

# REFERENCE DOCUMENT REGARDING THE CRITERIA AND REGISTRATION OF VERIFYING PERSONS

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## 0 GENERAL

### 0.1 BACKGROUND

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

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

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

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

This reference document serves to put the above requirements into operation.

### 0.2 RELATIONSHIP VERIFYING PERSON - BELGIAN EPD DATABASE

The EPD Database can contain a range of environmental profiles:

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

This reference document relates to (2).

### 0.3 MUTUAL RECOGNITION

The manner in which the set of qualification criteria was determined means that it can be more-or-less guaranteed that the verifying person who has been recognised for foreign programmes will have reasonable access to the Belgian programme. There will be consideration of programmes in the Netherlands, Germany and France.

## 0.4 COMPETENT ORGANISATION

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

Federal Public Service (FPS) of Public Health, Food Chain Safety and Environment  
Eurostation II  
DG5 Environment  
Product Policy Department  
Place Victor Horta 40, box 10  
1060 Brussels  
Contact centre: +32 (0)2 524.97.97  
E-mail: [epd@environment.belgium.be](mailto:epd@environment.belgium.be)

## 1 GENERAL PRINCIPLES

### 1.1 VERIFYING PERSON

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

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

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

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

## 1.2 OPERATIONAL STRUCTURE

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

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

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

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

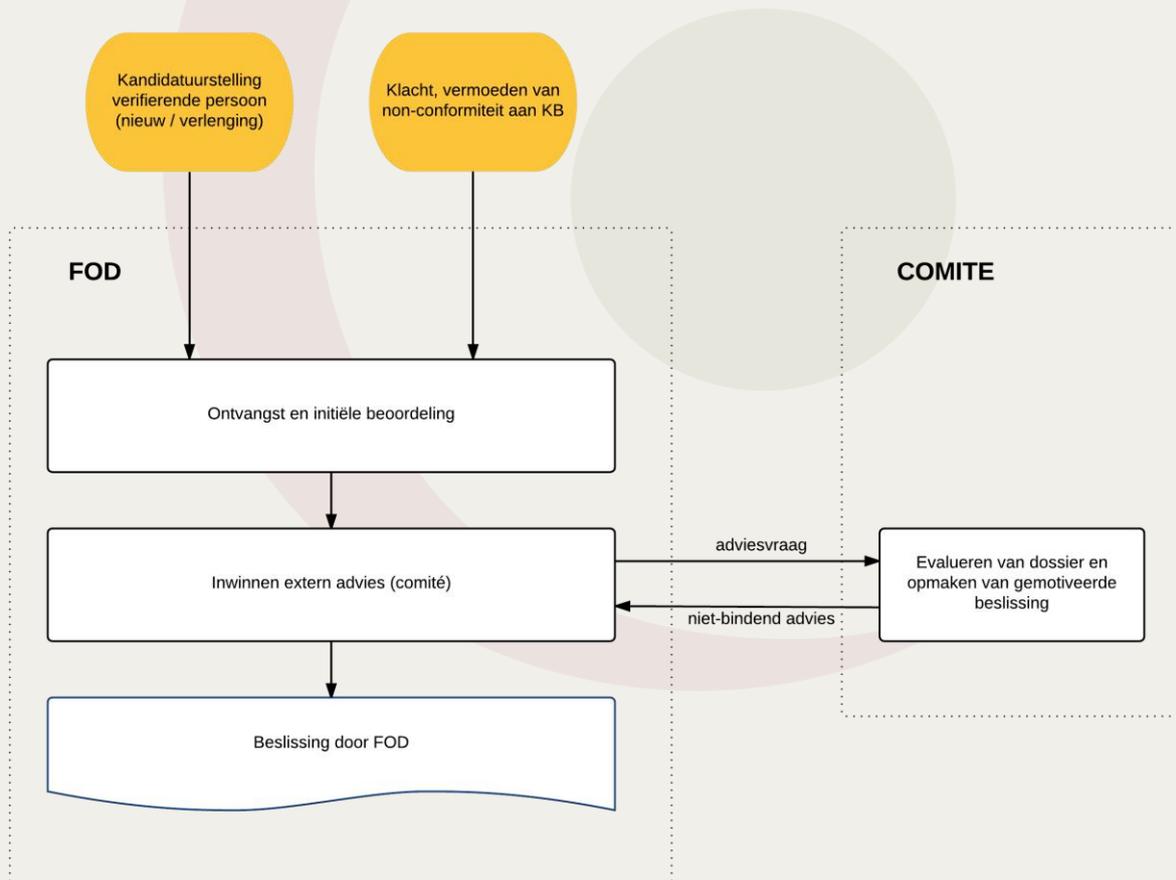


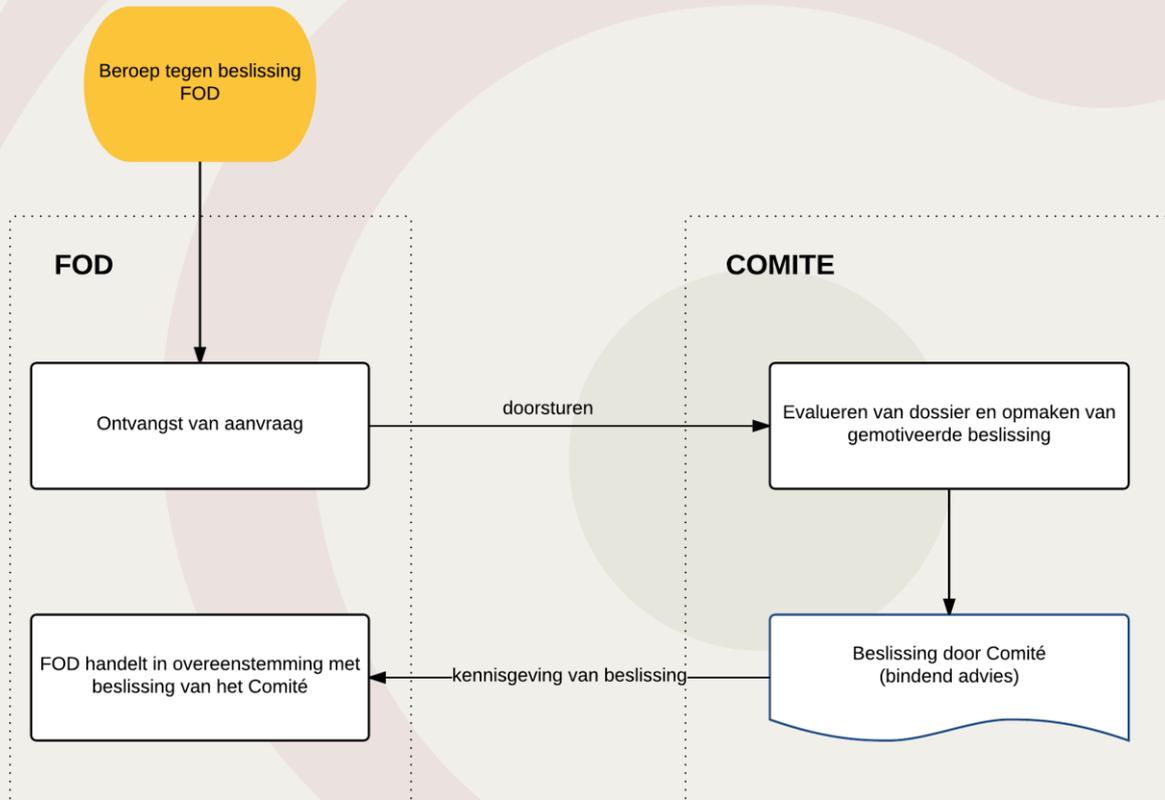
Figure 1: Schematic representation of working operational structure for assessing verifying persons

### 1.3 APPEAL

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

They must submit an appeal request to the FPS.

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



## 2 THE COMMITTEE

### 2.1 GENERAL

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

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

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

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

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

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

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

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

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

The FPS Public Health determines the composition of the Committee.

## 2.2 COMPOSITION

The Committee comprises the following groups

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

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

## 2.3 DECISIONS

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

The committee justifies its recommendations in writing.

The member must abstain from the discussion and decision if the dossier relates to his own nomination, extension or suspension as verifying person or to the nomination of a person from the same company as the committee member; this person must also abstain in this case. Any conflicts of interest must be disclosed by the person concerned to the other members on his own initiative (e.g. in the case of the renewal of a candidate who has acted as a verifying person for one of the members of Group II).

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

### 3 RECOGNITION PROCEDURE

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

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

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

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

#### Procedure:

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

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

The FPS will then conduct a primary evaluation of content.

The FPS will then send the application and their own evaluation onto the Committee with a request for a justified recommendation. The Committee may invite candidates to present their dossiers orally (possibly by video conference call). In the event of a negative recommendation, the Committee is obliged to do so.

The Committee sends its reasoned recommendation to the FPS.

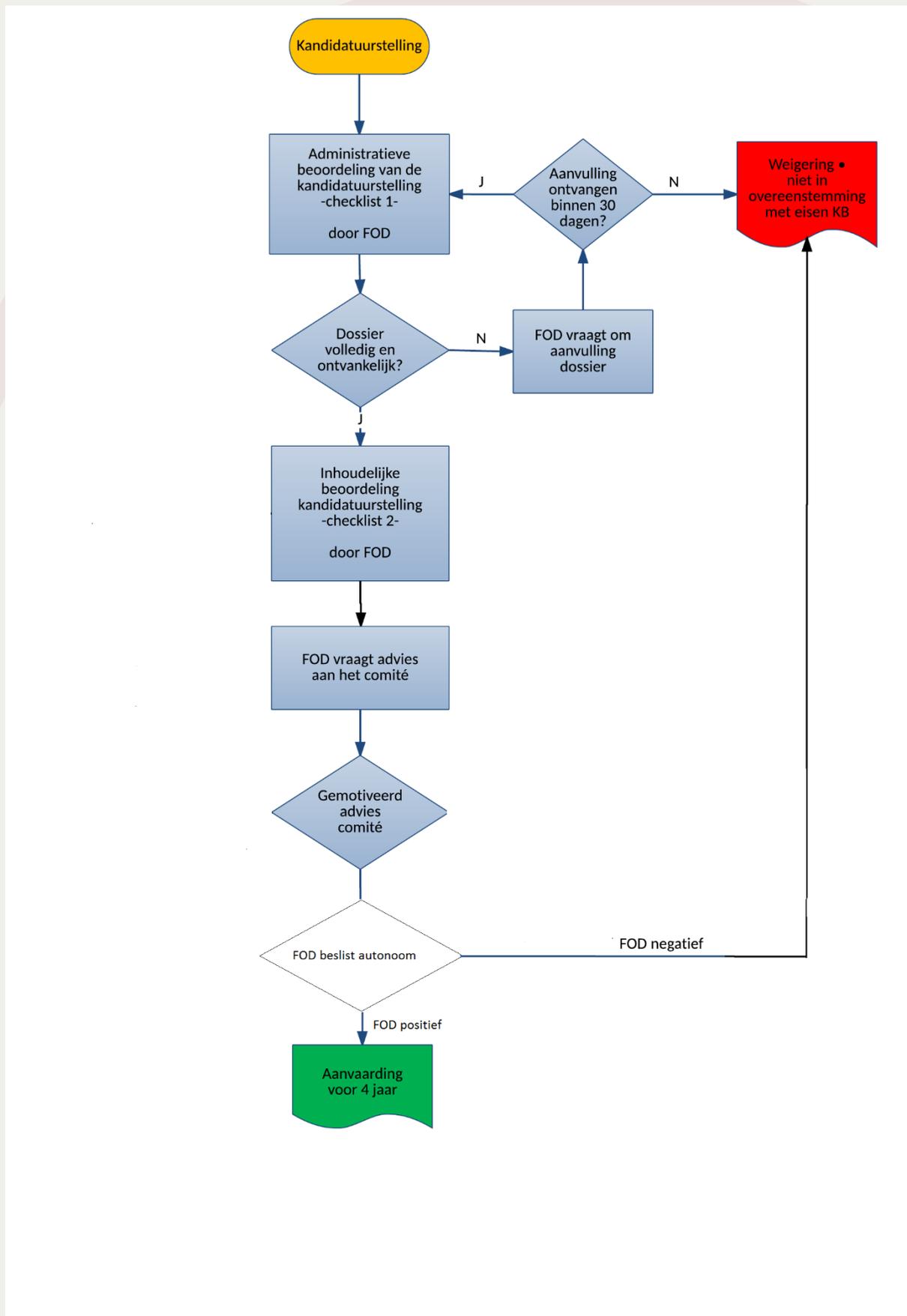
The FPS makes the final decision and notifies and explains this decision to the nominated verifying person. There are three options:

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

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

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



## 4 VALIDITY AND EXTENSION

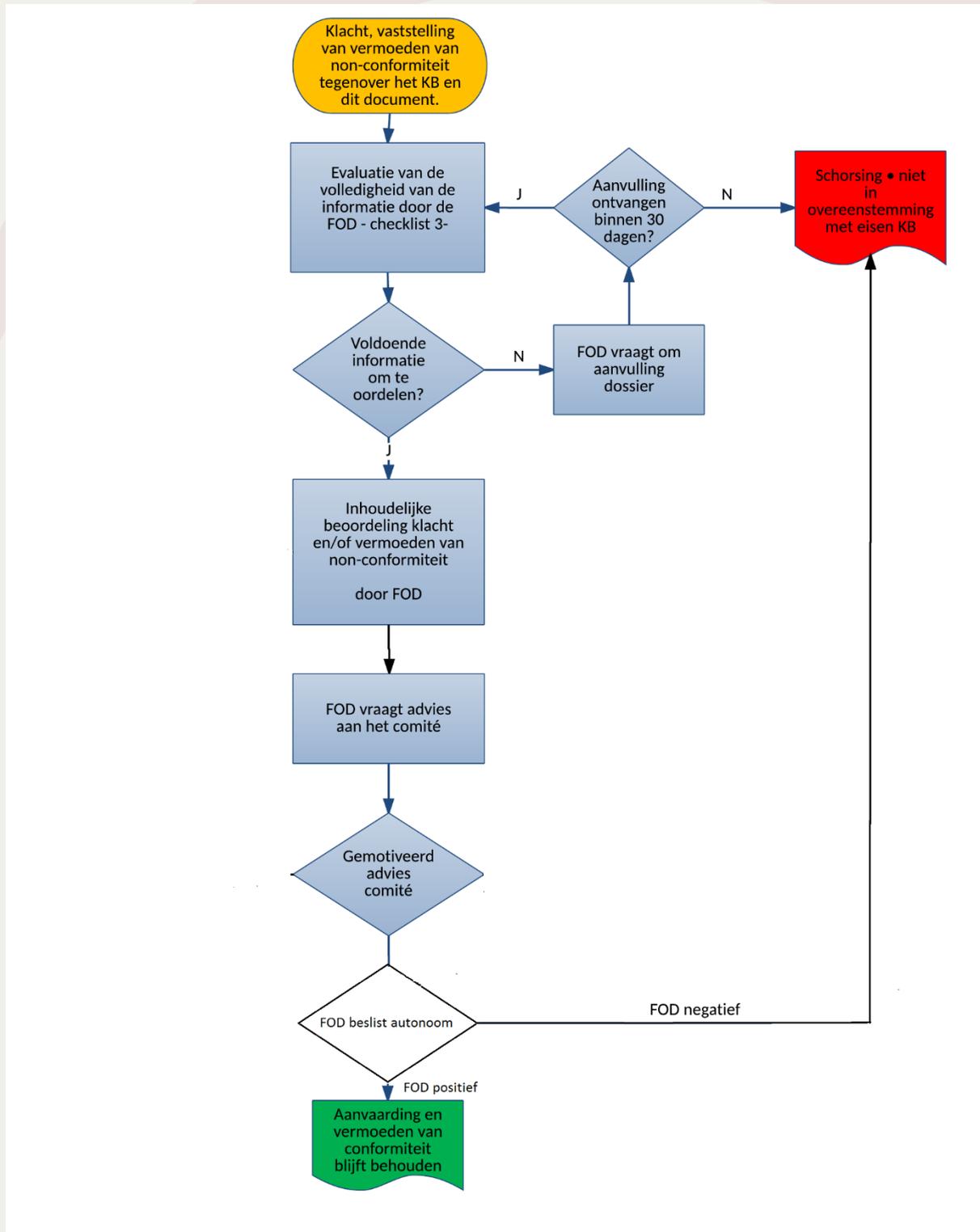
Recognition as a verifying person lasts for a period of four years. This period begins on the date of notification of recognition by the programme operator to the verifying person.

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

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

## 5 SUSPENSION PROCEDURE

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

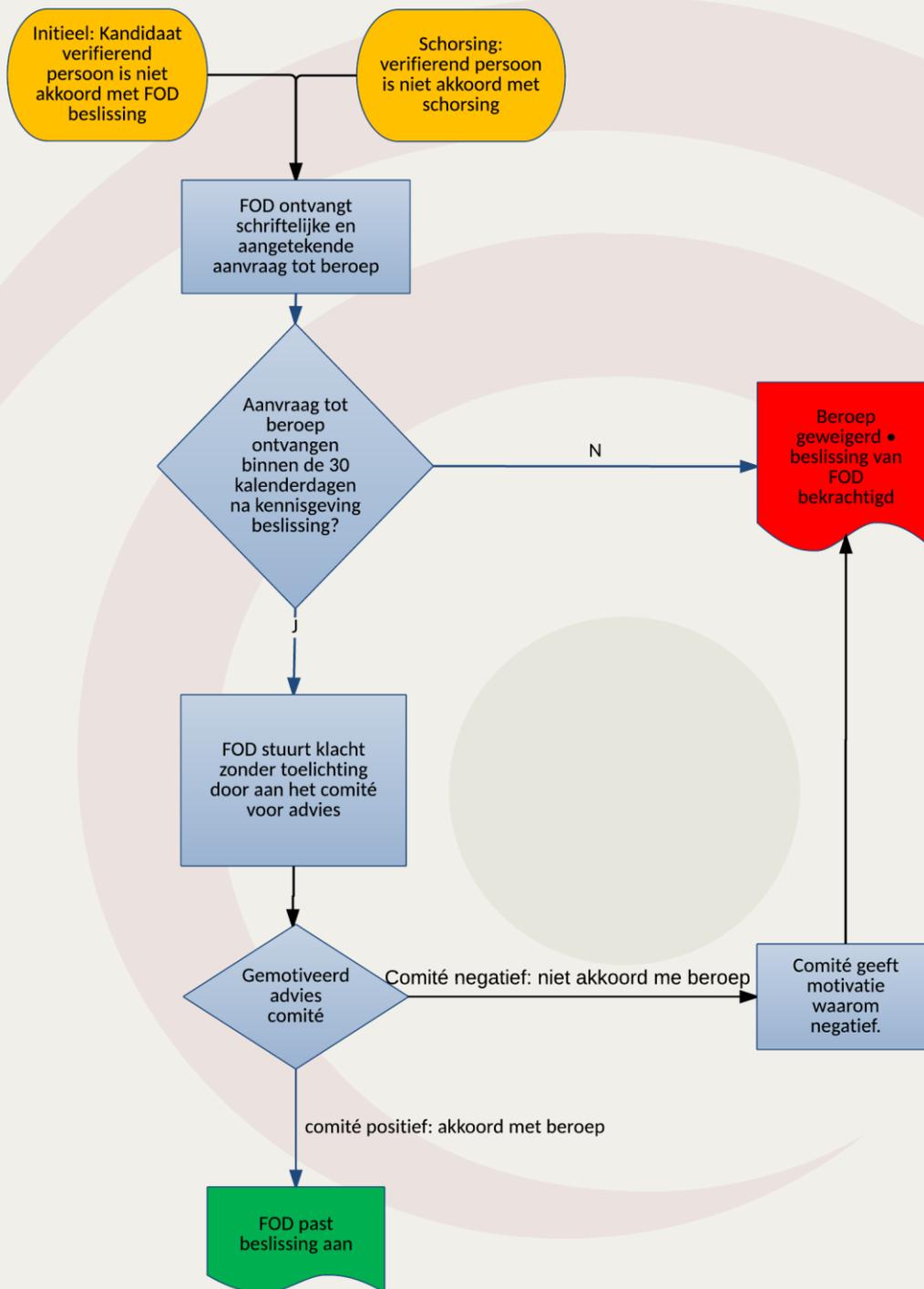


If recognition is suspended, no other criteria can be used, other than those reported during the initial recognition. The FPS gives the verifying person in question the opportunity to defend themselves orally.

## 6 APPEAL PROCEDURE

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

If the negative decision is confirmed, the candidate is free to submit a new application on condition that the dossier contains sufficient new substantive elements.



## 7 CRITERIA

No	Qualification criterion	What must be provided?	When is it met?	In relation to the natural person or the company?	To be checked during initial registration or during EPD verification?
1	<p>The LCA expert must have such work experience as to enable them to carry out independently and responsibly (with knowledge of the subject) work relating to the drafting and verification of a life-cycle analysis (LCA), of products, materials or raw materials used by the construction industry.</p> <p>Work experience consists of the qualitative execution of at least three LCAs in line with EN 15804 or the qualitative verification of at least 3 EPDs in the past 5 years, at least one of which within the previous year.</p> <p>The author/verifier needs to demonstrate that they are familiar with NBN/DTD B08-001, EN 15804 and the underlying standards ISO14040/44 and ISO14025, and any additional documents of the B-</p>	<ul style="list-style-type: none"> <li>- A completed application form with the required references. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of personal contribution, number of LCAs, EPDs drawn up, number of reviewed LCAs/verified EPS's, type of product</li> <li>- CV of natural person</li> <li>- In addition, the Committee can ask for the following documents: 1/ the 3 LCA reports drawn up in line with EN 15804 and/or NBN/DTD and verified with positive result by a third party on their compliance with ISO 14040/44 and EN 15804, and whose authorship can be demonstrated. The life-cycle inventory</li> </ul>	<ul style="list-style-type: none"> <li>- 3 references from last 5 years, with at least one from the past year.</li> <li>- For each LCA study the independence of the verifying person with regards to the author of the LCA and the commissioning party of the LCA should be guaranteed. The LCA verifier and the LCA author may therefore not be working for the same management, neither may the commissioning party and the LCA verifier. This is applicable to the work experience based on drafting up LCAs/EPDs and based on reviews of LCAs/EPDs.</li> </ul>	Natural person	Initial registration



	<p>EPD programme with LCA rules and that they have knowledge or can make use of knowledge on building products (performance, characteristics, manufacturing process).</p> <p>For the verification of EPDs to count as work experience, the following additional conditions must be met:</p> <ul style="list-style-type: none"> <li>- it must have been carried out as an independent third party</li> <li>- the format of the EPD, the data and the underlying LCA study have been verified</li> <li>- a verification report is available</li> </ul>	<p>(LCI) and the composition of the product are exempt from delivery.</p> <p>- 2/ the corresponding verification reports.</p> <p>NOTE: if applicable, the FPS shall receive the LCA report and grants the Committee access to the report at the offices of the FPS. No reproduction may be made of these documents and the information specific to the product remains confidential.</p> <p>NOTE: the Committee may invite the candidate for additional oral explanations.</p>	<p>By signing the application, the candidate declares to comply with these rules</p> <p>- The following aspects of the EN 15804 and NBN/DTD standards must be treated in at least one of the LCA studies in question:</p> <ul style="list-style-type: none"> <li>• Modules A123,</li> <li>• Modules A4, A5, B, C and D.</li> <li>• Selection of relevant data for upstream and downstream processes</li> <li>• Allocation in case of co-production</li> <li>• Cut-off rules</li> <li>• Reference service life (RSL) declaration</li> <li>• All impact categories from EN 15804</li> <li>• Variability assessment</li> </ul> <p>NOTE: experience with other aspects from the NBN/DTD standard such as additional impact categories (PEF - Product Environmental Footprint) and biogenic carbon is a plus, but not</p>		
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			<p>required unless they are also part of the EN 15804+A2 standard.</p> <p>NOTE: the Committee shall autonomously assess the quality of the reports and records provided. There are no binding requirements for the third party that has verified these LCA studies. It is a plus if this third party</p> <ul style="list-style-type: none"> <li>- is an active verifying person within one of the following EPD programmes: INIES, IBU, MRPI, International EPD programme, B-EPD.</li> </ul> <p><i>Or</i></p> <ul style="list-style-type: none"> <li>- An authority/senior researcher/expert on LCA within the scientific community (universities, research institutions)</li> </ul>		
2	<p>Expertise and experience with the following standards: EN 15804, ISO14040/14044, ISO14020, ISO 14025,</p>	<p>- Declaration in good faith simply by submitting the nomination, that the latest versions of the statutory standards have been obtained (licence): EN 15804, ISO14040/14044,</p>	<p>- Completed and signed application form. The person signing must be authorised to sign</p>	<p>Natural person in terms of knowledge of and experience with the standard. If</p>	<p>Initial registration</p>



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



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



		<i>plan, etc.; if certain tasks are outsourced, they must have a procedure for finding good quality persons and informing them of the necessary rules (even if they have ultimate responsibility).</i>			
5	Familiarity with the content of the Royal Decree "setting the minimum requirements for applying environmental messages to building products and for registering environmental product declarations in the federal database" dated 22/05/2014 and its appendices and the texts and laws which refer to the RD.	Declaration in good faith simply by submitting the nomination. The candidate shall enclose the following declaration with their application: "I have taken note of the contents of the Royal Decree setting the minimum requirements for applying environmental messages to building products and for registering environmental product declarations in the federal database, dated 22/05/2014."	Completed and signed application form for verifying persons. The person signing must be authorised to sign a binding agreement on behalf of the company. The declaration must be included.	Natural person	Initial registration
6	Has read and has thorough knowledge of the latest version of the Product Environmental Footprint method of the European Commission in general and, specifically, the aspects relevant for EN 15804+A2 (indicators, quality of data, etc.).  <a href="http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013H0179">http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013H0179</a>	The candidate shall enclose the following declaration with their application: "I hereby confirm that I have read the document "Suggestions for updating the Product Environmental Footprint (PEF) method" (JRC, 2019) and that I have knowledge of the aspects relevant to the standard EN 15804+A2."	The declaration must be included in the application.	Natural person	Initial registration



	At the time of publication of this version of this document, this is the most recent document on the Product Environment Footprint: “Suggestions for updating the Product Environmental Footprint (PEF) method” (JRC, 2019)	The Committee may contact the candidate and ask oral questions on the subject.			
7	Has knowledge and experience of the production processes for the environmental aspects of the relevant product	Declaration in good faith for verification process	Signed verification certificate which includes a declaration in good faith. The certificate must be signed by the natural person registered during the recognition process.	Natural person	When completing verification. It is not realistic to expect the verifying person to be familiar and have experience with all processes and environmental aspects of specific products. This experience and expertise are acquired during the start of verification.
8	Is not involved in the execution of the life-cycle analysis for the relevant building product, or in drafting the environmental	Declaration in good faith for verification process	Signed verification certificate which includes a declaration in good faith. The certificate must be signed by the natural person	Company	When completing verification.



	product declaration for the relevant building product		registered during the recognition process.		
9	No relevant relationship with the organisation that is the commissioning party for the LCA and EPD for the building product, for which the verification must be conducted; independent of the organisation that has financed, drafted or had an influence on the results of the LCA/EPD. Relevant relationship means: financial, legal or similar that would result in a conflict of interest.	Declaration in good faith for verification process	Signed verification certificate which includes a declaration in good faith. The certificate must be signed by the natural person registered during the recognition process.	Company	When completing verification
10	The nominated verifying person may not have been prosecuted for a criminal act in the past three years for a breach of the environmental law that corresponds to the execution of his tasks as a verifying person.	Declaration in good faith simply by submitting the nomination. The candidate shall enclose the following declaration with their application: "I hereby confirm that I have not been prosecuted for a criminal act in the past three years for a breach of the environmental law that corresponds to the execution of his tasks as a verifying person."	Completed and signed application form for verifying persons. The person signing must be authorised to sign a binding agreement on behalf of the company. The declaration must be included in the application.	Natural person	Initial registration
11	The nominated verifying person may not be in a situation as set out in articles 61, 62 and 63 of the RD Publication of 15 July 2011:	Declaration in good faith simply by submitting the nomination.	Completed and signed application form for verifying persons. The person signing must be authorised to sign a binding agreement on behalf of the	Natural person	Initial registration

<p>Excluded: any company or natural person which has been convicted of:</p> <ul style="list-style-type: none"> <li>1° participation in a criminal organisation as meant in article 324bis of the Penal Code;</li> <li>2° bribery as referred to in articles 246 and 250 of the Penal Code;</li> <li>3° fraud as referred to in article 1 of the agreement regarding the protection of the Community's financial interests, ratified by the law of 17 February 2002;</li> <li>4° money-laundering as referred to in article 5 of the law of 11 January 1993 preventing the use of the financial system for money-laundering and the financing of terrorism.</li> </ul> <p>Also excluded is any company or natural person that</p> <ul style="list-style-type: none"> <li>1° is bankrupt or undergoing liquidation, that has ceased work, that is undergoing a legal reorganisation, or that is in a similar situation as the result of a similar procedure which exists in other national regulatory systems;</li> <li>2° has registered bankruptcy or for which a settlement procedure or legal reorganisation is pending, or who is the object of a similar procedure existing in</li> </ul>	<p>Candidates shall attach to their application a declaration stating that they fulfil all the conditions.</p>	<p>company. The declaration must be included in the application.</p>		
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	<p>other national regulatory systems;</p> <p>3° is the recipient of a final and conclusive judgement, in relation to a crime that affects professional integrity;</p> <p>4° has made a serious error in the execution of his work;</p> <p>5° has not fulfilled his obligations in terms of payment of social security contributions;</p> <p>6° has not fulfilled obligations relating to the payment of taxes in accordance with Belgian legislation or with the legal provisions of the country where he is established;</p> <p>7° is clearly guilty of submitting false declarations when providing information, required in the application of this chapter, or has not provided information at all.</p>				
12	<p>Has read NBN/DTD B08-001 and the latest version of the document "B-EPD: Complimentary rules to NBN/DTD B08-001".</p>	<p>The following declaration must be joined to the application:</p> <p>"I have read the document NBN/DTD B08-001 and the latest version (insert version number) of the document B-EPD: Complimentary rules to NBN/DTD B08-001."</p> <p>The Committee may contact the candidate and ask oral questions on the subject.</p>	<p>The signed declaration must be included in the application.</p>	<p>Natural person</p>	<p>Initial registration</p>





## 8 ANNUAL MEETING OF VERIFYING PERSONS

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

Subjects that will be covered during this meeting include:

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

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

## 9 COSTS

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

This fee is applicable to each natural person.

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

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

## 10 REVIEW OF PRESENT DOCUMENT

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

## 11 ANNEX 1 - APPLICATION FORM

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

- Details of legal person:
  - o Company name
  - o Business registration number
  - o Address
  - o Phone number
  - o E-mail address
- Name of the person who can legally represent the legal person
- Name, position and contact details of the natural person that is tasked with verification
- All documents and declarations mentioned in Chapter 8 to provide sufficient evidence of compliance with the criteria.
- CVs of natural person(s)
- Proof of payment of fee
- Proof that the person who has signed the application form can legally represent the legal person
- Signed declaration that the details that have been completed are true and accurate

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

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

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

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

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



1.7	At least 3 references demonstrating the requested experience as described in the criteria.			Minimum number of references provided. All required details present per reference.
1.8	- indication of the standards that the legal person has legally obtained			It shall be indicated that all of the required standards are available: the most recent versions of EN15804, ISO14040/14044, ISO14020, ISO14021, ISO14025
1.9	- description of reference(s) that show the experience with each of this type of standards			At least one reference which clearly shows the experience with the standards. Multiple references that demonstrate experience with all standards. Experience must be in the name of the natural person indicated.
1.10	- description of the references that show at least 3 years of professional experience in environmental aspects of the building sector or 3 years of professional experience in building-related environmental analysis or environmental-management in Belgium. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of contribution			Minimum number of years experience (3). Experience may be shown on company level. All required details present per reference.
1.11	- description of the processes and methods that will be applied in order to guarantee a quality and independent verification of the EPD.			Set of defined procedures and methods with reference to  - guaranteeing independence,



				<p>- description of the approach to verification and the technical documents that must be used to carry out the verification,</p> <p>- selection and appointment of subcontractors</p>
2	CVs of natural person(s)			CVs contain the necessary experience and references for each natural person indicated (1.7, 1.9)
3	<ul style="list-style-type: none"> <li>- Signed declarations regarding <ul style="list-style-type: none"> <li>o Royal Decree of 22 May 2014</li> <li>o PEF method</li> <li>o Criminal prosecution</li> <li>o Articles 61, 62 and 63 of the Royal Decree of 15 July 2011</li> <li>o NBN/DTD B08-001 and the latest version of the document "B-EPD: Complimentary rules to NBN/DTD B08-001".</li> </ul> </li> </ul>			Presence of signed declarations
4	Proof of payment of fee			
5	Proof that the person who has signed the application form can legally represent the legal person			
6	Signed declaration that the details that have been completed are true and accurate			
Final assessment				



### 13 ANNEX 3 - CHECKLIST 2 - ASSESSMENT OF CONTENT

Checklist 2 - assessment of content			
Information to be supplied		Assessment of content	
1	Information in application form		
1.7	At least 3 references demonstrating the requested experience as described in the criteria		The Committee may invite the applicant for a hearing.
1.9	- description of reference(s) that show the experience with this type of standards		Examples of what is acceptable: standard used to draft LCA/EPD, review/verification of LCA/EPD, seminar, reading, presentation about the standard, involved in development of standard



1.10	<p>- description of the references that show at least 3 years of professional experience in environmental aspects of the building sector or 3 years of professional experience in building-related environmental analysis or environmental-management in Belgium. The references must provide at least the following: name and description of reference, start and end date of project, customer, contact, contact details, description of contribution</p>		<p>- at least 3 years experience  - experience may be shown on company level  - Examples of references are: BREEAM certification, LEED certification, Valideo, sustainable material usage in construction, management of waste substances in construction, active participation on platforms concerning sustainable building, EPDs or LCAs in the building sector, etc.  Examples of references that are not acceptable: EPB, EPC, energy audits for buildings, etc.</p>
1.11	<p>- description of the processes and methods that will be applied in order to guarantee a quality and independent verification of the EPD.</p>		<p>-Certificate ISO9001 which includes the scope of EPD verification OR  -Accreditation certificate ISO17020 which includes the scope of EPD verification OR  -Description of all indicated procedures and methods. Procedures and methods must fulfil guarantees given in accordance with definitions of ISO17020.</p>
1.12	<p>Declaration regarding</p> <ul style="list-style-type: none"> <li>○ PEF method (aspects relevant for EN 15804+A2)</li> <li>○ NBN/DTD B08-001 and the latest version of the document "B-EPD: Complimentary rules to NBN/DTD B08-001".</li> </ul>		<p>The Committee may contact the candidate and ask oral questions on the subject.</p>
Final assessment			





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

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





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