

Kiwa Green Manual

Manual K15014

April 2020

Requirements for
Products and processes
Improving
health of People and Planet



Kiwa Nederland B.V.

Sir Winston Churchilllaan 273
Postbus 70
2280 AB RIJSWIJK
The Netherlands



Tel. +31 88 998 44 00
Fax +31 88 998 44 20
info@kiwa.nl
www.kiwa.nl

© 2020 Kiwa N.V.

All rights reserved. No part of this book may be reproduced, stored in a database or retrieval system, or published, in any form or in any way, electronically, mechanically, by print, photoprint, microfilm or any other means without prior written permission from the publisher.

The use of this manual by third parties, for any purpose whatsoever, is only allowed after a written agreement is made with Kiwa to this end.

Validation

This manual has been validated by the responsible Division Director of Kiwa in March 2020.

**Trust
Quality
Progress**



1	Introduction	6
1.1	General	6
1.2	Field of application / scope	6
1.3	Principles	6
1.3.1	Basic evaluation	6
1.3.1.1	The product and/or process	6
1.3.1.2	The company policy	6
1.3.2	Rated evaluation	6
1.3.2.1	General	6
1.3.2.2	Certificate level 1	7
1.3.2.3	Certificate level 2	7
1.3.2.4	“Start up” producers	7
1.5	Quality declaration	7
2	Terms and definitions	8
2.1	Batch	8
2.2	Chemical recycling	8
2.3	Circular Economy	8
2.4	Compound / Formulation	8
2.5	Contaminant	8
2.6	Covenant	8
2.7	Claim	8
2.8	CSR	8
2.9	Decision maker	8
2.10	Ecosystem services	8
2.11	Granulate	9
2.12	ILO	9
2.13	Mechanical recycling	9
2.14	Micronized material	9
2.15	Life Cycle Analysis	9
2.16	Product group	9
2.17	Product requirements	9
2.18	Pre-certification tests	9
2.19	Pre-consumer plastic material	9
2.20	Post-consumer plastic material	9
2.21	Plastic recyclate	10
2.22	Procurement	10
2.23	Product certificate	10
2.24	Recycled content	10
2.25	Recycling	10

2.26	Recyclable - Recyclability	10
2.27	Remanufacturing and refurbishment	10
2.28	Reworked plastic material	10
2.29	Second life products	10
2.30	Social responsibility	10
2.31	Supplier	10
2.32	Sustainability	11
2.33	Traceable - Traceability	11
2.34	Virgin plastic material	11
3	Procedure for granting the quality declarations	12
3.1	Pre-certification tests	12
3.2	Granting the quality declarations	12
4	Product requirements	13
4.1	Basic requirements	13
4.1.1	General	13
4.1.2	Requirements related to the product or process	13
4.1.3	Requirements related to people and planet	13
4.2	Rated requirements	14
4.3	Innovative products and or processes	16
5	Marking	17
5.1	For products or materials	17
5.2	For processes	17
5.3	Certification mark	17
6	Agreements on the implementation of certification	18
6.1	General	18
6.2	Certification staff	18
6.2.1	Qualification requirements	19
6.2.2	Qualification	19
6.3	Report Pre-certification tests	20
6.4	Decision for granting the certificate	20
6.5	Layout of quality declaration	20
6.6	Nature and frequency of third party audits	20
6.7	Non conformities	20
7	Titles of standards	21
7.1	Standards / normative documents	21
	Annex I Model Certificate	22

ANNEX I: Model Certificate page 2:	23
Annex II Declaration	24
Annex III Self-check requirements list	25
Annex IV Application Scheme	28

1 Introduction

1.1 General

This manual includes all relevant requirements which are used by Kiwa as the basis for granting the Kiwa Green certificate for products, materials and processes.

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 Kiwa Guideline (BRL) or a Kiwa Covenant.

<https://www.kiwa.com/nl/nl/zoekresultaten/>

The procedure as described in Kiwa Manual K15013 is followed for granting the certificate.

For the performance of its certification work, Kiwa is following the requirements as included in the clause 4.6 “conditions and procedures for granting, maintaining, extending, suspending and withdrawing certification” of NEN-EN-ISO/IEC 17065.

1.2 Field of application / scope

This manual is used to certify products, materials and processes that meet requirements resulting in improvements in

- Environment and sustainability aspects (**P**lanet);
- Product and processes meeting functional requirements (**P**roducts/process)
- Labour aspects of workers (**P**eople)

1.3 Principles

Granting the KIWAGREEN certificate is based on the following principles.

1.3.1 Basic evaluation

1.3.1.1 *The product and/or process*

The product and/or the process will be assessed under the scope of the quality aspects and the functional requirements defined by a relevant assessment guideline, Covenant and/or standard. This proof of performance can be demonstrated by a product certificate and/or covenant.

1.3.1.2 *The company policy*

The quality and procurement system will be assessed under the scope of the aspects listed in the Kiwa checklist (Clauses 4.2.1 to 4.2.11) which also covers the basic principles of the guidance standard ISO 20400 and the ILO.

1.3.2 Rated evaluation

1.3.2.1 *General*

The following aspects, will be evaluated and rated (see chapter 4.3):

- The (quality) system and product/process specifications of the supplier;
- Aspects in relation to “people”;
- Aspects in relation to “planet”.

1.3.2.2 *Certificate level 1*

Meeting a minimum score of **45** points from the clauses 4.2.1 to 4.2.39 corresponds to an identification for KIWAGREEN: **Certificate level 1**.

1.3.2.3 *Certificate level 2*

Meeting a minimum score of **70** points from the clauses 4.2.1 to 4.2.39 corresponds to an identification for KIWAGREEN: **Certificate level 2**.

1.3.2.4 *“Start up” producers*

Innovative products or processes that do not reach the minimum required rating but clearly meet Clause. 1.3.1.1. and have a score of at least 20 points under table 1, Clause 4.2.2 until 4.2.10 can be rewarded with an identification for KIWAGREEN: **Innovative products and or processes**

1.4 **Acceptance of test reports provided by the supplier**

If the supplier provides reports from test institutions or laboratories to prove that the products meet the requirements of the Covenant, the supplier shall prove that these reports have been drawn up by an institution that complies with the applicable accreditation standards, namely:

- NEN-EN-ISO/IEC 17025 for laboratories;
- NEN-EN-ISO/IEC 17065 for certification bodies certifying products.

1.5 **Quality declaration**

The quality declaration to be issued by Kiwa based on this Manual K15014 can be found in Annex I.

2 Terms and definitions

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

2.1 Batch

Definite quantity of some commodity manufactured or produced under conditions that are presumed uniform

2.2 Chemical recycling

Conversion to monomer or production of new raw materials changing the chemical structure of plastics products/materials to cracking gasification or depolymerization, excluding energy recovery and incineration

2.3 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.

2.4 Compound / Formulation

Clearly defined homogeneous mixture of substances used for the manufacture of the product as defined in the referring product standard.

2.5 Contaminant

Unwanted substance or material

2.6 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

2.7 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

2.8 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

2.9 Decision maker

A qualified certification staff who has not been involved in the pre-certification tests who makes the decision for granting the certificate

2.10 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

2.11 Granulate

Relatively small particle produced in various sizes and shapes in operations such as cutting, grinding and granulation

2.12 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.

2.13 Mechanical recycling

Processing of products into recycle or products without significantly changing the chemical structure of the material

2.14 Micronized material

Plastics material finely grinded into powder

2.15 Life Cycle Analysis

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

2.16 Product group

Products, components or materials that have a similar material composition for the same application

2.17 Product requirements

Requirements made specific by means of measures or figures, focusing on (identifiable) characteristics of products and containing a limiting value to be achieved, which limiting value can be calculated or measured in an unequivocal manner

2.18 Pre-certification tests

Tests to ascertain that all the requirements recorded in the manual are met.

2.19 Pre-consumer plastic material

Material diverted from the waste stream during a manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.

2.20 Post-consumer plastic material

Material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

2.21 Plastic recyclate

Material resulting from the recycling of plastic products.

2.22 Procurement

Activity of acquiring goods or services from suppliers (internal and external)

2.23 Product certificate

a document, in which Kiwa declares that a product may, on delivery, be deemed to comply with the product specification recorded in the product certificate

2.24 Recycled content

Proportion, by mass, of recycled material in a product. Only pre-consumer and post-consumer materials shall be considered as recycled content

2.25 Recycling

Processing of plastic products for the original purpose or for other purposes, excluding energy recovery

2.26 Recyclable - Recyclability

A characteristic of a product, packaging or associated component that can be diverted from a waste stream through available processes and programmes and can be collected, processed and returned to use in the form of raw materials or products

2.27 Remanufacturing and refurbishment

Remanufacturing and refurbishment is the industrial process whereby used products referred to as 'cores' are restored. It is a process of recapturing the value added to the material when a product was first manufactured. The process can be performed on either entire products or the parts that constitute the product

2.28 Reworked plastic material

Material from rejected unused products or trimmings that have been manufactured previously in a plant of the same legal entity

2.29 Second life products

Products that are reintroduced in the economic circuit. Those products no longer correspond to the initial consumer needs

2.30 Social responsibility

Responsibility of an organization for the impacts of its decisions and activities on society and the environment, through transparent and ethical behaviour that:

- contributes to sustainable development including the health and the welfare of society;
- takes into account the expectations of stakeholders;
- is in compliance with applicable law and consistent with international norms of behaviour; and
- is integrated throughout the organization and practiced in its relationships.

2.31 Supplier

the party that is responsible for ensuring that the products meet and continue to meet the requirements on which the certification is based

2.32 Sustainability

State of the global system, including environmental, social and economic aspects, in which the needs of the present are met without compromising the ability of future generations to meet their own needs

2.33 Traceable - Traceability

A chronological record, set of records, or destination and source of records that provide documentary evidence of the sequence of activities that have affected at any time a specific operation, procedure or event. Also, traceability refers to the completeness of the information about every step in a supply system

2.34 Virgin plastic material

Material in the form of pellets, granules, powder, floc, etc. that has not been subjected to use or processing other than required for its initial manufacture

3 Procedure for granting the quality declarations

3.1 Pre-certification tests

The pre-certification tests to be performed are based on the (product) requirements as included in this manual including the test methods and contain, depending on the nature of the product to be certified:

- type testing to determine whether the products comply with the product and/or functional requirements,
- production Process Assessment,
- assessment of the quality system and the IQC-scheme,
- assessment on the presence and functioning of the remaining procedure.

3.2 Granting the quality declarations

After finishing the pre-certification tests the results are presented to the Decision Maker on granting of the certificate. This person evaluates the results and decides whether the certificate can be granted or additional data and/or tests are necessary.

4 Product requirements

4.1 Basic requirements

4.1.1 General

This document offers to applicants the background of **sustainable procurement** requirements for suppliers in accordance with ISO 20400.

The goal of the ISO 20400 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 sustainable environmental social and economic development.

4.1.2 Requirements related to the product or process

All requirements as defined by the relevant guideline (BRL and or Covenant) shall be met.

The functional requirements are listed in the relevant assessment guideline or the clause 4.2 of Kiwa Manual K15013 Kiwa Covenants for products and processes.

4.1.3 Requirements related to people and planet

Below list describes the basic requirements of Kiwa Green certificate. These requirements establish the basis on how to act as organization in relation to **People**, **Planet** and **Product** (process).

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 (item 2 to 11);
2. The organization shall establish, implement and maintain procedures to 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 establish, implement and maintain procedures to integrate sustainability to the procurement process and promote social responsibility in the value chain;
4. The organization shall establish, implement and maintain procedures to 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 establish, implement and maintain procedures to 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:
 - a. have a policy and measurable objectives regarding re-use of material;
 - b. have established objectives, targets and authentication methods accordingly.
7. The organization shall set up a system for the characterization of used materials;
8. The organization shall follow a general policy concerning the social responsibility for her employees based on ILO principles and following ISO 26000;
9. The organization shall adopt a proactive approach on identifying and analyzing, address and avoid/mitigate actual and/or potential human right and health risks in the value chain;
10. The organization shall follow a general policy concerning the protection of biodiversity and ecosystem services and promote environmentally urban and rural development;
11. The organization shall establish, implement and maintain (a) procedure(s) to promote consumer rights principles and to ensure factual and unbiased information and sustainable consumption.

4.2 Rated requirements

A Scoring methodology is followed according to table 1.

A minimum score of **45^{*)}** points from the clauses 4.2.1 to 4.2.39 is required to obtain **KIWAGREEN certificate level 1**.

A minimum score of **70^{*)}** points from the clauses 4.2.1 to 4.2.39 is required to obtain **KIWAGREEN certificate level 2**.

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

Table 1 - Rated requirements

K15014 Rated Requirements		
No.	Description of the requirement	Rating
Product and Process		
4.2.1	The organization has a quality management system that meets the requirements of ISO 9001 or equivalent, certified by an accredited organization.	2
4.2.2	The management of the organization must ensure that the raw materials used are traceable from their original supplier(s).	4
4.2.3	The design has taken into account a maximum potential recyclability through the use of a homogeneous (mono) material or compatible materials.	8
4.2.4	The design has taken into account a maximum energy saving during production.	5
4.2.5	The design has taken into account a maximum energy saving during its operational lifetime.	5
4.2.6	The design has taken into account a maximum recyclability (intended use for second life products).	8
4.2.7	The design has taken into account the possibility of refurbishment.	8
4.2.8	The organization ensures product information leaflets etc. do inform buyers of products and services adequately on the envisaged application, users risk and product performance	3
4.2.9	The organization provides information about the sustainability aspects of the product, and offer or suggest re-use, recycling and disposal services.	3

4.2.10	The design has realized a proven lifetime extension of at least 50% above standard expectations (used in the relevant product standard)	8
People		
4.2.11	The organization has a CSR certification on level 3.	3
4.2.12	Or: the organization has a CSR certification on level 4.	7
4.2.13	Or: the organization has a CSR certification on level 5.	10
4.2.14	The organization has established procedures in which risk analyses are foreseen to evaluate producers according to the standards of the ILO and ISO 26000 where appropriate.	6
Planet		
4.2.15	The organization has an environmental management system that meets the requirements of ISO 14001 or equivalent, certified by an accredited organization.	5
4.2.16	At least 40% of the recycled material suppliers have implemented a system which ensures the traceability of its products manufactured according to EN 15343 or equivalent.	3
4.2.17	At least 40% of the recycled material suppliers have implemented a system for the characterization of recycling materials according to EN 15347 or equivalent.	4
4.2.18	At least 40% of the suppliers of raw materials are ISO 14001 certified.	2
4.2.19	Or: At least 60% of the suppliers of raw materials are ISO 14001 certified.	3
4.2.20	Or: At least 90% of the suppliers of raw materials are ISO 14001 certified.	5
4.2.21	The organization has established objectives, targets and authentication methods regarding re-use of materials and reports them to stakeholders.	4
4.2.22	The organization has the 4.2.20 procedures verified by a third party.	6
4.2.23	The organization shows the processed materials per ton of product, in accordance with the stated policies and measurable objectives.	3
4.2.24	The Organization has established procedures on reduction of CO ₂ and/or CH ₄ emission in line with the ambitions of the industry and reports them to stakeholders.	2
4.2.25	The organization has 4.2.23 verified by a third party.	6
4.2.26	The organization provides the CO ₂ and/or CH ₄ emissions per ton of product in accordance with the policies applicable standards and measurable objectives.	3
4.2.27	The Organization has established objectives, targets for reducing the landfilling and/or incineration of waste and reports them to stakeholders.	3
4.2.28	The reporting in relation 4.2.26 has been verified by a third party.	4

4.2.29	The organization provides per ton of product the tonnages of relevant waste streams in accordance with the policies and measurable objectives.	3
4.2.30	The organization has set procedures to decrease water extraction(see 4.2. throughout the value chain.	5
4.2.31	The organization reports this reduction to stakeholders.	2
4.2.32	The reporting regarding water extraction has been verified by an external party.	5
4.2.33	The organization shows the % of extracted water per ton of product per well (surface, soil, drinking water, etc.).	2
4.2.34	The organization draws up environmentally relevant product data (LCA's) made under ISO 14040 and ISO 14044.	3
4.2.35	The organization has Type III environmental product declarations (EPD) under ISO 14025 for the products examined.	6
4.2.36	The organization reports the results to stakeholders.	2
4.2.37	The organization is certified for BRL K11006 performance ladder Circular level 2	1
4.2.38	Or: The organization is certified for BRL K11006 performance ladder Circular level 3	2
4.2.39	Or: The organization is certified for BRL K11006 performance ladder Circular level 4	3

4.3 Innovative products and or processes

Innovative products or processes that do not reach the minimum required rating but clearly meet Clause 1.3.2.4, can still be rewarded with the Kiwa certificate, provided:

- That the product development is in its early stages of its development;
- That the product or process follows Clause 1.2;
- That the product or process is recognized by Kiwa as doing so.

In those cases, the decision maker decides to reward the product in this special case with the Kiwa certificate (no Level indication), with the remark on the certificate a shown in 5.3.

Validation is possible for a period of maximum 1 year. After that a minimum of 45 points is required.

5 Marking

In relation with the certification mark (5.3) the information under this chapter shall be available to the user.

5.1 For products or materials

- name or logo of the manufacturer;
- data or code indicating the date of production;
- type indication.

This information can be presented clearly readable on the product or on the packaging for products and materials.

5.2 For processes

For processes a certificate shall be available to be presented.

5.3 Certification mark

After concluding a Kiwa certification agreement, the certified product, material or process shall be, beside the marks indicated in the respective standards, be indelible 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 1	X
KIWAGREEN LEVEL 2	X

*) relevant level 1 or level 2

Or:

For **innovative products** the term “Innovative product”

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

6 Agreements on the implementation of certification

6.1 General

Beside the requirements included in this Manual, the general rules for certification as included in the Kiwa Regulations for Product Certification also apply.

These rules are in particular:

- The general rules for conducting the pre-certification tests, in particular:
 - the way suppliers are to be informed about how an application is being handled;
 - how the tests are conducted;
 - the decision to be taken as a result of the pre-certification tests.
- The general rules for conducting inspections and the aspects to be audited,
- The measures to be taken by Kiwa in case of Non-Conformities,
- The measures taken by Kiwa in case of improper use of Certificates, Certification Marks, Pictograms and Logos,
- Terms for termination of the certificate,
- The possibility to lodge an appeal against decisions of measures taken by Kiwa.

6.2 Certification staff

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

- Certification assessor (**CAS**): in charge of carrying out the pre-certification tests and assessing the inspectors' reports;
- 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 in connection with the inspections carried out and taking decisions on the need to take corrective actions.

6.2.1 Qualification requirements

The following qualification requirements have been for the subject matter of this evaluation guideline (see Table 3):

Table 3 – Qualification requirements of certification staff.

Basis requirements	Evaluation criteria
Knowledge of company processes Requirements for conducting professional audits on products, processes, services, installations, design and management systems.	<i>Relevant experience: in the field</i> SAS, CAS: 1 year DM: 5 years inclusive 1 year with respect to certification Relevant technical knowledge and experience on the level of: SAS: High school (MBO) CAS, DM: Bachelor (HBO)
Competence for execution of site assessments. Adequate communication skills (e.g. reports, presentation skills and interviewing technique).	SAS: Kiwa Audit training or similar and 4 site assessments including 1 autonomic under review.
Execution of initial examination	CAS: 3 initial audits under review.
Conducting review	CAS: conducting 3 reviews

	Certification assessor	Site assessor	Decision maker
Education - specific	<ul style="list-style-type: none"> Manual-relevant technical education specific studies and training (know-how and skills) 	<ul style="list-style-type: none"> Manual -relevant technical education specific studies and training (know-how and skills) 	<ul style="list-style-type: none"> not applicable.
Experience - specific	<ul style="list-style-type: none"> Detailed knowledge of the Manual and 4 certification tests carried out on the basis of the BRL or similar 	<ul style="list-style-type: none"> Detailed knowledge of the Manual and 4 inspections carried out on the basis of the BRL or one similar. 	<ul style="list-style-type: none"> general knowledge of the Manual

The level of education and experience of the certification staff involved should be demonstrably recorded.

6.2.2 Qualification

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 to qualify staff rests with the:

- Decision maker: qualification of Certification and Site assessors;
- Management of the certification body: qualification of Decision makers.

6.3 Report Pre-certification tests

Kiwa records the results of the pre-certification tests 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 Decision maker shall be able to base his decision on the findings included in the report.

6.4 Decision for granting the certificate

The decision for granting the certificate shall be made by a decision maker who is qualified and has not been involved in the pre-certification tests. The decision shall be recorded in a traceable manner.

6.5 Layout of quality declaration

The product certificate shall be in accordance with the model included in Annex I.

6.6 Nature and frequency of third party audits

The certification body shall carry out audits on site at the supplier at regular intervals to check whether the supplier complies with his obligations. At the time this Manual entered into force, the frequency of audits amounts at least one audit on site per year for suppliers with a quality management system (in accordance with ISO 9001) for their production, which has been certified by an acknowledged body (in accordance with ISO/IEC 17021) and where the IQC scheme forms an integral part of the quality management system.

In case the production of the supplier is not certified against ISO 9001, the frequency of the audits on site shall be increased to at least two per year.

The audit program on site shall cover at least:

- The suppliers IQC scheme and the results obtained from inspections carried out by the supplier;
- The correct way of marking certified products;
- Compliance with required procedures.

The results of each audit shall be recorded in a traceable manner in a report.

6.7 Non conformities

When the certification requirements are not met, measures are taken by Kiwa in accordance with the sanctions policy, see below:

The procedure is published on the Kiwa site www.kiwa.com in the Service Portal under number K15014.

7 Titles of standards

7.1 Standards / normative documents

The relevant normative documents (standards) for this evaluation guideline are listed in the Table 4.

Table 4 –Relevant normative documents/standards

Standard *	Title
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
NEN-EN ISO/IEC 17020	Conformity assessment - General criteria for the operation of various types of bodies performing inspection
NEN-EN ISO/IEC 17020	Conformity assessment - General criteria for the operation of various types of bodies performing inspection
NEN-EN ISO/IEC 17020	Conformity assessment - General criteria for the operation of various types of bodies performing inspection
NEN-EN ISO/IEC 17021	Conformity assessment - Requirements for bodies providing audit and certification of management systems
NEN-EN ISO/IEC 17024	Conformity assessment - General requirements for bodies operating certification of persons
NEN-EN ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories
NEN-EN ISO/IEC 17065	Conformity assessment - Requirements for bodies certifying products, processes and services
Kiwa Manual K15013	Kiwa Covenants for products and processes
Kiwa CSR	Performance ladder
Kiwa BRL K11006	Performance ladder Circular
ISO 20400	Sustainable procurement - Guidance
ISO 26000	Guidance on social responsibility

Annex I Model Certificate

	<h2>Covenant</h2>	
	<p>Issued</p> <p>Replaces</p> <p>Page 1 of 2</p>	
<h1>COVENANT</h1>	<h3>Kiwa Covenant K15014 Level*).....</h3>	
	<p>STATEMENT BY KIWA With this Covenant, issued in accordance with the Kiwa Regulations for Certification, Kiwa declares that legitimate confidence exists that the products supplied by</p>	
	<h3><i>Naam Organisation</i></h3>	
	<p>As specified in this product certificate and marked with the Kiwa.. mark in the manner as indicated in this product certificate may, on delivery, be relied upon to comply with the Kiwa Covenant manual K15014 dated 01-04-2020</p>	
	 <p>Ron Scheepers Kiwa</p>	
	<p>INNOVATIVE PRODUCT *) Valid until YY/MM/DD</p>	
	<p>*) What is applicable: <i>This certificate consists of 1 page. Publication of this certificate is allowed</i></p>	
<p>Kiwa Nederland B.V. Sir Winston Churchilllaan 273 Postbus 70 2280 AB RIJOWIJK The Netherlands Tel. +31 88 998 44 00 Fax +31 88 998 44 20 Info@kiwa.nl www.kiwa.nl</p>	<p>Company/Supplier</p> <p>Tel.</p>	

ANNEX I: Model Certificate page 2:

This certificate is based on conformity with the aspects below.

K15014 Conformity	
Aspect	Description of the requirement
Product	<p>The product is certified according to Kiwa Guideline/Covenant K 1234....</p> <p>The Product design is also focused on durability aspects</p>
People	<p>The company is following the ILO (international Labour Organisation) criteria for labour issues</p> <p>The company has a policy to contribute on society (social responsibility) according to ISO 20400 and ISO 26000</p>
Planet	<p>The company has a policy and to decrease the Environmental Impact</p>

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.

Annex II Declaration

The applicant for a KIWAGREEN certificate is able to demonstrate the evidence of the mandatory requirements according to point 4.1.2 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 (item 2 to 11);
2. The organization shall establish, implement and maintain procedures to 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 establish, implement and maintain procedures) to integrate sustainability to the procurement process and promote social responsibility in the value chain;
4. The organization shall establish, implement and maintain procedures to 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 establish, implement and maintain procedures) to 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:
 - a. have a policy and measurable objectives regarding re-use of material;
 - b. have established objectives, targets and authentication methods accordingly.
7. The organization shall set up a system for the characterization of re-used materials;
8. The organization shall follow a general policy concerning the social responsibility for her employees based on ILO principles and following ISO 26000;
9. The organization shall adopt a proactive approach on identifying and analyzing, address and avoid/mitigate actual and/or potential human right and health risks in the value chain;
10. The organization shall follow a general policy concerning the protection of biodiversity and ecosystem services and promote environmentally urban and rural development;
11. The organization shall establish, implement and maintain a procedure(s) to promote consumer rights principles and to ensure factual and unbiased information and sustainable consumption

Signed by the applicant:

Name :

Function :

Date (day/month/year) :

Annex III Self-check requirements list

Informative

Table 5 - Self-check list of requirements

K15014 Basic Requirements			Check
No.	Description of the requirements	Rating	
4.1.3.1	The organization has a written policy on how to deal with the principles for improvement of sustainability aspects mentioned in this manual K15014.	-	
4.1.3.2	The organization has established, implemented and maintains a procedure(s) to 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.	-	
4.1.3.3	The organization has established, implemented and maintains a procedure(s) to integrate sustainability to the procurement process and promote social responsibility in the value chain.	-	
4.1.3.4	The organization has established, implemented and maintains a procedure(s) to prevent pollution in terms of emissions to air, discharges to water, waste management, use and disposal of toxic and hazardous substances.	-	
4.1.3.5	The organization has established, implemented and maintains a procedure(s) to improve the sustainable use of land and key energy sources, water conservation and to minimize resource requirements for goods and services.	-	
4.1.3.6	The Organization has a policy and measurable objectives regarding re-use of material and have established objectives, targets and authentication methods accordingly.	-	
4.1.3.7	The organization has set up a system for the characterization of used recycling materials.	-	
4.1.3.8	The organization follows a general policy concerning the social responsibility for her employees based on ILO principles.	-	
4.1.3.9	The organization adopts a proactive approach on to identify, analyze, address and avoid/mitigate actual and/or potential human right and health risks in the value chain.	-	
4.1.3.10	The organization follows a general policy concerning the protection of biodiversity and ecosystem services and promote environmentally sound urban and rural development.	-	
4.1.3.11	The organization has established, implemented and maintains a procedure(s) to promote consumer rights principles and to ensure fair marketing, factual and unbiased information and sustainable consumption.	-	

K15014 Rated Requirements		
No.	Description of the requirement	Rating
Product and Process		
4.2.1	The organization has a quality management system that meets the requirements of ISO 9001 or equivalent, certified by an accredited organization.	3
4.2.2	The management of the organization must ensure that the raw materials used are traceable from their original supplier(s).	4
4.2.3	The design has taken into account a maximum potential recyclability through the use of a homogeneous (mono) material or compatible materials.	8

4.2.4	The design has taken into account a maximum energy saving during production.	5	
4.2.5	The design has taken into account a maximum energy saving during its operational lifetime.	5	
4.2.6	The design has taken into account a maximum recyclability (intended use for second life products).	8	
4.2.7	The design has taken into account the possibility of refurbishment.	8	
4.2.8	The organization ensures product information leaflets etc. do inform buyers of products and services adequately on the envisaged application, users risk and product performance.	3	
4.2.9	The organization provides information about the sustainability aspects of the product, and offer or suggest re-use, recycling and disposal services.	3	
4.2.10	The design has realized a proven lifetime extension of at least 50% above standard expectations (used in the relevant product standard)	8	
People			
4.2.11	The organization has a CSR certification on level 3.	3	
4.2.12	The organization has a CSR certification on level 4.	7	
4.2.13	The organization has a CSR certification on level 5.	10	
4.2.14	The organization has established procedures in which risk analyses are foreseen to evaluate producers according to the standards of the ILO and ISO 26000 where appropriate.	6	
Planet			
4.2.15	The organization has an environmental management system that meets the requirements of ISO 14001 or equivalent, certified by an accredited organization.	5	
4.2.16	At least 40% of the recycled material suppliers have implemented a system which ensures the traceability of its products manufactured according to EN 15343 or equivalent.	3	
4.2.17	At least 40% of the recycled material suppliers have implemented a system for the characterization of recycling materials according to EN 15347 or equivalent.	4	
4.2.18	At least 40% of the suppliers of raw materials are ISO 14001 certified.	2	
4.2.19	Or at least 60% of the suppliers of raw materials are ISO 14001 certified.	3	
4.2.20	Or at least 90% of the suppliers of raw materials are ISO 14001 certified.	5	
4.2.21	The organization has established objectives, targets and authentication methods regarding re-use of materials and reports them to stakeholders.	4	
4.2.22	The organization has the 4.2.20 procedures verified by a third party.	6	
4.2.23	The organization shows the processed materials per ton of product, in accordance with the stated policies and measurable objectives.	3	
4.2.24	The Organization has established procedures on reduction of CO ₂ and/or CH ₄ emission in line with the ambitions of the industry and reports them to stakeholders.	2	
4.2.25	The organization has 4.2.23 verified by a third party.	6	
4.2.26	The organization provides the CO ₂ and/or CH ₄ emissions per ton of product in accordance with the policies applicable standards and measurable objectives.	3	
4.2.27	The Organization has established objectives, targets for reducing the landfilling and/or incineration of waste and reports them to stakeholders.	3	
4.2.28	The reporting in relation 4.2.26 has been verified by a third party.	4	

4.2.29	The organization provides per ton of product the tonnages of relevant waste streams in accordance with the policies and measurable objectives.	3	
4.2.30	The organization has set procedures to decrease water extraction(see 4.2. throughout the value chain.	5	
4.2.31	The organization reports this reduction to stakeholders.	2	
4.2.32	The reporting regarding water extraction has been verified by an external party.	5	
4.2.33	The organization shows the % of extracted water per ton of product per well (surface, soil, drinking water, etc.).	2	
4.2.34	The organization draws up environmentally relevant product data (LCA's) made under ISO 14040 and ISO 14044.	3	
4.2.35	(EPD) The organization has Type III environmental declarations under ISO 14025 for the products examined.	6	
4.2.36	The organization reports the results to stakeholders.	2	
4.2.37	The organization is certified for BRL K K11006 performance ladder Circular level 2	1	
4.2.38	Or the organization is certified for BRL K K11006 performance ladder Circular level 3	2	
4.2.39	Or the organization is certified for BRL K K11006 performance ladder Circular level 4	3	

Annex IV Application Scheme

