



# **ECO PLATFORM**

## **Procedure for audits of EPD Program Operators**

Version 1.0

Valid as from January 2016

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# 1 ECO Platform Audit procedure for Program Operators

## Principle and scope

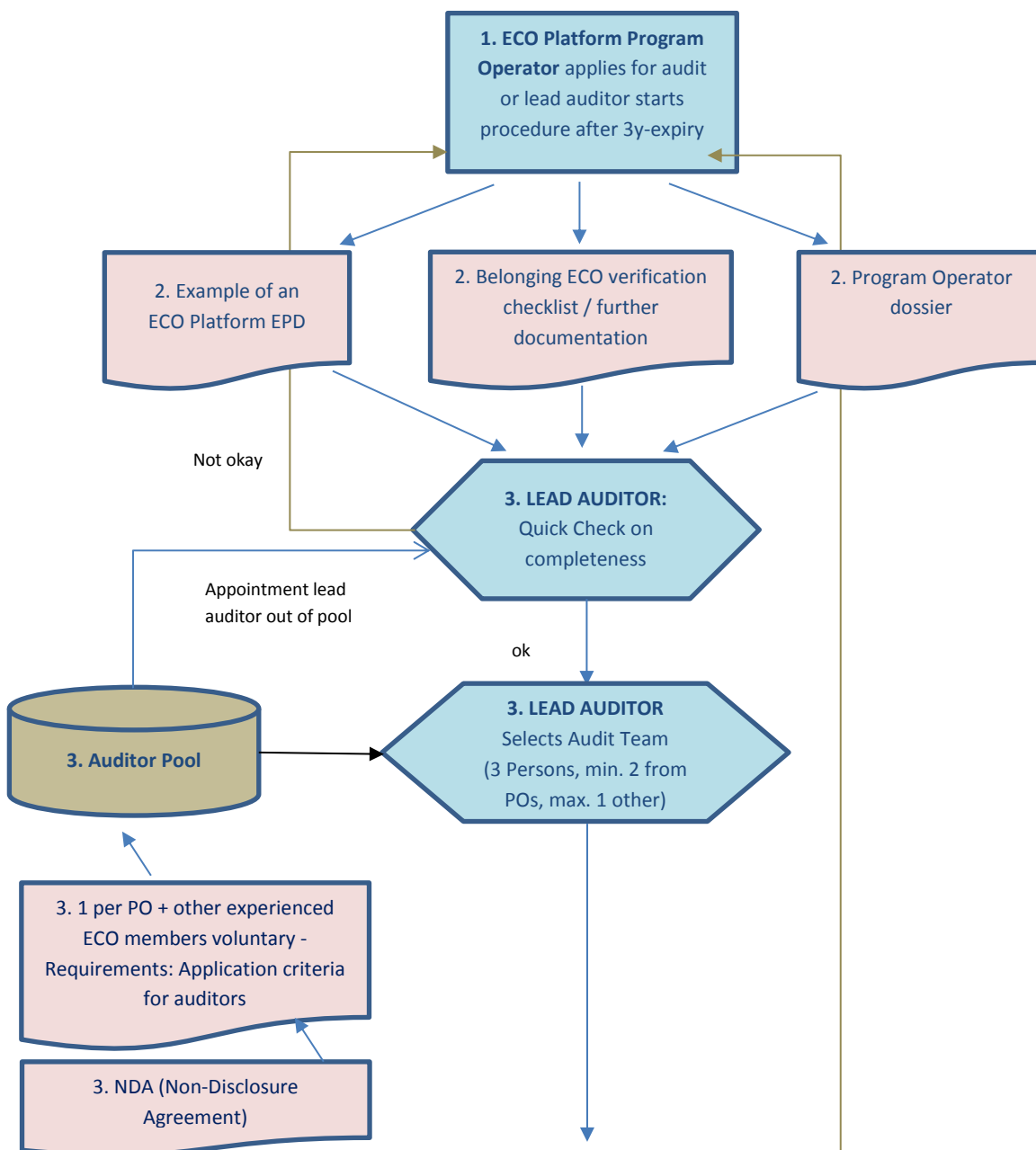
An ECO Program Operator is audited by representatives of other ECO Program Operators to check on compliance with the quality and verification rules in the ECO Guidance Paper for Verification (latest version applies). *Nothing additional to the requirements in this Paper is audited.*

Each Program Operator<sup>1</sup> has to be audited successfully before it can use the “ECO Platform EPD EN15804 verified” logo on EPD of their clients.

ECO Platform Working Group II coordinates the ECO Platform audits. Results of audits (passed/not passed) are reported to the Board by the convenors of WG II.

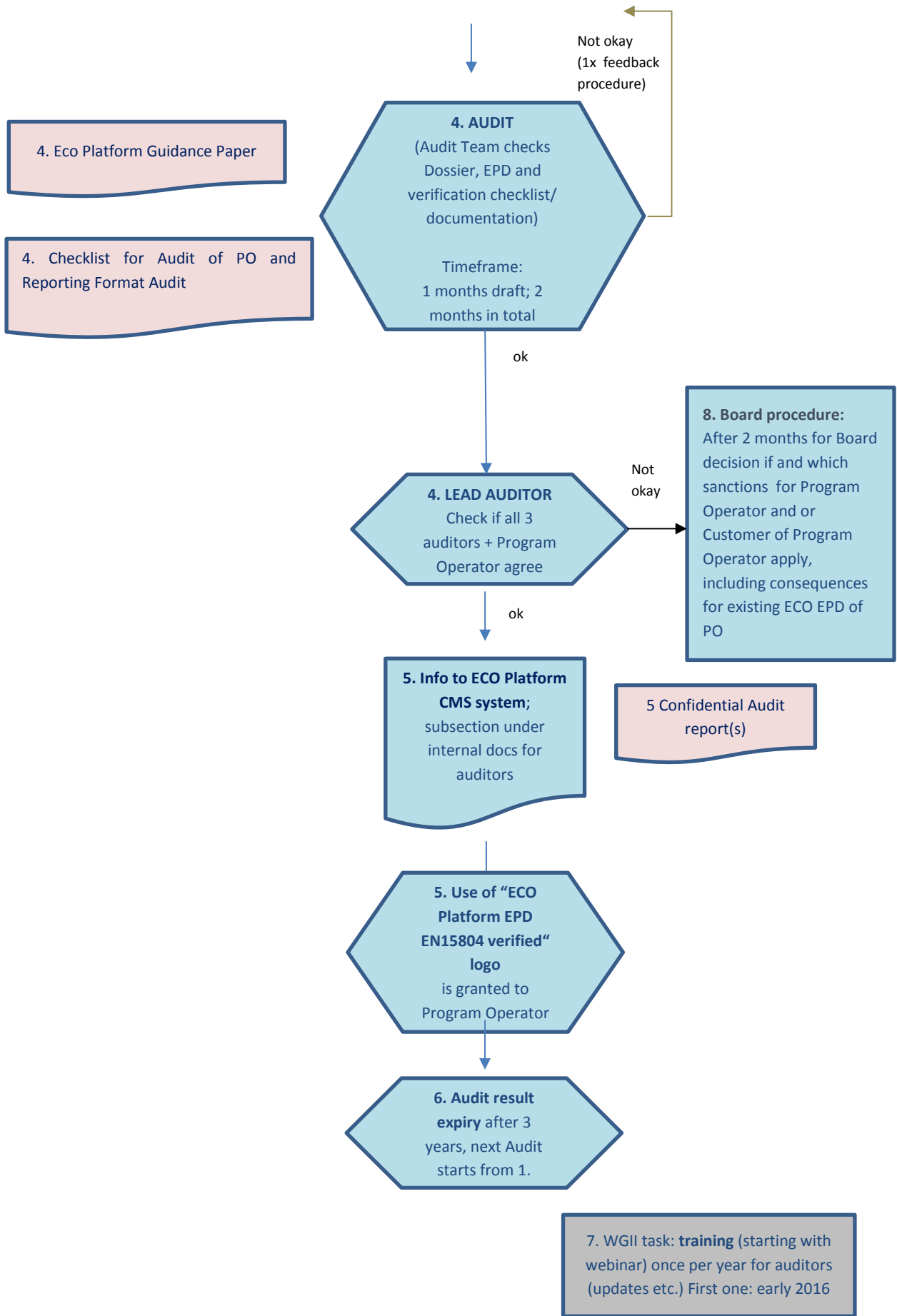
The procedure on hand includes the “lessons learned” from the first audits of the participating Program Operators in 2014 and 2015.

## Audit Procedure Flow Chart



To be continued:

<sup>1</sup> Regardless if the Program Operator is established or emerging



**1.1 ECO Platform Program Operator applies for audit or lead Auditor starts procedure after 3y-expiry**

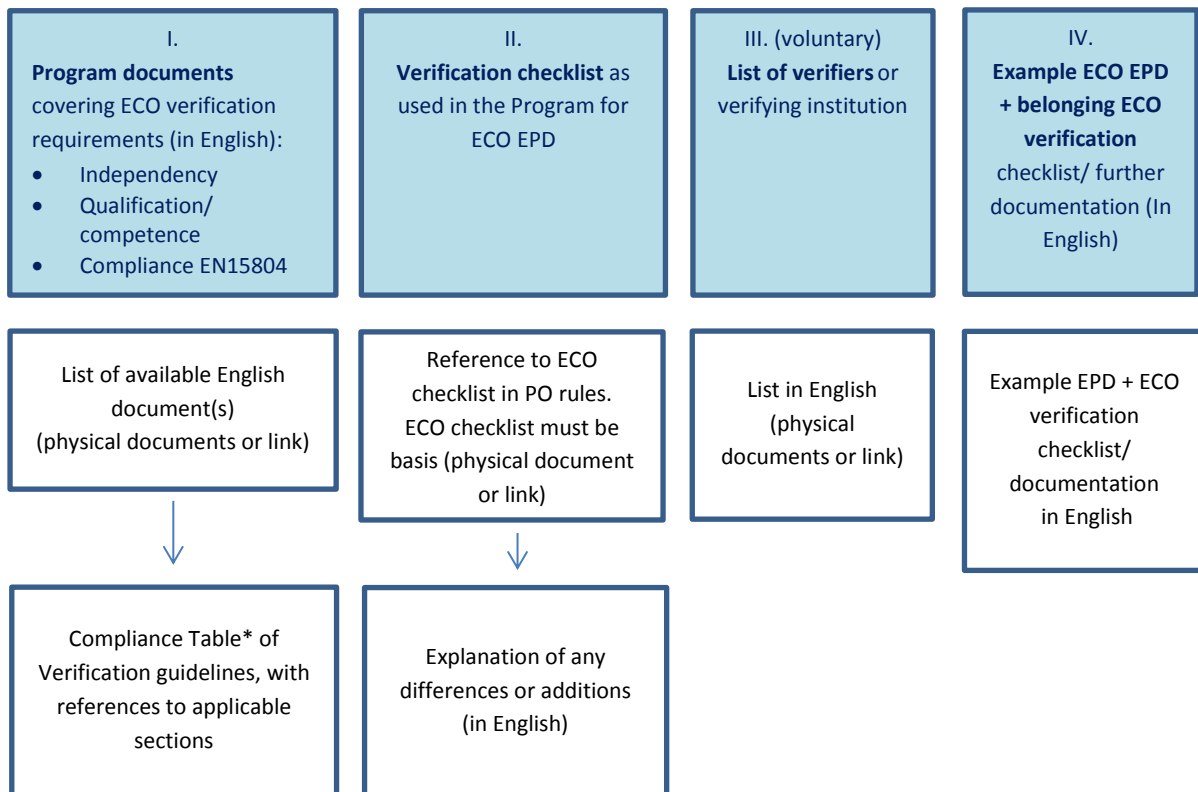
If the Program Operator starts the procedure, an official letter/email to convenor of WG II and lead Auditor must be sent by the Program Operator with application for audit.  
 In due time before the date of expiry of the audit, the lead Auditor re-starts the procedure by sending an official letter/email to the Program Operator and convenor of WGII.

**2 Dossier, Documents to be submitted by PO**

To facilitate the audit, the EPD program operators shall make an internal ECO dossier. This dossier does not need to be externally available, as that would require a more official translation than required for the ECO audit.  
 The ECO member EPD program operators must have English texts available in the program rules and procedures on the ECO requirements for independency, qualification/competence and compliance to EN15804 (as stated in chapters 3 and 4 of the ECO Guidance Paper Verification), including a list of verifiers (if external), the verification checklist and reporting formats (if any).  
 It is not mandatory to have all ECO EPD in the Program in English, except for the example ECO EPD for the audit by the ECO Platform. The ECO verification checklist and further verification documentation<sup>2</sup> for the example EPD should also be made available in English, except for confidential parts.

**NOTE** For the audit on quality and verification the English documentation is restricted to the verification issues. It is not required at the moment (year 2015) to have for example PCRs, verification reports and EPD that are not subject to audit available in English.

The dossier for the audit shall comprise the following (III voluntary):



\* In order for the auditor to find the relevant sections for the audit in the program rules, the dossier shall comprise the following Compliance Table:

<sup>2</sup> Some Program Operators have another format than solely the ECO verification checklist. In that case it may be required to provide further verification documentation to show the auditor that the principles of the ECO verification checklist are followed

Compliance Table of Verification guidelines, with references to applicable sections in Program  
Operator rules

		<b>document nr./ clause [hyperlink]</b>	<b>website [hyperlink]</b>	<b>text / explanation</b>
<b>1.</b>	<b>Technical and managerial independency of the verifier from the LCA practitioner and EPD owner. Avoidance of pressure on the verifier*</b>			
1.1	independent 3rd party verification according to ISO 14025			
1.2	Addressing the risk of pressure from manufacturer / LCA practitioner on verifier – avoiding influence on the outcome			
<b>2.</b>	<b>Qualifications and competence of the verifier with regard to knowledge of and experience in LCA and EPD for construction products.*</b>			
2.1	individual or team knowledge of and practical experience in LCA (ISO 14040-14044), EPD (ISO14025, EN 15804, ISO 21930) and of construction branch and products / industry			
2.2	communication of new developments in EPD standards to verifiers and ensuring that new developments are included in program rules and PCRs. – based on available ECO Platform info			
2.3	appointment and registration procedure for verifiers (including an arbitration procedure in case of complaints)			
<b>3.</b>	<b>Compliance EN15804</b>			
3.1	program rules confirm aim to be in compliance with EN15804			
3.2	using a verification checklist based on the ECO checklist, aiming to			

	confirm that the EPD is in compliance with the EN15804 (procedural and methodological), that the EPD reflects the underlying LCA, and ensuring a minimum control on validity and plausibility of LCI-data and technical scenarios			
3.3	having an EPD format in place that is in accordance with EN15804			
3.4	If additional information is required or allowed in the EPD format, clarity is secured for the reader to understand that it concerns additional info which is not part of core EPD according to EN15804. It is required to have additional information externally verified			
3.5	having an arbitration procedure in place in case of disputes and complaints			

\* the Program Operator can present documentation to support the competence, knowledge and implemented procedures in relevant areas. Relevant information for the auditor could be if a verifier or a verifying institute is accredited by a member of the European Cooperation for Accreditation (EA), designated by the European Commission, for a certain field – this could be regarded as a “evidence” of competence in that particular field. If the Program Operator provides such additional information it should be taken into account by the auditor.

### 3 Auditors

Step 3 in the procedure and this chapter deal with the auditors and their role: profile of auditors with regards to requirements of experience and references of the individual persons, and how to settle an audit team out of the auditor pool.

#### 3.1 Auditor pool and application criteria for ECO Platform auditors

##### Auditor pool and responsibility of Program Operators

Each Program Operator in ECO Platform delivers at least one auditor who is available for 1-3 audits a year and can act within the audit timeframe (see chapter 4). Other ECO Platform members can voluntarily submit auditors; in that case the same obligations apply as for the Program Operators and their auditors.

Program Operators are responsible for any (financial) compensation of their auditors, if need. Auditors are appointed as of the 1<sup>st</sup> of January each year, and their participation or replacement shall be confirmed each year by the Program Operator. The Program Operator must overhand a written commitment to WG II that auditor is able to commit to the time frame. This can be done per email to the convenors of WG II. If problems occur, the convenor of WGII will ask the respective Program Operator to find a solution, e.g. by replacing the auditor.

Program Operator should make the auditor aware of the obligation to attend the ECO Platform training sessions for auditors – see chapter 8.

### **Criteria for auditors to be appointed to the ECO Platform pool of auditors**

The experience of an auditor does not necessarily require thorough LCA knowledge but must have a focus on audits and verification and understanding the ECO Platform Rules. Good knowledge of the standards ISO 14025 and EN 15804 is required.

Requirements for bodies providing audit and certification of management systems – and an EPD Program can be considered as such – can be found in **ISO 17021-1**. Conformity assessment — Requirements for bodies providing audit and certification of management systems —Part 1: Requirements

The Eco Platform refers to this standard and gives special attention to the sub clauses 9.4.5., 9.4.5.3, 9.4.8, 9.4.8.1 and, as a general framework, to clause 4 and definition 3.3 linked with 5.2.5.

ECO Platform also refers to **ISO 19011** which provides guidance on auditing management systems, including the principles of auditing, managing an audit programme and conducting management system audits, as well as guidance on the evaluation of competence of individuals involved in the audit process, including the person managing the audit programme, auditors and audit teams.

ISO 19011:2011 is applicable to all organizations that need to conduct internal or external audits of management systems or manage an audit programme. Special attention is given to clause 4 as a general framework and sub clauses 6.4.6 -6.4.8 and clause 7.2.3.2 in which generic knowledge and skills of management system auditors as well as audit team leaders are described. Auditors should have knowledge and skills in the areas of audit principles, procedures and methods, as well as managements systems and the ECO Platform documents.

It can be of advantage to have **LCA knowledge** such as:

1. General knowledge of industry and product-related environmental matters.
2. Good process and product knowledge within the relevant product or service audited.
3. In-depth knowledge of the principal LCA methodology
4. In-depth knowledge of the relevant standards in the field of environmental labelling and declarations, and life cycle assessment.
5. Experience in critical review of LCA and/or verification of environmental declarations.

Detailed application criteria are provided in Annex 3.1.

#### **Approval of the auditors:**

The program operator or ECO member is responsible for the nomination and short screening of the auditor's competences.

#### **Non-disclosure Agreement (NDA) and confidentiality:**

The documents, dossier and audit report are confidential and should be dealt with as such by WGII convenors and auditors. Convenors and auditors, including the lead auditor, therefore have to sign a confidentiality agreement as provided in annex 3.2 as part of the application criteria.

The ECO Platform director together with the convenor of WGII should secure proper archiving of NDAs.

## **3.2 Lead Auditor, Auditing teams**

The lead Auditor is an active member from the pool of auditors and is elected by the very same persons admitted to the pool of auditors. The election period shall be at least 3 years (one audit period). The intention is to establish a rotating scheme (lead Auditor from different Program Operators). The lead Auditor can be re-elected as long as he/she accepts the vote.

The lead Auditor chooses the auditing teams for an applying PO by random selection, sets the timeframe and monitors progress according to schedule. If any problems occur, the lead auditor reports this to the convenors of WGII, and lead auditor and convenors will decide together on any further steps.

The team consists of 3 persons: at minimum 2 persons belonging to ECO Platform Program Operators and at maximum 1 person can belong to another Eco Platform member.



The audit team selects an audit team leader, who manages the planning, leads the team towards conclusions and ensures that the audit report is completed. The generic knowledge and skills of audit team leaders can be found in ISO 19011 clause 7.2.3.4.

## 4 The Audit

The auditors have to check whether the guidelines for Program Operators, EPD and verification of the ECO Guidance Paper for Verification (latest version) are implemented in the Program Operator's General Rules and other mandatory documents.

The audit shall check for non-compliance with either the EN15804 and/or ECO Platform Rules. Issues can be compliant or non-compliant. NOTE: personal comments shall be kept separate from the audit, as the audit is neutral.

### **Timeframe to finish the auditing job**

1 month to comment as team - as a draft

1 month for asking feedback of the audited Program Operator and discuss, and propose a final assessment – feedback is limited to one loop

i.e. 2 months in total to finish the procedure,

The exact timeframe has to be established between Program Operator and auditors before the audit starts.

NOTE: if the documentation is incomplete, the Program Operator shall get a certain period of time to complete it. The availability of auditors should be taken into account and the lead auditor can decide to change the audit team in case problems may occur due to the new planning. From the date of delivery the timeframe for auditors starts again.

### **Audit checklist and report**

The checklist and reporting format in annex 4 must be used in the audit procedure.

## 5 Audit information upload on ECO Platform website

ECO Platform will take care of an audit section on the ECO Platform website, with both an internal (confidential) area as well as a public area.

### 5.1 Internal audit information on website

As soon as the ECO Platform website offers the opportunity, all audit results shall be uploaded by the auditors on the confidential area for audits.

The ECO Platform will be responsible for keeping the audit documents and other relevant information, such as checklist and report format, pool of auditors etc., up to date.

### 5.2 List of Program Operators that passed the ECO Platform Audit on website

In order to be transparent to customers and to give incentives to pass the peer-audit process, the list of recognised Program Operators that passed the audit will be publicly available on the website.

## 6 Expiry/Periodic audit

As 'changes' may not be clear, the TC350/product standards might soon have a Guidance Document, new standards for product families come up frequently and ECO Platform is still developing, the ECO Platform has to get more experience and has therefore decided to start with a period of 3 years between audits. If program rules are substantially changed in between, an audit before the expiry date is necessary and the Program Operator has to apply again. After 3 years the Program Operators have to show if they implemented new standards (i.e. PCR documents from CEN TC) or adapted to changes within standards and/or ECO Platform documents.

After the first period it shall be decided if 3 years are a reasonable time span.

## **7 Training of auditors**

Auditors must have followed an instruction webinar training from ECO Platform before they start auditing.

It is mandatory to follow by auditors if the ECO platform organizes a training workshop. It is intended that meetings will be web-meetings and that ECO Platform always will offer 2 sessions in different timeframes.

## **8 Board procedure in case of failed audit**

In case a Program Operator did not pass the audit successfully, the convenors of WGII will inform the Board. The Board should decide if and which sanctions are required. The Board also has to decide what happens with existing ECO EPD from a program if they fail the surveillance audit. Sanctions could apply both to Program Operator (in case of breach of the responsibilities) and the customers (in case of misuse of the logo or a “failed verification results”). In any case, the “ECO Platform EPD EN15804 verified” logo cannot be used until the audit has passed successfully.

## **9 ANNEXES**

Annex 3.1: Application criteria for Eco Platform auditors

Annex 3.2: NDA (Non-Disclosure Agreement) agreement for auditors

Annex 4: Reporting format + checklist

### Annex 3.1 Application criteria for ECO Platform auditors

#### APPLICATION INDIVIDUAL INTERNAL AUDITORS OF ECO PLATFORM

##### DOCUMENTATION

The Program Operator or ECO member is responsible for the nomination and short screening of the auditor's competences, the availability for audits within the timeframes, attending training sessions by the auditor and any financial compensation (if need).

**To be provided by Program Operator to convenor WGII:**

ECO Platform Program Operator or member providing the auditor:	
Year applicable:	
Name auditor:	
Institution/Company of auditor:	
Telephone auditor:	
E-mail auditor:	

I as ECO Program Operator / member declare that the auditor has the required knowledge, skills and competences for the ECO Platform audits, and will be available for 1-3 audits in the applicable year according to the ECO Platform timeframes.

Attachments:

1. Overview of experiences of the auditor in the relevant areas
2. Non-Disclosure Agreement signed by auditor

Place:

Date:

Signature:

### **Task of the auditor**

An ECO Program Operator is audited by representatives of other ECO Program Operators to check on compliance with the quality and verification rules in the ECO Guidance Paper for Verification (latest version applies). The auditors have to check whether the guidelines for Program Operators, EPD and verification are implemented in the Program Operator's General Rules and other mandatory documents, and if an example EPD is according to these rules. Nothing additional is audited and personal comments are to be kept separate.

Each PO has to be audited successfully before it can use the ECO Platform EPD logo and its clients can be awarded the "ECO Platform verified" logo on their EPD (regardless if a PO is emerging or established, the PO has to pass the audit first if the logo is intended to be used).

Persons, who want to be in the Eco Platform Pool of auditors must hereby give a commitment to their Program Operator that they are able to audit and are available in the next year for 1-3 audits. .

### **Timeframe to finish the auditing job**

1 month to comment as a draft

2 months in total to finish the procedure.

The exact timeframe is to be established by the audit team before the start of an audit together with Program Operator and lead auditor.

### **Education of auditors**

Auditors must have followed an instruction webinar training from ECO Platform before they start auditing.

It is mandatory to follow by auditors if the ECO platform organizes a training workshop. It is intended that meetings will be web-meetings and that ECO Platform always will offer 2 sessions in different timeframes.

## **CRITERIA AND COMPETENCE REQUIREMENTS**

### **1) As a compulsory basis the following ECO Platform Rules and International standards have to be considered in their latest version:**

- ECO Platform Guidance Paper on Verification
- ECO Platform Audit Procedure
- Knowledge in the overall regulatory framework in which the concept of EPDs have been introduced.
- Knowledge of the Type III EPD programmes
- ISO 14025 Environmental labels and declarations - Type III environmental declarations - Principles and procedures
- EN 15804 Sustainability of construction works – Environmental product declarations Core rules for the product category of construction products
- EN 15942 Sustainability of construction works. Environmental product declarations. Communication format business-to-business
- ISO 14044 Environmental management - Life cycle assessment - Principles and framework

### **2) ISO 17021-1. Conformity assessment — Requirements for bodies providing audit and certification of management systems —Part 1: Requirements**

The Eco Platform refers to this standard and gives special attention to the sub clauses 9.4.5., 9.4.5.3, 9.4.8, 9.4.8.1 and, as a general framework, to clause 4 and definition 3.3 linked with 5.2.5.

### **3) ISO 19011. Guidelines for auditing management systems**

Eco Platform also refers to ISO 19011 which provides guidance on auditing management systems, including the principles of auditing, managing an audit programme and conducting management system audits, as well as guidance on the evaluation of competence of individuals involved in the audit process, including the person managing the audit programme, auditors and audit teams.

ISO 19011:2011 is applicable to all organizations that need to conduct internal or external audits of management systems or manage an audit programme.

Special attention is given to clause 4 as a general framework and sub clauses 6.4.6 -6.4.8 and clause 7.2.3.2 in which generic knowledge and skills of management system auditors as well as audit team leaders are described. Auditors should have knowledge and skills in the areas of audit principles, procedures and methods, as well as managements systems and the ECO Platform documents. as well as 7.2.3.4.

The generic knowledge and skills of audit team leaders can be found in ISO 19011 clause 7.2.3.4.

**4) It can be of advantage to have LCA knowledge such as:**

1. General knowledge of industry and product-related environmental matters.
2. Good process and product knowledge within the relevant product or service audited.
3. In-depth knowledge of the principal LCA methodology
4. In-depth knowledge of the relevant standards in the field of environmental labelling and declarations, and life cycle assessment.
5. Experience in critical review of LCA and/or verification of environmental declarations.

**NON DISCLOSURE AGREEMENT**

**B E T W E E N**

\_\_\_\_\_, validly organized and existing under the laws of \_\_\_\_, having its principal place of business at, \_\_\_\_\_, business identity code,

**ECO Platform**, an AISBL validly organized and existing under the laws of Belgium, having its principal place of business at ..., business identity code ...

Hereinafter referred to as "Party" or "Parties" respectively,

**W H E R E A S**

- a) The Parties wish to enter into discussions regarding audit of ECO Platform Program Operators (hereinafter referred to as "Project");
- b) The Parties understand that in the course of the Discussions they will disclose and exchange information, including information of a confidential and/or proprietary nature, on their products, processes of production and/or commercial activity and agree that the confidentiality of such information should be protected;

**THEREFORE, THE PARTIES AGREE AS FOLLOWS,**

**I. DEFINITION OF CONFIDENTIAL INFORMATION**

"Confidential Information" includes, without limitation, all non-public information relating to business plans or practices, financial or technical matters, trade secrets, designs, know-how, inventions, operations, the marketing or promotion of products and any other information received or acquired by Recipient from the Discloser in the course of exploring the Project. It also includes the discussions between auditors in the audit process as well as the audit report.

"Confidential Information" shall not include any information, however designated, that: (i) is or subsequently becomes publicly available through no wrongful act of the Recipient; (ii) is already known to the Recipient at the time of disclosure; (iii) is rightfully received by the Recipient from a third party without restriction on disclosure and without breach of this agreement; (iv) is independently developed by Recipient and without the use of any of the Confidential Information.

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## **II. USE OF CONFIDENTIAL INFORMATION**

Recipient agrees that the Confidential Information will be kept confidential by Recipient and Recipient's representatives and, without limiting the generality of the foregoing, will not be disclosed by Recipient or Recipient's representatives to any person and will not be used except with the specific written consent of Discloser or except as expressly permitted by this agreement. It is understood that Recipient may use Discloser's Confidential Information solely for its internal business purpose of evaluating the Project (hereinafter referred to as "Purpose").

Recipient agrees not to use Confidential Information otherwise for its own or any third party's benefit without the prior written approval of an authorized representative of Discloser. Recipient shall refrain from reverse engineering, decompiling or disassembling Confidential Information and shall not disclose, publish, distribute or disseminate Confidential Information. Copies shall contain the same confidential or proprietary legends as the originals.

Recipient may disclose Confidential Information to its employees, attorneys, consultants and affiliates who are under proper burden of confidentiality and who have a need to know in pursuance of the Recipient's business relationship with Discloser. For the purpose of this agreement, an "Affiliate" means any person, partnership, joint venture, corporation or other form of enterprise, domestic or foreign, including but not limited to subsidiaries, that directly or indirectly, control or are controlled by, or are under common control with a party.

Recipient agrees to use reasonable care, but in any event no less than the same degree of care that it uses to protect its own confidential and proprietary information of similar importance, to prevent the unauthorized use, disclosure, publication and dissemination of Confidential Information.

## **III. OBLIGATION TO MAINTAIN CONFIDENTIALITY**

Unless otherwise agreed to in writing by the Discloser, for a period of five years from the date of this agreement the Recipient shall refrain from disclosing any Confidential Information. This obligation to maintain confidentiality with respect to the Project also includes the existence and contents of this agreement.

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#### **IV. REMEDIES**

Discloser and Recipient each agree that its obligations set forth in this agreement are necessary and reasonable in order to protect the Discloser and its business. Both parties expressly agree that due to the unique nature of the Discloser's Confidential Information, monetary damages would be inadequate to compensate the Discloser for any breach by the Recipient of its covenants and agreements set forth in this agreement.

Accordingly, Discloser and Recipient each agree and acknowledge that any such violation or threatened violation shall cause irreparable injury to the Discloser and that, in addition to any other remedies that may be available, in law, in equity or otherwise, the Discloser shall be entitled (a) to obtain injunctive relief against the threatened breach of this agreement or the continuation of any such breach by the Recipient, without the necessity of proving actual damages, and (b) to be indemnified by the receiving party from any loss or harm arising out of or in connection with any breach or enforcement of the Recipient's obligations under this agreement.

#### **V. MANDATORY DISCLOSURE EXEMPTION**

Recipient may disclose Confidential Information in accordance with a judicial or other governmental order, provided that Recipient either (i) gives the Discloser's legal representative reasonable notice prior to such disclosure to allow Discloser a reasonable opportunity to seek a protective order or equivalent, or (ii) obtains written assurance from the applicable judicial or governmental entity that it will afford the Confidential Information the highest level of protection afforded under applicable law or regulation.

#### **VI. DUTY TO RETURN OR TO CERTIFY DESTRUCTION**

Upon the request of Discloser, Recipient shall (i) at Discloser's sole cost and expense return all Confidential Information received or (ii) certify destruction of it (including all copies, summaries and analyses thereof).

#### **VII. NO RIGHTS GRANTED**

All Confidential Information is and shall remain the property of Discloser. Nothing in this agreement shall be construed as granting any expressed or implied rights under any patent, copyright or other intellectual property right of either Party, nor shall this agreement grant either Party any express or implied rights in or to the other Party's Confidential Information other than the limited right to review such Confidential Information solely for the Purpose.



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**VIII. NO WARRANTY**

Unless otherwise agreed by Discloser and Recipient, any Confidential Information is provided "as is" without warranty of any kind, and Recipient agrees that Discloser shall not be liable for any damages whatsoever arising from or relating to Recipient's use or inability to use such Confidential Information.

**IX. SEVERANCE**

If one or more provisions of this agreement are held to be unenforceable under applicable law, the Parties agree to renegotiate such provision in good faith. In the event that the Parties cannot reach a mutually agreeable and enforceable replacement for such provision, then (i) such provision shall be excluded from this agreement, (ii) the remaining provisions of the agreement shall be interpreted as if such provision were so excluded and (iii) the remaining provisions of the agreement shall be enforceable in accordance with its terms.

**X. MISCELLANEOUS**

Any term of this agreement may be amended with the prior written consent of both Parties. Any amendment or waiver affected in accordance with this section shall be binding upon the Parties and their respective successors and assigns. Failure to enforce any provision of this agreement by a Party shall not constitute a waiver of any term hereof by such Party.

This agreement is the product of both Parties, and constitutes the entire agreement between such Parties and merges all prior negotiations and drafts of the Parties pertaining to the subject matter of this agreement. Any and all other written or oral agreements existing between the Parties concerning the subject matter of this agreement are expressly cancelled. This agreement does not create, for neither Party nor their respective Affiliates any obligation to enter into any further contracts with regard to the Project.

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**XI. GOVERNING LAW AND JURISDICTION**

This agreement shall be governed by and construed in accordance with the laws of Belgium.

The Parties shall use good faith efforts to resolve any dispute, claim or proceeding arising out of or relating to this agreement. In the event that any dispute cannot be resolved at this level, then the senior executives of the relevant Parties who have authority to settle the same shall use good faith efforts to resolve the same.

If the matter is not resolved through negotiation, all disputes between the Parties arising out of or in connection with this agreement shall be decided by the exclusive competent courts in Madrid, without prejudice to the right of either Party to seek injunctive relief before any court in any place where unauthorized disclosure or use of the Confidential Information occurs or threatens to occur.

In witness whereof, the Parties by their duly authorized representatives have executed this agreement in two original copies, each Party acknowledging receipt of one copy.

Signed in ...

**FOR** \_\_\_\_\_

**FOR ECO Platform**

Date:  
Name:  
Title:

Date:  
Name:  
Title:

## Annex 4 Reporting format and checklist for audit results

Printscreens version 2.0 october 2015 below. Word version separately available

ECO Platform Audit Checklist and Report version 2.0 October 2015

**Template for comments** (draft – to be evaluated by the pool of auditors at start of new audit procedure 2016)

Programme Operator under audit: XXX	
EPD example(s): XXX	
Documents: xxx	
Date: xx.xx.20xx	Team of auditors: XXX

1	2	(3)	4	5	5	(6)	(7)
Com ment nr.	Auditor	Clause /Paragraph/ Figure/Table/N ote (e.g. Table 1)	Type of comme nt <sup>1</sup>	Comment (justification for change) by the ECO EPD auditor	Proposed change	WG observations on each comment submitted (e.g. issue for WG1 / Board, ...)	PO proposal / remark on each comment submitted (e.g. solved by ...)

### PART 1: Comments regarding the "Dossier" (General Guidelines and Principles, Verification and Quality of Procedures)

1.	<b>Technical and managerial independency of the verifier from the LCA practitioner and EPD owner. Avoidance of pressure on the verifier</b> 1.1 independent 3rd party verification according to ISO 14025 1.2 addressing the risk of pressure from manufacturer /LCA practitioner on verifier – avoiding influence on the outcome						
2.	<b>Qualifications and competence of the verifier with regard to knowledge of and experience in LCA and EPD for construction products</b> 2.1 individual or team knowledge of and practical experience in LCA (ISO 14040-14044), EPD (ISO 14025, EN 15804, ISO 21930) and of construction branch and products / industry 2.2 communication of new developments in EPD standards to verifiers and ensuring that new developments are included in program rules and PCRs. – based on available ECO Platform info 2.3 appointment and registration procedure for verifiers (including an arbitration procedure in case of complaints)						

ECO Platform Audit Checklist and Report version 2.0 October 2015

**Template for comments** (draft – to be evaluated by the pool of auditors at start of new audit procedure 2016)

Programme Operator under audit: XXX	
EPD example(s): XXX	
Documents: xxx	
Date: xx.xx.20xx	Team of auditors: XXX

1	2	(3)	4	5	5	(6)	(7)
Com ment nr.	Auditor	Clause /Paragraph/ Figure/Table/N ote (e.g. Table 1)	Type of comme nt <sup>1</sup>	Comment (justification for change) by the ECO EPD auditor	Proposed change	WG observations on each comment submitted (e.g. issue for WG1 / Board, ...)	PO proposal / remark on each comment submitted (e.g. solved by ...)

3.	<b>Compliance EN15804</b> 3.1 program rules confirm aim to be in compliance with EN15804 3.2 using a verification checklist based on the ECO checklist, aiming to confirm that the EPD is in compliance with the EN15804 (procedural and methodological), that the EPD reflects the underlying LCA, and ensuring a minimum control on validity and plausibility of LCI-data and technical scenarios 3.3 having an EPD format in place that is in accordance with EN15804 3.4 If additional information is required or allowed in the EPD format, clarity is secured for the reader to understand that it concerns additional info which is not part of core EPD according to EN15804. It is required to have additional information externally verified 3.5 having an arbitration procedure in place in case of disputes and complaints						

### PART 2: Comments regarding the example ECO EPD and belonging verification checklist / documentation

2.1)	<b>Verification according to ECO checklist and EN 15804</b>  Are all the items verified according to the ECO verification checklist: <b>Part A: Calculation rules for the Life Cycle Assessment and requirements on the project report</b>						

**Template for comments** (draft – to be evaluated by the pool of auditors at start of new audit procedure 2016)

Programme Operator under audit: XXX	
EPD example(s): XXX	
Documents: xxx	
Date: xx.xx.20xx	Team of auditors: XXX

1	2	(3)	4	5	5	(6)	(7)
Com ment nr.	Auditor	Clause /Paragraph/ Figure/Table/Note (e.g. Table 1)	Type of comment <sup>1</sup>	Comment (justification for change) by the ECO EPD auditor	Proposed change	WG observations on each comment submitted (e.g. issue for WG1 / Board, ...)	PO proposal / remark on each comment submitted (e.g. solved by ...)

<b>Are all the items verified according to the ECO verification checklist: Part B: Requirements on the EPD</b>							
<b>2.2) Compliance with EN15804</b>							
<b>Does the example EPD comply to EN15804 – as verified</b>							
<b>2.3) Compliance with ISO 14025</b>							
<b>2.4) Other comments and suggestions</b>							