



# B-EPD

## VERIFYING PERSONS

*Reference document for verifying persons for the Belgian EPD programme of the FPS Public Health*

v. 1.0 \_ 7.12.2016  
epd@environment.belgium.be



## 0 TABLE OF CONTENTS

0	Table of Contents.....	3
1	General .....	4
1.1	Background .....	4
1.2	Relationship verifying person - Belgian EPD database .....	4
1.3	Mutual recognition .....	4
1.4	Competent Organisation .....	5
2	General principles.....	5
2.1	Verifying person.....	5
2.2	Operational structure .....	6
2.3	Appeal.....	7
3	The Committee .....	8
3.1	General .....	8
3.2	Composition.....	9
3.3	Decisions.....	9
4	Recognition procedure .....	10
5	Validity and extension .....	13
6	Suspension procedure .....	14
7	Appeal procedure .....	15
8	Criteria .....	17
9	Annual meeting of verifying persons .....	24
10	Costs .....	24
11	Review of present document .....	24
12	ANNEX 1 - Application form .....	25
13	ANNEX 2 - Checklist 1 - administrative completeness and admissibility .....	26
14	ANNEX 3 - Checklist 2 - assessment of content .....	29
15	ANNEX 4 - Checklist 3 - assessment of suspension of recognition .....	31



## 1 GENERAL

### 1.1 BACKGROUND

The Royal Decree of 22 May 2014 setting the minimum requirements for applying environmental messages to building products and for registering environmental product declarations in the federal database (publication date Belgian Official Journal 14/7/2014, "RD") provides for the creation of a federal database.

Art. 7 of the RD specifies that declarants of EPDs in the database must have these verified by a verifying person. Art. 8 of the RD states that the verifying person must be an independent third party, who fulfils the following conditions:

- is not involved in the execution of the life-cycle analysis for the relevant building product, or in drafting the environmental product declaration for the relevant building product;
- has knowledge and experience of the construction sector and the corresponding environmental aspects in general and, more specifically, for the relevant product;
- has knowledge and experience of the production processes for the relevant product;
- has knowledge of and experience of the life-cycle analysis and its implementation;
- has knowledge and experience of the NBN EN ISO 14025 and NBN EN ISO 15804 standards;
- has knowledge of the contents of the present decree (in this case, the Royal Decree);
- where appropriate, has knowledge of the specific rules for certain product groups, as set forth in appendix 1 of the RD.

Additionally, the verifying person must register with the competent authority prior to drafting the certificate of verification.

This reference document serves to put the above requirements into operation. It has been drafted on the basis of preparatory research in 2015, during which the various interested parties were consulted and the requirements within the various existing programme operators and standards were examined. This took place via a government contract.

### 1.2 RELATIONSHIP VERIFYING PERSON - BELGIAN EPD DATABASE

The EPD Database can contain a range of environmental profiles:

- (1) Environmental profiles drafted and verified by a foreign programme operator (e.g. IBU, Environdec, etc.), without verification of conformity with the RD and/or the Belgian EPD programme
- (2) Environmental profiles that have been verified in relation to agreement with the Belgian EPD programme and, subsequently, the RD EPD too.

This reference document relates to (2).

### 1.3 MUTUAL RECOGNITION

The manner in which the set of qualification criteria was determined means that it can be more-or-less guaranteed that the verifying person who has been recognised for foreign programmes will have reasonable



access to the Belgian programme. There will be consideration of programmes in the Netherlands, Germany and France.

## 1.4 COMPETENT ORGANISATION

The competent authority for preparing, maintaining and communicating instructions is the "Product Policy" service of the FPS Public Health. This body carries out tasks that are allocated to a programme operator in the NBN EN ISO 14025.

Federal Public Service (FPS) Public Health, Food Chain Safety and Environment  
Eurostation II  
DG5 Environment,  
Product Policy Department  
Victor Hortaplein 40 bus 10  
1060 Brussels  
Contact Center : +32 (0)2 524.97.97  
Email: [epd@environment.belgium.be](mailto:epd@environment.belgium.be)

## 2 GENERAL PRINCIPLES

### 2.1 VERIFYING PERSON

A verifying person is the unique combination of the company where the natural person is employed and the identification of the natural person themselves.

The fact that the criteria to be fulfilled must be checked in terms of the natural person and the company where the verifying person works, means that recognition as a verifying person will be awarded in the name of the company and the natural person who shall conduct the verifications. This natural person must have all of the competencies that are indicated in the column "With respect to the natural person or company" in the chapter Criteria "natural person".

This means that only the explicitly stated natural person will be able to carry out the verification. A company can allow numerous natural persons to become qualified.

If a verifying person changes employer, registration with the FPS must be renewed.



## 2.2 OPERATIONAL STRUCTURE

There are 3 parties within the procedure for registering verifying persons:

- The verifying person;
- The FPS (programme operator);
- The Committee

The FPS is responsible for the evaluation of the verifying persons, both in the preliminary phase of application and in the event of extension and any suspicions of non-conformity. The FPS conducts an initial evaluation and also makes the final decision.

The Committee is independent of the FPS which, in response to a request by the FPS, issues a non-binding recommendation in relation to the evaluation of the verifying persons. The function and composition will be further elaborated.

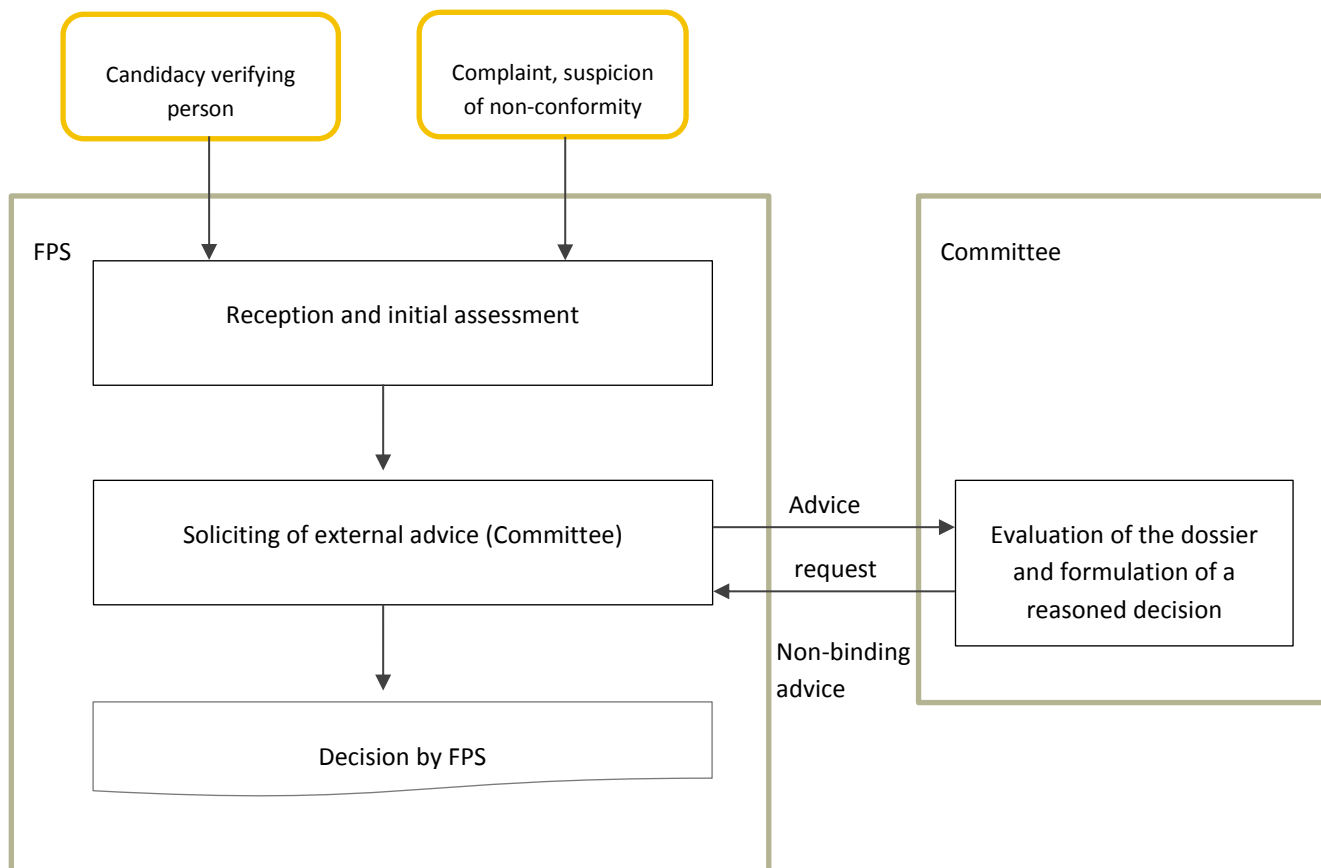


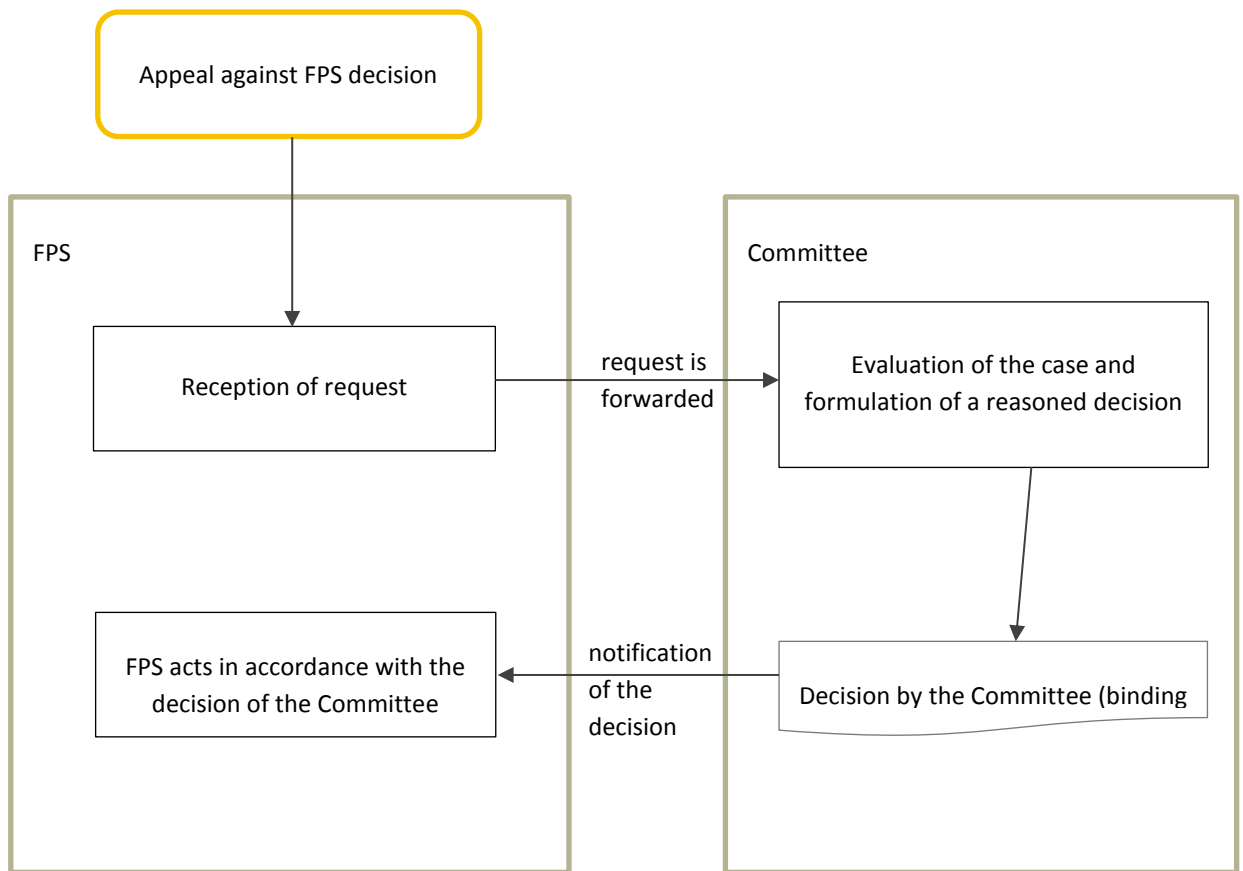
Figure 1: Schematic representation of the operational structure for assessing verifying persons

## 2.3 APPEAL

Verifying persons and potential verifying persons can submit a one-off appeal against a decision.

They must submit an appeal request to the FPS.

The Committee is responsible for the analysis and final decision and, in this context, provides binding advice.



## 3 THE COMMITTEE

### 3.1 GENERAL

The Committee is created in a broad and balanced manner and encompasses representatives of federal and regional governments, building material manufacturers and knowledge institutions.

The Committee has an important, supportive role and is autonomous in the recommendations it provides.

In line with programmes in neighbouring countries, the committee should comprise between 5 and 15 persons. Members and deputy members must be familiar with EPD, LCA and building products.

The Committee's composition is set out in §4.2.

The Committee is chaired by a representative of one of its members.

The Committee will provide the FPS advice in the following situations:

- recognition of a nominated verifying person;
- extension of recognition;
- suspension of recognition;
- with respect to an appeal against rejection or suspension of recognition.

A maximum time span of three months is generally applied in terms of issuing a recommendation.

The FPS Public Health does not sit on the committee but can be invited to attend as a guest or an observer. It abstains, at all times, from making any comments that relate to a specific dossier.

The FPS Public Health determines the composition of the Committee.



## 3.2 COMPOSITION

The Committee comprises the following groups

- I. government
- II. building material manufacturers,
- III. knowledge institutions

<i>Group</i>	<i>Institution/company</i>	<i>Surname and name of member</i>	<i>Surname and name of deputy member</i>
I	Walloon Public Service	Magali Deproost	Natacha Zuinen
I	Brussels Environment	Sophie Bronchart	<i>tbc</i>
I	OVAM (Flemish Public Waste Company)	Roos Servaes	Evi Rossi
II	PCE	Piet Vitse	<i>tbc</i>
II	Saint-Gobain Construction Products Belgium	Pieter Van Laere	Tom Rommens
II	Wienerberger / Brick Federation	Anita Ory	Laurie Dufourni
III	KU Leuven	Karen Allacker	Frank De Troyer
III	-	Els Van de moortel	<i>tbc</i>
III	WTCB	Lisa Wastiels	Laetitia Delem
III	TCHN/Wood.be	Thomas Wynsberghe	<i>tbc</i>

## 3.3 DECISIONS

A recommendation by the committee is preferably made on the basis of consensus between the various groups. If it comes to a vote, the decision will be made on the basis of a majority: at least two of the three groups must approve.

The committee justifies its recommendations in writing.

The member must abstain from the discussion and decision if the dossier relates to his own nomination, extension or suspension as verifying person or to the nomination of a person from the same company as the committee member; this person must also abstain in this case.

The justified decisions are dated and include a list of who was involved in the decision-making process. The justified decisions will be provided in Dutch, French or English.

## 4 RECOGNITION PROCEDURE

All nominated verifying persons will undergo the full procedure<sup>1</sup>.

After successfully undergoing the procedure, the nominated verifying person will become a "registered verified person" and will be placed on a list that can be accessed by the public.

By completing, signing and submitting the application form for recognition as a verifying person, the nominated verifying person agrees:

- To respect independence when conducting a verification;
- To use the mandatory verification checklist;
- To attend annual meetings;
- To respect confidentiality;
- Present document

### Procedure:

The nominated verifying person sends his application to the FPS in digital form.

The FPS will first conduct an administrative evaluation and inform the candidate of his eligibility or request additional information.

The FPS will then conduct a primary evaluation of content.

The FPS will then send the application and their own evaluation onto the Committee with a request for a justified recommendation.

The Committee sends its reasoned recommendation to the FPS.

The FPS makes the final decision and explains this to the verifying person. There are three options:

<i>Initial FPS evaluation</i>	<i>Non-binding advice Committee</i>	<i>Follow-up</i>
Positive	Positive	The nominated verifying person is awarded the status "registered verifying person".
Positive	Negative	Re-evaluation by FPS on basis of reasoned advice. FPS makes autonomous decision and notifies Committee.
Negative	Positive	

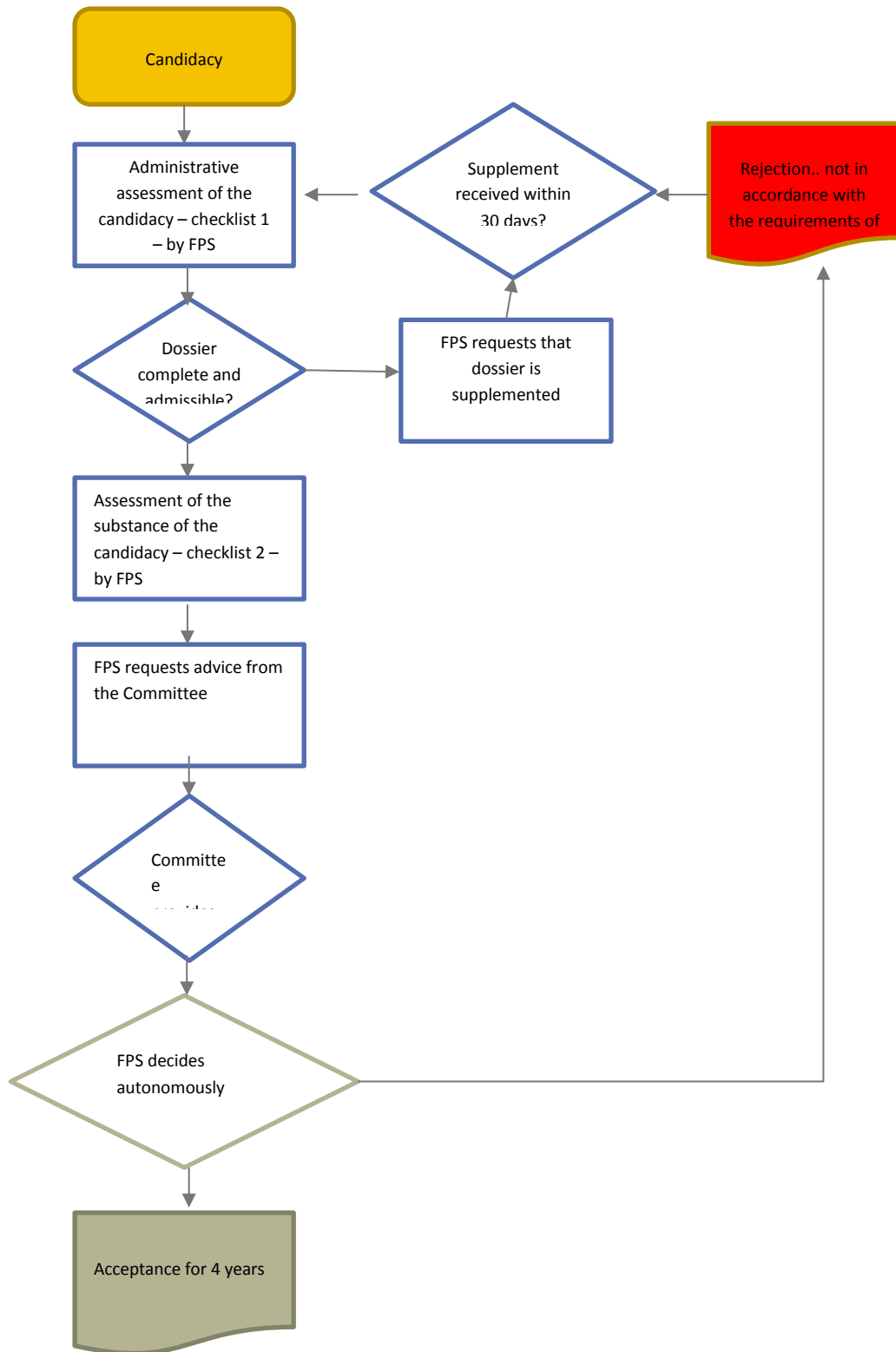
The nominated verifying person has the option to appeal a decision.

---

<sup>1</sup>This also applies to natural persons that have been accepted as a verifying person by other EPD programmes.







## 5 VALIDITY AND EXTENSION

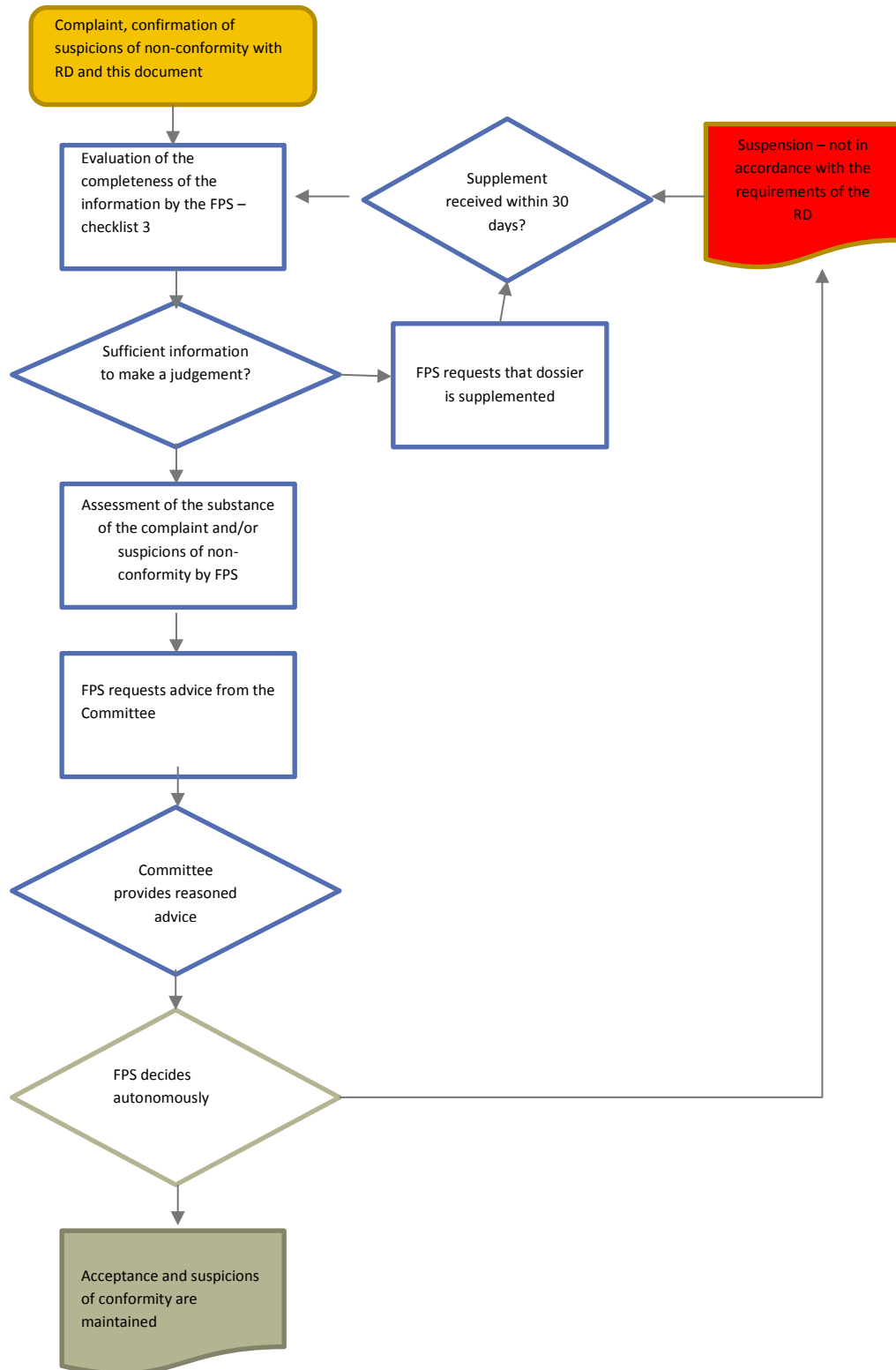
Recognition as a verifying person lasts for a period of four years. This period begins on the date of notification of recognition by the programme operator to the verifying person.

After these four years, the verifying person can then extend the period for another four years: he must submit another application in order to do so. This new period of four years begins on the date of notification of recognition by the programme operator to the verifying person.

The procedure for an extension is the same as it is for a new application. There is a difference in the price (see relevant chapter).

## 6 SUSPENSION PROCEDURE

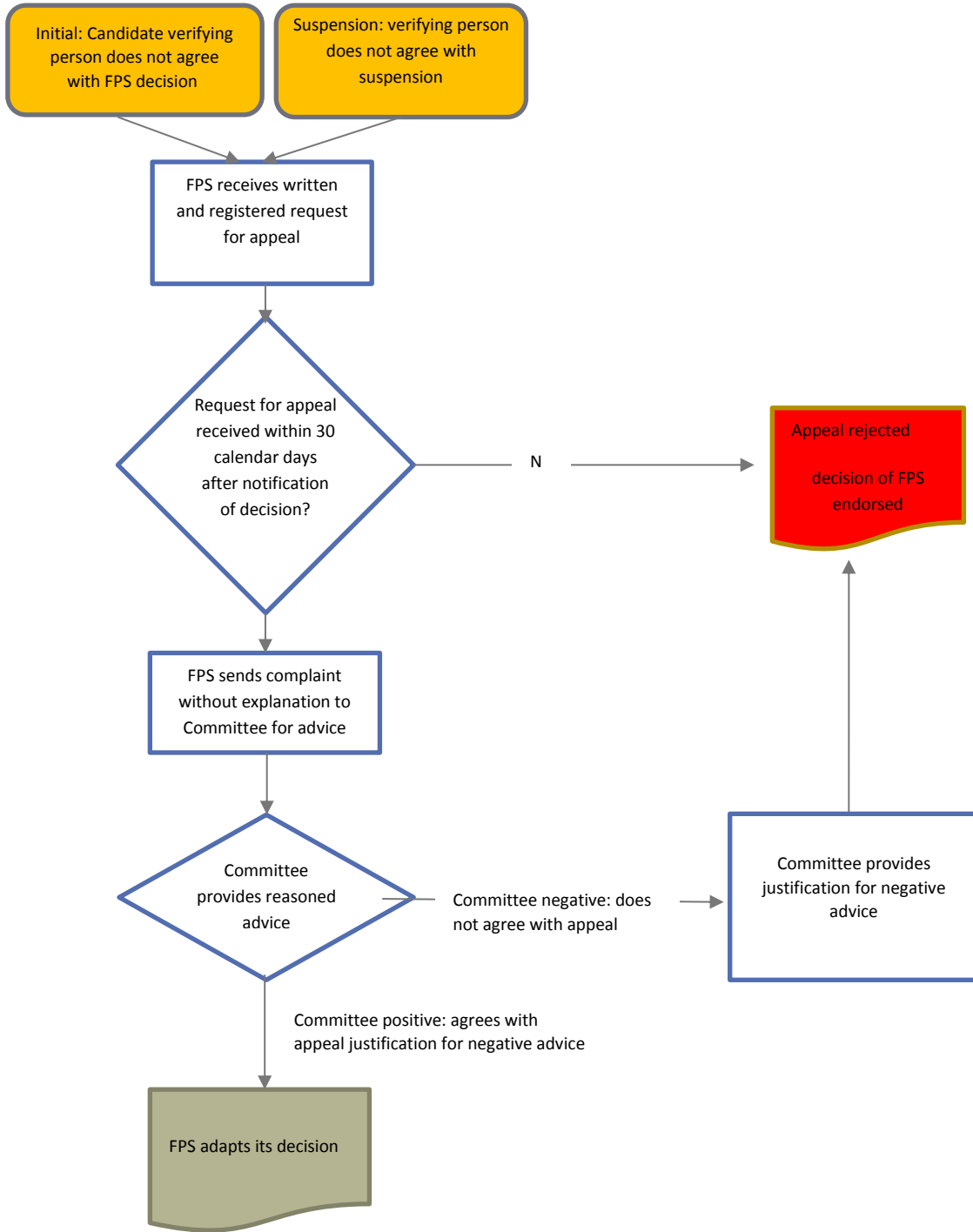
In the event of identifying non-conformity with respect to the RD and this document, the programme operator (FPS) can move to suspend the verifying person.



If recognition is suspended, no other criteria can be used, other than those reported during the initial recognition.

## 7 APPEAL PROCEDURE

Verifying persons and potential verifying persons can submit a one-off appeal against a decision. To do so, they must submit an appeal by registered post to the FPS with a clear and unambiguous report and identification of the decision against which they wish to appeal. The registered correspondence will also be provided via email. The FPS then sends this onto the Committee without clarification, with a request for advice. The Committee is solely responsible for the analysis and final decision. The FPS passes the Committee's decision onto the relevant person.





## 8 CRITERIA

No	Qualification criterion	What must be provided?	When should it be completed?	In relation to the natural person or company?	To be checked during initial registration or during EPD verification?
1	Familiarity and experience with life-cycle analysis and its implementation in line with NBN EN ISO 14044 or reviewing LCA or verifying EPDs. This is demonstrated via project references from 3 LCAs/EPDs that have been set up in the past 5 years or 3 reviewed/verified LCAs/EPDs in the past 5 years.	<ul style="list-style-type: none"> <li>- Completed application form with requested references. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of personal contribution, number of LCAs, EPDs drawn up, number of reviewed LCAs/verified EPS's, type of product</li> <li>- CV of natural person</li> </ul>	<ul style="list-style-type: none"> <li>- 3 references from last 5 years</li> <li>- The references must relate to LCA for products, services or organisations.</li> <li>- The drafting and verification of an EPD must also contain the LCA study.</li> <li>- Combinations of drafting and review/verification are possible in order to achieve the required number.</li> <li>- Review and verification must have been carried out as an independent third party.</li> </ul>	Natural person	Initial registration
2	Expertise and experience with the following standards: EN 15804,	<ul style="list-style-type: none"> <li>- Declaration in good faith simply by submitting the nomination, that the</li> </ul>	<ul style="list-style-type: none"> <li>- Completed and signed application form The person</li> </ul>	Natural person in terms of	Initial registration



	ISO14040/14044, ISO14020, ISO 14025, CEN/TR 16970, relevant PCR documents from EN and NBN.	<p>latest versions of the statutory standards have been obtained (licence): EN 15804, ISO14040/14044, ISO14020, ISO 14025, CEN/TR 16970, relevant PCR documents from EN and NBN.</p> <p>- At least 1 reference in the name of the natural person who is familiar and has experience with these standards (EN 15804, ISO14040/14044, ISO 14025).</p> <p>- CV of natural person</p>	<p>signing must be authorised to sign a binding agreement on behalf of the company.</p> <p>- At least one reference which clearly shows the experience with the standards (*). Multiple references that demonstrate experience with all standards.</p> <p><i>(* e.g. membership and evidence of participation in meetings for NBN E350 or CEN TC 350 or experience with conducting an EPD including LCA in accordance with these standards. Experience with EN ISO 14025 can be demonstrated by work in the context of a programme operator, or via participation in a stakeholder meeting in the context of the Belgian EPD-programme.</i></p>	knowledge of and experience with the standard. If licence is required for the standard, at company level.	
3.	Knowledge of and experience with the building sector and the corresponding environmental aspects in Belgium and in general	References that demonstrate 3 years of experience within the company. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of contribution	Examples of references that are acceptable: BREEAM certification, LEED certification, Valideo, sustainable material usage in construction, management of waste substances in construction, active participation on platforms concerning sustainable building	Company	Initial registration



			<p>such as NBN E350 or CEN TC 350, drafted or verified EPDs or LCAs in the building sector, etc.</p> <p><i>Examples of references that are not acceptable because they are too limited in terms of sustainability aspects or life-cycle visions: EPD, EPC, energy audits for buildings, etc.</i></p>		
4	<p>Description of the processes and methods that will be applied in order to guarantee a quality and independent verification of the EPD in line with the RD and the programme instructions.</p>	<p>Set of defined procedures and methods with reference to</p> <ul style="list-style-type: none"> <li>- guaranteeing independence;</li> <li>- description of the approach to verification and the technical documents that must be used to carry out the verification</li> <li>- selection and appointment of subcontractors</li> </ul> <p><i>For example: the verifying person must have an internal copy of procedures and must follow them so that he does not have a conflict of interest; the verification of an EPD is more than just "take the EN 15804 and check". An action plan is required, a step-by-step</i></p>	<ul style="list-style-type: none"> <li>- Certificate ISO9001 in which the scope of the EPD-verification is included OR</li> <li>- Accreditation certificate in which the scope of the EPD-verification is included OR</li> <li>- a copy of the reported procedures and methods.</li> </ul>	Company	Initial registration



		<i>plan, etc.; if certain tasks are outsourced, he must have a procedure for finding good quality persons and informing them of the necessary rules (even if he has ultimate responsibility)</i>			
5	Familiarity with the content of the Royal Decree "Royal Decree establishing the minimum requirements for applying environmental messages to building products and for registering environmental product declarations in the federal database" dated 22/05/2014 and its appendices and the texts and laws which refer to the RD.	Declaration in good faith simply by submitting the nomination	Completed and signed application form for verifying persons. The person signing must be authorised to sign a binding agreement on behalf of the company.	Natural person	Initial registration
6	Thorough knowledge of the text of and familiarity with the Product Environmental Footprint method of the European Commission in general and, specifically, the impact categories.  While waiting for a new version after PEF pilot projects, this is the PEF method:  <a href="http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013H0179">http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013H0179</a>	Declaration in good faith simply by submitting the nomination	Completed and signed application form for verifying persons. The person signing must be authorised to sign a binding agreement on behalf of the company.	Natural person	Initial registration
7	Has knowledge and experience of the production processes for the	Declaration in good faith for verification process	Signed verification certificate which includes a declaration in good faith. The certificate must	Natural person	When completing verification. It is not realistic to



	environmental aspects of the relevant product		be signed by the natural person registered during the recognition process.		expect the verifying person to be familiar and have experience with all processes and environmental aspects of specific products. This experience and expertise is acquired during the start of verification.
8	Not involved in the execution of the life-cycle analysis for the relevant building product, or in the creation of the environmental product declaration for the relevant building product	Declaration in good faith for verification process	Signed verification certificate which includes a declaration in good faith. The certificate must be signed by the natural person registered during the recognition process.	Company	When completing verification
9	No relevant relationship with the organisation that is the commissioning party for the LCA and EPD for the building product, for which the verification must be conducted; independent of the organisation that has financed, drafted or had an influence on the results of the LCA/EPD. Relevant relationship means:	Declaration in good faith for verification process	Signed verification certificate which includes a declaration in good faith. The certificate must be signed by the natural person registered during the recognition process.	Company	When completing verification



	financial, legal or similar that would result in a conflict of interest.				
10	The nominated verifying person may not have been prosecuted for a criminal act in the past three years for a breach of the environmental law that corresponds to the execution of his tasks as a verifying person.	Declaration in good faith simply by submitting the nomination	Completed and signed application form for verifying persons. The person signing must be authorised to sign a binding agreement on behalf of the company.	Natural person	Initial registration
11	<p>The nominated verifying person may not be in a situation as set out in articles 61, 62 and 63 of the RD Publication of 15 July 2011:</p> <p>Excluded: any company or natural person which has been convicted of:</p> <ol style="list-style-type: none"> <li>1. participation in a criminal organisation as referred to in article 324b of the Penal Code;</li> <li>2. bribery as referred to in articles 246 and 250 of the Penal Code;</li> <li>3. fraud as referred to in article 1 of the agreement regarding the protection of the Community's financial interests, ratified by the law of 17 February 2002;</li> <li>4. money-laundering as referred to in article 5 of the law of 11 January 1993 preventing the use of the financial system for money-laundering and the financing of</li> </ol>	Declaration in good faith simply by submitting the nomination	Completed and signed application form for verifying persons. The person signing must be authorised to sign a binding agreement on behalf of the company.	Natural person	Initial registration



<p>terrorism. Also excluded is any company or natural person that</p> <ol style="list-style-type: none"> <li>1. is bankrupt or undergoing liquidation, that has ceased work, that is undergoing a legal reorganisation, or that is in a similar situation as the result of a similar procedure which exists in other national regulatory systems;</li> <li>2. has registered bankruptcy or for which a settlement procedure or legal reorganisation is pending, or who is the object of a similar procedure existing in other national regulatory systems;</li> <li>3. is the recipient of a final and conclusive judgement, in relation to a crime that affects professional integrity;</li> <li>4. has made a serious error in the execution of his work;</li> <li>5. has not fulfilled his obligations in terms of payment of social security contributions;</li> <li>6. is not up-to-date with payment of his taxes according to Belgian law or that of the country in which he is registered;</li> <li>7. is clearly guilty of submitting false declarations when providing information, required in the application of this chapter, or has not provided information at all.</li> </ol>				
---	--	--	--	--



## 9 ANNUAL MEETING OF VERIFYING PERSONS

Every year, the FPS organises a meeting of the registered verifying persons.

Subjects that will be covered during this meeting include:

- Processing questions received from verifying persons;
- Exchanging practical experience gained by other verifying persons while carrying out verifications;
- Provision of information on new developments (e.g. new PCR documents, modifications to checklist, modification of procedure);

Verifying persons must attend this meeting; if necessary an appointed deputy verifying person may attend in their place.

## 10 COSTS

A nominated verifying person must pay a fee in order for his nomination to be processed. This fee is payable on submission of the application. The verifying person must also pay a fee if the recognition is to be extended.

This fee is applicable to each natural person.

The level of the fee was set out in article 8 of the Royal Decree of 4 August 2014 *modifying the RD of 13 November 2011 establishing fees and contributions owed to the Budget fund for raw materials and products*.

Amount per nominated verifying person	Period
1600 EUR	for the first period of four years
800 EUR	in order to extend the validity of an existing registered verifying person for a new period of four years

## 11 REVIEW OF PRESENT DOCUMENT

The Committee and members of NBN E350 can make proposals to the programme operator (FPS) for improving or amending this document.



## 12 ANNEX 1 - APPLICATION FORM

The application form is drafted for each natural person and contains the following elements:

- Details of legal person:
  - o Company name
  - o Business registration number
  - o Address
  - o Telephone number
  - o Email address
- Name of the person who can legally represent the legal person
- Name, position and contact details of the natural person that is tasked with verification
- references: 3 LCAs, EPDs in the past 5 years OR 3 LCAs EPDs reviewed/verified in the last 5 years. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of personal contribution, type of product, delivery of reference by customer
- indication of the standards that the legal person has legally obtained
- Description of reference(s) that show the experience with each of this type of standard
- description of the references that show at least 3 years of professional experience in environmental aspects of the building sector or 3 years of professional experience in building-related environmental analysis or environmental-management in Belgium. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of contribution
- description of the processes and methods that will be applied in order to guarantee a quality and independent verification of the EPD
- CVs of natural person(s)
- Proof of payment of fee
- Proof that the person who has signed the application form can legally represent the legal person
- Signed declaration that the details that have been completed are true and accurate

The applicant explicitly states that the legal person and natural person are in agreement with

- Respecting independence when conducting a verification;
- Using the verification checklist (mandatory), which has been created by the operational structure;
- Attending the annual meeting;
- Respecting confidentiality;
- The reference document from the verifying persons

The application form will be supplied digitally in a legible format in MS Word and PDF format. All annexes will be supplied in PDF format.



### 13 ANNEX 2 - CHECKLIST 1 - ADMINISTRATIVE COMPLETENESS AND ADMISSIBILITY

Checklist 1 - administrative completeness and admissibility			
Information to be supplied		Completeness	Admissibility
1	Completed application form		
1.1	- name of legal person		
1.2	- address details		
1.3	- contact details (tel/fax/email)		
1.4	- business registration number		
1.5	- name of the person who can legally represent the legal person		
1.6	- name, position and contact details of the natural person that is tasked with verification		



1.7	- references: 3 LCAs, EPDs in the past 5 years OR 3 LCAs EPDs reviewed/verified in the last 5 years. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of personal contribution, type of product, delivery of reference by customer			Minimum number of references provided (3. All required details present per reference.)
1.8	- indication of the standards that the legal person has legally obtained			It is assumed that all of the required standards are available: EN15804, ISO14040/14044, ISO14020, ISO14021, ISO14025
1.9	- description of reference(s) that show the experience with each of this type of standard			At least one reference which clearly shows the experience with the standards. Multiple references that demonstrate experience with all standards. Experience must be in the name of the natural person indicated.
1.10	- description of the references that show at least 3 years of professional experience in environmental aspects of the building sector or 3 years of professional experience in building-related environmental analysis or environmental-management in Belgium. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of contribution			Minimum number of years experience (3). Experience may be shown on company level. All required details present per reference.



1.11	- description of the processes and methods that will be applied in order to guarantee a quality and independent verification of the EPD			Set of defined procedures and methods with reference to  - guaranteeing independence;  - description of the approach to verification and the technical documents that must be used to carry out the verification  - selection and appointment of subcontractors
2	CVs of natural person(s)			CVs contain the necessary experience and references for each natural person indicated (1.7, 1.9)
3.	Proof of payment of fee			
4	Proof that the person who has signed the application form can legally represent the legal person			
5	Signed declaration that the details that have been completed are true and accurate			
Final assessment				



14 ANNEX 3 - CHECKLIST 2 - ASSESSMENT OF CONTENT

Checklist 2 - assessment of content			
Information to be supplied		Assessment of content	
1	Information in application form		
1.7	<p>- references: 3 LCAs, EPDs in the past 5 years OR 3 LCAs EPDs reviewed/verified in the last 5 years. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of personal contribution, number of LCAs, EPDs drawn up, number of reviewed LCAs/verified EPS's, type of product</p>		<p>- 3 references in the last 5 years                      - The references must relate to products, services or organisations.                      - The drafting and verification of an EPD must also contain the LCA study.                      - Combinations of drafting and review/verification are possible in order to achieve the required number.                      - Review and verification must have been carried out as an independent third party.</p>
1.9	<p>- description of reference(s) that show the experience with this type of standard</p>		<p>examples of what is acceptable: standard used to draft LCA/EPD, review/verification of LCA/EPD, seminar, reading, presentation about the standard, involved in development of standard</p>



1.10	<p>- description of the references that show at least 3 years of professional experience in environmental aspects of the building sector or 3 years of professional experience in building-related environmental analysis or environmental-management in Belgium. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of contribution</p>		<p>- at least 3 years experience          -experience may be shown on company level          -Examples of references are: BREEAM certification, LEED certification, Valideo, sustainable material usage in construction, management of waste substances in construction, active participation on platforms concerning sustainable building, EPDs or LCAs in the building sector, etc.          Examples of references that are not acceptable: EPB, EPC, energy audits for buildings, etc.</p>
1.11	<p>- description of the processes and methods that will be applied in order to guarantee a quality and independent verification of the EPD</p>		<p>-Certificate ISO9001 which includes the scope of EPD verification OR          -Accreditation certificate ISO17020 which includes the scope of EPD verification OR          -Description of all indicated procedures and methods. Procedures and methods must fulfil guarantees given in accordance with definitions of ISO17020.</p>
Final assessment			



## 15 ANNEX 4 - CHECKLIST 3 - ASSESSMENT OF SUSPENSION OF RECOGNITION

Checklist 3 - assessment of suspension of recognition	
Non-exhaustive list of reasons that could give rise to an intention to withdraw recognition	
Not fulfilling recognition conditions or incorrect use of recognition:	
1	Criminal conviction for breaching environmental law that relates to recognition by legal person
2	Carrying out verification with a conflict of interests
3.	Ending up in a situation as set out in articles 61, 62 and 63 of the RD Publication of 15 July 2011
4	No longer having a natural person who fulfils the recognition conditions that relate to the level of natural person
5	An erroneous verification is identified after checks
6	Non-payment of fee
7	The verifying person shall communicate the termination of the recognition



This document is based on the study from AIB Vincotte with UGent conducted within a government contract from FPS Public Health. This study is available by email upon request. A draft version of the present document was disseminated in July 2015 to the following organisations for comments by September 2015:

BMPMC, Agoria, CTIB-TCHN, FEBE, BBF, Foamglas, Knauf Insulation, VGI-FIV, Infosteel, Unilin, Saint-Gobain, Federplast, Wienerberger, Rockwool, ULG, WTCB-CSTC, OVAM, Bruxelles Environnement, SPWallonie, FPS Economy, VIBE, RDC, VITO, KU Leuven, Caroline De Meester, NBN E350.

An adapted version was sent for approval on 18 October 2016 for comments before 14 November 2016.

The document was approved on 7 December 2016.