

ASSESSMENT REPORT

GLOBAL GREENTAG

ISO 14024:2001 ENVIRONMENTAL LABELS AND DECLARATIONS — TYPE I

ENVIRONMENTAL LABELLING — PRINCIPLES AND PROCEDURES

CONDUCTED: 26/6/14

STANDARD(S):

ISO 14024:2001 ENVIRONMENTAL LABELS AND DECLARATIONS — TYPE I

ENVIRONMENTAL LABELLING — PRINCIPLES AND PROCEDURES

SCOPE OF SYSTEM:

TOTAL AUDIT DURATION:

8 hrs

AUDIT TEAM:

Paul Mannix - Lead Auditor

OTHER PARTICIPANTS:

N/A

RECOMMENDATION

The management system complies with the requirements of the nominated Standard(s).

COMMERCIAL- IN – CONFIDENCE

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DISCLAIMER:

This report has been prepared by Compass Assurance Services in respect of a Client's application for assessment by Compass Assurance Services. The purpose of the report is to reference evidence of the Client's compliance with the standard(s) or other specified criteria. The content of this report applies only to matters, which were evident to Compass Assurance Services at the time of the audit and within the audit scope. Compass Assurance Services does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Compass Assurance Services accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

SITES AUDITED

SITE ADDRESS	DATE	AUDITOR
60 Burrai St Morningside, Brisbane	26/6/14	Paul Mannix

OPENING AND CLOSING MEETING REGISTER

NAME	ORGANISATION	ENTRY	EXIT
David Baggs	Global GreenTag	✓	✓
Shloka Parikh	Global GreenTag	✓	✓
Paul Mannix	Compass Assurance	✓	✓

REPORT PRESENTED TO AND RECEIVED BY

NAME:

David Baggs

POSITION:

Chief Executive Officer

DATE:

10/7/14

EXECUTIVE SUMMARY

This documentation review audit was conducted to verify the status of compliance of Global GreenTag to the documentation requirements of the ISO 14024:2001 Environmental labels and declarations – Type 1 environmental labelling – Principles and procedures.

The audit has been conducted in two stages. The first being onsite interviews and then an off site documentation review and report writing. Compliance to ISO 14024:2001 has been verified.

Generally, the two key documents; GreenTag International Standard v3.2, (scheme rules) and the Global GreenTag Cert TM Assessment Process Manual (Policies and Procedures) were of found to be appropriate to the requirements of the standard and well maintained with revisions being undertaken where necessary.

Observations and opportunities for improvement have been noted in this report.

Thank you for your assistance during this documentation review.

FINDINGS CLASSIFICATION

CODE	FINDING	DESCRIPTION
N	Nonconformance	<p>A total absence of the criteria for conformance with the nominated standard; or</p> <p>A situation that raises significant doubt as to the effectiveness of the management system to achieve its intended outputs.</p> <p>Nonconformances must be closed out in order for certification to be granted or continue.</p>
C	Area of Concern	<p>A departure from a particular system requirement, or failure to consistently implement a requirement.</p> <p>An action plan may be required to address areas of concern.</p>
O	Observation	An isolated or incidental management system discrepancies
I	Improvement Opportunity	An opportunity that, if considered by the client, may provide a potential improvement to the management system but is not a recommendation.
E	Evidence of Conformity	Evident conformance to the requirements of the nominated standard(s).

FINDINGS

Note: Findings have been described by way of an observation and where appropriate an opportunity for improvement. Positive findings often will not have an opportunity for improvement noted.

NONCONFORMANCE (N)

CODE	AREA OF THE STANDARD	AUDIT FINDING
		No applicable

AREAS OF CONCERN (C)

CODE	AREA OF THE STANDARD	AUDIT FINDING
		Not applicable

OBSERVATIONS (O)

CODE	AREA OF THE STANDARD	AUDIT FINDING
O1	Internal Audit	This documentation review audit is the first audit conducted for the Global GreenTag. It is a requirement of the GreenTag International Standard v3.2, 3.7 that periodic audit be conducted. Consideration could be given to creating an audit schedule to indicate period of future audits.
O2	5.8.1 Period of Validity and 7.4.2 Supervision and Control	<p>Consideration could be given to more clear statement and explanation of the period of validity and the audit verification processes in the GreenTag International Standard and The Global GreenTag Cert TM Assessment Process Manual (Policies and Procedures)</p> <p>This statement could also include reference to the processes in the initial certification, then the annual review requirements (3.100) and finally the recertification audit process.</p>

OPPORTUNITY FOR IMPROVEMENT (I)

CODE	AREA OF THE STANDARD	AUDIT FINDING
I	5.15 Conflict of interest	Consideration could be given to preparing a conflict of interest policy or conflict of interest information training for staff to help describe potential situations of conflict of interest.
I	6.7 Implementation of Modifications to the Product Environmental Criteria	Consideration could be given to documenting a procedure for the factors to be addressed for revision of the GreenTag International Standard v3.2.
I	7.4.3 Supporting Documentation	Consideration could be given to creating documented procedures for maintenance, withdrawal and suspension of a License (ref GreenTag International Standard v3.2, 3.6.2

NEXT AUDIT

TYPE: SURVEILLANCE AUDIT

DATES	SITES	FOCUS AREAS
December 2014	60 Burrai St Morningside, Brisbane	Compliance of GreenTag Certification audit and certification process with GGT V3.2 and GreenTag Process Documents

EVIDENCE OF CONFORMITY TO ISO 14024:2001 (E)

CODE	AREA OF THE STANDARD	AUDIT FINDING
	<p>4 OBJECTIVE OF TYPE I ENVIRONMENTAL LABELLING</p> <p>5 PRINCIPLES</p> <p>5.1 Voluntary Nature of the Program</p> <p>5.2 Relationship with 14020</p> <p>5.3 Relationship with legislation</p> <p>5.4 Life Cycle Consideration</p> <p>5.5 Selectivity</p>	<p>Global GreenTag has a Terms and Agreement Conditions (v1.8 22/8/13) which is to be signed by applicants. GreenTag International Standard 3.2 Clause 2.0</p> <p>GreenTag International Standard v 3.2 has been drafted to be consistent with the ISO 14020 Environmental labels and declarations – General principles.</p> <p>Applicants are required to have compliance to environmental and other legislation, which is detailed in the Terms and Agreement Conditions (v1.8 22/8/13) which must be signed. Reference GreenTag International Standard 3.2 Clause 3.21 vii and 3.22 b</p> <p>Legal Declaration is also made on application.</p> <p>Legal compliance is verified by Global GreenTag during the certification process.</p> <p>The GreenTag Assessment Process v21 includes a LCA (Life Cycle Assessment) Analysis and Audit Process, which is depicted in a flow diagram (figure 3, GreenTag International Standard 3.2, 4.10). This process includes LCI (Life Cycle Inventory).</p> <p>LCA is completed by a specialist consultant. Environmentally preferred products, based on measurable difference in environmental impacts, are determined using ESCAP (GreenTag Ecospecifier Cautionary Assessment Process for building products) and GCAP-PP (GreenTag Cautionary Assessment Process for personal care products).</p> <p>Application of the product assessment process is further described in the GreenTag Assessment Process v21 document.</p> <p>Environmentally preferred products via LCARate pathway are also differentiated from others in the product category by Eco-score point (Ref: GreenTag International Standard 3.2 Clause 4.1), which is</p>

		<p>determine by weightings across 6 SAC (Sustainability Assessment Criteria).</p> <p>Environmentally preferred products via GreenRate pathway are also differentiated from others in the product category by 8 PAC (Priority Areas of Concerns) Ref: GreenTag International Standard 3.2 Clause 5.1, which is based on criteria that set by the Green Building Council of Australia.</p>
	<p>5.6 Product Environmental Criteria</p>	
	<p>5.6.1 Life Cycle Considerations</p>	<p>Life cycle is described in the sections 4.0 and 5.0 of the GreenTag International Standard 3.2. Application of the product assessment process is further described in the GreenTag Assessment Process v21 document</p>
	<p>5.6.2 Basis of Criteria</p>	<p>LCA market study then compare to the LCA to the product in question. Worst case business-as-usual is developed based on market study and compared to LCA of product in question. See 4.0 and 4.1 of GreenTag International Standard 3.2.</p>
	<p>5.7 Product Function Characteristics</p>	<p>Fit for purpose assessment in line with the PCR (Product Category Rules) and Product Categories are also consistent with those set by the Green Building Council of Australia.</p>
	<p>5.8 Validity of Programme Requirements</p>	
	<p>5.8.1 Period of Validity</p>	<p>The review period is set annually for product category rules. GreenTag International Standard 3.2 Clause - 3.100 (Page 30</p>
	<p>5.8.2 Review Period</p>	<p>The standard review period for certification is three years (GreenTag International Standard 3.2, 3.10.2)</p>
	<p>5.9 Consultation</p>	<p>The GreenTag International Standard 3.2 outlines the terms of reference and membership for the National Advisory Committee and the International Expert Panel. Ref: GreenTag International Standard 3.2, clause 2.06.1</p>
	<p>5.10 Compliance and Verification</p>	<p>Elements in the product environmental criteria and product function are verifiable and described in the GreenTag International Standard v 3.2.</p> <p>Methods used to assess compliance are designed to be;</p> <ul style="list-style-type: none"> • Consistent with ISO 17025 • Third party verified data (NATA laboratories) • Manufacturer declarations eg MSDS

		<ul style="list-style-type: none"> • GreenTag compliance assessment • And Applicant/Licensee evidence <p>The GGT product certification process is described on the web page. Non confidential documentation is available on request, and may be provided after a license agreement is signed.</p> <p>Information available in the GreenTag International Standard v3.2 includes;</p> <ul style="list-style-type: none"> • Life Cycle Assessment (4.6) • Use of NATA laboratories for testing (3.25) • Acknowledgement of recognized standards (7.2) • Certification procedures, Application for Certification (3.24.4), • Preparation for evaluation (3.24.5) • Product Certification and Licensing (3.24.6), • Costs and fees (3.18) • Compliance verification processes are described in 3.23 and 3.24 <p>The Global GreenTag scheme is voluntary and requirements have not been developed that would pose any trade restrictions (3.14)</p> <p>There is no restriction on application for participation with Global GreenTag (5.15). To be accepted under the Global GreenTag standard a product must meet required criteria detailed at 4.0, 4.1 and 4.2 of the GreenTag International Standard v3.2</p> <p>Global GreenTag uses life cycle assessments that consistent with the requirements of ISO14040 and ISO 14044 for Life Cycle Assessments.</p> <p>NATA accredited laboratories are used for testing (SGS and CTEC).</p> <p>Scientifically evaluation of products are employed using ESCAP (GreenTag Ecospecifier Cautionary Assessment Process for building products) and GCAP-PP (GreenTag Cautionary Assessment Process for personal care products). ESCAP and GCAP-PP are intended to be consistent with the UNGHS (Globally Harmonized System of Classification) and EU-REACH(Regulation and Evaluation of Chemical Hazards)</p> <p>A conflict of interest clause is included in employment contracts for staff and also mentioned in detail in GreenTag International Standard v3.2 clause 3.17, clause 3.23 (p), clause 3.24.1 (d-subpoint ii) and 3.24.5.</p>
	5.11 Transparency	
	5.12 International Trade Aspects	
	5.13 Accessibility	
	5.14 Scientific Basis of Product Environmental Criteria	
	5.15 Avoidance of Conflict of Interest	

	<p>5.16 Costs and Fees</p>	<p>A schedule of fees 6/2/2012 was sighted. Costs and fees are described in the GreenTag International Standard v3.2 (3.18)</p>
	<p>5.17 Confidentiality</p>	<p>Sighted the standard confidentiality agreement which is signed by the Global GreenTag CEO.</p>
	<p>5.18 Mutual Recognition</p>	<p>Global GreenTag recognize other ecolabel organisations based on confidence (3.20 and 7.2)</p>
	<p>6 PROCEDURES</p>	<p>There is a contact database of over 40,000 email addresses which includes industry associations, media outlets, architects, universities, professional associations and manufacturers as well as manufacturers of certified products. Sighted feedback from draft standards from interested parties. (1.07 a)</p> <p>The GreenTag International Standard 3.2 outlines the terms of reference and membership for the National Advisory Committee and the International Expert Panel. (2.06)</p>
	<p>6.2 Consultation with Interested Parties</p>	<p>A Stakeholder database is maintained (1.07)</p>
	<p>6.3 Selection of Product Categories</p>	<p>The organization has responded to market demand and as a result the most relevant sections of feasibility studies have been completed which includes;</p> <ul style="list-style-type: none"> • Consultation with interested parties (1.07 and 2.06) • Environmental impacts of products using ESCAP (GreenTag Ecospecifier Cautionary Assessment Process for building products) and GCAP-PP (GreenTag Cautionary Assessment Process for personal care products). • Fitness for use investigations using the LCA and LCI processes
	<p>6.3.1 Conducting a Feasibility Study</p>	<p>Not undertaken by Global GreenTag as this has been surpassed by market demand for the GreenTag International Standard v3.2.</p>
	<p>6.3.2 Proposal for Product Category</p>	<p>Not undertaken by Global GreenTag as this has been surpassed by market demand for the GreenTag International Standard v3.2.</p>
	<p>6.4 Selection and Development of Product Environmental Criteria</p>	<p>The product environmental criteria process is described in the GreenTag International Standard v3.2 (4.0) and includes;</p>
	<p>6.4.1 Selection of Product Environmental Criteria</p>	<ul style="list-style-type: none"> • Sustainability Assessment Categories (SAC) • SAC1 Integrated Design Synergy • SAC2 Life cycle Assessment – Greenhouse

	<p>6.4.2 Development of Product Environmental Criteria</p>	<ul style="list-style-type: none"> • SAC3 Life cycle Assessment – Health • SAC4 Life cycle Assessment – EcoPOINTS • SAC5 Biodiversity – Physical Impacts (non LCA) • SAC6 Corporate Social Responsibility
	<p>6.4.2.2 Identification of the Areas Most Relevant for Reduction of Environmental Impact</p>	<p>This process is described in the GreenTag International Standard v3.2 (2.0) and by using ESCAP (GreenTag Ecospecifier Cautionary Assessment Process for building products) and GCAP-PP (GreenTag Cautionary Assessment Process for personal care products), and also through consistency with the UNGHS (Globally Harmonized System of Classification) and EU-REACH(Regulation and Evaluation of Chemical Hazards).</p>
	<p>6.4.2.3 Use of Qualitative and Quantitative Indices</p>	<p>Weighting is applied to the LCA certification Standard 4.0 and is consistent with eco-indicator99 which is a widely used impact assessment method for LCA.</p>
	<p>6.4.2.4 Determination of Numerical Values for each Relevant Criterion</p>	<p>Thresholds and minimum values are set and are detailed in GreenTag International Standard v3.2 at 6.0 Appendix 1 The Cautionary Assessment Process – ESCAP v.10 and 7.0 Appendix 2 Supplementary Product Category Specific Standards</p>
	<p>6.4.2.5 Determination of Test Methods, Procedures and Availability of Test Laboratories</p>	<p>Test methods thresholds and minimum values are set and are detailed in GreenTag International Standard v3.2 at 6.0 Appendix 1 The Cautionary Assessment Process –ESCAP v.10 and 7.0 Appendix 2 Supplementary Product Category Specific Standards</p> <p>GreenTag International Standard v3.2, 3.10 PCRs (Products Category Rules) set the rules for LCA data collection, methodology, calculations and presentation of results.</p> <p>Fit for purpose assessment in line with the PCR (Product Category Rules) and Product Categories are also consistent with those set by the Green Building Council of Australia.</p>
	<p>6.5 Selection of Product Function Characteristics</p>	<p>Self-assessment matrix are provided to applicants to review the product characteristics in section 5 of the GreenTag International Standard v3.2 for GreenRate level A, B and C.</p>
	<p>6.6 Reporting and Publication</p>	<p>The product categories, product criteria and products function have been published in the GreenTag International Standard v3.2.</p>
	<p>6.7 Implementation of Modifications to the Product Environmental Criteria</p>	<p>Processes for the revision of the GreenTag International Standard v3.2 are described in clauses 3.24.6 j Product Certification and Licensing and 3.6.2 c</p>

		<p>Conditions and Procedures of Maintaining Certification.</p>
	<p>7 CERTIFICATION AND COMPLIANCE</p>	
	<p>7.2 Basic Concepts</p>	
		<p>The general rules for the overall operation of the program are described in the GreenTag International Standard v3.2 including procedure for implementing corrective action in case of nonconformity 3.22 j.</p> <p>Guidance for the appropriate use of the GreenTag mark is provided in a separate document which is signed by the License holder.</p> <p>Prerequisites for the awarding of the License and use of the label are included in the GreenTag International Standard v3.2</p>
	<p>7.2.2 General Rules</p>	
	<p>7.2.3 Product Environmental Criteria and Product Function Characteristics for each Product Category</p>	<p>Product Environmental Criteria and Product Function are described in the GreenTag International Standard v3.2</p>
		<p>License certificates are awarded to Licensees along with rules for use of the certification mark. A Sustainability scorecard is also produced for use by the Licensee. License holders are listed on the website.</p>
	<p>7.3 Licensing</p>	
	<p>7.4 Procedures for Assessing and Demonstrating Compliance</p>	
		<p>The Global GreenTag Cert TM Assessment Process Manual (Policies and Procedures) 11/1/12 provides detailed documented methodology for assessment of compliance to the GreenTag International Standard v3.2.</p>
<p>7.4.1 Basic Principle</p>		
	<p>Licenses are required to be reviewed annually and undergo a recertification audit every three years (GreenTag International Standard v3.2, 3.04, 3.07, 3.10.2, 3.12).</p> <p>See observation O2 above.</p>	
<p>7.4.2 Supervision and Control</p>		
<p>7.4.3 Supporting Documentation</p>	<p>Documented procedures for obtaining evidence of conformity are detailed in the Global GreenTag Cert TM Assessment Process Manual (Policies and Procedures) 11/1/12. This includes procedures for the certification audit process, templates to be used during audits.</p>	

		<p>A Global GreenTag auditing package is provided to external audit service providers to compete during onsite audits.</p> <p>Applicants must sign a declaration of compliance with environmental and other relevant legislation.</p> <p>Global GreenTag have declarations that are used where appropriate and include declarations for;</p> <ul style="list-style-type: none"> • Applicant declaration • Legal declaration • Declaration of accuracy and permission to use information • Paints coatings and metal finishes • Furniture • Textiles • Adhesives & Sealants • Walls, Partitions & ceilings • Formaldehyde • Joinery • Insulation • Mattresses • Radiation • Wool • Skins and leather • Carpets and floor coverings • Oeko tested textiles • Proprietary constituent declarations <p>The licensee is required to inform Global GreenTag of any changes that might affect continued compliance (GreenTag International Standard v3.2, 3.22).</p> <p>The Global GreenTag Mark is a registered in 91 countries under the Madrid Protocol</p>
	<p>7.4.4 Declarations of Conformity</p>	
	<p>7.5 Compliance Monitoring</p>	
	<p>7.6 Protection of Label</p>	

