWAGREEN LEVEL	X*)

*) relevant level 0, 1, 2, or 3.

The latest version of the certificate can be found on the Kiwa site www.kiwa.com.

6 Requirements in respect of the quality system

This chapter contains the requirements that have to be met by the supplier's quality system.

6.1 Manager of the quality system

Within the supplier's organizational structure, an employee who will be in charge of managing the supplier's quality system must have been appointed.

6.2 Internal quality control/quality plan

The supplier shall have an internal quality control scheme (IQC scheme) which is applied by them.

The following must be demonstrably recorded in this IQC scheme:

- which aspects must be inspected by the supplier;
- according to what methods such inspections are carried out;
- how often these inspections are carried out;
- in what way the inspection results are recorded and kept.

This IQC scheme should at least be an equivalent derivative of the model IQC scheme as shown in the Annex.

6.3 Management of assessment tools and measuring equipment

The supplier shall verify the availability of necessary assessment tools and measuring equipment for demonstrating product/process conformity with the requirements in this evaluation guideline.

If and when required, the tools and equipment shall have regular maintenance and calibration at specified intervals.

6.4 Procedures and working instructions

The supplier shall be able to submit the following:
procedures for:

- dealing with product/process showing deviations;
 - corrective actions to be taken if non-conformities are found;
 - dealing with complaints about product/process and/or services delivered.
- the working instructions and inspection forms used.

6.5 Other requirements of the quality system

The supplier must be able to submit the following:

- the organisation's organogram;
- the qualification requirements of the staff involved.

7 Summary of tests and inspections

This chapter contains an overview of the steps required for certification:

- **initial investigation:** the investigation to determine that compliance is given to all the requirements laid down in the evaluation guideline;
- **follow-up investigation:** the investigation carried out after granting the certificate to determine whether the certified product/process continue to comply with the requirements laid down in the evaluation guideline; the required frequency for the follow-up investigation by the certification body (CB) is also specified;
- **inspection of the quality system of the supplier:** monitoring compliance with the IQC scheme and procedures.

7.1 Test matrix

Description of requirement	Article guideline	Investigation within the scope of		
		Initial Investigation	Supervision by Kiwa after certificate is granted ^{a) b)}	
			Inspection	Frequency
Basic requirements - Governance	4.2.1	X	X	1 x year
Additional product/process requirements	4.2.2	X	X	1 x year
Rated requirements	4.2.3	X	X	1 x year
Certification mark	5		X	1 x year
Quality system requirements	6	X	X	1 x year

^{a)} In case of process/product or production process changes, it shall be determined again in consultation between the supplier and Kiwa, if the product/process complies with the performance requirements.

^{b)} During the follow-up investigation, the inspector will inspect the product/process by means of a selection of the above-mentioned marked product/process requirements. The frequency of the follow-up visits is defined in §8.5 of this BRL.

8 Agreements on the implementation of certification

8.1 General

The certification body must have a procedure in place in which the general regulations used for certification are established.

8.2 Certification staff

The staff involved in the certification may be sub-divided into:

- Certification assessor/Reviewer (**CAS/RV**): in charge of carrying out the design and documentation evaluations, pre-certification tests, initial investigations, and evaluation of applications and reviewing conformity assessments.
- Site assessor (**SAS**): in charge of carrying out external inspections at the supplier's works;
- Decision maker (**DM**): in charge of taking decisions in connection with the pre-certification tests carried out, continuing the certification based on the inspections carried out and taking decisions on the need to take corrective actions.

8.2.1 Competence criteria certification staff

The competence criteria for the implementing certification staff are laid down in the following table. The competence of the certification staff involved must have been demonstrably recorded.

Basic competences	Evaluation criteria
Knowledge of company processes. Skills for conducting professional assessments on products, processes, services, installations, design, and management systems.	<i>Relevant work experience</i> SAS, CAS/RV: 1 year DM: 5 years, including 1 year related to certification <i>Relevant technical knowledge and experience at the level of:</i> SAS: High school CAS/RV, DM: Bachelor
Skills with regard to site assessments to be performed Adequate communication skills (e.g. writing reports, presentation skills and interviewing skills).	SAS: Kiwa Assessment training or equivalent and 4 site assessments including 1 supervised self-reliant assessment.
Execution of Initial Investigation	CAS: 3 initial assessments under supervision.
Conducting reviews	RV: evaluation of 3 reviews

Technical competences	Evaluation criteria
Education	General: Education in one of the following technical areas: <ul style="list-style-type: none">• Engineering.
Testing skills	General: <ul style="list-style-type: none">• 1 week laboratory training (general and scheme specific) including measuring techniques and conducting tests under supervision;• Conducting tests (per scheme).

Experience – specific	CAS <ul style="list-style-type: none"> • 3 complete applications (excluding the initial assessment of the production site) under the direction of the PM; • 1 complete application self-reliant (to be evaluated by PM); • 3 initial assessments of the production site under the direction of the PM; • 1 complete application self-reliant (to be evaluated by PM); SAS <ul style="list-style-type: none"> • 4 inspection assessments together with a qualified SAS; • 1 inspection assessment self-reliant (evaluated by PM);
Skills in performing witnessing	PM Internal training witness testing

Legenda:

- Product manager: (**PM**)
- Site assessor (**SAS**)
- Certification assessor (**SAS**)
- Reviewer (**RV**)
- Decision maker (**DM**)

8.2.2 Qualifications Certification staff

The qualification of the Certification staff shall be demonstrated by means of assessing the education and experience to the above mentioned requirements. In case staff is to be qualified on the basis of deflecting criteria, written records shall be kept.

The authority regarding qualifications shall be recorded in the quality assurance system of the certification body.

8.3 Report on Initial investigation

The certification body records the results of the initial investigation in a report. This report shall comply with the following requirements:

- completeness: the report provides a verdict about all requirements included in the evaluation guideline;
- traceability: the findings on which the verdicts have been based shall be recorded and traceable;
- basis for decision: the DM shall be able to base their decision on the findings included in the report.

8.4 Decision for granting the certificate and/or imposition of measures

The decision for granting the certificate or the imposition of measures with regard to the certificate shall be based on the results recorded in the file.

The results of an initial investigation and a periodic assessment (in case of critical non-conformities) must be assessed by a reviewer.

Based on the performed review, the decision maker will decide if:

- The certificate can be granted,
- Sanctions are imposed,
- The certificate shall be suspended or revoked.

The reviewer and the decision maker shall not have been involved in the preparation of the results based on which the decision is being made.

The decision shall be recorded in a traceable manner.

8.5 Nature and frequency of third-party assessments

The certification body shall carry out surveillance assessments on site at the supplier to verify compliance with their obligations. The KCC decides on the frequency of assessments.

At the time this BRL entered into force, the frequency of assessments amounts to number of on assessment(s) per year:

- For suppliers with a quality management system in accordance with ISO 9001, certified by an accredited body (in accordance with ISO/IEC 17021), and where the IQC scheme is an integrated part of the quality management system, 1 per year.
- For suppliers without quality management system in accordance with ISO 9001, certified by an accredited body (in accordance with ISO/IEC 17021), the frequency is increased to 4 inspection visits per year for a period of one year.

An overview of the assessments to be performed by the certification body is given in the test matrix and must cover at least:

- the product specifications laid down in the certificate;
- the production process of the products;
- the supplier's IQC Scheme and the results of the inspections performed by the supplier;
- the correct way of applying markings to the certified products;
- compliance with the required procedures;
- dealing with complaints about delivered products.

For suppliers with a private label certificate, the frequency of assessments for the products covered by this certificate is established at 1 assessment per year. The assessments are conducted at the site of private label holder and focused on the aspects inserted in the IQC scheme and the results of the control performed by the private label holder. The IQC scheme of the private label holder shall at least refer to:

- the correct way of applying markings to the certified products;
- compliance with required procedures for receiving and final inspection;
- the storage of products and goods;
- dealing with complaints about delivered products.

The results of each assessment shall be recorded by Kiwa in a traceable manner in a report.

8.6 Non-conformities

When the certification requirements are not met, measures are taken by Kiwa in accordance with the sanctions policy as written in the Kiwa Regulation for Certification. The Kiwa Regulation for Certification and the Sanctions Policy are available page on the Kiwa website.

The following applies with regards to the relevance, follow-up of nonconformities, and the sanctions policy.

8.6.1 Severity of nonconformities

The severity of the issued nonconformity in relation to the assessment conducted after granting the product/process certificate by certification body can be differentiated as follows:

- Nonconformities entitled as critical are deviations that can directly affect the quality and/or performance of product and/or process;
- Other" nonconformities (noncritical nonconformities).

8.6.2 Follow-up nonconformities

The follow-up procedure for nonconformities by a certification body is as follows:

- The certification body shall be able to deal with critical nonconformities within the time frame established by the certification body, but shall not exceed the maximum term of «10» business days;
- The certification body shall be able to deal with noncritical nonconformities within the time frame established by the certification body but shall not exceed the maximum term of «3» months.

The relevance and follow-up of nonconformities and the sanction policy are stipulated in an interpretation document pertaining to this evaluation guideline, which has been published on Kiwa's website.

8.7 Temporarily no production or delivery (optional)

In case (temporarily) no products are being produced and/or delivered, upon a decision by the KCC for a period longer than 1 year, at the request of the certificate holder, the validity of their certificate can be

declared (temporarily) dormant. Such a dormant status can be granted by the certification body for a total maximum 2 years.

The certificate holder is entitled to request earlier termination of the dormant period.

If the dormant period is expected to exceed 1 year, before reactivation of production and delivery in accordance with the product certificate, an additional assessment shall be performed to verify if all the evaluation guideline's requirements are still being met and if the inactive status can be converted into an active status.

8.8 Report to the Board of Experts

The certification body shall report at least annually about the performed certification activities. In this report the following aspects shall be included:

- mutations in number of issued certificates (granted/withdrawn);
- number of executed assessments in relation to the established minimum;
- results of the inspections;
- measures imposed in case of non-conformities;
- complaints received from third parties about certified products/processes.

8.9 Interpretation of requirements

The KCC may record the interpretation of requirements of this evaluation guideline in one or more separate interpretation document(s). This or those interpretation documents will be available to the members of the KCC, the certification bodies, and the certificate holders who are active based on this evaluation guideline. This or those interpretation documents will be published on Kiwa's website.

9 Titles of the standards

9.1 Public law rules

BJZ2011048144	Regulation from the State Secretary for Instructure and
29 juni 2011	Environment 1

9.2 Standards / normative documents

Number	Title	Version *
EN 15343	Plastics - Recycled Plastics - Plastics recycling traceability and assessment of conformity and recycled content	
EN 15347	Plastics. Recycled Plastics. Characterization of plastics waste	
EN-ISO 9001	Quality management systems - Requirements	
EN ISO 14001	Environmental management systems -- Requirements with guidance for use	
EN-ISO 14040	Environmental management — Life cycle assessment — Principles and framework	
EN-ISO 14044	Environmental management — Life cycle assessment — Requirements and guideline	
EN-ISO 14025	Environmental labels and declarations — Type III environmental declarations — Principles and procedures	
EN-ISO/IEC 17020	Conformity assessment - General criteria for the operation of various types of bodies performing inspection	
EN ISO/IEC 17021	Conformity assessment - Requirements for bodies providing audit and certification of management systems	
EN-ISO/IEC 17024	Conformity assessment - General requirements for bodies operating certification of persons	
EN-ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories	
EN-ISO/IEC 17065	Conformity assessment - Requirements for bodies certifying products, processes, and services	
ISO 20400	Sustainable procurement - Guidance	2017
EN-ISO 26000	Guidance on social responsibility	2020

*) If no date of issuance is specified in this column, the current version of the document applies.

Remark: if standards or normative documents are dated:

An annual verification will take place to verify if the normative documents are still up to date. Modifications of the applicable normative documents will be published on the services page of Kiwa's website.

¹ Geldend vanaf 1 juli 2017

I Model certificate (sample page 1)

Certificate



Certificate
XXX-XXXXXXXX/XX

Issued **Fill in date**

Valid until **Fill in date**

Replaces **Fill in**

First issue **Fill in date**

NACE code **XXXX, XXXX, XXXX, XXXX**

Title of certificate
Type: type of business

Kiwa has determined that the 'subject of the certificate' of

Name of business

complies with level X of the manual 'name,' version X of date, for the scope:

Company name, specific department

Informational text. Sante qui iunt offici apit quidebi tibus, te conetur alit, suntiatin nis dolupit ut acenem que vel iunt, quae volum voluptati del illoporum et eumquasimus doleante doluptibus disaia sperecto cum eum re et delisaunt ea dia a net, ut re volupis quo voluptas quis electa vellacabon re dolupta tiacimus exeatitit odit fugiatur apit dolore nonsecusciaa lit dis nonaed exereactis moa dia maiorepedita asperum quae.

Et unt et dolore moluptatem ium faccabo reptasap ereicienient expelocupta pel iligenit eateque nos aut dolupta sedisti undipsanti cum sintion estotat fugiandi ut perio ellupta acesto to exerum similit abo. Ut harci vellanis everspi delluptat.

[Space for signature]

Name
Company

This certificate consists of X page(s).
 Disclosure of the certificate is permitted.

KIWA
GREEN

[Space for logo of the applicable schem enark / position for logo of the schema owner. Position side by side from left to right.]

Kiwa Nederland B.V.
 Sir Winston Churchilllaan 373
 Postbus 39
 NL-3380 XK Rijswijk
 T: +31 88 666 44 80
 F: +31 88 666 44 30
 NL E: info@kiwa.com
 kiwa.com

Ordering
 Heave Bepner B.V.
 Industrieweg 130
 NL-3851 XT Rotterdam
 T: +31 18 486 06 00
 info@heavebv.nl
 www.heave.nl E:K
 31262367

Organisational Boundary
 Heave Bepner B.V. E:K 31262367 NACE 3823, 3800, c311, 7730
 Heave B.V. E:K 31154318 NACE 3823, 3800, c311
 Heave Demolition Contractors International B.V. E:K 71903865 NACE 3823, 3800, c311
 H.S.D. Sijpma en B.V. E:K 31152607 NACE 7730
 Industrieweg 138, NL-3851 XT Rotterdam
 Heave Deutschland GmbH E:K 31154302 NACE 3823, 3800, c311 Liliensale 11, DE-
 28066 Hamburg

C02-K15033/01

(sample page 2)

The holder of this Kiwa Covenant bearing a Kiwa Green mark is also able to demonstrate the evidence of the rated requirements of K15014 where the points scored are shown in the below table:

K15014 Conformity		Score
Aspect	Description of the requirement points scored	
4.2.2 Product	The fitness of the functionality of the product is (within 1 year) certified under	<i>Name of the assessment guideline</i>
4.2.3 Governance	e.g. The Product design is focused on durability aspects	
4.2.3 Social	e.g. The company is following the ILO (international Labour Organisation) criteria for labour issues The company has a policy to contribute on society (social responsibility) according to ISO 20400 and ISO 26000	
4.2.3 Environment	e.g. the organization has a policy to decrease: - Environmental Impact	
Total score		
Level		

Recommendations for customers

Check at the time of delivery whether:

- The supplier has delivered in accordance with the agreement;
- The mark and the marking method are correct;
- The products show no visible defects as result of transport, etc.

If you should refuse a product as result of the above, please contact:

- Producer
- And if necessary Kiwa Nederland B.V.

Consult the suppliers processing guidance for proper transport and storage methods.

II Model IQC Scheme (sample)

Inspection subjects	Inspection aspects.	Inspection method	Inspection frequency	Inspection registration
Raw materials or supplied materials: <ul style="list-style-type: none"> • Entry inspection raw materials • Supply chain due diligence 				
Production process, production equipment, other equipment: <ul style="list-style-type: none"> • Procedures • Working instructions • Equipment • Health and Safety 				
Finished products <ul style="list-style-type: none"> • Marking • Product leaflets • Info on sustainability aspects 				
Measuring and testing tools and equipment <ul style="list-style-type: none"> • Measuring equipment • Calibration • Data storage • Reporting and feedback • Due diligence 				
Storage and Logistics <ul style="list-style-type: none"> • Due diligence 				

III Certificate holder declaration (sample)

The applicant for a KIWAGREEN certificate is able to demonstrate the evidence of the mandatory requirements according to point 4.1.3 of the Manual K15014, as listed below.

1. The organization shall have a written policy on how to deal with the principles for improvement of sustainability aspects which are listed in the following items of this list;
2. The organization shall identify and have access to all applicable local, national and ratified international laws and regulations by which the organization is bound and to determine how these laws and regulations apply to the implementation of her policy;
3. The organization shall integrate sustainability to the procurement process and promote social responsibility in the value chain;
4. The organization shall prevent pollution in terms of emissions to air, discharges to water, waste management, use and disposal of toxic and hazardous substances;
5. The organization shall improve the sustainable use of land and key energy sources, water conservation and to minimize resource requirements for goods and services;
6. The Organization shall have a policy and measurable objectives regarding re-use of material (reuse, repair, refurbish, recycle);
7. The organization shall follow a general policy concerning the social responsibility for her employees based on ILO principles and following ISO 26000, SA8000 or equivalent;
8. The organization shall adopt a proactive approach on identifying and analysing, address and avoid/mitigate actual and/or potential human right and health risks in the value chain;
9. The organization shall protect biodiversity and ecosystem services and promote environmentally urban and rural development;
10. The organization shall promote consumer rights principles and to ensure factual and unbiased information and sustainable consumption.

Signed by the applicant:

Name :

Function :

Date (day/month/year) :