



ACCREDITATION REQUIREMENTS TO BE IMPLEMENTED BY ACCREDITATION BODIES FOR

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ECO LABEL MANAGEMENT SYSTEM



CONTENTS

1. Accreditation requirements.....	3
2. Additional documents	3
3. ABs additional documents applicable for accreditation of ECO LABEL MS Standard	3
4. Certification documents.....	3
5. Scope of accreditation:.....	3
6. Accreditation Assessments	4
6.1 Assessments Applicable for CABs not accredited for EMS Scheme by any IAF Member AB.....	4
6.2 Assessments Applicable for CABs already accredited for EMS Scheme by any IAF Member AB	6
7. Surveillance and reassessments	7
8. Scope extension	7
9. General remarks on witnessing.....	7
10. ECO Label Conditions for Use of Symbol	8
10.1 Display of Symbol	8
10.2 Use of ECO Label Symbol on Advertising Material/Publicity	9
10.3 Suspension/Withdrawal of the Accreditation	9
10.4 Misuse of the Symbol	10
11. Scopes and Technical Cluster details for award of accreditation	10



1. Accreditation requirements

Accreditation Bodies shall ensure the implementation of ISO/IEC 17021, Conformity assessment — Requirements for bodies providing audit and certification of management systems.

2. Additional documents

Accreditation Bodies shall ensure the implementation of following ISO and IAF documents applicable for accreditation of ECO Label:

- IAF MD 1: Certification of Multiple Sites Based on Sampling
- IAF MD 2: Transfer of Accredited Certification of Management Systems
- IAF MD 5: Duration of QMS and EMS audits.
- IAF MD 11: Mandatory Document for the application of ISO/IEC 17021 for audits of integrated management systems (IMS).
- IAF MD 12: Assessment of Certification Activities for Cross-Frontier Accreditation
- ISO/IEC 17021-1: Conformity assessment – Requirements for bodies providing audit and certification of management systems
- ISO/IEC 17021-2: Requirements for bodies providing audit and certification of management systems. Part 2: Competence requirements for auditing and certification of environmental management systems

3. ABs additional documents applicable for accreditation of ECO LABEL Management System Standard

- Accreditation body additional requirements as applicable

4. Certification documents

ECO LABEL Management Systems—Requirements with guidance for use

5. Scope of accreditation:

Accreditation Bodies shall ensure the implementation of following:

The scope of accreditation is defined based on the listing of 39 IAF groups/Codes divided in 13 technical clusters as detailed in table at serial number 13 of this document. The AB may further restrict a scope to specific NACE code/IAF Group Code within a technical cluster mentioned in table 13 in case:



- The CAB requests so;
- The assessment in the opinion of the AB does not allow granting accreditation for a complete cluster. This could be the case when the cluster represents a large diversity of technical subareas and the CAB did not manage to demonstrate competence in more than a specific sub-area or in the case the cluster includes a sub-area which requires specific critical competence which could not be demonstrated by the CAB.

6. Accreditation Assessments

Accreditation Bodies shall ensure the implementation of following:

The assessment extent and content depend on the requested scope of accreditation, the other activities for which the body is accredited or requests accreditation and the performance of the body at previous assessments.

6.1 Assessments Applicable for CABs not accredited for EMS Scheme by any IAF Member AB

Accreditation Bodies shall ensure the implementation of following:

- a) Document Review
- b) Office Assessments
- c) Witness Assessments

6.1.1 Initial assessments

An application for initial accreditation should at least include each of the following:

- An analysis of environmental aspects and associated impacts for each of the technical areas identified and requested for accreditation.
- A definition of the competency required related to the identified environmental aspects.
- Identification of four types of information required from the findings of the preceding phases of the LCA or the LCI study as below:
 - The findings from the preceding phases (LCI and LCIA), which shall be assembled and structured together with information on data quality
 - Methodological choices, such as allocation rules and product system boundaries from the LCI and category indicators and models used in LCIA
 - The value-choices used in the study as found in the goal and scope definition
 - The role and responsibilities of the different interested parties as found in the goal and scope definition in relation to the application, and also the results from a concurrent critical review process, if conducted



ECO LABEL MANAGEMENT SYSTEM



During the initial assessment the implementation of policies and procedures is assessed at the office(s) of the body.

During the office assessment the team samples the files of certification personnel for each function to cover the scope for which accreditation is sought. At least one certification personnel for each certification function for each IAF code/group and one auditor per IAF code/group requested shall be reviewed completely for award of accreditation of Scopes.

At least one witness for stage 2 Audit is required during initial assessment and the number of witness assessment during accreditation cycle are applicable as defined in IAF MD 17, which depends upon the scope applied. All the IAF codes i.e. ID1 have been grouped as technical clusters in the table at serial number 13 of this document taking into consideration the applicable regulations, the technicalities of the processes, and the consequent competence needed by CAB's audit team including critical codes. The critical codes have been identified for each technical cluster. A critical code is a code that from a technical point requires the CAB's audit team to have a higher level of competence due to environmental aspects involved), or caution (due to the risk of non-conformities and their impact, or to the high degree of regulation), or diligence (due to the desired personal behaviours that are important for personnel involved in certification activities as required in a specific context).

For CABs already accredited by IAF Full Members AB, earlier witness reports may be accepted.

The application of the IAF-MD documents shall be verified as applicable.

6.1.2 Witness assessments

At least one witness for stage 2 Audit is required during initial assessment

The number of witness assessment during accreditation cycle are applicable as defined in IAF MD 17, which depends upon the scope applied

For the selection of audits to be witnessed the following rules apply:

Depending on the already accredited scope, AB may decide to omit witness assessments for extension of scope.

Depending upon the outcome of client file review for each technical cluster applied, the assessment team may increase or decrease the number of planned witnesses during initial accreditation.

The following may be taken into account in deciding number of witnesses and selection of witness during surveillance and reassessment:

- a) The CAB's overall performance
- b) IAF MD 17



ECO LABEL MANAGEMENT SYSTEM



- c) Factors such as process complexity or legislation etc. which influence the ability of the certified organisation to demonstrate its ability to meet the intended outcomes of the MS;
- d) Feedback from interested parties including complaints about certified organizations;
- e) The results of the CAB's internal audits;
- f) Scheme owner requirements, etc.
- g) Changes in CAB work patterns – growth of work within a specific region or technical area;
- h) Number of clients within the CAB's scope of accreditation;
- i) Confidence in the CAB's auditor evaluation and approval process;
- j) Previous or other office or witnessing assessment results, etc.

During witness assessments, the ABs assessment teams will pay special attention to good auditing practices, such as sampling and the application of audit trails, especially when it comes to the audit of:

- The internal audit and management review functions;
- The EMS documentation
- The recording, evaluation and control of environmental aspects and impacts
- Life Cycle Assessment (LCA)
- Life Cycle Inventory Analysis (LCI)
- Life Cycle Impact Assessment (LCIA)
- The recording and evaluation of continual improvement and prevention of pollution
- The organization's systems for achieving regulatory compliance

6.2 Assessments Applicable for CABs already accredited for EMS Scheme by any IAF Member AB

For the CABs already accredited for EMS scheme by any IAF Member AB, the ABs shall ensure following:

- a) Document review for verification of the additional requirements of ECO Label Standard
- b) Office assessment to verify one certification file pertaining to EMS

Note: Decision for witness assessment depends upon the outcome of the office assessment.



7. Surveillance and reassessments

The implementation of the ECO LABEL Supplementary Environmental management systems standard's requirement will be verified during each surveillance assessment of the AB. The files reviewed during the subsequent surveillances and the reassessment in a four years' period (accreditation cycle) shall cover all the accredited scopes in the technical cluster. The number of files to be reviewed for each assessment is calculated from the number of valid certificates under accreditation (approximately one sixth of the square root of the number of certificates with a maximum of 18 files with minimum of one critical code file of each technical cluster).

For each accreditation cycle (surveillances and reassessment), the number of witnesses will be determined as per assessment program in line with IAF MD 17 requirements.

In the application of the above guidelines, it shall be considered whether witness assessments may serve for multiple schemes (e.g. by witnessing combined audits) and how may witness assessments are performed in other schemes.

8. Scope extension

The assessment by AB in case of an application for an additional scope cluster consists of one or more of the following assessment methods:

- a) A review of documents and records.
- b) A visit to the office of the CAB, to verify documents and records and to interview relevant staff;
- c) A witness assessment in the technical cluster as per AB's witness policy/procedure document.

At least the defined requirements for competence in that technical cluster, records of the qualification process of auditors for that cluster, and a complete certification dossier in that cluster will be verified in a scope extension assessment.

9. General remarks on witnessing

At least two weeks before the witnessing, the AB team shall be provided with:

- The records of the CAB's contract review for this organization (including qualification records for the auditors used);
- In case a surveillance or recertification audit is witnessed, a copy of the ECO LABEL Supplementary Environmental management systems certificate issued by the CAB;
- The report of the CAB's pre-assessment or stage 1 assessment of the organization's EMS (or other latest report) and an audit plan.



ECO LABEL MANAGEMENT SYSTEM



- Besides the considerations mentioned above for selection of audits to be witnessed, AB will consider the following:
 - The AB will normally not witness the same auditors that have been witnessed in the same scheme before;
 - The AB will normally not witness an audit at the same organization;
 - Witnessing of audits includes the review of the audit report.
 - To be able to select the audits to be witnessed, the CAB shall, on request of the AB, provide a planning for the audits to be conducted in a certain period. The information on these audits shall include as a minimum:
 - Type of audit (initial, recertification or surveillance);
 - Name and address of auditee.
 - Audit standard(s);
 - Scope of certification;
 - Name(s) of auditors(s) and expert(s);
 - Date(s) of the audit.

10. ECO Label Conditions for Use of Symbol

10.1 Display of Symbol

1. The Symbol shall be displayed only in the appropriate form, and colour as demonstrated in figure no (1) below. The CAB is entitled to enlarge, if necessary, provided that the original proportion between the height and width of the symbol will not be affected and the symbol remains legible.
2. ECO Label symbol shall normally have a minimum height of 10 mm and minimum width of 15mm.
3. The Accreditation number shall be printed centrally underneath AB logo.

AB LOGO



Accreditation Number

4. The Symbol shall not be displayed in a more prominent way than the logo of the AB and accredited CAB.
5. The Symbol may be used in the defined colours or black and white colours provided that the conditions set out in this document are fulfilled.



ECO LABEL MANAGEMENT SYSTEM



6. The Symbol may be reproduced electronically, provided that the requirements of this document are met, distortion and/or degradation does not occur and the electronic version (soft copy) of the symbol is acquired from AB.
7. AB shall take measures through legally enforceable agreement to ensure that the accredited conformity assessment bodies:
 - a) Fully conforms to the requirements of AB for claiming accreditation status, when making reference to its accreditation in communication media;
 - b) Does not make any misleading or unauthorized statement regarding its accreditation
 - c) Upon withdrawal of its accreditation, discontinues its use of any reference to that accreditation
 - d) Does not refer to its accreditation in a way so as to imply that a product, process, service, management system or person is approved by the accreditation body;
 - e) Informs its affected clients of the suspension, reduction or withdrawal of its accreditation and the associated consequences without undue delay.
8. AB shall take following any one or all actions as appropriate to deal with incorrect or unauthorized claims of accreditation status, or misleading or unauthorized use of accreditation symbols and the accreditation body logo.
 - a) Issuing Non Conformities and request for Corrective actions.
 - b) Suspension
 - c) Withdrawals of accreditations
 - d) Publication of the transgression and
 - e) Legal action

10.2 Use of ECO Label Symbol on Advertising Material/Publicity

1. ECO Label symbol shall not be used in any way that might mislead the reader about the status of an accredited CAB.
2. ECO Label Symbol may be displayed on advertising materials/publicity only if the logo and the name of the accredited CAB concerned is also shown, with no more prominence than the logo or the name of the accredited CAB and no more than once for each ELL accreditation.

10.3 Suspension/Withdrawal of the Accreditation

The accredited CAB shall discontinue the use of the accreditation symbols or any reference to accreditation status in reports, certificates, promotional material, stationery, internet web sites, etc. for an activity immediately on suspension, withdrawal or termination of the accreditation for that activity for an activity immediately on suspension, withdrawal or termination of the accreditation for that activity.



ECO LABEL MANAGEMENT SYSTEM



10.4 Misuse of the Symbol

The Symbol is owned by ECO Label LLC. The Accredited CABs are not allowed to copy or make use the same or similar Symbol as their own symbols. In the event of misuse of the Symbol, AB reserves the right to issue violations and sanctions, depending on the gravity of the violation.

11. Scopes and Technical Cluster details for award of accreditation by ABs.

S. No	Technical Cluster	IAF Code/ Group	Description of economic sector/activity, according to IAF ID1	Critical Code(s)
1.	Agriculture, forestry and fishing	01	Agriculture, forestry and fishing	01
2.	Food	03	Food products, beverages and tobacco	03
		30	Hotels and restaurants	
3.	Mechanical	17	Limited to “Fabricated metal products”	20 or 21
		18	Machinery and equipment	
		19	Electrical and optical equipment	
		20	Shipbuilding	
		21	Aerospace	
4.	Paper	22	Other transport equipment	09
		07	Limited to “Paper products”	
		08	Publishing companies	
5.	Construction	09	Printing companies	28
		28	Construction	
6.	Goods production	34	Engineering services	04 and 05
		04	Textiles and textile products	
		05	Leather and leather products	
		06	Wood and wood products	
7.	Chemicals	23	Manufacturing not elsewhere classified	07 and 10 and 12 and 13.
		07	Limited to “Pulp and paper manufacturing”	
		10	Manufacture of coke and refined petroleum products	
		12	Chemicals, chemical products and fibres	
		13	Pharmaceuticals	
		14	Rubber and plastic products	
		15	Non-metallic mineral products	
16	Concrete, cement, lime, plaster, etc.			
17	Limited to “Base metals production”			



ECO LABEL MANAGEMENT SYSTEM



8.	Mining and quarrying	02	Mining and quarrying	02
9.	Supply	25	Electricity supply	25 or 26
		26	Gas supply	
		27	Water supply	
10.	Transport & Waste management	31	Transport, storage and communication	24 and 39
		24	Recycling	
		39	Other social services	
11.	Services	29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	29 or 35 or 36
		32	Financial intermediation; real estate; renting	
		33	Information technology	
		35	Other services	
		36	Public administration	
		37	Education	
12.	Nuclear	11	Nuclear fuel	11
13.	Health	38	Health and social work	38

Revision	Date	Section/Clause / Page No.	Summary of Amendment