

VinylPlus® Product Label



Criteria Scheme

Issue 1.4 (December 2022)

Standard for assessing product compliance in relation to PVC sustainability criteria

The VinylPlus® Product Label is a product certification scheme describing the organizational management, supply chain management and sustainability aspects to be addressed by PVC building and construction products to live up to the commitments of the VinylPlus® voluntary sustainability programme and the responsible sourcing principles defined in BES 6001, the Framework Standard for Responsible Sourcing owned by BRE. Owned by VinylPlus®, the scheme has been developed in collaboration with



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0. Introduction

PART 1

VinylPlus Product Label Certification protocol

0 Purpose and content

The VinylPlus® Product Label is a product certification scheme describing the organizational management, supply chain management and sustainability aspects to be addressed by PVC building and construction products to live up to the commitments of the VinylPlus® voluntary sustainability programme and the responsible sourcing principles defined in BES 6001, the Framework Standard for Responsible Sourcing owned by BRE. Owned by VinylPlus®, the scheme has been developed in collaboration with the Natural Step and bre.

Non-exhaustive example of products that can be certified include: Pipes and fittings for water distribution, sewage and irrigation networks, Guttering and drain pipes, Sanitary tubes and fittings, Grey water recycling kits, Cable ducts, Window and door profiles, Roll-up shutters and boxes, Decking products, Fencing products, Cladding products, Fascias and soffits, Skirting boards, Resilient floor coverings: homogeneous, heterogeneous, acoustic vinyl, safety vinyl, ESD vinyl, luxury vinyl tiles, Wall coverings, Cable jackets, Wire insulation, Architectural coated fabrics: sport stadium, membranes for tensile architecture, Architectural coated fabrics: sport stadium, membranes for tensile architecture, Tent Coated fabrics: tent roofs, warehouse, hangars, pavillons, air inflated halls, circus tents, Environmental textiles: Double membrane gas holders, Biogas bags, Membranes for flexible water tank systems, Agriculture protection cloths, Swimming pool covers, Awning fabrics, Roll up doors fabrics, Soft PVC films for window profiles, Soft films for façades, Swimming pool liners, Decoration films for building products, Waterproofing films/membranes for civil engineering applications: basins, concrete reservoirs, dams, canals, tunnels, foundations, floating covers, Roofing membranes, PVC coatings for acid and corrosion protection.

The requirements of the scheme consist of actions to be taken to demonstrate adoption of the 5 challenges of VinylPlus, the voluntary sustainability programme of the European vinyl supply chain, and of responsible sourcing as defined in BRE's owned BES 6001.

The requirements and associated actions have been structured into eight components:

- o VinylPlus partnership – A commitment to sustainable development
- o Organisational Management Requirements
- o Supply Chain Management Requirements
- o VinylPlus Challenge 1 – Controlled Loop Management
- o VinylPlus Challenge 2 – Organo-chlorine Emissions
- o VinylPlus Challenge 3 – Sustainable Use of Additives
- o VinylPlus Challenge 4 – Sustainability Energy and Climate Stability

1. The process

Requirements can be demonstrated to be met either by providing manufacturing location-related evidences or product-related evidences.

This certification scheme can be applied to a single product, a product system (parent product and a set of child products that represent slight different variations (color, size..) of this parent product) or a product range (group of products having at least one attribute in common or complement each other in some way). Certification of for a whole product system or product range only applies when all of the requirements of the scheme are equally met by all the products of a product system or a product range. It may be that all products in a product system or in a product range will only require a single evaluation against a common management system and aspects related to the manufacturing location.

The term constituent materials in the scheme indicates all materials used within the formulation of the final product. It does not include packaging materials, lubricants or consumable office products associated with manufacture (e.g. paper, print materials etc.).

This product certification scheme has been developed following the guidelines as set forth in EN ISO/IEC 17067:2013. The applicability of the scheme is for a type 6 product certification (VI c + d), as defined in Table 1 of the ISO standard.

As this scheme matures, VinylPlus® will strive to develop an independently audited **Chain of Custody** scheme to the source of the constituent material(s). Auditing shall be done by an accredited certification body. The list of accredited bodies for the scheme is updated and communicated to the applicants by VinylPlus. It is up to the applicant to select the certification body that will do the assessment.

Scoring Methodology

An organisation that meets the requirements of the scheme receives a Certificate of conformity and a corresponding Performance Rating for each of the requirements.

The organisation must satisfy all compulsory requirements (C) and may achieve additional levels of compliance within the non-compulsory requirements of the scheme to achieve a higher performance rating (see below Performance Scoring Table).

Supplementary points are available for some criteria and can be awarded in addition to compulsory points regardless of any/all 'higher performance rating' achieved. For example, in the criteria 4.3 Waste management, a supplementary point can be awarded in addition to the compulsory level a) score. Or, a supplementary point can be awarded in addition to the score from b) or the score from c). This approach makes the maximum points available 4.

The organisation shall obtain a total of minimum 30 points to get the product(s) or product system(s) certified

At the end of the audit, the auditor writes the report in which he provides a clear description of the evaluation results. Based on these considerations, the company may be required to define the appropriate corrective actions to resolve the non-conformities (Missing evidence is reported as non-conformities).

The assessed company must implement corrective actions before the Certificate can be issued, and has up to one year to eliminate non-conformities, including missing evidence of course. The auditor must verify the evidence submitted before being able to give a positive recommendation for certification. This further verification is an integral part of the evaluation activity.

2. Rules for the VinylPlus Product Label Holder

The VinylPlus Product Branding Guidelines define how to use the logo from the branding perspective, see [Annex 7](#). Furthermore, the system includes some do's and don'ts as defined below.

Do's

- Include the Product Label in your marketing and promotional literature only strictly for the product.
- Contact VinylPlus if you wish to include the Vinyl Verified logo in any press release or press orientated material. Permission to use the logo in this way will not be unreasonably withheld.
- Ensure that the rules contained in this guidance is adhered to.
- Ensure that the entire Vinyl Verified logo is clearly visible against the background on which it is being reproduced. Use the black and white version if helpful.
- Contact VinylPlus if you are unsure of any aspect of using the label imagery.

Don'ts

- Make the Vinyl Verified logo too small to identify; it should be legible to the naked eye.
- Partially cover the image with other brands or copy.
- Overprint the image with text.
- Stretch or squash the marks to fit a given size.
- Use the marks in circumstances that would bring the VinylPlus® Product Label certification into disrepute.
- Use the marks in connection with products or services that are not associated with the VinylPlus® Product Label certification.
- Attempt in any way to redraw or re-create the artwork for the marks.
- Pass on copies of the artwork of the marks to any other parties other than your own design companies.

3. Before the VinylPlus Product Label Assessment

Before starting certification process, the company shall read the current version of the VinylPlus product Label criteria scheme and auditor guidelines.

The company check if all compulsory requirements are met using the Self Assessment document from the website (Annex 1).

3.1. The application

3.1.1.A company drafts an online application on the website, including first choice for the accredited Certification Body.

4. Application

4.1. The audit Preparation

4.1.1. Application review and Audit Offer- by Certification Body

- 4.1.1.1. The CAB collects the application for certification and check
 - 3.1.1.1.1 if the company is an European member, a partner of VinylPlus or has paid the yearly Scheme Management Fee
 - 3.1.1.1.2 if the product is in the PVC building and construction products listand informs the SO that the certification process has started
- 4.1.1.2. The CAB submit a Proposal Letter for auditing services to the Applicant, following the Offer Preparation. The proposal covers the certification period of 3 years and include initial onsite audit and the 2 annual surveillance audits.
- 4.1.1.3. Propose a timeline and audit dates to the Applicant
- 4.1.1.4. Ask the Applicant to formally accept the Terms and Conditions available on the website
- 4.1.1.5. With the Offer, submit a Non Disclosure Agreement protecting the Applicant's confidential information
- 4.1.1.6. Collect the signed-off Terms and Conditions, Offer and Non Disclosure Agreement between the CAB and the applicant
- 4.1.1.7. Nominate an Auditor meeting the minimum required knowledge and skills and having followed the Auditor Accreditation Course

5. Certification process

5.1.1.Audit plan and evidence Assessment Sheet- by CAB Auditor

- 5.1.1.1. Prepare a plan for evaluation activity and carry out the audit not later than 6 weeks after collecting the signed off documents
- 5.1.1.2. Ask the Applicant to nominate 1 coordinator for preparing the audit
- 5.1.1.3. Submit the Evidence Assessment Sheet to the Applicant for preparing the onsite audit
- 5.1.1.4. Address any question asked by the Applicant during the audit preparation

5.1.2.Pre-Audit conducting and reporting– by CAB Auditor

- 5.1.2.1. Collect evidences prior to audit, request any further documentation needed
- 5.1.2.2. Issue a pre-assessment report clearly identifying any missing evidence
- 5.1.2.3. Applicant gets maximum 1 year to provide the missing evidences after the signature of the Offer

5.1.3.Audit conducting – by CAB Auditor

- 5.1.3.1. Review the pre-audit report with the Applicant onsite. Ask to have one representative of each needed function present at least part time.
- 5.1.3.2. Ask for having a tour of the production facilities
- 5.1.3.3. Collect evidences relating to a period between 6 months to 24 months
- 5.1.3.4. Check that all local regulatory requirements are fulfilled

5.1.4. Missing Evidence Collection - CAB Auditor

- 5.1.4.1. Report any needed evidence and documentation that could not be collected onsite. Report any needed evidence and documentation that could not be collected onsite, to be provided
- 5.1.5. Audit Report – by CAB Auditor
 - 5.1.5.1. Finalize the audit report including all provided evidences and ask the Applicant to sign off the final audit report.
 - 5.1.5.2. Using the Evidence Assessment Sheet template for reporting the audit findings and calculate scores for each criteria

6. Decision process

- 6.1.1. Review - by Certification Body
 - 6.1.1.1. The audit report is submitted to independent technical reviewer
- 6.1.2. Certificate Decision- by Certification Body

Based on audit results, confirmed by Technical reviewer, the CAB makes decision to grant or not the certificate of conformity.

If CAB decides to grant the certificate of conformity, CAB sends the result to the Applicant and notifies the decision and the audit report in English to VinylPlus (ot its mandate). The Certification body issues the Certificate of conformity.

7. Certification maintenance

- 7.1.1. Annual Surveillance Audits - by Certification Body
 - 7.1.1.1. Organize and conduct the annual desktop surveillance audit
- 7.1.2. Re-certification - by applicant
 - 7.1.2.1. Draft a re-certification request online

8. Integrity Program

8.1 Report review - by VinylPlus

8.1.1 After the decision of the CAB to grant the certificate of conformity, BRE reviews, on behalf of Vinylplus, the audit report for quality check and compliance with BES 6001, checks all evidences, scores and weightings, and gives not binding comments to VinylPlus.

8.1.2 VinylPlus informs CAB about any inconsistencies and gives not binding comments to CAB using CAB complaints procedure

8.1.3 If no agreement can be found with CAB, VinylPlus notify it to the Accreditation Body

8.2 Label certification- Label Certificate- by VinylPlus

8.2.1 Decision made by the CAB to grant the certificate of conformity, VinylPlus publishes page 1 of the Vinylplus Certificate of Approval valid for 3 years (maintaining the issue and expiry date of the CAB certificate) and updates the inventory of certified products on the website

PART 2

List of VinylPlus Product Label criteria scheme

1. VinylPlus partnership – A commitment to sustainable development

1.1 Integration of the VinylPlus programme into company life

	Description	Performance Rating
	The organisation is a European member or a partner of VinylPlus and has fully paid the yearly contribution at the time of certification	Compulsory
	OR	
a)	The organisation is neither a European member nor a partner of VinylPlus and has paid the yearly Scheme Management Fee at the time of the certification The certification remains valid over 3 years only if all yearly fees are paid during this period. The product label is only awarded to products manufactured and sold in Europe (EU27+UK+Norway+Switzerland).	
b)	To achieve a higher performance rating, the organisation is an active supporter of the VinylPlus programme and its associated voluntary commitments and working principles. The organisation has set a range of quantifiable objectives for the implementation of the VinylPlus® targets in its day-to-day business activities and there is a process for regularly monitoring progress against these objectives.	Up to 5 principles – 1 6 to 15 Principles – 2 > 15 Principles - 3

2.Organisational Management Requirements

2.1 Responsible sourcing policy

	Description	Performance Rating
a)	The organisation shall have a written Responsible Sourcing Policy , appropriate to the organisation, addressing the responsible sourcing principles. The policy shall be approved and signed by the organisation's senior management and promoted within the organisation.	Compulsory

2.2 Legal compliance

	Description	Performance Rating
a)	<p>The organisation shall establish, implement and maintain a procedure(s)</p> <ul style="list-style-type: none"> to identify and have access to all specific, relevant, applicable and most recent local, national and ratified international laws and regulations by which the organisation is bound, to update these laws and regulations as appropriate, and to determine how these laws and regulations apply to the implementation of its policy established in clause 2.1(a). <p>The organisation shall ensure that these laws and regulations are adhered to when establishing, implementing and maintaining its management systems/processes.</p>	Compulsory

2.3 Quality management system

	Description	Performance Rating
a)	The organisation shall have in place a documented quality management system, following the fundamentals of ISO 9001:2015 to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.	Compulsory
b)	To achieve a higher performance rating, the organisation shall have a quality management system that conforms to ISO 9001:2015 or equivalent, certificated by an accredited organisation in accordance with regulation (EC) no. 765/2008 of the European Parliament and of the Council for the international EA / IAF MLA mutual recognition agreements, to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.	2

2.4 Supplier management system

	Description	Performance Rating
a)	<p>The organisation shall have in place, appropriate to the purpose and activities of the organisation and its products, a documented management system for its purchasing process and for approval of its suppliers. The management system shall reference the policy established in clause 2.1 of this Standard.</p> <p>AND</p> <p>The organisation shall maintain a list of approved suppliers of constituent materials in the assessed product.</p> <p>AND</p> <p>Where the organisation under assessment acquires constituent materials from any supplier based outside the EU, or from states that have not declared adherence to the OECD Guidelines for Multinational Enterprises, the organisation shall undertake an appropriate risk assessment and demonstrate due diligence in its monitoring of the supplier's compliance with the ILO Declaration on Fundamental Principles and Rights at Work.</p> <p>Where the assessed organisation is responsible for the extraction of a raw material at source, the organisation shall demonstrate traceability from the source of the raw material to the assessed product through any subsequent processes of product realisation.</p>	Compulsory

3. Supply Chain Management Requirements

For each of the following sub-sections, constituent materials shall be traceable to the supplier(s) responsible for:

- The extraction of raw materials; OR
- The recovery of recycled materials; OR
- The production of by-products; OR
- The processing of commodity traded materials

The % performance rating for each sub-section shall be based on any ONE of a number of criteria e.g. volume OR mass, whichever is most appropriate for the product being assessed. This choice must be clearly defined and justified at assessment. Whichever metric is used it must be the same basis for all the 3. clauses in this standard.

3.1 Material traceability through the supply chain

	Description	Performance Rating
a)	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s).</p> <p>The following mechanisms shall be considered appropriate for demonstrating traceability:</p> <ul style="list-style-type: none"> The organisation responsible for the constituent material(s) at each stage of the supply chain shall be certificated by an accredited organisation to ISO 9001:2015; <p>OR</p> <ul style="list-style-type: none"> Equivalent documented evidence of traceability as documented in guidance notes. <p>Where there is already an established industry benchmark this shall be taken as the 'compulsory' level.</p> <p>An independently audited full chain of custody scheme to the raw materials source of the constituent material(s) satisfies the requirement for traceability (see Appendix).</p>	Compulsory
b)	To achieve a higher performance rating, 75% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated quality management system.	1
c)	To achieve the highest performance rating, 90% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated quality management system.	2

3.2 Environmental management systems in the supply chain

	Description	Performance Rating (all sectors)
a)	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s) with an environmental management system (EMS).</p> <p>The EMS shall follow the fundamentals of ISO 14001:2015 and shall include within its scope key processes of raw material extraction and primary material production, where appropriate to the scope of its operations.</p> <p>The organisation under assessment will also have an EMS.</p> <p>Constituent materials which are recycled materials or by-products shall be deemed to satisfy this requirement without further verification.</p>	Compulsory
b)	<p>To achieve a higher performance rating, at least 60% of the constituent material(s) in the assessed product shall be traceable to supplier(s) (including the organisation under assessment) with an EMS certificated by an accredited organisation to:</p> <ul style="list-style-type: none"> • ISO 14001:2015; OR • EU Eco-Management and Audit Scheme (EMAS) 	1
c)	<p>To achieve an even higher performance rating, 75% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS.</p>	2
d)	<p>To achieve the highest performance rating, 90% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS.</p>	3

3.3 Health and safety management systems in the supply chain

	Description	Performance Rating (all sectors)
a)	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s) with a health and safety management system.</p> <p>The organisation under assessment will also have a health and safety management system.</p> <p>The health and safety management system shall be compliant with local legislation and shall incorporate the recording of:</p> <ul style="list-style-type: none"> • Near miss incidents • Time loss accidents • Fatal accidents 	Compulsory
b)	To achieve a higher performance rating, at least 60% of the constituent material(s) in the assessed product shall be traceable to supplier(s) (including the organisation under assessment) with a health and safety management system certificated by an accredited organisation to OHSAS 18001:2007 OR ISO45001:2018, OR an equivalent documented H&S MS which is independently assessed. The equivalent H&S MS shall follow the relevant principles of OHSAS 18001: 2007 or ISO 45001: 2018.	1
c)	To achieve an even higher performance rating, at least 75% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system.	2
d)	To achieve the highest performance rating, at least 90% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system.	3

4. VinylPlus Challenge 1 – Controlled Loop Management

4.1 Use of recycled PVC

	Description	Performance Rating	
a)	The organisation can demonstrate use of recycle in the product which is being evaluated (as an annual average) See VinylPlus Sector Definitions	≥ 1% _m and < 5% _m	2
b)		≥ 5% _m and < 20% _m	4
c)		≥ 20% _m and < 30% _m	6
d)		≥ 30 % _m	10

4.2 Use of PVC by-product

	Description	Performance Rating	
a)	The organisation can demonstrate use the by-product in the product which is being evaluated (as an annual average)	≥ 1% _m and < 5% _m	
b)		≥ 5% _m and < 20% _m	1
c)		≥ 20% _m and < 30% _m	2
d)		≥ 30 % _m	3

4.3 Waste management

	Description	Performance Rating
a)	<p>The organisation shall establish a policy, supported by a documented management system, for the diversion of waste from landfill or incineration without energy recovery in accordance with the waste hierarchy.</p> <p>AND</p> <p>The organisation shall provide evidence that all controlled waste arising from its operations is stored, transported and treated such that risks to human health and the environment are minimised and that all local regulatory requirements are fulfilled.</p>	Compulsory

b)	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders its performance in terms of waste prevention and waste management. This shall include:</p> <ul style="list-style-type: none"> • levels of waste production relative to output set against targets for reduction over time, and thereafter reported on an annual basis, as a minimum; and • comparison to industry benchmarks, where available, or comparison to company benchmarks if industry benchmarks aren't available 	2
c)	<p>To achieve the highest performance rating, the organisation shall have external verification of the information and data reported above.</p>	3
	<p>A supplementary point may be awarded if, the organisation specifically reports to its stakeholders on at least two of the five below topics:</p> <ul style="list-style-type: none"> • Overview highlighting typical waste production rates for the relevant sector, as well as the typical waste reuse-, recycling, energy recovery- and landfilling- rates. • Actions taken to foster post-consumer reuse, recycling and energy recovery of the assessed product • Levels of reuse and recycling of the waste produced by the organisation • Annual updates of targeted vs. actual waste reduction rates for the assessed product • Staff and supply chain engagement activities promoting behavioural change and the share of best practices 	1

4.4 Product Design for Controlled Loop Material Management

	Description	Performance Rating
a)	The organisation has taken positive steps towards a design allowing to maximise ease of reuse and/or recycling of the PVC part of the product.	<p>Up to 3 steps - 2</p> <p>4 to 5 steps - 3</p> <p>More than 5 steps - 4</p>

5. VinylPlus Challenge 2 – Organo-chlorine Emissions

5.1 PVC resin used in manufacturing the product

	Description	Performance Rating
a)	<p>The product which is being evaluated is manufactured from a resin entirely manufactured by an organisation that comply to the last version of the ECVI Industry Charter for the Production of VCM and PVC (or any equivalent scheme) and</p> <p>(1) whose standards and practices can be fully audited by means of membership to ECVI OR</p> <p>(2) whose standards and practices have been audited at least for one of the manufacturer's VCM and PVC manufacturing sites by a technical audit (the "ECVI Charter Audit") and the manufacturer is contributing an "enabling fee" to the VinylPlus programme.</p>	Compulsory
b)	<p>The product is manufactured from resin supplied by producers who:</p> <ul style="list-style-type: none"> • Are partners of the VinylPlus® programme, have paid their fees • Have not been involved in a transport accident with any VCM release during the three years immediately prior to certification • Source chlorine from companies reporting emissions in line with the Euro Chlor Sustainability Programme, or equivalent. • Reports its emissions of EDC, VCM and dioxins from each of its plants to ECVI on an annual basis. 	<p>One or two criteria - 2</p> <p>Three or four criteria - 4</p>

6. VinylPlus Challenge 3 – Sustainable use of Additives

6.1 Use of additives in the assessed product

	Description	Performance Rating
a)	<p>The product which is being evaluated does not include:</p> <ul style="list-style-type: none"> Substances containing cadmium or lead, a low molecular ortho-phthalate (C8 ortho-phthalate and below), except as included and permitted in any recycle. 	Compulsory
b)	<p>The organisation can demonstrate that the product which is being evaluated:</p> <ul style="list-style-type: none"> carries permanent information regarding the additives used in its manufacture in order to facilitate future recycling. meets the volatile organic compound (VOC) emission criteria (see Appendix). measures the levels of lead, cadmium and low molecular ortho-phthalates in the recycle it uses. discloses to customers the maximum levels of lead, cadmium and low molecular ortho-phthalates in the recycle it uses. provides information to his customer for the assembly, installation, maintenance and end of life of the product regarding the additives used. 	<p>Two of 5 criteria – 1</p> <p>Four of 5 criteria – 2</p>
c)	<p>Supplementary points may be awarded if the organisation demonstrates that the virgin part of the product which is being evaluated:</p> <ul style="list-style-type: none"> has been manufactured without using additives (substances) which are on the REACH candidate list or listed on Annex XIV, even if authorized. 	4
d)	<p>Supplementary points may be awarded if the key additives (substances) included in the product evaluated have been generically assessed by the industry associations represented in VinylPlus, according to the ASF (Additive Sustainability Footprint), a methodology developed by VinylPlus for a sustainable use of additives based on the TNS System Conditions.</p>	8

	See the webpage dedicated to ASF for more details	
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7. VinylPlus Challenge 4 – Sustainable Energy and Climate Stability

7.1 Greenhouse gas emission reduction

	Description	Performance Rating
a)	<p>According to the principles of ISO 14064-1:2018, the organisation shall quantify the:</p> <ul style="list-style-type: none"> emissions and removals of greenhouse gases (GHG) related to its direct operations; and indirect emissions and removals of GHG related to energy use in its direct operations. <p>AND</p> <p>The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the GHG intensity of its operations. This aspect may be managed within the scope of an existing management system.</p> <p>NOTE: refer to ISO 14064-1:2018 for definitions.</p> <p>Emissions calculations using other internationally recognised standards are accepted as defined in the guidance notes.</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders on the emissions and removals of greenhouse gases, according to the principles of ISO 14064-1:2018.</p> <p>If legal requirements related to competition mean that reporting cannot be legally conducted at company level then the information shall be reported at sector level. This may be via a trade association.</p> <p>Where sector specific standards for GHG reporting exist, these are acceptable methods for reporting.</p>	3
c)	<p>To achieve the highest performance rating, the organisation shall have external verification of the information and data reported above.</p>	5

[See Appendix](#) for more details

7.2 Energy use

	Description	Performance Rating
a)	<p>The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the energy intensity of those operations over which the organisation has financial and/or operational control. Energy intensity is the amount of energy required for each unit of output.</p> <p>Certification to ISO 50001:2018 or any equivalent energy assessment scheme, meets this requirement.</p>	1

7.3 Use of renewable energy resources

	Description – See Q1 below	Performance Rating
a)	The organisations use of renewable energy is 10 % higher than the nationally calculated average renewable energy proportion.	1
b)	To achieve a higher performance rating, the organisations use of renewable energy is 20 % higher than the nationally calculated average renewable energy proportion.	2
c)	To achieve a higher performance rating, the organisations use of renewable energy is 30 % higher than the nationally calculated average renewable energy proportion.	3
d)	To achieve a higher performance rating, the organisations use of renewable energy is 40 % higher than the nationally calculated average renewable energy proportion.	4

[See Appendix](#) for more details.

7.4 Transport impacts

	Description	Performance Rating
a)	<p>The organisation shall establish a policy, supported by a documented management system, for continually reducing environmental impacts associated with the transport of materials, goods and people involved in its operations.</p> <p>The policy shall identify appropriate, significant, direct environmental impacts associated with the modes of transport used by the organisation and shall include mitigation strategies for significant environmental impacts.</p> <ul style="list-style-type: none"> The methodology used to identify significant environmental impacts shall be documented. 	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall extend the scope of its transport policy and metrics to cover the supply of traceable constituent material(s) in the assessed product.</p> <p>Where the assessed organisation is responsible for the constituent material(s) at the source, the scope and boundaries of the policy shall cover all transport modes used, from the source of the constituent material(s) to the assessed product(s).</p>	2
	<p>A supplementary point may be awarded if the organisation reports performance against its transport policy and objectives to its stakeholders, on at least two of the following aspects:</p> <ul style="list-style-type: none"> Methodology for identifying significant environmental impacts Significant environmental impacts identified by the organisation Mitigation strategies Performance against targets 	1

7.5 Lifecycle assessment (LCA)

	Description	Performance Rating
a)	<p>The organisation shall use life cycle thinking and/or life cycle assessment (LCA) methods to identify significant environmental aspects and impacts throughout the product lifecycle, and shall have in place a documented approach for continual improvement of life cycle environmental performance.</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall provide evidence that it has participated in a freely and publicly available LCA study that complies with the requirements of ISO 14040:2006 and ISO 14044:2006</p>	2

c)	To achieve the highest performance rating, the organisation shall provide an independently verified Environmental Product Declaration (EPD) that conforms to the requirements of ISO 14025:2010, and ISO 21930:2017 or EN 15804:2012+A1:2013/FprA2.	3
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8. VinylPlus Challenge 5 – Sustainability Awareness

8.1 Demonstrating commitment and communication


	Description	Performance Rating
a)	<p>The organisation has established a Sustainability policy, supported by a documented management system, for the learning and development of its employees and carry out regular reviews of its performance (see Appendix).</p> <p>Sustainability awareness/training shall be evidenced in all relevant professional and functional training.</p> <p>This aspect may be managed within the scope of an existing management system.</p>	Compulsory
b)	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders on its performance relating to the learning and development of its employees.</p> <p>OR</p> <p>The organisation shall establish a policy, supported by a documented management system, for enhancing the diversity and inclusiveness of its workforce and carry out regular reviews of its performance. This aspect may be managed within the scope of an existing management system.</p>	2
c)	To achieve the highest performance rating, the organisation shall have external verification of the information above.	3

8.2 Local communities

	Description	Performance Rating
a)	<p>The organisation shall establish a policy, supported by a documented management system, to identify and consult with local community stakeholders directly affected by the activities and operations of the organisation;</p> <p>AND</p>	Compulsory

	The organisation shall have written procedures to record all complaints from local community stakeholders and any subsequent and associated actions including prosecutions.	
b)	<p>To achieve a higher performance rating, the organisation shall carry out regular reviews of its performance in terms of local community relationships, stakeholder engagement and complaints incidents.</p> <p>AND one of the following:</p> <p>The organisation shall report to its stakeholders on its performance in terms of local community relationships, stakeholder engagement and complaint incidents.</p> <p>OR</p> <p>The organisation shall have a written policy to use local sourcing and local business where appropriate and practical.</p>	1
c)	To achieve the highest performance rating, the organisation shall have external verification of the information and data reported above.	2

APPENDICES

	VinylPlus Product Label Rules and Obligations
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1. The fundamentals

The VinylPlus® Product Label may only be used by organisations holding a valid Certificate of Approval issued by VinylPlus. It may only be strictly use for the product/product family that the Product Label is granted for.

The use of the VinylPlus® Product Label relates only to the certification scheme operated by VinylPlus. The Product Label is the property of VinylPlus, and its use is subject to the conditions of use set out below.

The rules for the VinylPlus branding and Vinyl Verified logo need to be strictly respected. The replication or reproduction of the Product Label can only be made with the authorisation of VinylPlus.

The Product Label can be mentioned on product specifications, product sales literature, product brochures, on the product itself and any publicity material that is directly related to the relevant product.

The company holding the VinylPlus® Product Label rests solely responsible for the correct product label use by its design and marketing service partners.

The VinylPlus® Product Label must not be used to imply approval of products or services not approved or covered in the criteria scheme by VinylPlus.

Electronic versions of the VinylPlus Product Label shall only be obtained from VinylPlus.

2. Standard Amendment or Withdrawal

The Product Label is valid from the date of the VinylPlus certification for 3 years with annual desktop verifications in the intervening years. The audit is repeated every 3 years and a new certificate based on the audit results is issued by VinylPlus.

In case an onsite audit cannot be organized before the end of the validity period of the certificate due to circumstances of force majeure, the validity period can be extended by VinylPlus for maximum 6 months.

If the Product Label Criteria Scheme document is amended after the applicant has accepted an audit, the previous Criteria Scheme shall be used. The Product Label certificate based on the previous scheme remains valid for 3 years.

If the VinylPlus® Product Label is withdrawn or becomes obsolete, the use of the Label shall cease within twelve months of the date of withdrawal or obsolescence.

Audit results have a general validity of max. 1 year. Shall the applicant not be able to deliver the requested remaining evidence to conclude the audit process within this time frame, audit results will no longer be valid.

3. Intellectual Property Rights

This document does not confer any right, title or interest in the VinylPlus® Product Label, which shall remain the property of VinylPlus. VinylPlus reserves all licensing and enforcement rights, and may update this rules and guidance document from time to time.

For the latest version of this document, please consult the [Terms and Conditions page](#) of the Product Label website.

4. Misuse

Unauthorised use and/or misuse of the VinylPlus® Product Label is not permitted, especially not for other products in the company's product range that have not received the Label Certificate. VinylPlus will launch an investigation if we find, or are notified of, a potential misuse, whether through negligence or fraud. If proven, such misuse may lead to a suspension and withdrawal of the Label Certification, a publication of the transgression, a legal action, or a fine.

5. Your responsibility

It is the responsibility of the Product Label holder to:

(i) Ensure that the product supplied under a valid current VinylPlus® Product Label Certificate of Approval and using the appropriate Vinyl Verified® logo, conforms at all times with the requirements of the Label Criteria Scheme and with all other terms and conditions of the Label.

(ii) In the event of termination of the Agreement howsoever arising, cease using, remove or obliterate the Label.

(iii) Indicate to VinylPlus any fraud or misuse that comes to your notice including the relevant information needed for VinylPlus to take action.

6. Some Do's and Don'ts

Do's

- Include the Product Label in your marketing and promotional literature only strictly for the product.
- Contact VinylPlus if you wish to include the Vinyl Verified® logo in any press release or press orientated material. Permission to use the logo in this way will not be unreasonably withheld.
- Ensure that the rules contained in this guidance is adhered to.
- Ensure that the entire Vinyl Verified® logo is clearly visible against the background on which it is being reproduced. Use the black and white version if helpful.
- Contact VinylPlus if you are unsure of any aspect of using the label imagery.

Don'ts

- Make the Vinyl Verified® logo too small to identify; it shall be legible to the naked eye.
- Partially cover the image with other brands or copy.
- Overprint the image with text.
- Stretch or squash the marks to fit a given size.
- Use the marks in circumstances that would bring the VinylPlus® Product Label certification into disrepute.

- Use the marks in connection with products or services that are not associated with the VinylPlus® Product Label certification.
- Attempt in any way to redraw or re-create the artwork for the marks.
- Pass on copies of the artwork of the marks to any other parties other than your own design companies.

	VinylPlus Product Label Criteria 3.1 a) - Material Traceability
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Purpose

The purpose of this document is to provide guidance regarding the use in the VinylPlus label of 'Material Traceability' as a key indicator in the evaluation.


Material Traceability

The following mechanisms shall be considered appropriate for demonstrating material traceability to the source of the constituent material(s):

- The identification and traceability of constituent material(s) is managed at each stage of the supply chain to the source through Sub-clause 8.5.2 of ISO 9001:2015, and implemented at each exchange of responsibility through Sub-clause 8.4 of ISO 9001:2015. The organisation responsible for the constituent material(s) at each stage of the supply chain shall be certificated by an accredited organisation to ISO 9001:2015
- An independently audited Chain of Custody (CoC) scheme to the source
- Equivalent documented evidence of material traceability. This can include documented evidence of ordering and delivery of materials at each exchange of responsibility within the supply chain to the source

The term 'to the source' refers to the three sources of materials within the scheme, i.e. manufacturers responsible for:

- the production and supply of mass-produced materials
- the recovery and supply of recycled materials
- the production and supply of by-products or production residues from other industrial processes

	VinylPlus Product Label Criteria 6.1 b) - Classifications of VOC
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VOC Emissions

There is no unified EU system so far to classify VOCs. Germany, France and Belgium all have their own systems, but they are not fully consistent with each other.

The EU Commission has proposed a draft classification system, that the VinylPlus label criteria scheme will be using until a final and binding European version has been approved. This system provides a concise and easy-to-understand communication system on VOC EMISSIONS that reflects a level of risk of a construction product. [See VOC Classes.](#)

There are **3 essential characteristics**:

Total VOC

A measurement method is not specified in the EU Commission proposal; we consider results as valid when obtained through the testing standard EN 16516 Construction products: assessment release of dangerous substances. Determination of emissions into indoor air. See [VOC Emission Study on Plastic Windows.](#)

The VinylPlus product label requires **criteria based on Table 1 only**. The product shall at least be of Class A3, i.e. emit less than 1000 µg/m³ TVOC.

As far as we know substances listed in Table 3 are not normally present in PVC products.

For TVOC, VinylPlus does not provide any recent measurements on PVC products.


Formaldehyde

As far as we know formaldehyde is normally not present in PVC products.

Carcinogenic VOC

The VinylPlus product label requires criteria based on Table 5.

The product shall be of class C1; i.e. emit less than 1 µg/m³ carcinogenic VOC.

	VinylPlus Product Label Criteria 7.1 - Verifying Carbon Emission Reduction
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Purpose

This document provides background information methods of securing third party verification for carbon emission reduction activities within organisations seeking the VinylPlus label.

Note that VinylPlus auditors will be able to consider the equivalence of other schemes on a case by case basis and this document will be updated as equivalent schemes are identified.

Verifying Carbon Emission Reduction

Verification of performance concerning carbon emission reduction activities can be demonstrated through programmes such as:

Carbon Trust Standard – this is a UK-based scheme which publicly recognises a company’s efforts in reducing carbon emissions and provides tangible proof to all stakeholders (including employees, shareholders, customers and suppliers) that a business is committed to making future reductions. Having certified the carbon reduction of hundreds of organisations, Carbon Trust Certification is widely considered as the world's leading certifier of organisational carbon footprint reduction. Companies carrying the Carbon Trust Standard range from large multinational organisations to small companies.

To achieve the Carbon Trust Standard a company must meet three criteria:

Provide an accurate footprint measurement including all required emission sources.

Demonstrate an absolute reduction of carbon footprint or equivalent relative efficiency improvement.

Demonstrate good carbon management to the Carbon Trust’s standard including carbon governance, accounting, reduction methods and targets.

To secure certification a company must submit an application for review by an independent assessor. The following tools are used:

- The **Carbon Trust Standard Carbon Footprint Spreadsheet** (an Excel file) available [here](#) can be used to record a company’s carbon footprint and the reduction in this footprint over time. The methodology has been developed for the Carbon Trust Standard and follows the principles outlined in the GHG protocol, with all carbon emissions calculated using government-produced emissions factors (in the UK factors published by Defra are used).
- Then use the **Carbon Trust Standard Assessment Form** (a Word file) available [here](#) to document whether the company meets the required carbon management standards. In order to achieve the Carbon Trust Standard an overall score of at least 60% is required in this section

More information on this Standard can be found at www.carbontrust.com/client-services/footprinting/footprint-certification

- **Equivalent schemes in other countries.** VinylPlus auditors will be able to consider the equivalence of other schemes on a case by case basis and this document will be updated as equivalent schemes are identified.

Renewable Energy Sources

The categories of energies that can be considered as renewable within our scheme, are those as defined in Chapter 5 of Annex B of the EU Regulation 1099/2008 on Energy Statistics. Hydropower is thus considered as a renewable energy in the framework of the scheme.

Energy product	Definition
1. Hydro power	Potential and kinetic energy of water converted into electricity in hydroelectric plants. Pumped storage must be included. Production must be reported for plant sizes of < 1 MW, 1 to < 10 MW, \geq 10 MW and from pumped storage.
2. Geothermal	Energy available as heat emitted from within the earth's crust, usually in the form of hot water or steam. This energy production is the difference between the enthalpy of the fluid produced in the production borehole and that of the fluid eventually disposed of. It is exploited at suitable sites: <ul style="list-style-type: none"> — for electricity generation using dry steam or high enthalpy brine after flashing, — directly as heat for district heating, agriculture etc.
3. Solar energy	Solar radiation exploited for hot water production and electricity generation. This energy production is the heat available to the heat transfer medium, i.e. the incident solar energy less the optical and collectors' losses. Passive solar energy for the direct heating, cooling and lighting of dwellings or other buildings is not included.
3.1. Of which: solar photovoltaic	Sunlight converted into electricity by the use of solar cells usually made of semi-conducting material which exposed to light will generate electricity.
3.2. Of which: solar thermal	Heat from solar radiation; can consist of: <ul style="list-style-type: none"> (a) solar thermal-electric plants; or (b) equipment for the production of domestic hot water or for the seasonal heating of swimming pools (e.g. flat plate collectors, mainly of the thermosyphon type).
4. Tide, wave, ocean	Mechanical energy derived from tidal movement, wave motion or ocean current and exploited for electricity generation.
5. Wind	Kinetic energy of wind exploited for electricity generation in wind turbines.
6. Industrial waste (non-renewable)	Report wastes of industrial non-renewable origin (solids or liquids) combusted directly for the production of electricity and/or heat. The quantity of fuel used should be reported on a net calorific value basis. Renewable industrial waste should be reported in the solid biomass, biogas and/or liquid biofuels categories.
7. Municipal waste	Wastes produced by households, hospitals and the tertiary sector incinerated at specific installations, on a net calorific value basis.
7.1. Of which: renewable	The portion of municipal waste which is of biological origin.
7.2. Of which: non-renewable	The portion of municipal waste which is of non-biological origin.

Energy product	Definition
8. Solid biomass	Covers organic, non-fossil material of biological origin which may be used as fuel for heat production or electricity generation. It comprises:
8.1. Of which: charcoal	The solid residue of the destructive distillation and pyrolysis of wood and other vegetal material.
8.2. Of which: wood, wood wastes, other solid wastes	Purpose-grown energy crops (poplar, willow etc.), a multitude of woody materials generated by an industrial process (wood/paper industry in particular) or provided directly by forestry and agriculture (firewood, wood chips, wood pellets, bark, sawdust, shavings, chips, black liquor etc.) as well as wastes such as straw, rice husks, nut shells, poultry litter, crushed grape dregs etc. Combustion is the preferred technology for these solid wastes. The quantity of fuel used should be reported on a net calorific value basis.
9. Biogas	A gas composed principally of methane and carbon dioxide produced by anaerobic digestion of biomass.
9.1. Of which: landfill gas	A biogas formed by the digestion of landfilled wastes.
9.2. Of which: sewage sludge gas	A biogas produced from the anaerobic fermentation of sewage sludge.
9.3. Of which: other biogas	Biogas produced from the anaerobic fermentation of animal slurries and of wastes in abattoirs, breweries and other agro-food industries.
10.1. Of which: biogasoline	This category includes bioethanol (ethanol produced from biomass and/or the biodegradable fraction of waste), biomethanol (methanol produced from biomass and/or the biodegradable fraction of waste), bioETBE (ethyl-tertio-butyl-ether produced on the basis of bioethanol; the percentage by volume of bioETBE that is calculated as biofuel is 47 %) and bioMTBE (methyl-tertio-butyl-ether produced on the basis of biomethanol; the percentage by volume of bioMTBE that is calculated as biofuel is 36 %).
10.2. Of which: bio-diesels	This category includes bio-diesel (a methyl-ester produced from vegetable or animal oil, of diesel quality), biodimethylether (dimethylether produced from biomass), Fischer-Tropsch (Fischer-Tropsch produced from biomass), cold extracted bio-oil (oil produced from oil seed through mechanical processing only) and all other liquid biofuels which are added to, blended with or used straight as transport diesel.
10.3. Of which: other liquid biofuels	Liquid biofuels, used directly as fuel, not included in biogasoline or bio-diesels.

	VinylPlus Product Label Criteria 8.1 a) - Verifying Human Resources Performance
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Purpose

This document provides background information methods of securing third party verification on Human Resources activities within organisations seeking the VinylPlus label.

Note that the VinylPlus auditors will be able to consider the equivalence of other schemes on a case by case basis and this document will be updated as equivalent schemes are identified.

Verifying Human Resources Performance

Verification of performance concerning the development of its workforce can be demonstrated through programmes such as:

- **Investors in People (IiP)** – This is a UK-based organisation (see www.investorsinpeople.co.uk) with its own widely recognised methodology which seeks to transform business performance through the development of companies' workforces.

IiP's mission is to help companies achieve the workforce-related improvements by focusing its activities on the company's business objectives.

IiP act as a 'critical friend' to ensure continuous improvement in this process.

IiP offer a range of on-line tools to help businesses start this process. These tools can be accessed at: www.investorsinpeople.co.uk/MediaResearch/Tools/Pages/default.aspx. Successful participants secure certification as the end of the process.

- **Equivalent schemes in other countries.** VinylPlus auditors will be able to consider the equivalence of other schemes on a case by case basis and this document will be updated as equivalent schemes are identified.

Verifying knowledge of VinylPlus objectives and learning needs.

The company can demonstrate its employees are knowledgeable about VinylPlus and its sustainability targets in the following ways:

Evidence that key personnel from the company are engaged in VinylPlus task forces

Published research by company personnel that contributes to knowledge around the application of TNS Framework and its application to the assessment of PVC.

Evidence that the company is applying the TNS Framework.

Evidence that employees have reviewed core resources about VinylPlus

Evidence that employee competence on VinylPlus topics has been tested through internal learning programmes.

Evidence that the company sustainability objectives are connected to the industry roadmap.

Scoring Methodology

An organisation that meets the requirements of the scheme receives a Certificate of Approval and a corresponding performance rating for each of the requirements.

The organisation must satisfy all compulsory requirements (C) and may achieve additional levels of compliance within the non-compulsory requirements of the scheme to achieve a higher performance rating (see below Performance Scoring Table).

Supplementary points are available for some criteria and can be awarded in addition to compulsory points regardless of any/all 'higher performance rating' achieved. For example, in 4.2 Waste management, a supplementary point can be awarded in addition to the compulsory level a) score. Or, a supplementary point can be awarded in addition to the score from b) or the score from c). This approach makes the maximum points available 4.

The organisation shall obtain a total of minimum 30 points to get the product(s) or product system(s) certified.

	Requirements	a)	b)	c)	d)	Supplementary points	Maximum number of points
1.1	Integration of the VinylPlus programme into company life	C	1, 2 or 3				3
2.1	Responsible sourcing policy	C					0
2.2	Legal compliance	C					0
2.3	Quality management system	C	2				2
2.4	Supplier management system	C					0
3.1	Material traceability through the supply chain	C	1	2			2
3.2	Environmental management systems in the supply chain	C	1	2	3		3
3.3	Health and safety management systems in the supply chain	C	1	2	3		3
4.1	Use of recycled PVC	2	4	6	10		10
4.2	Use of PVC by-product	0	1	2	3		3
4.3	Waste management	C	2	3		1	4
4.4	Product Design for Controlled Loop Material Management	2, 3 or 4					4
5.1	PVC resin used in manufacturing the product	C	2 or 4				4
6.1	Use of additives in the assessed product	C	1 or 2	4	8	2, 4, 8 or max 14	14
7.1	Greenhouse gas emission reduction	C	3	5			5

7.2	Energy use	1					1
7.3	Use of renewable energy resources	1	2	3	4		4
7.4	Transport impacts	C	2			1	3
7.5	Lifecycle assessment (LCA)	C	2	3			3
8.1	Demonstrating commitment and communication	C	2	3			3
8.2	Local Communities	C	1	2			2
Maximum number of points							73

Requirements

1. VinylPlus partnership – A commitment to sustainable development
 - 1.1 Integration of the VinylPlus programme into company life
2. Organisational Management Requirements
 - 2.1 Responsible sourcing policy
 - 2.2 Legal compliance
 - 2.3 Quality management system
 - 2.4 Supplier management system
3. Supply Chain Management Requirements
 - 3.1 Material traceability through the supply chain
 - 3.2 Environmental management systems in the supply chain
 - 3.3 Health and safety management systems in the supply chain
4. VinylPlus Challenge 1 – Controlled Loop Management
 - 4.1 Use of recycled PVC in the assessed product
 - 4.3 Waste management
 - 4.4 Design for reuse or recycling
 - 4.5 Reporting on the use of recyclates for Recovinyl
5. VinylPlus Challenge 2 – Organo-chlorine Emissions
 - 5.1 PVC resin used in manufacturing the product
6. VinylPlus Challenge 3 – Sustainable use of Additives
 - 6.1 Use of additives in the assessed product
7. VinylPlus Challenge 4 – Sustainable Energy and Climate Stability
 - 7.1 Greenhouse gas emission reduction
 - 7.2Energy Use
 - 7.3 Use of renewable energy resources
 - 7.4 Transport impacts
 - 7.5 Lifecycle assessment (LCA)
8. VinylPlus Challenge 5 – Sustainability Awareness
 - 8.1 Demonstrating commitment and communication
 - 8.2 Local Communities

APPENDICES

Criteria 1.1 b) - Integration of VinylPlus into Company Life – Living your Partnership

Criteria 2.1 a) Written Responsible Sourcing Policy and Principles

Criteria 2.4 a) ILO Declaration on Fundamental Principles and Rights at Work

Criteria 3.2 a) – Summary of Requirements for an Environmental Management System

Criteria 3.3 b) – Summary of Requirements for an Health and Safety Management System

Criteria 4.3 a) - Waste Policy Template

Criteria 4.4 a) Steps towards Product Design for Reuse and/or Recycling

Criteria 4.5 Reporting on recycled content for Recovinyl

Criteria 5.1 Matrix Status PVC Resin Suppliers

Criteria 5.1 a) Equivalent Schemes to the ECVI Charters

Criteria 6.1) VinylPlus definition of Key Additives

Criteria 8.2 a) Local Community Complaint Report Template

1. VinylPlus partnership – A commitment to sustainable development

1.1 Integration of the VinylPlus programme into company life

- a. In order to demonstrate that the compulsory level is satisfied, a proof of a **valid partnership to VinylPlus**, issued by the Vinyl Foundation OR a proof of payment of the Scheme Management Fee for the current year will be required.

For a higher rating

- b. To reach performance level b), **written documents** (e.g. minutes, reports, notes) will be required as evidence to demonstrate activities associated with implementing the VinylPlus associated voluntary commitments and working principles. These must be signed or approved by the Company Chairman or a relevant Board Member. These documents must detail the Company's response to the VinylPlus challenges and ~~should~~ **shall** list agreed actions, updates, progress, comments and/or deadlines with subjects the company tries to implement.
- c. A list of **key activities** demonstrating the implementation of the VinylPlus targets is included in the [Appendix](#) below. Not all these activities need to be implemented to score credits. The number of total credits scored is determined by the number of activities successfully undertaken. Provide a minimum of 5 examples of successful activities to score a first point.

2. Organisational Management Requirements

2.1 Responsible sourcing policy

- a. In order to demonstrate that the compulsory level is satisfied, a formal written **Responsible Sourcing Policy** will be provided as evidence ([see Appendix for guidance on content](#)).
- b. The Policy must be in a form that is **relevant** to the organisation, product, product system or product group under evaluation, and follows all the principles associated with the VinylPlus label.
- c. The Policy must have been **approved** by the organisation's senior management (i.e. signed and dated by the Company Chairman or a relevant Board Member).
- d. The Policy must have been **effectively communicated** to all staff, and the staff must understand the principles behind the Policy.

2.2 Legal compliance

- a. In order to demonstrate that the compulsory level is satisfied, the applicant ~~should~~ **shall** secure evidence that a **procedure has been established** to identify, update and understand all the applicable legal requirements associated with the production of the product, the product system or the product group which is being evaluated.
- b. Check and secure evidence that these legal **requirements apply** to the product, the product group or the product system which is being evaluated through the implementation of the Responsible Sourcing policy described in 2.1.a above.
- c. Check and secure evidence that the legal requirements and associated procedures are fully **integrated** within the Company's management system.
- d. Checking the legal compliance shall include the legal requirements on the **upstream raw materials chain**. It shall for example be checked, that the process used to manufacture the

chlorine used to produce the PVC is included in the legally binding conclusions of the Best Available Techniques (BAT) Reference Document (BREF) for the Production of Chlor-alkali published in December 2014 by the European Commission, pursuant Article 13(6) of the Directive 2010/75/EU on Industrial Emissions (IED). Being not considered as a BAT, the mercury cell technology can no longer be used in the European chlor-alkali units since 11 December 2017.

2.3 Quality management system

- a. In order to demonstrate that the compulsory level is satisfied, the applicant shall secure evidence that there is a **documented management system** for the product, product group or product system which is being evaluated. This system must **follow the principles of ISO 9001:2015**.
- b. Check that the management system **includes or refers to** the Responsible Sourcing policy described in 2.1a.

For a higher rating

- c. To reach performance level b), check that the management system is certified **to ISO 9001:2015 or equivalent by an accredited organisation**. Ensure that the certification is **current** and is **applicable to the product, product system or product group** which is being evaluated and to the **site or location** where the manufacture of these products takes place.

2.4 Supplier management system

- a. In order to demonstrate that the compulsory level is satisfied, the applicant shall secure evidence that there is a documented management system for the **purchasing process** to implement the responsible sourcing policy described in 2.1a.
- b. Check and secure evidence that the purchasing policy is fully **integrated into the quality management system** described in 2.3.
- c. Check and secure evidence that there is an **approved supplier list** for the manufacture of the product, the product group or the product system which is being evaluated and determine the procedures by which this list has been derived.
- d. Check and secure evidence that the company has a **Corporate Social Responsibility (CSR) policy or statement**. Confirm that the policy is signed by senior management and that it includes positive actions supported by the provision of supporting evidence.
- e. Check and secure evidence that an appropriate **risk assessment** ([see Appendix](#)) has been completed for all constituent materials of the product, the product group or the product system which is being evaluated, where they have been purchased from **outside the EU** or from countries which have **not signed the ILO Declaration on Fundamental Principles and Rights at Work**.

3. Supply Chain Management Requirements

3.1 Material traceability through the supply chain

- a. In order to prepare the conformity assessment for this criteria, a **table** showing a specification of all constituent materials used in manufacture of the product, the product system or the product group which is being evaluated, shall be secured as evidence. The table must indicate

the source of all the constituents, the proportion of each material as used in the product (as mass or volume) along with relevant traceability data (see 3.1 b. below) for the manufacturer. The term source refers to the description in the standard i.e.:

- The extraction of raw materials
 - the recovery of recycled materials
 - the production of by-products
 - the processing of commodity traded materials
- b. Establish the proportion of constituent materials (by mass or volume) which have eligible evidence of traceability. Traceability to source (as defined in 3.1 a. above) can be demonstrated by methods such as:
- valid ISO 9001:2015 certification for the material
 - some other formal chain of custody scheme
 - ad hoc demonstration of traceability e.g. purchase orders and delivery notes
 - for recycled materials [EuCertPlast](#) or [Recovinyl](#) documentation

In order to check that the compulsory level is satisfied, check that at least 60% of source materials are traceable through the means described in 3.1 b. to appropriate source organisations. Evidence must be provided to prove the traceability e.g. copies of valid ISO 9001:2015 certificates for a proportion of all the certified – e.g. all certificates for limited numbers (e.g. up to a total of 10 certified source materials). If there are more constituent materials, then a minimum of 10 eligible certificates is needed across all materials.

- c. A list of [Recovinyl recyclers](#) can be found on the Recovinyl website.

For higher ratings

- d. To reach performance level b) (c)), check that at least 75% (90%) of source materials are traceable through the means described in 3.1 b. to appropriate source organisations. Again, evidence of traceability will be required as above.

3.2 Environmental management systems in the supply chain

- a. In order to prepare the conformity assessment for this criteria, a table showing a list of all the constituent materials used in the manufacture of the product, the product group or the product system which is being evaluated, shall be prepared with the applicant. The table must indicate the source of all the constituents, the proportion of each material as used in the product (as mass or volume) along with relevant **Environmental Management System (EMS) data** for the manufacturer (see 3.2 b. below). The term source refers to the description in the standard i.e.:
- The extraction of raw materials
 - the recovery of recycled materials
 - the production of by-products
 - the processing of commodity traded materials
- b. In order to check that the compulsory level is satisfied, check that at least 60% of source materials are covered by an EMS that is, as a minimum, **equivalent** to ISO 14001:2015. The system needs not be certified to ISO 14001:2015. The organisation seeking certification for its product, product system or product group **must also** have an EMS which is as a minimum equivalent to ISO 14001:2015. The [Appendix](#) provides a summary of the minimum requirements for a EMS equivalent to ISO 14001:2015. Evidence must be provided to prove

the suitability of the EMS. Where there is a limited number of suppliers (up to a total of 10 constituent materials), copies of the systems documents from all sources shall be provided. If there are more constituent materials, a minimum of 10 eligible documented schemes is needed across all materials.

- c. For small and developing recyclers **ONLY** - an environmental statement of intent (signature by top management) will be accepted rather than an ISO 14001:2015 equivalent system.

For higher ratings

- d. To reach performance levels b), c) or d), check that, respectively at least 60%, 75% or 90% of source materials are covered by valid EMS **certificated by an accredited organisation** and that the organisation seeking certification for its product, product system or product group **also** has an EMS which is **certificated by an accredited organisation**.

3.3 Health and safety management systems in the supply chain

- a. In order to prepare the conformity assessment for this criteria, a table showing a list of all the constituent materials used in the manufacture of the product, the product group or the product system which is being evaluated, shall be prepared with the applicant. The table must indicate the source of all the constituents, the proportion of each material as used in the product (as mass or volume) along with relevant **Health and Safety Management System (H&SMS) data** for the manufacturer (see 3.3 b. below). The term source refers to the description in the standard i.e.:
 - The extraction of raw materials
 - the recovery of recycled materials
 - the production of by-products
 - the processing of commodity traded materials
- b. To check that the compulsory level is satisfied, check that at least 60% of source materials is covered by an H&SMS equivalent to equivalent to OHSAS 18001:2007 and ISO 45001:2018, which, as a minimum, monitors:
 - Near miss incidents
 - Time loss accidents
 - Fatal accidents

The [Appendix](#) provides a summary of the minimum requirements for a H&SMS equivalent to OHSAS 18001:2007 and ISO 45001:2018.

- e. The organisation seeking certification for its product, product system or product group **must also** have an H&SMS which is, as a minimum monitors the same topics. Evidence must be provided to prove the suitability of the H&SMS. Where there is a limited number of suppliers (up to a total of 10 constituent materials), copies of the systems documents from all sources shall be provided. If there are more constituent materials, a minimum of 10 eligible documented schemes is needed across all materials.

For higher ratings

- c. To reach performance levels b), c) or d), check that, respectively, at least 60%, 75% or 90% of source materials are covered by either
 - a health and safety management system which is **certificated by an accredited organisation to OHSAS 18001:2007 or ISO 45001:2018**, or

- an **equivalent** documented H&S MS which is **independently assessed**.

and that the organisation seeking certification for its product, product group or product system **also** has:

- a health and safety management system which is **certificated by an accredited organisation to OHSAS 18001:2007 or ISO 45001:2008**, or
- an **equivalent** documented H&S MS which is **independently assessed**.

4. VinylPlus Challenge 1 – Controlled Loop Management

4.1 Use of recycled PVC in the assessed product

- VinylPlus has drafted clear definitions for what may be claimed as recycled PVC in the different product applications (profiles, pipes, flooring, films and sheets, roofing and waterproofing membranes). See [VinylPlus Sector Definitions](#) for more details.
- During the onsite audit, the organisation under assessment needs to show to be aware and to understand the **recycling definition** relevant to their product, product system or product group under evaluation. Evidence will be required by the auditor to demonstrate this awareness and understanding.
- For earning points on this criteria, evidence demonstrating that the product is manufactured according to a **specification** clearly instructing to use a given mass percentage (%m) of recyclate during production will be provided to the auditor. Depending on the availability of the recyclate, the actual percentage may vary slightly between production lots, but must be kept within a +/-10 % interval around an overall average.
- The **recycling percentages** shall be calculated as the quotient of the weight amount of recycled material used and the weight of the net end product. This definition follows ISO 14021:

$$\text{Recycling percentage} = (\text{PVC recyclate} / (\text{virgin PVC} + \text{additives/fillers} + \text{PVC recyclate})) \times 100$$

- In order to identify into which percentage band the product, product system or products group falls, the auditor must average the calculated recycling percentages from the production runs **of the last 12 months** prior to the date of the onsite audit.

4.2 Use of PVC by-product in the assessed product

- VinylPlus has drafted clear definitions for what may be claimed as the use of PVC by-product.

The definition of by-products is as follows:

A by-product and not waste is any substance or object which fulfils all the following conditions:

- (a) the substance or object originates in a production process, of which it forms an integral part, and whose primary purpose is not the production of that substance or object;
- (b) it is certain that the substance or object will be used, in the same or a subsequent production or use process, by the producer or a third party
- (c) the substance or object can be used directly without any further processing other than normal industrial practice

(d) the further use is lawful, i.e. the substance or object fulfils, for the specific use, all relevant product, health and environmental protection requirements and will not lead to overall adverse environmental or human health impacts.

For interpretation of the definition of by-product the CPA Guidance Document on Waste of 21 September 2021 apply:

<https://ec.europa.eu/docsroom/documents/46954>

b. During the onsite audit, the company needs to demonstrate how they calculated the by-product. Evidence will be required by the auditor to demonstrate correctness of this calculation. This is to ensure that there is no double counting for the value of recycled content and by-product. Volumes included in the calculation of by-product can't be taken into calculation of recycled content (point4.1) and vice versa.

4.3 Waste management

- a. In order to demonstrate that the compulsory level is satisfied, evidence describing the **waste volumes going to landfill or being incinerated without energy recovery** for the whole company or the audited location (whichever is appropriate for the audit) must be shared with the auditor.
- b. A written **policy document** describing the organisation's approach to **waste management** (particularly the actions taken to divert waste from landfill or incineration without energy recovery) must be provided to the auditor. This policy must be signed by the chairman or a board member. The [Appendix](#) provides guidance regarding the type of document that needs to be in place.
- c. Evidence has to be provided by company that all controlled waste from its operation is stored, transported and treated so as impact on human health and environment is minimized and that all regulatory requirements are fulfilled.

For higher ratings

- d. To reach performance level b), evidence must be provided that waste management is part of a company's reporting scheme to its stakeholders. Appropriate objectives and targets ~~should~~ **shall** be set and be regularly reviewed at senior level.
- e. To reach performance level c), the company must provide evidence that the information and data that are communicated to its stakeholders are externally verified. Waste volumes must be certified by **EuCertPlast**, **Recovinyl** or equivalent organisation.
- f. For a **supplementary point** to be awarded, the information and data communicated to the stakeholders shall at least specifically covers two from the five following topics: sector overview of waste production rates and fate information, actions taken to foster post-consumer reuse/recycling/energy recovery of the assessed product, levels of reuse and recycling of the waste produced by the organisation, targeted vs. actual waste reduction rates for the assessed product, staff and supply chain engagement activities promoting behavioural change and the share of best practices.

4.4 Design for reuse or recycling

- To earn points on this criteria, the applicant should provide robust evidence on steps taken to design the product, product system or product group under evaluation to ease reuse and/or recycling, or to use higher amounts of PVC recyclates. The [Appendix](#) contains a list of steps that can be used to demonstrate, that reuse/recycling is a priority for running new product development projects.

Reporting on the use of recycled PVC and by-product

- The auditor needs to sign a statement as reported in the [Appendix on Criteria 4.1 Use of recycled PVC and 4.2 \(Use of by-product\)](#)

Reporting on the use of recyclates

- The audit of the data reported in the Recotrace data collection system can take place in the scope of the VinylPlus Product Label certification process. For this, the auditor needs to have successfully completed training of Recovinyl. The auditor needs to submit a statement to Recovinyl see [Appendix](#).

5. VinylPlus Challenge 2 – Organo-chlorine Emissions

5.1 PVC resin used in manufacturing the product

- Requirement 5.1 may be applied to product systems or product groups made from PVC supplied to a complete manufacturing site.
- In order to demonstrate that the compulsory level is satisfied, evidence shall be provided proving that the PVC resin have been manufactured according to the requirements of the ECVM Charters. There are 2 Charters which the European PVC industry has committed to in [1995](#) and [1998](#). The Charters deal with emissions during the manufacturing of PVC resin as well as the maximum content of residual monomer in the resin. A new version of the [ECVM Charter](#) has been developed in 2019 and will have to abide by from January 2022 on.
- There are 2 ways for the auditor to verify compliance to these Charters. One way is through the current membership status of the supplier to ECVM. Compliance to the Charters is a prerequisite for a PVC producer to be an ECVM member. The other is through the results of a 3rd party technical audit (the "ECVM Charter Audit") verifying compliance to the above Charters for at least one of the manufacturer's VCM and PVC manufacturing sites. It is at the auditor's discretion to verify that the production unit to be audited is really a manufacturing site where commercial production takes place. Pilot plants may not be considered as a valid audited site.
- An ["equivalent scheme" of the ECVM Charters](#) means: The PVC producers in the ASEAN region have set up an organisation called AVC (Asean Vinyl Council). They have also decided to set up an "AVC Environmental Voluntary Standard" following the model of the ECVM Charter. The formal announcement has been postponed, but some principles are already agreed, i.e. that it will cover all processing, logistics and recycling of EDC, VCM and PVC. The members will commit that their environmental impact shall be measured, monitored and reduced to meet reference targets and time frames which will be determined periodically by the AVC Steering Committee, but which we expect to be similar to the ECVM Charters.
Likewise, the **Australian PVC industry** set up in 2002 a [Product Stewardship Commitment](#) which includes some commitments on production and storage at least as demanding as the ECVM Charter. If there are any doubts the issue can be referred to VinylPlus.

- e. A matrix representing the best VinylPlus' current knowledge on the compliance of the European resin manufacturers to the various compulsory and non-compulsory requirements of 5.1 a) and b), is provided [in Appendix](#). Auditors are strongly encouraged to double-check the information reported.
- f. Each PVC resin manufacturer member of ECVM financially contributes to VinylPlus to an amount calculated by sharing the total ECVM's financial contribution into a number of units, proportional to each member's PVC **total** nominal production capacity. One unit corresponds to a total yearly capacity share of 50 kt/y. If the total nominal capacity of an ECVM member remains below 50 kt/y, a contribution of one unit will be requested. If the nominal capacity of a member is above 50 kt/y, the number of units is calculated by rounding up the division of the member's nominal capacity (in kt/y) by 50. If for example, the annual contribution of ECVM to VinylPlus is 500 and total nominal capacity of the members is 2500 kt/y, the total number of units to be shared among for the ECVM members is 50, and each unit will cost 10 for that year. A review of the nominal production capacities is carried out when appropriate on a confidential basis, by an independent body.
- g. Non-ECVM members supplying PVC resin to a VinylPlus Product Label applicant have to pay an enabling fee as financial contribution to the VinylPlus programme. The enabling fee is collected by VinylPlus prior to the first onsite audit and then annually for the duration of the certification. The enabling fee is calculated the same way as for the contribution of the ECVM members, except that only the resin volume *used to manufacture the labelled products* is factored in for the non ECVM members. The amount of annual volume sold by a non ECVM member to the product label applicants to manufacture the labelled products shall be first converted to "units", one unit representing 50 kt/y. If the volume sold by the non ECVM member is below 50 kt/y, a minimum contribution of one unit will be requested. If the volume sold is above 50 kt/y, the number of units is calculated by rounding up the division of the non member's volume (in kt/y) by 50. The unit cost will be the same as the one paid by the ECVM members in the same year but the number of units will be limited to the volume *used to manufacture the labelled products*.
- h. If several label holders are supplied by a same non-ECVM member, this non-ECVM member has to pay to VinylPlus one single enabling fee based on the total volume supplied to all these applicants.
- i. If no payment of the enabling fee is received by VinylPlus within the payment period mentioned on the invoice (30 days), VinylPlus will have the right to send at any time a final notice letter for payment with a notice period of minimum 1 week. If no payment of the enabling fee is received at the expiry of the final notice period, VinylPlus will withhold for one year granting the VinylPlus label to products manufactured from PVC resin supplied by this non-ECVM member, starting from the date the payment is due. The lack of contribution to VinylPlus through an enabling fee of this non-ECVM member will be clearly indicated in the [Status Matrix PVC resin suppliers](#). The only option for a label holder to keep its certification, will be to provide evidence to the auditor having run the last audit, that the labelled products are no longer manufactured with a PVC resin from this non- ECVM member.
- j. Paying an enabling fee will confer no rights to the said resin manufacturer for using the VinylPlus logo, participating in the governance of VinylPlus, attending VinylPlus meetings and conferences, or any other right conferred by the full ECVM membership otherwise.
- k. Shall the audited company / plant be able to deliver sound evidence to the auditor that PVC sourced from non-ECVM members is only used for products that are not part of the certification, these volumes will be disregarded for proving compliance with requirement 5.1 a).

- l. For both the ECVI and non-ECVI members, if the applicant can present evidence that changes in resin supply sources have been decided and will allow fulfilment of the criteria in clause 5.1 a) at the time the certification will be used, the auditor may consider that the resin supply clause is respected. He will then carry out a control check and ask for documentation no later than 6 months after the label audit has been completed.
- m. Internationally traded volumes up to 1 kt per applicant will not trigger the payment of an enabling fee. Likewise, PVC compounds purchased up to 1 kt/year will not be subject to clause 5.1 a).

For a higher rating

- n. To reach performance level b), the PVC resin shall be sourced from suppliers having fulfilled some additional *voluntary* commitments. The use of a mercury-free technology to produce chlorine is no longer awarded with extra points from version 1.1 of the scheme, as the mercury cell technology can no longer be legally used in Europe in the European chlor-alkali units since 11 December 2017 (Article 3(12) of the Directive 2010/75/EU on Industrial Emissions).

6. VinylPlus Challenge 3 – Sustainable use of Additives

6.1 Use of additives in the assessed product

- a. In order to demonstrate that the compulsory level is satisfied, evidence shall be produced by the applicant which demonstrates that the product, the product system or the product group which is being evaluated does not contain
 - a. cadmium, lead or low molecular weight (C8 and below) ortho phthalates.
 - b. Only ortho phthalates having more than 8 carbon atoms in each alkyl side chain ~~should~~ shall be used. Examples of ortho phthalates that *may not* be used include DBP (CAS 84-74-2), DIBP (CAS 84-69-5), BBP (CAS 85-68-7), DnPP (CAS 131-18-0), DEHP (CAS 117-81-7), DnOP (CAS 117-84-0).
 - c. This requirement excludes any of these materials included within any recycled material used in the manufacture, in so far as reuse of such materials is allowed (understood here in a purely legalistic way) by EU regulation.
 - d. Appropriate evidence to confirm this could be the product formulation ('recipe') or a list of additives purchased for use in the production process. In case of doubt, VinylPlus can organize an independent and confidential external verification of the additives used.

For higher ratings

- a. To reach performance level b), the applicant shall provide additional evidences on guiding principles on the additives used. As VinylPlus partners are expected to follow most of these guiding principles by default, compliance of the product / company with all other requirements of VinylPlus will be considered as sufficient evidence to earn at least 1 point.
- b. In criteria 6.1 b), "Permanent information" means printed material, sticker, bar code, links, that help users trace the additives contained in the product. "Measures the levels" means that the company controls such levels, no fixed frequency needed. "Provides information" means

that information to help customers install, maintain and treat end of life in the best sustainable way, beyond only additive use. It is allowed that VOC emission analysis can be delivered also through an industry association.

- c. To award **4 supplementary points**, evidences shall be provided that the virgin part of the product which is being evaluated has been manufactured without using additives from the REACH Candidate List or the Authorisation List. The up to date Candidate and Authorisation Lists are available on the relevant ECHA webpages:

<https://www.echa.europa.eu/web/guest/candidate-list-table>

and

<https://www.echa.europa.eu/authorisation-list>

The VinylPlus® Product Label can be awarded to a product manufactured with an additive on the REACH Candidate or Authorisation Lists provided the exclusions of Criteria 6.1 a) are fulfilled.

- d. To award **8 supplementary points**, evidence shall be provided that the key additives included in the product evaluated have been generically assessed using the ASF (Additive Sustainability Footprint) methodology. The VinylPlus Additive Committee has worked out an advanced concept regarding the Sustainable Use of Additives. The ASF allows converters to proactively assess their current sustainability performance over the product life cycle and develop plans together with their suppliers and customers to further reduce the sustainability footprint of the additives used in their products. This ASF can also be developed by any European industry sector association in a more general format and does not have to be company specific. The definition of a “key additive” is provided in [Appendix](#). More information on the can be found on a dedicated [webpage](#).

7. VinylPlus Challenge 4 – Sustainable Energy and Climate Stability

7.1 Greenhouse gas emission reduction

- a. In order to demonstrate that the compulsory level is satisfied, documents shall be presented proving that a system equivalent to ISO 14064-1:2018, is in place to which quantify the greenhouse gases emissions that are emitted due to the operations or due to the energy needed for running these operations. These documents must identify quantifiable improvement targets for reducing these emissions. Performance against these targets must be monitored regularly.

For higher ratings

- b. To reach performance level b), evidences shall be provided that the performance on greenhouse gas emissions reduction is reported to its stakeholders. Reporting to stakeholders means that greenhouse gas emission reduction reporting is made freely available to anybody, ideally through e.g. website-based reporting or regular (annual) reports made available to all.

If legal requirements do not allow to report the performance at the company level, the performance can be reported at the sector level, e.g. via a trade association.

- c. To reach performance level c), the performance will be verified by independent third-party body.

7.2 Energy Use

- a. In order to demonstrate that the compulsory level is satisfied, an **energy efficiency policy document** shall be presented by the applicant. The policy document must be approved by the organisation's senior management (i.e. signed and dated by the Company Chairman or a relevant Board Member). Certification to ISO 50001:2018 or any equivalent energy assessment scheme will be considered as a valid evidence. Alternatively, a binding document of the European Association to which the company belongs, can be presented as evidence. The policy document must include relevant metrics for measuring performance in relation to energy efficiency. **Self-produced** energy shall also be included in the policy and metrics.

7.3 Use of renewable energy resources

- a. In order to earn points for this criteria, the applicant must present to the auditor **evidence from its energy supplier** on the **proportion of renewable energy** supplied to the company. The categories of energies that can be considered as renewable within our scheme, are those as defined in Chapter 5 of Annex B of the EU Regulation 1099/2008 on Energy Statistics. Hydropower is considered as a renewable energy in the framework of the scheme. Carbon trading activities will not be considered to be equivalent to renewable or green energy.
- b. Figures for the **national averages of renewable or green energy** are available [online](#).

7.4 Transport impacts

- a. In order to demonstrate that the compulsory level is satisfied, a **transport policy** shall be presented as evidence to the auditor. The policy document must be approved by the organisation's senior management (i.e. signed and dated by the Company Chairman or a relevant Board Member). The policy document must include relevant metrics for measuring performance in associated with the transport of materials, goods and people involved in its **own** operations.
- b. In many cases, applicants will not have their own fleet of vehicles for delivering products to customers, they will use specialised hauliers. This is not a reason to abdicate responsibility over seeking improvements. Evidence can be sought through close cooperation with such transport service providers. The main suppliers and the companies' transportation service providers can be asked to provide the relevant evidence which is a basis for an **improvement plan**. Examples of such evidence of improvement can include:
 - policies about driver education
 - eco efficiency of truck fleet
 - switch from roads to rail or water
 - maximize loads
 - eliminate empty returns
- c. To reach performance level b), the scope of the transport policy and metrics shall be extended so as to cover the **supply of traceable constituent material(s) in the assessed product** (cf. 3.1-3.3).

- d. A **supplementary point** can be awarded, if the applicant provides evidence that the performance on transport impact is reported to the stakeholders, at least on two of the following topics: methodology used to identify the impacts, significant environmental impacts identified, mitigation strategies, performance vs. targets. The term **reporting to stakeholders** means that transport reporting is made freely available to anybody, ideally through e.g. website-based reporting or regular (annual) reports made available to all.

7.5 Lifecycle assessment (LCA)

- a. In order to demonstrate that the compulsory level is satisfied, the applicant shall show that he uses a documented approach for improving the life cycle environmental performance of the products to be certified.
- b. To reach performance level b), the applicant will provide evidence that it has participated in a freely and publicly available LCA study that complies with the requirements of ISO 14040:2006 and ISO 14044:2006.
- c. To reach performance level c), the applicant will provide independently verified Environmental Product Declaration (EPD) that conforms to the requirements of ISO 14025:2010, and ISO 21930:2017 or EN 15804:2012+A1:2013/FprA2. Examples of suitable EPDs to reach this level can be found in [Environmental Declaration PVC-U Windows Double Glazing or Environmental Declaration PVC-U Windows Triple Glazing?](#). Suitable EPDs can be provided either by the company being evaluated or by a relevant association.

8. VinylPlus Challenge 5 – Sustainability Awareness

8.1 Demonstrating commitment and communication

- a. In order to check that the compulsory level is satisfied, a **policy document** for employee learning and development, and for awareness raising in the value chain and with local stakeholders, must be presented and taken in evidence by the auditor. The policy document must be approved by the organisation's senior management (i.e. signed and dated by the Company Chairman or a relevant Board Member). The policy document must include relevant metrics for measuring performance in relation to these factors. Appropriate areas where metrics can be developed can include:
- hours training per employee
 - number of development reviews
 - numbers of meetings with local organisations
 - features in company newspaper
 - record of appropriate education initiatives around VinylPlus (e.g. 'Toolbox Talks')
 - direct interview/communication e.g. at personal development reviews
 - the full range of possible activities outlined within 1.1c above and figures for the [national average of renewable or green energy](#), can also be used to generate metrics

For higher ratings

- b. Additional documents can be presented at the audit which identify **specific objectives and targets** in relation to employee learning and development, and awareness raising in the value chain and with local stakeholders which are set by the organisation. These documents must

identify **quantifiable targets** for the company. Performance against these targets must be monitored regularly.

- c. The term **reporting to stakeholders** means that reporting of achievements against the objectives and targets noted in c. above for employee learning and development, and awareness raising in the value chain and with local stakeholders is made freely available to anybody, ideally through e.g. website-based reporting or regular (annual) reports made available to all. Any **verification** of this information must be made by independent third-party bodies.

8.2 Local Communities

- a. In order to demonstrate that the compulsory level is satisfied, evidence that a system allowing to identify, consult and record any complaint from local communities, shall be provided.
- b. An **example complaint record** is available in [the Appendix](#).

For higher ratings

- c. To reach performance level b), the applicant shall demonstrate that it regularly reviews its performance in terms of stakeholder engagement and report this performance to its stakeholders. If the latter is not done, the applicant shall prove that he has a written policy favouring local sourcing and business whenever appropriate and practical.

APPENDICES


	VinylPlus Product Label Criteria 1.1 b) - Integration of VinylPlus into Company Life – Living your Partnership
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1. Use and distribute the VinylPlus Progress Report, the VinylPlus Connect newsletter and any communication material prepared by VinylPlus
2. Show the VinylPlus Partnership Certificate inside your company and to your customers
3. Show the VinylPlus roll up banner at the entrance doors of your site, during fairs or conferences
4. Inform and train sales organization to promote your VinylPlus partnership
5. Promote VinylPlus to retailers, end users and procurement officials
6. Use the VinylPlus logo on your webpage, documents, invoices, brochures
7. Include on your website a link to the VinylPlus website
8. Have a dedicated section on your website on sustainability and VinylPlus
9. Participate in VinylPlus committees
10. Use VinylPlus' material to build your sustainability image towards the local community, to reach out to internal and external stakeholders, to publish a CSR or sustainability report, to issue press and media articles
11. Build and support local and national networks for political dialogue on sustainability. Examples: organize visits of politicians to visit the company and discuss sustainability issues, have a frequent exchange with local politicians and MEPs
12. Demonstrate that your social responsibility policy includes VinylPlus' initiatives. Examples of actions: contribute to the VinylPlus recycling targets (Recovinyl 2.0), include VinylPlus Partnership Certificate in your CSR report, refer to VinylPlus Progress Report in your CSR report, commit to participate to the Operation Clean Sweep® (OCS) programme, yearly report gains in energy efficiency or other sustainability indicators.
13. Participate in the annual VinylPlus Sustainability Forum
14. Encourage business partners (suppliers, competitors, customers) to join and support VinylPlus
15. Use PVC products from VinylPlus partners including recycled PVC. Examples of products: *3 layer PVC pipes used for sewage or drainage inside buildings or for cable conduits, PVC rainwater gutter, window profiles with an inner-core made of recycled PVC, luxury vinyl tiles, PVC floor covering, furniture made of PVC profile, PVC boards used for flooring/cladding/roofing/landscaping, PVC tables, PVC fences, PVC films used for stationary articles (clear folders, filing of documents), PVC garden hoses.*
16. Translate the VinylPlus recycling targets (800 kt overall in Europe) to your company or your industry association. i.a. "We stand for...", "We recycle X % of the VinylPlus volumes" "Our target is..."
17. Communicate your annual investment in supporting VinylPlus to customers. Examples: show your VinylPlus Partnership Certificate during trade fairs and customer events, communicate on your participation to VinylPlus-co-funded projects (see 18.)

18. Cooperate with others, build a consortium, apply for co-funding from VinylPlus for technical, recycling, research, and communication projects. Examples of projects co-funded by VinylPlus: EPPA's European Brochure on PVC Windows, WUPPI recycling system, PVC Forum Italia's PVC Park project, ESWA's Roofcollect, ERFMI's Circular PVC Flooring Platform, IVK Europe's PVC Recycling, PVCH's Thermovinyl, Resysta Consortium for Recycling.
19. Create and promote controlled material loops with your customers. Examples of PVC waste recycling schemes: Roofcollect, Rewindo, Oreade, Polyloop, EUPolySEP
20. Follow the value selling concept for recycling solutions, asking the same or even a premium price for products containing recycling.
21. Run employees through a documented learning process on sustainability (e.g. the TNS system conditions) and what it means for your company. Invite your employees to participate in initiatives around sustainability.

Scoring table

Up to 5 elements	1 point
6 to 15 elements	2 points
More than 15 elements	3 points

	VinylPlus Product Label Criteria 2.1 a) Written Responsible Sourcing Policy and Principles
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Purpose

This document provides guidance regarding the type of document that needs to be in place with respect to the needs of the Responsible Sourcing Policy element of the label.

This core document can be amended to suit the specific needs and operational requirements of the organisation seeking the label.

The policy shall be reviewed regularly and updated as required. It shall be signed by a member of the organisation's senior management team.

Company logo

Responsible Sourcing Policy

Title
Doc Nr.

Revision Nr.
Date:
Page:

Background

The aim of [Company Name] is to ensure that the constituent materials used within the delivery of services and products to our clients are responsibly sourced in accordance with the guidelines set out under the VinylPlus Label.

The organisation will operate/undertake the following to demonstrate compliance with the needs of the label:

Commitment to VinylPlus

Demonstrate an ongoing commitment to the principles and practices encouraged by VinylPlus through ongoing membership of VinylPlus and active participation in its activities.

Ethics

Recognise the need to adopt and apply standards of ethical behaviour appropriate to the purpose and activities of the organisation.

Legal compliance

Comply with all applicable laws and regulations.

Management systems

Have systems in place to operate in a legal, efficient and financially sustainable manner with continual improvement in the management of quality, health and safety, the environment and human resources.

Supply chain management

Communicate and work constructively with the supply chain to deliver sustainable policies and practices.

Stakeholder engagement

Identify stakeholders affected by the activities of the organisation and its supply chains and be responsive to their needs.

Complaints and prosecutions

Operate with transparency and record and report all complaints and prosecutions and associated corrective actions.

Fundamental rights at work

Respect international norms concerning human rights and labour practices and recognise fundamental rights at work including the abolition of child labour, forced or compulsory labour, the rights of freedom of association and collective bargaining, and the elimination of discrimination.

Health and safety

Operate in a responsible manner to protect employees, contractors and visitors.

Climate change and energy

Use energy efficiently in the production of materials and products and minimise the emission of greenhouse gases associated with these processes. Reduce fossil fuel consumption and utilise renewable sources of energy.

Resource use

Recognise the need to use all materials in the most appropriate and sustainable manner.

Site stewardship

Be responsible stewards of sites used by preventing pollution and recognising the importance of national heritage, ecological value and biodiversity during use and after the end of life of each site.

Water

Use water efficiently to minimise demand on potable water supplies, and treat process water and site run-off effectively to mitigate against pollution risks.

Waste management

Manage all waste streams effectively by adopting the waste reduction hierarchy and minimise waste incinerated and disposed of to landfill without energy or material recovery.

Transport impacts

Recognise the social and environmental impacts of transportation and the need to adopt appropriate strategies to reduce adverse impacts.

Employment and skills

Continue to support sustainable communities by providing employment and economic activity through fair operating practices, and recognise the importance of developing a skilled and competent workforce.

Local communities


Liaise effectively with the local community and strive to develop mutual understanding and respect.

Contribution to the built environment

Develop products that improve the quality and sustainability of the built environment.

Signed: _____ [e.g.] Managing Director, [Company Name]

Date: _____

	VinylPlus Product Label Criteria 2.4 a) ILO Declaration on Fundamental Principles and Rights at Work
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Background

This document provided background information on the *ILO Declaration on Fundamental Principles and Rights at Work*. It is a companion document to the document VinylPlus Label Guidance Document 2.4a – *Risk Assessment Around non-EU/OECD Suppliers*. The ILO declaration is a fundamental means of assessing in any supplier risk assessment whether fundamental worker’s rights are being respected.

General Description

Adopted in 1998, the Declaration commits Member States to respect and promote principles and rights in four categories, whether or not they have ratified the relevant Conventions.

These categories are:

- Freedom of association and the effective recognition of the right to collective bargaining
- The elimination of forced or compulsory labour
- The abolition of child labour, and
- The elimination of discrimination in respect of employment and occupation

In more detail the principles and rights are:

The Declaration makes it clear that these rights are universal, and that they apply to all people in all States - regardless of the level of economic development. It particularly mentions groups with special needs, including the unemployed and migrant workers. It recognizes that economic growth alone is not enough to ensure equity, social progress and to eradicate poverty.

This commitment is supported by a Follow-up procedure. Member States that have not ratified one or more of the core Conventions are asked each year to report on the status of the relevant rights and principles within their borders, noting impediments to ratification, and areas where assistance may be required. These reports are reviewed by the Committee of Independent Expert Advisers. In turn, their observations are considered by the ILO’s Governing Body.

1 - Freedom of association and the effective recognition of the right to collective bargaining

Relevant ILO Conventions (with hyperlinks)

[C87 Freedom of Association and Protection of the Right to Organise Convention, 1948](#)
[C98 Right to Organise and Collective Bargaining Convention, 1949](#)

The freedoms to associate and to bargain collectively are fundamental rights. They are rooted in the ILO Constitution and the Declaration of Philadelphia annexed to the ILO Constitution. Their core value has been reaffirmed by the international community, notably at the 1995 World Summit on Social Development in Copenhagen and in the 1998 ILO Declaration on Fundamental Principles and Rights at Work.

These enabling rights make it possible to promote and realize decent conditions at work. The ILO Declaration on Social Justice for a Fair Globalization, adopted in 2008, noted that freedom of association and the effective recognition of the right to collective bargaining are particularly important to the attainment of all ILO strategic objectives.

Strong and independent workers' and employers' organizations, and the effective recognition of their right to engage in collective bargaining, are major tools for labour market governance. Collective bargaining is a way of attaining beneficial and productive solutions to potentially conflictual relations between workers and employers. It provides a means of building trust between the parties through negotiation and the articulation and satisfaction of the different interests of the negotiating partners. Collective bargaining plays this role by promoting peaceful, inclusive and democratic participation of representative workers' and employers' organizations.

The continuing importance of collective bargaining in the twenty-first century derives from its potential as a powerful tool for engagement between employers' and workers' organizations to address economic and social concerns. It can strengthen weak voices and reduce poverty and social disadvantage. This can be done by applying collective bargaining to the needs of the parties and promoting voluntary agreements that sustain the well-being of individuals and enterprises.

The recognition of the right to collective bargaining is the key to the representation of collective interests. It builds on freedom of association and renders collective representation meaningful. Collective bargaining can play an important role in enhancing enterprise performance, managing change and building harmonious industrial relations.

Collective bargaining, as a way for workers and employers to reach agreement on issues affecting the world of work, is inextricably linked to freedom of association. The right of workers and employers to establish their independent organizations is the basic prerequisite for collective bargaining and social dialogue. The right to strike has been recognized internationally as a fundamental right of workers and their organizations and as an intrinsic corollary to the right to organize. Nevertheless, these fundamental rights are still not enjoyed by millions around the world, and where these rights are recognized, there continue to be challenges in applying them. In some countries certain categories of workers are denied the right of association, and workers' and employers' organizations are illegally suspended or their internal affairs are subject to interference. In extreme cases trade unionists are threatened, arrested or even killed.

The exercise of the rights to freedom of association and collective bargaining requires a conducive and enabling environment. A legislative framework providing the necessary protections and guarantees, institutions to facilitate collective bargaining and address possible conflicts, efficient labour administrations and, very importantly, strong and effective workers' and employers' organizations, are the main elements of a conducive environment. The role of governments in providing for an enabling environment is of paramount importance.

2 - Elimination of all forms of forced or compulsory labour

Relevant ILO Conventions (with hyperlinks):

[C29 Forced Labour Convention, 1930](#)

[C105 Abolition of Forced Labour Convention, 1957](#)

Economic circumstances can compel people to barter away their freedom, and labour exploitation can occur in many forms. But forced labour (to use a short comprehensive term) is something quite distinct. It occurs where work or service is exacted by the State or individuals who have the will and power to threaten workers with severe deprivations, such as withholding food or land or wages, physical violence or sexual abuse, restricting peoples' movements or locking them up.

For example, a domestic worker is in a forced labour situation where the head of a household takes away identity papers, forbids the worker to go outside and threatens him or her with, for instance, beatings or non-payment of salary in case of disobedience. The domestic may also work for an unbearably low wage, but that is another matter. If he or she were free to leave, this would not amount to forced labour - but to exploitation.

Another example of forced labour arises where villagers, whether they want to or not, have to provide substantial help in the construction of roads, the digging of irrigation channels, etc., and where government

administrators, police officers or traditional chiefs brandish a credible menace if the requisitioned men, women or children do not turn up.

Bonding workers through debts is, in fact, a widespread form of forced labour in a number of developing countries. Sometimes it originates with a poor and illiterate peasant pledging labour services to an intermediary or a landowner to work off a debt over a period of time. Sometimes the obligation is passed on from one family member to another, even down to children, and from one generation to another. The labour service is rarely defined or limited in duration, and it tends to be manipulated in such a way that it does not pay off the debt. The worker becomes dependent on the intermediary or on the landowner and labours in slave-like conditions. The threat and, indeed, the occurrence of violence or other penalties for failing to work turns an economic relationship - one-sided as it is to start with - into a forced labour situation.

Labour trafficking can give rise to forced labour. One way in which traffickers tend to put themselves into a threatening position is to confiscate the identity papers of the person they move for employment purposes. Another is to entrap their charges through cash advances or loans. Traffickers may also resort to kidnapping, notably of children. At any rate, traffickers, the persons linked to them or the employers at the point of destination give their victims no choice as to what work to perform and under which conditions. Intimidation can range from revealing the victim's illegal status to the police, to physical assault and sexual abuse.

The ILO Declaration on Fundamental Principles and Rights at Work obliges member States to eliminate forced labour. A work relationship shall be freely chosen and free from threats.

Countries may have definitions of forced labour that are more comprehensive than the ILO's. The ILO sets minimum standards that fix the bottom line below which individual countries shall not fall, but they can naturally achieve higher standards of protection of workers.

3 - Effective abolition of child labour

Relevant ILO Conventions (with hyperlinks):

[C138 Minimum Age Convention, 1973](#)

[C182 Worst Forms of Child Labour Convention, 1999](#)

Children enjoy the same human rights accorded to all people. But, lacking the knowledge, experience or physical development of adults and the power to defend their own interests in an adult world, children also have distinct rights to protection by virtue of their age. One of these is protection from economic exploitation and from work that is dangerous to the health and morals of children or which hampers the child's development.

The principle of the effective abolition of child labour means ensuring that every girl and boy has the opportunity to develop physically and mentally to her or his full potential. Its aim is to stop all work by children that jeopardises their education and development. This does not mean stopping all work performed by children. International labour standards allow the distinction to be made between what constitutes acceptable and unacceptable forms of work for children at different ages and stages of development.

The principle extends from formal employment to the informal economy where, indeed, the bulk of the unacceptable forms of child labour are to be found. It covers family-based enterprises, agricultural undertakings, domestic service and unpaid work carried out under various customary arrangements whereby children work in return for their keep.

To achieve the effective abolition of child labour, governments should fix and enforce a minimum age or ages at which children can enter into different kinds of work. Within limits, these ages may vary according to national social and economic circumstances. The general minimum age for admission to employment shall not be less than the age of completion of compulsory schooling and never be less than 15 years. But developing countries may make certain exceptions to this, and a minimum age of 14 years may be applied where the economy and educational facilities are insufficiently developed. Sometimes, light work may be performed by children two years younger than the general minimum age.

Types of work now dubbed "the worst forms of child labour" are however totally unacceptable for all children under the age of 18 years, and their abolition is a matter for urgent and immediate action. These forms include such inhumane practices as slavery, trafficking, debt bondage and other forms of forced labour; prostitution and pornography; forced recruitment of children for military purposes; and the use of children for illicit activities such as the trafficking of drugs. Forms of dangerous work that can harm the health, safety or morals of children & subject to national determination, by government in consultation with workers' and employers' organisations.

In any effective strategy to abolish child labour, provision of relevant and accessible basic education is central. But education must be embedded in a whole range of other measures, aiming at combating the many factors, such as poverty, lack of awareness of children's rights and inadequate systems of social protection that give rise to child labour and allow it to persist.

4 - Elimination of discrimination in respect of employment and occupation

Relevant ILO Conventions (with hyperlinks):

[C100 Equal Remuneration Convention, 1951](#)

[C111 Discrimination \(Employment and Occupation\) Convention, 1958](#)

Discrimination at work can occur in many different settings, from high-rise office buildings to rural villages, and in a variety of forms. It can affect men or women on the basis of their sex, or because their race or skin colour, national extraction or social origin, religion, or political opinions differ from those of others. Often countries decide to ban distinctions or exclusions and forbid discrimination on other grounds as well, such as disability, HIV status or age. Discrimination at work denies opportunities for individuals and robs societies of what those people can and could contribute.

Eliminating discrimination starts with dismantling barriers and ensuring equality in access to training, education as well as the ability to own and use resources such as land and credit. It continues with fixing conditions for setting up and running enterprises of all types and sizes, and the policies and practices related to hiring, assignment of tasks, working conditions, pay, benefits, promotions, lay-offs and termination of employment. Merit and the ability to do a job, not irrelevant characteristics, should be the guide.


Discrimination in employment or occupation may be direct or indirect. Direct discrimination exists when laws, rules or practices explicitly cite a particular ground, such as sex, race, etc. to deny equal opportunities. For instance, if a wife, but not a husband, must obtain the spouse's consent to apply for a loan or a passport needed to engage in an occupation, this would be direct discrimination on the basis of sex.

Indirect discrimination occurs where rules or practices appear on the surface to be neutral but in practice lead to exclusions. Requiring applicants to be a certain height could disproportionately exclude women and members of some ethnic groups, for example. Unless the specified height is absolutely necessary to perform the particular job, this would illustrate indirect discrimination.

Equality at work means that all individuals shall be accorded equal opportunities to develop fully the knowledge, skills and competencies that are relevant to the economic activities they wish to pursue. Measures to promote equality need to bear in mind diversity in culture, language, family circumstances, and the ability to read and to deal with numbers. For peasants and owners of small or family enterprises, especially the women and ethnic groups, equal access to land (including by inheritance), training, technology and capital is key.

In the case of both employees and self-employed or (own-account) workers, non-discrimination at work depends on equal access to quality education prior to entering the labour market. This is of chief importance for girls and disadvantaged groups. A more equal division of work and family responsibilities in the household would also permit more women to improve their work opportunities.

Effective avenues are needed to permit meaningful challenges to discrimination when it occurs. ILO principles fix minimum thresholds. National laws and practices may well be broader and include more comprehensive approaches for the elimination of discrimination at work.

	VinylPlus Product Label Criteria 3.2 a) – Summary of Requirements for an Environmental Management System
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Purpose

The below check list will allow the auditor to validate an Environmental Management System (EMS) as equivalent to ISO 14001:2015. ISO 14001:2015 is the international standard describing the specification and requirements for an EMS. As a minimum, the VinylPlus scheme recognises organisations where the EMS meets the below clauses from ISO14001:2015, even though the system is not certified by an accredited organisation.

PLAN

4.3. Determining the scope of the quality management system, 4.4. Quality Management System

An organisation must establish, document, implement, and continually improve their environmental management system and show how they meet all the requirements of this standard. The organisation defines the scope of the EMS, i.e. the boundaries of the organisation to which the EMS applies.

5.1. Leadership and commitment, 5.3. Organizational roles, responsibilities and authorities

ISO 14001 requires that the relevant management and accountability structure be defined in this element. Top management is expected to ensure that resources are available so that the EMS can be implemented, maintained, and improved. These resources include human resources, organisational structure, financial and technological resources, and others as needed.

Roles, responsibilities, and authorities must be defined, documented and communicated as appropriate.

The organisation must denote the Management Representative who is responsible to oversee the EMS and report to management on its operation. This person(s) ensures that the EMS is established, implemented and maintained consistent with ISO 14001:2015, and also reports to top management on the performance of the system including recommendations for improvement.

5.2. Environmental Policy

The organisation must have a policy, or commitment statement, developed by top management relative to the scope of the EMS that conforms to the standard. This is generally a short statement that drives the remainder of the EMS. There are specific items that must be committed to in the policy, such as compliance with legal and other requirements, prevention of pollution, and continual improvement. In addition, the policy must be communicated to all employees, and others working on behalf of the organisation, and be available to the public. The policy provides a framework for reviewing objectives and targets and be appropriate to the nature and scale of the entity included in the scope. This policy must be documented, implemented, and maintained. This means that it is kept current through the EMS review and continual improvement process, and is implemented through the remainder of the EMS elements.

6.1.2. Identification of environmental hazards, 6.1.4. Determining significant environmental aspects and organizational risks and opportunities

These elements require a procedure to identify environmental aspects and related impacts that the organisation can control or have influence over, and determine those which are significant to the organisation. ISO 14001:2015 does not prescribe what aspects shall be significant, or even how to determine significance. However, it is expected that a consistent and verifiable process is used to determine significance.

Aspects are defined as how an organisation's activities products and/or services interact with the environment. An impact is how an aspect changes the environment. The intent of this element is to help the organisation identify how it affects the environment, prioritize aspects, and use the EMS to manage, control, and improve upon the aspects. So the organisation must ensure that the significant aspects are taken into account in the EMS.

In order to ensure that the system is continually improving and current, this information must be kept up to date.

6.1.3. Determination of compliance obligations

This is a requirement for a procedure that explains how the organisation obtains information regarding its legal and other requirements, and makes that information known to key functions within the organisation.

The intent of this element is to identify the environmental legal and other requirements that pertain to its operations and activities so that the organisation can ensure that they are taken into account in the EMS. In doing so, the organisation must also determine how these requirements apply to the significant aspects.

6.2. Environmental objectives and planning to achieve them

There is no requirement for a procedure in this element. However, there must be some process that ensures that the objectives and targets are consistent with the policy, which includes the commitments to compliance with legal and other requirements, continual improvement, and prevention of pollution. Also, the organisation must take into consideration significant aspects, legal and other requirements, views of interested parties, and technological, financial, and business issues when deciding what it wishes to accomplish as an objective. The objectives and targets need to exist at whatever functions and levels of the organisation, and be measurable, where practicable.

DO

7.2. Competence, 7.3. Awareness

The key point in these elements is to ensure that persons performing tasks that have or can have significant impact on the environment and/or relate to the legal and other requirements are competent to do those tasks. Competence is ensured through appropriate education, training, and/or experience.

The organisation needs to identify training needs as they relate to the EMS, the significant aspects, and the legal and other requirements and make sure this training is provided (records of such are to be maintained). A procedure is needed that makes sure such persons are: aware of the need to conform with all EMS procedures and requirements and what they specifically need to do to do so; the significant aspects and the legal and other requirements associated with their respective responsibilities and why improved performance is beneficial; and the consequences of not following these procedures and requirements. In addition to job-specific knowledge, it is expected that all personnel within the EMS (including contractors) have general awareness on items such as the policy and emergency response.

7.4. Communication

Procedures are required for both internal and external communications. Note that ISO 14001:2015 only requires procedures, and allows the organisation to decide for itself the degree of openness and disclosure of information. Whatever the decision is in terms of disclosure, the decision process must be recorded. There is a specific requirement that the organisation considers external communications about its significant environmental aspects and records its decision.

For internal communications, the procedure needs to describe how it is done among the levels of the organisation. For external communications, it has to describe how external communications are received, documented, and a response provided.

7.5. Documented information

This requirement ensures that the organisation has documented the system in either electronic or paper form such that it addresses the elements of the standard, describes how the organisation conforms to each element, and provides direction to related documentation. Not all ISO 14001-required procedures need to be documented, as long as the system requirements can be verified. However, documentation must be provided such that enough is available to ensure the effective planning, operation, and control of processes related to the significant aspects, and to demonstrate conformance to ISO 14001:2015. Such documentation at a minimum includes policy, objectives and targets, a definition of the scope of the EMS, and other main elements.

7.5.2. Creating and updating, 7.5.3. Control of documented information

The organisation is required to control documents, such as system procedures and work instructions, to ensure that current versions are distributed and obsolete versions are removed from the system. There is a requirement for a document control procedure that ensures documents are approved prior to use, are reviewed and updated as necessary, changes to versions are identified, that the current versions are available at points of use, that they are legible, identifiable, and that obsolete ones are so noted to avoid unintended use. It is acceptable to use documents of internal origin in the EMS, but those must be identified as being essential to the EMS and their distribution controlled.

7.5.3. Control of documented information

Records are expected to exist to serve as verification of the system operating and the organisation's conformance to the standard and its own EMS requirements. Procedures in this element are required for the maintenance of records, and specifically require that records are identifiable, retrievable, safely stored, and legible, retained as appropriate, and traceable.

8.1. Operational Planning and Control, 8.2. Value chain control

For these elements, critical functions related to the policy, significant aspects, the legal and other requirements, and objectives and targets are identified and procedures and work instructions are required to ensure proper execution of activities. Requirements for communicating applicable system requirements to contractors also need to be addressed in these procedures.

The required procedures need to provide instruction such that the organisation conforms to the policy, objectives and targets, the legal and other requirements, and addresses any impacts from significant aspects. Which procedures are needed can be determined by review of the significant aspects, objects and targets, the legal and other requirements, and policy and then deciding what must be documented to ensure that deviations from planned arrangements do not occur.

In regard to contractors, the organisation will need to establish procedures related to the significant aspects the legal and other requirements, of the goods and services it uses, and communicating the relevant elements of those procedures to the suppliers and contractors.

8.3. Emergency preparedness and response

Although typically addressed through conventional emergency response plans, this element also requires that a process exist for actually identifying the potential emergencies, in addition to planning and mitigating them. Emergency incidents include those that may not be regulated, but may still cause significant impact as defined by the organisation.

As part of continual improvement, it is required that the organisation not only responds to emergency situations, but also reviews the emergency procedures and make improvements as necessary. This may involve periodic testing of emergency procedures, if practicable.

CHECK

9.1. Monitoring, measurement, analysis and evaluation

In order to properly manage the system, measurements must be taken of its performance to provide data for action. Procedures are required describing how the organisation will monitor and measure key parameters of operations. These parameters relate to the operations that can have significant impacts, to monitor performance towards the objectives and targets, and to monitor conformance to the legal and other requirements and other EMS requirements.

Equipment related to environmental measurements, must be calibrated according to procedures, and records maintained.

9.1.2. Evaluation of Compliance

The first part of this element requires the organisation to have a procedure to periodically evaluate its compliance with applicable legal requirements as defined in 6.1.3. The organisation will need to keep records of these periodic evaluations. ISO 14001:2015 also requires a similar evaluation for compliance with other requirements.

9.2. Internal Audit

ISO 14001:2015 requires that the system provide for internal audits. This procedure could include methodologies, schedules, checklists and forms, and processes used to conduct the audits. The purpose of this audit is to determine whether the system conforms to the requirements of ISO 14001:2015 and the organisation's own EMS detailed requirements, and if the EMS has been properly implemented and maintained. The procedure for internal audits has to address responsibilities and requirements for planning and executing the audits, reporting results, and what records will be generated (and maintained in accordance with 7.5.3.). The procedures also address determination of audit scope, how often they will be conducted, and specifically how they will be done.

Auditors need to be selected such that it ensures objectivity and impartiality of the audit process.

9.3. Management Review


This element requires that periodically, top management will review the EMS to ensure it is operating as planned, and is suitable, adequate, and effective. The organisation needs to ensure that in the review: results of internal audits (EMS and compliance); external communications; environmental performance; status on objectives and targets; status of corrective and preventive actions; follow up on actions from prior management reviews; and changing conditions or situations; and recommendations for improvement are all discussed. Results and records of management review include agendas, attendance records, minutes, and documented agreed upon action items.

ACT

10.1. Nonconformity and corrective action, 10.2. Continual improvement

These elements require procedures for acting on non-conformances identified in the system, including corrective and preventive action. A non-conformance is a situation where the actual condition is not in accordance with planned conditions. Someone not following a procedure, a regulatory non-compliance, or an incident, are all examples of possible systemic non-conformances. Non-conformances may be identified through audits, monitoring and measurement, and communications. The intent is to correct the system flaws by addressing root causes, rather than just fixing the immediate incident only. The standard also requires that trends in corrective actions be evaluated to see if deeper-rooted preventive actions can also be implemented. The procedure needs to make sure the non-conformances are not only first addressed to mitigate environmental impact; but that further investigation occurs to determine their cause, and action taken to avoid it happening again. Preventive actions would then be those actions resulting from an evaluation as to why nonconformities are occurring and taking action to prevent their recurrence. The standard states that the corrective action is appropriate to the magnitude of the problem and the impacts encountered; to avoid either over-compensating or under-compensating for a problem.

The organisation must record the results of corrective actions taken, and must also review the effectiveness of actions taken.

	VinylPlus Product Label Criteria 3.3 b) – Summary of Requirements for an Health and Safety Management System
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Purpose

The below check list will allow the auditor to validate an Health and Safety Management System (H&S MS) as equivalent to OHSAS 18001:2007 and ISO 45001:2018. As a minimum, the VinylPlus scheme recognises organisations where the H&S MS meets these requirements, even though the system is not certified by an accredited organisation.

1. The company has set up and maintained a H&S MS
2. The company has an H&S policy in place. This policy complies with the structure and risks of the company and commits to constant development, compliance with applicable laws as well as any other requirements in connection with the company.
3. H&S risks are defined and regularly assessed
4. Applicable laws and company requirements are identified and information thereof communicated to the staff
5. The company has common, division related and individual H&S targets. Suitable indicators are designated for each H&S target, targets are reasonable and attainable. Targets are communicated to the staff and introduced in the management program.
6. H&S Management programs are developed in order to meet the targets. Developments are monitored, reviewed and taken under record. Strategies and plans are updated according to the results.
7. The company has assigned one of its top managers as the management representative. He determines the responsibilities and powers of such staff managing, performing and verifying the H&S activities. The management representative regularly informs the management of the system performance.
8. Training is provided to the employees and subcontractors on the issue of H&S. The company informs its employees of the H&S issues. The employees recognize their own representatives as well as management representative over the issue of H&S.
9. A system to control OHS documents and data is in place. The system encompasses definition, approval, revision, publication and de-activation of documents and data.
10. The company has made the necessary arrangements to be able to control risks and have assurance about them. The company has developed plans and procedures for definition of emergencies, coping with them and prevention or reduction of potential illnesses and injuries. They are tested periodically.
11. The company has put in place a system for reporting any non-compliances, accidents, incidents and risks, making sure that they are applicable for any staff. Investigations are carried out after each incident. The OHS records are be retained in a safe environment for a period meeting legal requirements and are easily accessible.
12. All the parties involved are knowledgeable about any emergency activities which would be taken after any non-compliance, accidents, incidents or risks would be detected.
13. OHS audits are done in-house or outsourced to external auditors. Internal audit reports must be reviewed by the management.
14. Management reviews are annually carried out by the top management. The operation of the H&S MS and compliance of the company with the H&S policy and targets are assessed. New or revised H&S targets are developed for continuous improvement.
15. Analysis of the context and stakeholder's needs
16. Identification of risks and opportunities

	VinylPlus Product Label Criteria 4.3 a) - Waste Policy Template
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Purpose

This document provides guidance regarding the type of document that needs to be in place with respect to the needs of the Waste Policy element of the label.

This core document can be amended to suit the specific needs and operational requirements of the organisation seeking the label.

The policy shall be reviewed regularly and updated as required. It shall be signed by a member of the organisation's senior management team.

A Waste Policy Template

Company Logo	Waste Policy	Doc No:	
		Revision: No:	
		Date:	
		Page:	- 30 -Page 30 of 39

Background

[Company] is committed to the principles of the waste hierarchy, i.e.:

- Reduce
- Re-use, and
- Recycle

Key Principles

[Company] will seek, through its purchasing policy and other associated procedures, to ensure that the operational focus is on waste elimination in the specification purchasing and manufacturing process. However, where the scope for waste elimination is limited or has been exhausted waste will be disposed of by the most environmentally sustainable means.

[Company] aims to ensure that Best Practical Environmental Option is applied to all waste streams.

{Company's} Purchasing Department, through all relevant documented procedures, will actively pursue the most appropriate materials and technologies which will reduce waste and the Company's overall environmental impact.

[Company] is also committed to reducing the levels of waste generated by its products at point of use.

Note: Specify here engagement eg with take-back- reuse and recycling schemes with which the company is engaged.

Metrics


Waste metrics will be measured through the following means:

Note: these are typical metrics; select those of most relevance to operation or specify others.

- Total mass of non-hazardous waste sent to landfill (Tonnes year⁻¹)
- Mass of non-hazardous waste sent to landfill as a proportion of total product produced (%)
- Mass of hazardous waste disposed (Tonnes year⁻¹)
- Mass of hazardous waste disposed as a proportion of total product produced (%)
-

Signed: _____ [e.g.] Managing Director, [Company Name]

Date: _____

	VinylPlus Product Label Criteria 4.4 a) Steps towards Product Design for Reuse and/or Recycling
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- Reuse and recycling of the PVC part are clear priorities for R&D when developing new products
- Internal meetings highlighting reuse and recycling, leading to actions and progress measured against targets can be documented
- Controlled loop or closed loop concepts are developed with customers
- Company participates in industry recycling schemes
- Company develops products / systems with a maximum of components made from PVC allowing to maximise recycling
- Company develops products / systems that allow a very quick dismantling / separation of components before recycling

Scoring:

Up to 3 steps	2 points
4 to 5 steps	3 points
More than 5 steps	4 points

	VinylPlus Product Label Criteria 4.1 Use of recycled PVC
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VinylPlus Product Label

Recycled PVC and by-product Statement

Company name

Has provided evidences allowing to calculate the sum of recycled PVC and by-products.

<i>Product /product system</i>	Recycled PVC *	<i>X % m</i>
Manufacturing location(s):	PVC by-product used in the <i>products/product system</i>	<i>X % m</i>
TOTAL		<i>X % m</i>

**VinylPlus definitions apply*

*** by-products definition apply as defined in the auditor guidelines*



VinylPlus Product Label

Reporting on recycled content for Recovynl

Audit for Converting Activity



Audit of Converting Activity Report

Company Name:

Converter ☐

Converter with the recycling activity ☐

Period which has been audited:

from

to (included)

Location:

Date:

Name of the auditor:

Present at audit:

Result of the audit

Total input tonnage reported in RecoTrace

Total: t

Total output tonnage reported in RecoTrace

Total: t

Total input tonnage approved after audit

Total: t

Total output tonnage approved after audit

Total: t

Data in RecoTrace is consistent with approved tonnage ☐ Yes ☐ No

Data in RecoTrace is approved by auditor ☐ Yes ☐ No

Signatures

X

Auditor

X

Company representative

Administration

Comments

Converters input

Suppliers with Recovynyl (to avoid double counting): describe which ones and what tonnages has been reported

Material originating from traders: describe which traders and what tonnages had been reported

Comments

Output

Customers within Recovynyl (to avoid double counting): describe which ones and what tonnages had been reported

Comments

Mass Balance

Input (tonnes)		Output (tonnes)	
A - Incoming r-PVC reported		F - Outgoing recycled material in products	
C - Stock r-PVC material initial		G - Stock recycled material in products initial	
D - Stock r-PVC material final		H - Stock recycled material in products final	
E - Additives			
A-(D-C)+E	0	F+(H-G)	0


Comments

General remarks

	<p align="center">VinylPlus Product Label Criteria 5.1 Matrix Status PVC Resin Suppliers</p>
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Matrix Status PVC resin suppliers						Update VS	24.06.2020
Requirement 5.1							
	Compulsory level (5.1 a))			Non compulsory level (5.1 b))			
PVC resin manufacturer	Member of ECVM	Comply to the ECVM charters or equivalent	Contribute to VinylPlus through enabling fee	VinylPlus partner	Not involved in a transport incident with VCM release during last three years	Report emissions in line with Euro Chlor Sustainability programme (2019 status)	Report emissions EDC/VCM/Dioxins to ECVM
Anwil							
Borsodchem							
Ercros							
Inovyn							
Kem One							
Fortischem							
Shin-Etsu						Reported through its chlorine supplier Akzo-Nobel	
Spolana							
Vestolit (Mexichem)							
Vinnolit							
Vynova							

A green box means that criteria is fulfilled by the PVC resin manufacturer.

 <p>vinyl plus[®] COMMITTED TO SUSTAINABLE DEVELOPMENT</p>	<p>VinylPlus Product Label Criteria 5.1 a) Equivalent Schemes to the ECVN Charters</p>
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Examples of "Equivalent Schemes" to the ECVN Charters include

- the Australian PVC industry set up in 2002 a Product Stewardship Commitment which includes some commitments on production and storage at least as demanding as the ECVN Charters.
- the PVC producers in the ASEAN region have set up an organisation called AVC (Asean Vinyl Council). They have also decided to set up an "AVC Environmental Voluntary Standard" following the model of the ECVN Charters. The formal announcement has been postponed, but some principles are already agreed, i.e. that it will cover all processing, logistics and recycling of EDC, VCM and PVC. The members will commit that their environmental impact shall be measured, monitored and reduced to meet reference targets and time frames which will be determined periodically by the AVC Steering Committee, but which we expect to be similar to the ECVN Charters.

This shows that an "equivalent" alternative of the ECVN Charter already exists and that a second one is expected to be soon implemented.

	<p>VinylPlus Product Label</p> <p>Criteria 6.1 VinylPlus definition of Key Additives</p>
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Key Additives: Definition and Threshold

An additive (assessed through the ASF methodology) is a chemical substance added to the PVC resin to enable a proper processing (compounding, extrusion, calendaring, moulding, etc..). Additives may also be used to bring to the final article specific performances and/or reduce raw material cost.

Additives assessed through ASF typically include: stabiliser and co-stabilisers, lubricants, plasticisers, impact modifiers, processing aids, pigments and fillers. They don't include other materials (such as gaskets, reinforcing components, etc..) which are already considered into the article's EPD.

This list does not include 100% of the additives used in all the many PVC applications. It could happen that tomorrow, while assessing other end uses, other additives might be included (extenders, viscosity modifiers, biocides, etc....). However, the ones listed above are ok for most of the main applications.

Key additives are defined by VinylPlus through concentration thresholds.

Any chemical substance included into the above additive classes, incorporated into a PVC article or compound at a concentration above 0.3 phr (parts per hundred of PVC), unless included into the SVHC list or classified as CMR Category 1a or 1b, or PBT, or of an equivalent level of concern. In the latter case, the threshold will be lowered to 0.1%, coherently with thresholds defined in REACH.

The proposed threshold of 0.3 phr corresponds to an average of about 0.2% into an article. In the case of a stabiliser, each of its components representing at least 5% of the entire stabiliser mix will be evaluated, unless this component represents an issue in terms of its toxicologic profile, in which case a 0.1% threshold will be proposed for this case.

	<p align="center">VinylPlus Product Label</p> <p align="center">Criteria 8.2 a) Local Community Complaint Report Template</p>
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Purpose

This document provides guidance regarding the type of document that needs to be in place with respect to the needs of the local community complaint reporting process element of the label.

This template can be amended to suit the specific needs and operational requirements of the organisation seeking the label.

The template shall be reviewed regularly and updated as required.

Local Community Complaint Report Template

Company Logo	Local Community Complaint Report Template	Doc No:	
		Revision: No:	
		Date:	
		Page:	- 73 -Page 73 of 103

Complaint Reference No.:

Description of Complaint		Date: _____
Complainant's Details:		
Name:		
Address:		
Telephone No:		
Investigation / Evaluation of significance of Complaint		

Name: _____ Signature: _____ Date: _____

Continued...

Action Taken

Name: _____ Signature: _____ Date: _____

Verification of Closure

Name: _____ Signature: _____ Date: _____

PART 3

Requirements for accreditation bodies, certification bodies and auditors accreditation and certification process

Auditing shall be done by an accredited certification body.

Minimum requirements for the Audit

The third party audit needed to assess conformity with the VinylPlus® Product Label requirements can be performed by any Certification Assessment Body (CAB) specifically accredited for the Label. The accreditation shall be awarded by the national Accreditation Body (NAB) of the country where the audit needs to be performed. The choice of the CAB is made by the Label Applicant based on the list of accredited certification bodies made available by VinylPlus or one of its mandates.

In order for an audit performed by the accredited CAB to be considered as valid, all of the following minimum requirements shall be met:

- The auditor selected by the CAB to perform the audit shall be properly trained by VinylPlus and the Building Research Establishment (BRE). An untrained auditor is invited to participate to the next Auditor Accreditation Course organised by VinylPlus and to participate to an audit run by BRE at the facilities of a label applicant. BRE and the untrained auditor collect together the evidences and edit together the audit report. BRE certifies in writing that the auditor has achieved full compliance with all the training requirements. All the costs related to the training are borne by the CAB.
- VinylPlus passes an application to the Label to the CAB selected by the applicant, who will take full responsibility on the audit process from there. The trained auditor of the CAB explains to the applicant how the certification process is organized.
- The CAB sends to the applicant an offer for the auditing costs based on the number of products and locations to be audited. Upon acceptance by the applicant, a 100% upfront payment is invoiced to the applicant. Travel costs is charged to the applicant after the audit, provided all the necessary travel receipts are submitted. The CAB needs to safeguard that the applicant is aware that together with this upfront payment, he officially accepts to respect the VinylPlus® Product Label's terms and conditions. The CAB makes every reasonable effort to ensure that the audit takes place not more than 6 weeks after the upfront payment receipt date.
- The trained auditor of the CAB provides to the applicant an Evidence Assessment Sheet listing all the necessary evidences needed to show compliance with each of the criteria of the scheme. This Sheet facilitates the preparation and conducting of the onsite audit.
- The trained auditor of the CAB collects and comments as many evidence documents as possible, prior to the onsite audit.
- The audit is carried out onsite by the trained auditor of the CAB. A detailed report is prepared right after the audit by the auditor. This report is shared and discussed with the applicant in order to adjust and agree on the findings.

-The trained auditor of the CAB finalizes a detailed audit report. The CAB makes every reasonable effort to ensure that the report is finalized with the applicant no more than 3 weeks after the onsite audit.

-Based on audit results, the CAB makes decision, or not, to award the Label.

Further steps are explained in “Guide to the Auditing and Verification processes v1.4 20221213” see Annex 2.

To Become an (Accredited) Auditor the candidate needs to achieve following:

1. Successful completion of an Auditor Accreditation Course
2. Participation to one audit supervised at the facilities of a label applicant
3. If VinylPlus judges it necessary, successful lead of an audit for another applicant

Training Completion Certificate delivered by VinylPlus . Validity period is 3 years.

Certification Body is eligible to apply for an accreditation to a national accreditation body (NAB).
Certification body shall have ISO 17065.

List of Auditors (accredited or not by a national accreditation body (NAB)) is maintained and updated on a regular basis by VinylPlus and posted on the website.

The list is to be submitted for selection to any new applicant or Label holder needing to be re-audited.

Annexes

ANNEX 1: Self Assessment document

ANNEX 2: Guide to the Auditing and Verification processes v1.4 20221213

ANNEX 3: Terms and conditions

ANNEX 4: Evidence assessment sheet







ANNEX 1: Self Assessment document



Requirement	Performance Rating	
1.1 Integration of the VinylPlus programme into company life	Compulsory <input type="checkbox"/> Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
2.1 Responsible sourcing policy	Compulsory <input type="checkbox"/>	
2.2 Legal compliance	Compulsory <input type="checkbox"/>	
2.3 Quality management system	Compulsory <input type="checkbox"/> Points: 2 <input type="checkbox"/>	
2.4 Supplier management system	Compulsory <input type="checkbox"/>	
3.1 Material traceability through the supply chain	Compulsory <input type="checkbox"/> Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/>	
3.2 Environmental management systems in the supply chain	Compulsory <input type="checkbox"/> Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
3.3 Health and safety management systems in the supply chain	Compulsory <input type="checkbox"/> Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
4.1 Use of recycled PVC	Points: 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 10 <input type="checkbox"/>	
4.2 Use if PVC by-product	Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
4.3 Waste management	Compulsory <input type="checkbox"/> Points: 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
4.4 Product design for controlled loop material management	Points: 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
5.1 PVC resin	Compulsory <input type="checkbox"/> Points: 2 <input type="checkbox"/> 4 <input type="checkbox"/>	
6.1 Use of additives	Compulsory <input type="checkbox"/> Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/>	
7.1 Greenhouse gas emission reduction	Compulsory <input type="checkbox"/> Credit points: 3 <input type="checkbox"/> 5 <input type="checkbox"/>	
7.2 Energy use	Points: 1 <input type="checkbox"/>	
7.3 Use of renewable energy resources	Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
7.4 Transport impacts	Compulsory <input type="checkbox"/> Points: 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
7.5 Lifecycle assessment	Compulsory <input type="checkbox"/> Points: 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
8.1 Demonstrating commitment and communication	Compulsory <input type="checkbox"/> Points: 2 <input type="checkbox"/> 3 <input type="checkbox"/>	

8.2 Local communities	Compulsory <input type="checkbox"/> Points: 1 <input type="checkbox"/> 2 <input type="checkbox"/>
<p>Your result:</p> <p>All compulsory requirements met? Y/N, Points: __/73</p> <p>To obtain the certification, an organisation must meet all the compulsory requirements and earn a total of minimum 30 points.</p>	

ANNEX 2: Guide to the Auditing and Verification processes v1.4 20221213

 VinylPlus® Product Label Auditing and Verification Processes v.1.4 (October 2022)				
Process Step	Process Substeps	Owner	Duration/Lapse of time	Actions
1. Application 	1.1 Self Assessment	Applicant	30 minutes	Check if all compulsory requirements are met using the Self Assessment document from the website
	1.2 Online Application	Applicant	15 minutes	Draft an online application on the website, including first choice for the accredited Certification Body
2. Audit Preparation 	2.1 Application review and Audit Offer		3 days	<p>Application review and submit a Proposal Letter for auditing services to the Applicant, following the Offer Preparation and Audit Fee Guidelines. The proposal covers the certification period of 3 years and includes the conditions for the onsite audit and the 2 annual surveillance audits. Prepare the Evidence Assessment Sheet and send it to the Applicant.</p> <p>Ask the Applicant to formally accept the Terms and Conditions available on the website</p> <p>With the Offer, submit a Non Disclosure Agreement protecting the Applicant's confidential information</p> <p>Collect the signed-off Terms and Conditions, Offer and Non Disclosure Agreement between the CAB and the applicant</p> <p>Nominate an Auditor meeting the minimum required knowledge and skills and having followed the Auditor Accreditation Course</p>
	3.1 Audit plan and evidence Assessment Sheet	CAB Auditor	1 week	<p>Prepare a plan for evaluation activity and carry out the audit not later than 6 weeks after collecting the signed off documents</p> <p>Ask the Applicant to nominate 1 coordinator for preparing the audit</p> <p>Submit the Evidence Assessment Sheet to the Applicant for preparing the onsite audit</p> <p>Address any question asked by the Applicant during the audit preparation</p> <p>Collect evidences prior to audit; request any further documentation needed</p> <p>Issue a pre-assessment report clearly identifying any missing evidence</p> <p>Applicant gets maximum 1 year to provide the missing evidences after the signature of the Offer</p>
	3.2 Pre-Audit conducting and reporting	CAB Auditor	2-3 weeks	<p>Review the pre-audit report with the Applicant onsite.</p> <p>Ask to have one representative of each needed function present at least part time.</p> <p>Ask for having a tour of the production facilities</p> <p>Collect evidences relating to a period between 6 months to 24 months.</p> <p>Check that all local regulatory requirements are fulfilled</p>
	3.3 Audit conducting	CAB Auditor	1-2 days per manufacturing location	<p>Report any needed evidence and documentation that could not be collected onsite, to be provided</p> <p>Finalize the audit report including all provided evidences and ask the Applicant to sign off the final audit report.</p> <p>Using the Evidence Assessment Sheet template for reporting the audit findings and calculate scores for each criteria</p>
3. Certification process 	3.4 Missing Evidence Collection	CAB Auditor	2 weeks	
	3.5 Audit Report	CAB Auditor	2-3 weeks	
4. Decision process 	4.1 Review	CAB Technical reviewer	2 days	The audit report is submitted to independent technical reviewer
	4.2 Certificate Decision	CAB Decision maker	1 day	<p>Based on audit results, confirmed by Technical review the CAB makes decision to grant or not the certificate of conformity</p> <p>If CAB decides to grant the certificate of conformity, CAB sends the result to the Applicant and notifies the decision and the audit report in English to VinylPlus (as mandated). The Certification body issues the Certificate of Approval.</p>
5. Certification maintenance 	5.1 Annual Surveillance Audits	Certification Body/ CAB auditor	2 days	Organize and conduct the annual desktop surveillance audit
	5.2 Re-certification	Applicant	15 minutes	Draft a re-certification request online

ANNEX 3: Terms and conditions

Guidance for use – The VinylPlus® Product Label

1. The fundamentals

The VinylPlus® Product Label may only be used by organisations holding a valid Certificate of Approval issued by VinylPlus®. It may only be strictly use for the product/product family that the Product Label is granted for.

The use of the VinylPlus® Product Label relates only to the certification scheme operated by VinylPlus. The Product Label is the property of VinylPlus, and its use is subject to the conditions of use set out below.

The rules for the VinylPlus branding and Vinyl Verified logo need to be strictly respected. The replication or reproduction of the Product Label can only be made with the authorisation of VinylPlus.

The Product Label can be mentioned on product specifications, product sales literature, product brochures, on the product itself and any publicity material that is directly related to the relevant product.

The company holding the VinylPlus® Product Label rests solely responsible for the correct product label use by its design and marketing service partners.

The VinylPlus® Product Label must not be used to imply approval of products or services not approved or covered in the criteria scheme by VinylPlus.

Electronic versions of the VinylPlus Product Label shall only be obtained from VinylPlus.

2. Standard Amendment or Withdrawal

The Product Label is valid from the date of the VinylPlus certification for three years with two annual desktop verifications in the intervening years. The initial audit is repeated every three years and a new certificate based on the audit results is issued each time by VinylPlus. The annual desktop verifications are typically performed remotely by the auditor, based on documents sent by the applicant.

An onsite audit shall always remain the default method for the initial audit. A certification body shall always attempt to have an onsite audit when travelling to the site is possible due to exceptional local or national safety and sanitary measures. When and only when such measures do not allow the auditor to travel (e.g. due to lockdown measures during a pandemic), a remote audit may be used as an alternative method. A risk analysis shall be performed prior to the remote audit for reviewing the impact of the exceptional safety and sanitary measures on the applicant's organisation (are some departments needed for the audit closed? are some of the collaborators needed for the audit working from home?). A remote audit typically requires additional attention shall be paid to the information exchange before the date of the audit. When the travel restriction measures are no longer of application, the initial onsite audits shall be reinstated. If the initial audit has to be carried out remotely, the next annual verification shall be made onsite instead of remotely, whenever possible. The audit report shall clearly mention which method (onsite or remote) has been used for the initial audit.

A remote audit shall have the same time scope as an onsite audit. The time scope shall be pre-agreed with the applicant. During a remote audit, the auditor and applicant shall use a real time connection

via a secure webinar system (Microsoft Teams, Zoom, Cisco Webex) and camera. Less secure communication systems (Google Hangouts, WhatsApp) should be avoided. If the applicant

decides to use a less secure system, this shall be duly reported by the auditor in his report. The auditor and applicant shall have a good knowledge of IT connection tools to perform the audits and must use a private wifi connection to secure confidentiality. Recording of a remote audit should be avoided at all time.

If the Product Label Criteria Scheme document is amended after the applicant has accepted an audit, the previous Criteria Scheme shall be used. The Product Label certificate based on the previous scheme remains valid for three years.

If the VinylPlus® Product Label is withdrawn or becomes obsolete, the use of the Label shall cease within twelve months of the date of withdrawal or obsolescence.

Audit results have a general validity of maximum one year. Shall the applicant not be able to deliver the requested remaining evidence to conclude the audit process within this time frame, audit results will no longer be valid.

3. Intellectual Property Rights

This document does not confer any right, title or interest in the VinylPlus® Product Label, which shall remain the property of VinylPlus. VinylPlus reserves all licensing and enforcement rights and may update this rules and guidance document from time to time.

4. Misuse

Unauthorised use and/or misuse of the VinylPlus® Product Label is not permitted, especially not for other products in the company's product range that have not received the Label Certificate. VinylPlus will launch an investigation if we find, or are notified of, a potential misuse, whether through negligence or fraud. If proven, such misuse may lead to a suspension and withdrawal of the Label Certification, a publication of the transgression, a legal action, or a fine.

5. Responsibility of the Product Label holder

It is the responsibility of the Product Label holder to:

(i) Ensure that the product supplied under a valid current VinylPlus® Product Label Certificate of Approval and using the appropriate Vinyl Verified logo, conforms at all times with the requirements of the Label Criteria Scheme of application during the last onsite audit, and with all other terms and conditions of the Label.

(ii) In the event of termination of the Agreement howsoever arising, cease using, remove or obliterate the Label.

(iii) Indicate to VinylPlus any fraud or misuse that comes to your notice including the relevant information needed for VinylPlus to take action.

6. Some Do's and Don'ts

Do's

- Include the Product Label in your marketing and promotional literature only strictly for the product.
- Contact VinylPlus if you wish to include the Vinyl Verified logo in any press release or press orientated material. Permission to use the logo in this way will not be unreasonably withheld.
- Ensure that the rules contained in this guidance is adhered to.
- Ensure that the entire Vinyl Verified logo is clearly visible against the background on which it is being reproduced. Use the black and white version if helpful.
- Contact VinylPlus if you are unsure of any aspect of using the label imagery.

Don'ts

- Make the Vinyl Verified logo too small to identify; it ~~should~~ **shall** be legible to the naked eye.
- Partially cover the image with other brands or copy.
- Overprint the image with text.
- Stretch or squash the marks to fit a given size.
- Use the marks in circumstances that would bring the VinylPlus® Product Label certification into disrepute.
- Use the marks in connection with products or services that are not associated with the VinylPlus® Product Label certification.
- Attempt in any way to redraw or re-create the artwork for the marks.
- Pass on copies of the artwork of the marks to any other parties other than your own design companies.

7. Complaints and Appeals Procedures

- Complaints and appeals are managed by VinylPlus using well defined procedures aligned with the guidelines of ISO/IEC 17067:2013, Conformity assessment-Fundamentals of product certification and guidelines for product certification schemes.
- A complaint is any expression of dissatisfaction made to VinylPlus related to its certification scheme, where a response or resolution is explicitly or implicitly expected. An appeal is a request for reconsideration of a decision made by VinylPlus related to the certification of a product or product system. A complaint or appeal does not affect any legal rights a party might otherwise have under contract or otherwise available by law.
- Complaints shall be addressed to info@vinylplus.eu or to VinylPlus, Avenue de Cortenbergh 71, 1000 Brussels, Belgium. All complaints received by VinylPlus are independently investigated and actions are taken where appropriate. If the complaint is related to a certification body, VinylPlus will transfer the complaint to the certification body having performed the last audit, as recommended in article 6.5.5 of ISO/IEC 17067:2013. The complaint will then be dealt according to the complaint management process of the certification body. If not, VinylPlus assigns an independent investigator which leads an investigation. If the complaint is upheld by VinylPlus, a remedial action is completed after which the complainant is advised. If the complaint is not upheld by VinylPlus, no action is

taken and the complainant is advised accordingly. If the complainant agrees that the complaint is settled, the complaint is closed. If the complainant does not agree, the investigation is restarted to find a resolution.

- Appeals shall be addressed to info@vinylplus.eu or to VinylPlus, Avenue de Cortenbergh 71, 1000 Brussels, Belgium. Appeals will be considered after payment of 300€ on VinylPlus' bank account. This fee is to cover the administrative costs of opening an appeal, and is refundable if the Appeal Panel finds in favour of the appellant, if the appeal can be resolved without recourse to an Appeal Panel, or if the appeal is issued against a decision of a certification body.
- If the appeal has been issued against a decision of a certification body, the appeal will be transferred to the certification body having performed the last audit, as recommended in article 6.5.5 of ISO/IEC 17067. The appeal will then be dealt according to the appeal management process of the certification body and the fee refunded to the appellant.
- Otherwise, the appeal is reviewed by VinylPlus' staff and if the situation can be resolved to the satisfaction of the appellant and VinylPlus within 14 working days, the process is terminated and the fee is refunded.
- If the situation cannot be resolved within this timeframe, an Appeal Panel is assembled by VinylPlus to review the appeal and, if the appeal is upheld, decide and implement remedial actions. The panel will consist of three investigators designated by the VinylPlus Managing Director that have not been directly involved in the decision under appeal and have no direct interest in the decision. The VinylPlus staff will provide secretariat services to the Appeal Panel but will have no voting rights.
- The appellant is advised of the constitution of the Appeal Panel, is given at least 14 day notice of the date set for the meeting organized to make a decision on the appeal, and is advised to be present in this meeting. The appellant has the right to state objections to the constitution of the Appeal Panel within 5 working days of receipt of notice. In this case, the objection will be considered by the VinylPlus Managing Director, and the membership of the Appeal Panel will be amended if necessary. An Appeal Panel may uphold or reject VinylPlus' decision, following review of the circumstances surrounding the appeal. The Appellant will be provided with formal notice of the Appeal Panel's decision.

ANNEX 4: Evidence Assessment Sheet

Performance rating	1.1 Integration of the VinylPlus program into company life	Notes	Y/N
C	The organisation is a European member or a partner of VinylPlus and has fully paid the yearly contribution at the time of certification		
	OR		
	The organisation is neither a European member nor a partner of VinylPlus and has paid the yearly Scheme Management Fee at the time of the certification	Confirmed by VP	Y
	The certification remains valid over 3 years only if all yearly fees are paid during this period. The product label is only awarded to products manufactured and sold in Europe (EU27+UK+Norway+Switzerland)		
1	Is the organisation an active supporter of the VinylPlus programme and its associated 'voluntary commitments' and working principles?	Up to 5 principles	
2	Has the organisation set a range of quantifiable objectives for the implementation of the VinylPlus charter's principles into its day to day business activities?	6 to 15 Principles	
3	Is there is a process for regularly monitoring progress against these objectives and targets?	>15 Principles	
Principles			Evidence/Documentation/Comments
1	Use/distribute VinylPlus progress reports/promotion material		
2	Show the partnership certificate inside Your company / to customers		
3	Show VinylPlus partnership roll up banner (entrance door / fairs)		
4	Train sales organization to "sell" VinylPlus partnership		
5	Promote VinylPlus to retailers, end users and procurement officials		
6	Print VinylPlus logo on your documents, invoices, brochures		
7	Create a VinylPlus link on your website		
8	Have a dedicated on website on sustainability and VinylPlus		
9	Participate in VinylPlus & TNS task forces / capacity building		
10	Use VinylPlus to build your sustainability image / local community		
11	Build / support a local / national network for political dialogue		
12	Demonstrate your social responsibility policy containing VinylPlus		
13	Visit the VSF (Vinyl Sustainability Forum)		
14	Encourage your business partners (suppliers, competitors, customers) to also join and support VinylPlus		
15	Use "day to day" recycled PVC solutions from VinylPlus partners e.g. office supply, stationery etc.		
16	Translate the VinylPlus recycling targets: From 800kto target our company / our industry association stands for... we recycle Y% of VinylPlus" Other targets ?		
17	Communicate Your annual VinylPlus support investment to customers		
18	Cooperate with others and apply for cofunding from VinylPlus for technical, recycling, research, and communication projects		
19	Create and promote controlled material loops with your customers		
20	Follow the concept of selling recycling solutions at a premium price		
21	Run company members through as documented learning process about sustainability (TNS system conditions)		

Please provide documentary evidence for each principle claimed as achieved

Performance rating	2.1 Responsible Sourcing Policy	Evidence example/Notes	Evidence/Documentation Y/N /Comments
C	The organisation shall have a written Responsible Sourcing Policy , appropriate to the organisation, addressing the responsible sourcing principles (see Appendix). The policy shall be approved and signed by the organisation's senior management and promoted within the organisation.	A copy of the approved Responsible Sourcing Policy that covers all aspects relating to responsible sourcing in the VinylPlus Label (i.e. items in Sections 2, 3, 4.2 and 7). See example policy provided in Criteria Scheme Document – Version 1.3 (January 2020). Evidence that the policy is the responsibility of a specified member of Senior Management and this person has approved the policy. e.g. by signing and dating the policy document; and the means by which senior management monitor compliance with the Policy e.g. minutes of meetings, reports in internal documents, contents of Annual Reviews (internal and/or external) etc. Evidence of how the policy is promoted within the organisation to ensure that all employees understand the principles of the Policy and the roles that they may have in implementing it successfully. e.g. training courses, internal publicity for policy actions etc.	
Performance rating	2.2 Legal Compliance	Evidence example/Notes	Evidence/Documentation Y/N /Comments
C	The organisation shall establish, implement and maintain a procedure(s) <ul style="list-style-type: none"> •to identify and have access to all specific, relevant, applicable and most recent local, national and ratified international laws and regulations by which the organisation is bound, •to update these laws and regulations as appropriate, and •to determine how these laws and regulations apply to the implementation of its policy established in clause 2.1(a). The organisation shall ensure that these laws and regulations are adhered to when establishing, implementing and maintaining its management systems/processes.	Details of procedures to identify and enact all relevant legislation to the operation of the facility producing the product(s) being assessed. The means by which the company periodically updates this listing e.g. Applicable legislation register, Legislation update platform used (screenshot etc.), Legal compliance audit reports	

Performance rating	2.3 Quality Management System	Evidence example/Notes	Evidence/Documentation/Comments
C	The organisation shall have in place a documented quality management system, following the fundamentals of ISO 9001:2015 to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.	Quality management System Manual or screenshots of system	
2	To achieve a higher performance rating, the organisation shall have a quality management system that conforms to ISO 9001:2015 or equivalent, certificated by an accredited organisation in accordance with regulation (EC) no. 765/2008 of the European Parliament and of the Council for the international EA / IAF MLA mutual recognition agreements, to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.	Copy of organisation's ISO 9001 certificate	
Performance rating	2.4 Supplier Management System	Evidence example/Notes	Evidence/Documentation/Comments
C	<p>The organisation shall have in place, appropriate to the purpose and activities of the organisation and its products, a documented management system for its purchasing process and for approval of its suppliers. The management system shall reference the policy established in clause 2.1 of this Standard.</p> <p>AND</p> <p>The organisation shall maintain a list of approved suppliers of constituent materials in the assessed product.</p> <p>AND</p> <p>Where the organisation under assessment acquires constituent materials from any supplier based outside the EU, or from states that have not declared adherence to the OECD Guidelines for Multinational Enterprises, the organisation shall undertake an appropriate risk assessment and demonstrate due diligence in its monitoring of the supplier's compliance with the ILO Declaration on Fundamental Principles and Rights at Work (see Appendix).</p> <p>Where the assessed organisation is responsible for the extraction of a raw material at source, the organisation shall demonstrate traceability from the source of the raw material to the assessed</p>	<p>• Purchasing/supplier approval procedure</p> <p>• Supplier questionnaires</p> <p>• Approved supplier list</p> <p>• Risk assessments</p>	

Performance rating	3.1 Material Traceability through the Supply Chain	Evidence example/Notes	Evidence/Documentation/Comments
C	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s). The following mechanisms shall be considered appropriate for demonstrating traceability:</p> <ul style="list-style-type: none"> •The organisation responsible for the constituent material(s) at each stage of the supply chain shall be certificated by an accredited organisation to ISO 9001:2015; OR •Equivalent documented evidence of traceability as documented in guidance notes. Where there is already an established industry benchmark this shall be taken as the 'compulsory' level. <p>An independently audited full chain of custody scheme to the raw materials source of the constituent material(s) satisfies the requirement for traceability (see Appendix).</p>	<p>Evidence regarding purchased amounts (by mass and volume) of input material regarding its source (including recycled material sourced from the company or from other sources). The evidence should include supplier name, material amount details (by mass and volume) and details of the suppliers ISO 9001 certification (if any).</p> <p>See Supplier's table 'tab' for example.</p>	
1	To achieve a higher performance rating, 75% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated quality management system.		
2	To achieve the highest performance rating, 90% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated quality management system.		
88			
Performance rating	3.2 Environmental Management Systems in the Supply Chain	Evidence example/Notes	Evidence/Documentation/Comments
C	<p>A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s) with an environmental management system (EMS).</p> <p>The EMS shall follow the fundamentals of ISO 14001:2015 (see Appendix) and shall include within its scope key processes of raw material extraction and primary material production, where appropriate to the scope of its operations.</p> <p>The organisation under assessment will also have an EMS.</p> <p>Constituent materials which are recycled materials or by-products shall be deemed to satisfy this requirement without further verification.</p>	<p>As in 3.1 but for ISO 14001 with the addition of a documented EMS as a criterion to achieve Compulsory.</p> <p>See Supplier's table 'tab' for example.</p>	
1	To achieve a higher performance rating, at least 60% of the constituent material(s) in the assessed product shall be traceable to supplier(s) (including the organisation under assessment) with an EMS certificated by an accredited organisation to: <ul style="list-style-type: none"> • ISO 14001:2015; OR • EU Eco-Management and Audit Scheme (EMAS) 	<p>Sample of supplier ISO 14001 certificates</p>	
2	To achieve an even higher performance rating, 75% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS.		
3	To achieve the highest performance rating, 90% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS.		

Performance rating	3.3 Health and Safety Management Systems in the Supply Chain	Evidence example/Notes	Evidence/Documentation/Comments
C	A minimum of 60% of constituent material(s) in the assessed product shall be traceable to supplier(s) with a health and safety management system. The organisation under assessment will also have a health and safety management system. The health and safety management system shall be compliant with local legislation and shall incorporate the recording of: <ul style="list-style-type: none"> • Near miss incidents • Time loss accidents • Fatal accidents 	As in 3.1 but for ISO 18001 with the addition of a documented HSMS as a criterion to achieve Compulsory. See Supplier's table 'tab1' for example.	
1	To achieve a higher performance rating, at least 60% of the constituent material(s) in the assessed product shall be traceable to supplier(s) (including the organisation under assessment) with a health and safety management system certified by an accredited organisation to OHSAS 18001:2007 OR ISO45001:2018, OR an equivalent documented H&S MS which is independently assessed. The equivalent H&S MS shall follow the relevant principles of OHSAS 18001: 2007 or ISO 45001: 2018.	Sample of supplier ISO 18001 certificates	
2	To achieve an even higher performance rating, at least 75% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system.		
3	To achieve the highest performance rating, at least 90% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system.		
Performance rating	4.1 Use of recycled PVC	Evidence example/Notes	Evidence/Documentation/Comments
2	The organisation can demonstrate use of recycle in the product which is being evaluated (as an annual average) (VinylPlus sector definitions see https://productlabel.vinylplus.eu/wp-content/uploads/2020/10/2020_08_01-VinylPlus-Definitions-rev-6.pdf)	Demonstrate the proportion of recycle in the product through clear documented records.	
4	≥ 1 %m and <5% m	The proportion may be calculated as an annual average for the most recently recorded 12-month calendar period immediately preceding the audit. However, if the 12-month calendar period ends more than 12 months before the audit it is not acceptable as it does not reflect current practice and performance.	
6	≥ 5% m and <20% m		
10	≥ 20% m and <30% m		
Performance rating	4.2 Use of PVC by-product	Evidence example/Notes	Evidence/Documentation/Comments
2	The organisation can demonstrate use the by-product in the product which is being evaluated (as an annual average)	Demonstrate the proportion of by-product in the product through clear documented records.	
4	≥ 1 and <5% m	The proportion may be calculated as an annual average for the most recently recorded 12-month calendar period immediately preceding the audit. However, if the 12-month calendar period ends more than 12 months before the audit it is not acceptable as it does not reflect current practice and performance.	
6	≥ 5% m and <20% m		
10	≥ 20% m and <30% m		

Performance rating	4.3 Waste Management	Evidence example/Notes	Evidence/Documentation/Comments
C	<p>The organisation shall establish a policy, supported by a documented management system, for the diversion of waste from landfill or incineration without energy recovery in accordance with the waste hierarchy.</p> <p>AND</p> <p>The organisation shall provide evidence that all controlled waste arising from its operations is stored, transported and treated such that risks to human health and the environment are minimised and that all local regulatory requirements are fulfilled. See Appendix.</p>	<ul style="list-style-type: none"> Waste management policy & procedure Objectives and targets Waste monitoring documents <p>External verification report/certificate</p>	
2	<p>To achieve a higher 'Performance Rating', the organisation shall demonstrate quantifiable targets and objectives for waste management and will review its performance against these objectives and targets. This performance must be verified by an independent third-party organisation.</p>	<p><i>Details of any controlled material loop. The loop must be robust and well-documented with all participants clearly identified. Documented evidence of the linkage of materials from the material loop to the input materials of the products being assessed.</i></p>	
3	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders its performance in terms of waste prevention and waste management. This shall include:</p> <ul style="list-style-type: none"> Levels of waste production relative to output set against targets for reduction over time, and thereafter reported on an annual basis, as a minimum; and Comparison to industry benchmarks, where available, or comparison to company benchmarks if industry benchmarks aren't available <p>A supplementary point may be awarded if the organisation specifically reports to its stakeholders on at least two of the five below topics:</p>		
+1	<ul style="list-style-type: none"> Overview highlighting typical waste production rates for the relevant sector, as well as the typical waste reuse-, recycling, energy recovery- and landfilling- rates. Actions taken to foster post-consumer reuse, recycling and energy recovery of the assessed product Levels of reuse and recycling of the waste produced by the organisation Annual updates of targeted vs. actual waste reduction rates for the assessed product Staff and supply chain engagement activities promoting behavioural change and the share of best practice. 		

Performance rating	5.1 PVC resin used in manufacturing the product	Evidence example/Notes	Y/N Documentation/ Comments	Evidence/Doc Comments
C	<p>The product which is being evaluated is manufactured from a resin entirely manufactured by an organisation that follows the last version of the ECVI Industry Charter for the Production of VCM and PVC (or any equivalent scheme – see Appendix) and the Vinyl 2010 voluntary commitments as revised in 2006 and</p> <p>(1) whose standards and practices can be fully audited by means of membership of ECVI OR</p> <p>(2) whose standards and practices have been audited at least for one of the manufacturer's VCM and PVC manufacturing sites by a technical audit (the "ECVI Charter Audit") and the manufacturer is contributing an "enabling fee" to the VinylPlus programme.</p> <p>The product is manufactured from resin supplied by producers who:</p> <ul style="list-style-type: none"> • Are partners of the VinylPlus® programme, have paid their fees • Have not been involved in a transport accident with any VCM release during the three years immediately prior to certification • Source chlorine from companies reporting emissions in line with the EuroChlor Sustainability Programme, or equivalent. • Reports its emissions of EDC, VCM and dioxins from each of its plants to ECVI on an annual basis. 	<p>Evidence that the source of the resin used to produce the product is produced entirely by an organisation(s) that follows the ECVI charter (or an equivalent scheme) and the Vinyl 2010 voluntary commitments.</p> <p>See matrix of European resin manufacturers is provided in the Tool Box showing details regarding ECVI current membership and compliance with the various criteria described under b) in the Standard</p>		
2	One or two of the above criteria	Documented evidence from suppliers to demonstrate criteria achieved		
4	Three or four of the above criteria			

Performance rating	6.1 Use of additives in the assessed product	Evidence example/Notes	Y/N/Documentation/Comments
C	<p>The product which is being evaluated does not include:</p> <ul style="list-style-type: none"> Substances containing cadmium or lead, a low molecular ortho-phthalate (C8 ortho-phthalate and below), except as included and permitted in any recycle. 	<p>Documented evidence regarding the nature of all of the additives used in the manufacture of the product in relation to their compliance with REACH.</p> <p>Documented evidence that no lead or cadmium (beyond that added and permissible within any recycle used in the manufacture of the assessed products) is used.</p> <p>e.g. use full list of input materials from 3.1 (including minor additives) & compare with the latest REACH listings to ensure conformance.</p>	
	<p>The organisation can demonstrate that the product which is being evaluated:</p> <ul style="list-style-type: none"> carries permanent information regarding the additives used in its manufacture in order to facilitate future recycling. meets the volatile organic compound (VOC) emission criteria (see Appendix for more details). measures the levels of lead, cadmium and low molecular ortho-phthalates in the recycle it uses. discloses to customers the maximum levels of lead, cadmium and low molecular ortho-phthalates in the recycle it uses. provides information to his customer for the assembly, installation, maintenance and end of life of the product regarding the additives used. 		
1	2 criteria		
2	4 or more criteria	Documented evidence from suppliers to demonstrate criteria achieved	
+4	<p>Supplementary points may be awarded if the organisation demonstrates that the virgin part of the product which is being evaluated:</p> <ul style="list-style-type: none"> has been manufactured without using additives (substances) which are on the REACH candidate list or listed on Annex XIV, even if authorized. 	<p>Documented evidence from suppliers to demonstrate criteria achieved</p> <p>e.g. use full list of input materials from 3.1 (including minor additives) & compare with latest REACH candidate list or Annex XIV list to ensure conformance.</p>	
+8	<p>Supplementary points may be awarded if the key additives (substances) included in the product evaluated have been generically assessed by the industry associations represented in VinylPlus, according to the ASF (Additive Sustainability Footprint), a methodology developed by VinylPlus for a sustainable use of additives based on the TNS System Conditions.</p> <p>See the Additive Sustainability Footprint ASF presentation for more details</p>		

Performance rating	7.1 Greenhouse gas emission reduction	Evidence example/Notes	Evidence/Documentation/Comments
C	<p>According to the principles of ISO 14064-1:2018, the organisation shall quantify the:</p> <ul style="list-style-type: none"> • emissions and removals of greenhouse gases (GHG) related to its direct operations; and • indirect emissions and removals of GHG related to energy use in its direct operations. <p>AND</p> <p>The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the GHG intensity of its operations. This aspect may be managed within the scope of an existing management system.</p> <p>NOTE: refer to ISO 14064-1:2018 for definitions.</p> <p>Emissions calculations using other internationally recognised standards are accepted as defined in the guidance notes.</p>	<ul style="list-style-type: none"> • Greenhouse gas emissions monitoring and reduction policy & procedures • Objectives and targets • Monitoring evidence (direct and indirect emissions) 	
3	<p>To achieve a higher performance rating, the organisation shall report to its stakeholders on the emissions and removals of greenhouse gases, according to the principles of ISO 14064-1:2018.</p> <p>If legal requirements related to competition mean that reporting cannot be legally conducted at company level then the information shall be reported at sector level. This may be via a trade association.</p>	Sustainability/Environmental/Annual/CSR report (link to evidence public availability)	
5	<p>To achieve the highest performance rating, the organisation shall have external verification of the information and data reported above.</p>	External verification report/certificate	
Performance rating	7.2 Energy Use	Evidence example/Notes	Evidence/Documentation/Comments
1	<p>The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the energy intensity of those operations over which the organisation has financial and/or operational control. Energy intensity is the amount of energy required for each unit of output.</p> <p>Certification to ISO 50001:2018 or any equivalent energy assessment scheme, meets this requirement.</p>		

Performance rating	7.3 Use of renewable energy resources	Evidence example/Notes	Evidence/Documentation/Comments
1	The organisation's use of renewable energy is 10 % higher than the nationally calculated average renewable energy proportion.	For each site being assessed provide evidence of national average renewable energy proportion. Documented evidence to demonstrate any claimed higher proportion of renewable energy usage for each site.	
2	The organisation's use of renewable energy is 20 % higher than the nationally calculated average renewable energy proportion.		
3	The organisation's use of renewable energy is 30 % higher than the nationally calculated average renewable energy proportion.		
4	The organisation's use of renewable energy is 40 % higher than the nationally calculated average renewable energy proportion.		
Performance rating	7.4 Transport impacts	Evidence example/Notes	Evidence/Documentation/Comments
C	<p>The organisation shall establish a policy, supported by a documented management system, for continually reducing environmental impacts associated with the transport of materials, goods and people involved in its operations.</p> <p>The policy shall identify appropriate, significant, direct environmental impacts associated with the modes of transport used by the organisation and shall include mitigation strategies for significant environmental impacts.</p> <ul style="list-style-type: none"> The methodology used to identify significant environmental impacts shall be documented. 	<ul style="list-style-type: none"> Transport procedures Identification of aspects register Objectives and targets Transport monitoring of delivery (to clients/intermediaries) of the products being evaluated 	
2	<p>To achieve a higher performance rating, the organisation shall extend the scope of its transport policy and metrics to cover the supply of traceable constituent material(s) in the assessed product.</p> <p>Where the assessed organisation is responsible for the constituent material(s) at the source, the scope and boundaries of the policy shall cover all transport modes used, from the source of the constituent material(s) to the assessed product(s).</p> <p>A supplementary point may be awarded if the organisation reports performance against its transport policy and objectives to its stakeholders, on at least two of the following aspects:</p> <ul style="list-style-type: none"> Methodology for identifying significant environmental impacts Significant environmental impacts identified by the organisation Mitigation strategies Performance against targets 	Scope of policy extended to delivery of the constituent materials for the product from source.	
+1		Sustainability/Environmental/Annual/CSR report (link to evidence public availability)	

Performance rating	7.5 Lifecycle assessment (LCA)	Evidence example/Notes	Evidence/Documentation/ Comments
C	The organisation shall use life cycle thinking and/or life cycle assessment (LCA) methods to identify significant environmental aspects and impacts throughout the product lifecycle, and shall have in place a documented approach for continual improvement of life cycle environmental performance.		
2	To achieve a higher performance rating, the organisation shall provide evidence that it has participated in a freely and publicly available LCA study that complies with the requirements of ISO 14040:2006 and ISO 14044:2006		
3	To achieve the highest performance rating, the organisation shall provide an independently verified Environmental Product Declaration (EPD) that conforms to the requirements of ISO 14025:2010, and ISO 21930:2017 or EN 15804:2012+A1:2013/FprA2.		
Performance rating	8.1 Demonstrating Commitment and Communication	Evidence example/Notes	Evidence/Documentation/ Comments
C	The organisation has established a Sustainability policy, supported by a documented management system, for the learning and development of its employees and carry out regular reviews of its performance (see Appendix). Sustainability awareness/training shall be evidenced in all relevant professional and functional training. This aspect may be managed within the scope of an existing management system.	<p>The Learning and Development Policy with metrics of measurement regarding learning and development.</p> <p>Evidence that the policy includes aspects of responsible sourcing/sustainable development and importance of the company's partnership with VinylPlus in its induction and ongoing training programme.</p> <p>Evidence of actions taken in support of the VinylPlus initiative.</p> <p>Procedure to monitor and react to complaints from the local community</p> <p>Evidence of objectives and targets</p>	
2	To achieve a higher performance rating, the organisation shall report to its stakeholders on its performance relating to the learning and development of its employees. OR The organisation shall establish a policy, supported by a documented management system, for enhancing the diversity and inclusiveness of its workforce and carry out regular reviews of its performance. This aspect may be managed within the scope of an existing management system.	Sustainability/Environmental/Annual/CSR report (link to evidence public availability)	
3	To achieve a higher 'Performance Rating', the organisation shall have external verification of the information and data as noted above.	External verification report/certificate	

Performance rating	8.2 Local Communities	Evidence example/Notes	Evidence/Documentation/Comments
C	<p>The organisation shall establish a policy, supported by a documented management system, to identify and consult with local community stakeholders directly affected by the activities and operations of the organisation;</p> <p>AND</p> <p>The organisation shall have written procedures to record all complaints (see Appendix) from local community stakeholders and any subsequent and associated actions including prosecutions.</p>		
1	<p>To achieve a higher performance rating, the organisation shall carry out regular reviews of its performance in terms of local community relationships, stakeholder engagement and complaints incidents.</p> <p>AND one of the following:</p> <p>The organisation shall report to its stakeholders on its performance in terms of local community relationships, stakeholder engagement and complaint incidents.</p> <p>OR</p> <p>The organisation shall have a written policy to use local sourcing and local business where</p>		

ANNEX 5: Auditor Training Certificate



**VinylPlus® Product Label
Auditor Training Certificate**

This Training Certificate confirms that:

Auditor Name:.....

Certification Body:.....

has successfully completed the VinylPlus Product Label Training Programme, including the Auditor Accreditation Course organized by VinylPlus on 20..., in.....

BRE can confirm that has fulfilled the minimum training requirements for the VinylPlus Product Label scheme (see Annex). Based on this, and evidence of additional auditor training, BRE is happy to make the recommendation that has achieved full compliance with the training requirements of the VinylPlus Product Label scheme. Following this recommendation, VinylPlus allows him/her to independently run VinylPlus Product Label audits.

Date of Issue:

Date of Expiry:

Signed for and on behalf of **VinylPlus**

Brigitte Dero, General Manager

Annex: Minimum required knowledge and skills for running a VinylPlus Product Label audit

Knowledge	
Typical industry's sourcing practices	<ul style="list-style-type: none"> • Minimum of 2 years experience in a relevant plastic-related industry
Third party audit practices and processes	<ul style="list-style-type: none"> • Successful completion of an appropriate Auditor/Lead Auditor Course and/or demonstrated in-house company experience with audit systems
Knowledge of the VinylPlus Product Label scheme and processes	<ul style="list-style-type: none"> • Successful completion of the Auditor Accreditation Course • Participation to one VinylPlus Product Label audit run by another experienced auditor (optional, upon request) • Successful lead of one VinylPlus Product Label audit, under supervision of an experienced auditor (optional , upon request)
Knowledge of plastic-related industry practices, systems and technologies	<ul style="list-style-type: none"> • Minimum of 2 years experience in a relevant plastic-related industry
Knowledge of client business/technology	<ul style="list-style-type: none"> • Minimum of 2 years experience in a relevant plastic-related industry
Knowledge of client's products, processes and organization	<ul style="list-style-type: none"> • Minimum of 2 years experience in a relevant plastic-related industry
Knowledge of cultural norms	<ul style="list-style-type: none"> • Minimum of 2 years experience in a relevant plastic-related industry
plastic product market awareness	<ul style="list-style-type: none"> • Minimum of 2 years experience in a relevant plastic-related industry
Skills	

Language skills appropriate to all functions met during the audit process

- Minimum of 2 years experience in a relevant plastic-related industry

Note-taking and report writing skills

- Minimum of 2 years experience in a relevant plastic-related industry
- Successful completion of the VinylPlus Auditor Accreditation Course
- Successful completion of an appropriate Auditor/Lead Auditor Course and/or demonstrated in-house company experience with audit systems

Interviewing and facilitation skills

- Minimum of 2 years experience in a relevant plastic-related industry
- Successful completion of the VinylPlus Auditor Accreditation Course
- Successful completion of an appropriate Auditor/Lead Auditor Course and/or demonstrated in-house company experience with audit systems

ANNEX 6: Product Label Confirmation letter

VinylPlus Product Label

Recycled PVC and by-product Statement

Company name

Has provided evidences allowing to calculate the sum of recycled PVC and by-products.

<i>Product /product system</i>	<i>Recycled PVC *</i>	<i>X % m</i>
Manufacturing location(s):	PVC by-product used in the <i>products/product system</i>	<i>X % m</i>
TOTAL		<i>X % m</i>

**VinylPlus definitions apply*

*** by-products definition apply as defined in the auditor guidelines*

Annex 7 VinylPlus Product Branding Guidelines	
<div><div><div>54</div><div>Product</div></div><div><div>Branding Guidelines</div><div><div>The brand</div><div>Visual identity</div><div>Colour palette</div><div>Typography</div><div>Graphic elements</div><div>Stationery</div><div>Digital & social media</div><div>Event & promotion</div><div>VinylPlus® product label</div></div></div></div>	

Branding Guidelines

The brand
Visual identity
Colour palette
Typography
Graphic elements
Stationery
Digital & social media
Event & promotion
VinylPlus® product label

VinylPlus® product label

Primary usage: full colour label



The label colours and exclusion zone

The Vinyl Verified logo can only be used by applicants who have received the VinylPlus® product label certificate confirmation (based on positive completion of the audit). The certificate confirmation, and thus the use of the label, is valid for **tree** years. Partners can apply for re-certification at any time.

The full colour label is the preferred version. The single colour and reversed versions of the label should be used when the full colour version cannot be applied. The reversed version should be used on dark backgrounds to ensure readability and visual impact. The exclusion zone must remain clear of other elements to ensure that the label is not obscured. The 'exclusion zone' is equal to the 1/2 'V' height of the label.

Secondary usage:
single colour label



Background darkness
for reversed label

