

## Organisation, function holders, competences

### Tracking of versions

Version	Comment	date
1.0	Introduction of version numbers, complete revision and adaptation of the document, renaming of document title to fulfil requirements on an accredited body as per ISO 17065	2022-04-20

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### Structure of organisation:

The focus of the organisation lies on two columns:

1. Running the EPD programme – operation of the accredited conformity assessment body for EPD
2. Projects
  - Participation in national and international standardisation work (representing and working with the Austrian Standards Institute)
  - Supporting the development of guidelines for the Austrian ECO Label (Federal ministry for climate protection and VKI)
  - Presentation work, education and information workshops

### Responsible positions/function holders within the programme

HCAB:	Head of conformity assessment body as per ISO 17065
HPr-EPD:	Head of EPD programme operation as per ISO 14025
QM:	Head of quality management
Int. Auditor:	Internal Auditor as per 17065
C-PCR:	Chair PCR review panel as per ISO 14025
M-PCR:	Member PCR review panel
C-PGP:	Chair PGP Product group panel
M-PGP:	Member Product group panel
V-EPD:	Verifier EPD/LCA
V-TAC:	Chair of technical advisory board (TAC, consulting panel)
M-TAC:	Member of TAC
MI:	Mechanism for safeguarding impartiality and non-discrimination

### Tasks of function holders

As per ISO 17065 chapter 5.1:

- a) development of policies relating to the operation of the certification body;  
HCAB, C-PCR, M-PCR
- b) supervision of the implementation of the policies and procedures;  
HCAB
- c) supervision of the finances of the certification body;  
HCAB
- d) development of certification activities;  
HCAB
- e) development of certification requirements;  
HCAB, HPr-EPD, C-PCR, M-PCR on the basis of standards and similar guidelines or individual research and development work
- f) evaluation (see 7.4);  
teams of verifiers (2 persons per EPD project)
- g) review (see 7.5);  
HCAB
- h) decisions on certification (see 7.6);  
HCAB
- i) delegation of authority to committees or personnel, as required, to undertake defined activities on its behalf;  
HCAB

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- j) contractual arrangements;  
HCAB
- k) provision of adequate resources for certification activities;  
HCAB
- l) responsiveness to complaints and appeals;  
HCAB
- m) personnel competence requirements;  
HCAB
- n) management system of the certification body (see Clause 8).  
HCAB

Additional tasks within the sphere of Bau EPD GmbH

Approval of minutes from TAC meetings

C-TAC

Approval of minutes of meetings of PCR review panel

V-PCR

Safeguarding of impartiality and non-discrimination

MI

### Competence criteria for completing the tasks:

#### HCAB:

##### Experience and knowledge:

- Experience in management, especially environmental and quality management.
- In depth knowledge of EN SIO 14025 and EN 15804 as well as related standards.
- Detailed knowledge of the latest European developments and state of affairs with reference to standards of sustainability (i.e. CEN/TC 350; CEN/TC 351).
- Advantage: Basic knowledge of procedure of LCA creation and corresponding interpretation.
- Excellent knowledge in English language to work actively in task groups of ECO Platform and relevant standardisation teams.

##### Competences (Competence = Capability to practically apply experience and knowledge)

- Competence to uphold the status of accreditation
- Securing financial stability
- Competence to evaluate verification reports as a basis for certification decision.

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- Competence to deduct if the verification has been carried out following the programme rules of Bau EPD GmbH (i.e. use of latest versions of verification checklists? Project report and EPD documents based on latest template versions at the time of verification? Completeness of supplements lite M-Doc 8?)

Further:

- Competence to keep up membership in the head organisation of ECO Platform
- Participation in standardisation work within the Austrian Standards Institute

### **HPr-EPD: Head of EPD programme operation as per ISO 14025**

#### **Experience and knowledge:**

- In depth knowledge of EN SIO 14025 and EN 15804 as well as related standards.
- Detailed knowledge of the latest European developments and state of affairs with reference to standards of sustainability (i.e. CEN/TC 350; CEN/TC 351).
- Advantage: Basic knowledge of procedure of LCA creation and corresponding interpretation.
- Excellent knowledge in English language to work actively in task groups of ECO Platform and relevant standardisation teams.

#### **Competences (Competence = Capability to practically apply experience and knowledge)**

- Application of ISO 14025 on products in the scope of the programme
- Competence to evaluate verification reports as a basis for certification decision.
- Competence to deduct if the verification has been carried out following the programme rules of Bau EPD GmbH (i.e. use of latest versions of verification checklists? Project report and EPD documents based on latest template versions at the time of verification? Completeness of supplements lite M-Doc 8?)

### **QM: Head of quality management**

#### **Experience and knowledge:**

General, experience with management systems

#### **Competences (Competence = Capability to practically apply experience and knowledge)**

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Competence of application of ISO 17065 and Guidance Documents of Accreditation Austria and deduct rules and procedures from it

### **Int. Auditor: Internal Auditor as per 17065**

#### **Experience and knowledge:**

General, experience with auditing of management systems

#### **Competences (Competence = Capability to practically apply experience and knowledge)**

Competence of application of ISO 17065 and Guidance Documents of Accreditation Austria within the conformity assessment body.

### **V-PKR: Chair of PCR review panel as per EN 15804 + ISO 21930**

#### **Experience and knowledge:**

- In depth knowledge of EN SIO 14025 and EN 15804 as well as related standards.
- Detailed knowledge of the latest European developments and state of affairs with reference to standards of sustainability (i.e. CEN/TC 350; CEN/TC 351).
- Knowledge on university standard of relevant construction material technology and process technology of product groups in question, product and product-related environmental aspects.
- Excellent knowledge of procedure of LCA creation and corresponding interpretation.
- Excellent knowledge in English language to work actively in task groups of ECO Platform and relevant standardisation teams.

#### **Competences (Competence = Capability to practically apply experience and knowledge)**

- Concerning the final approval of EPD: Competence to correctly assess environmental aspects declared in an EPD and to initiate consecutive steps on the basis of the relevant standards to protect the verification of EPD from prejudices that could undermine their final recognition. Competence to secure legal compliance throughout Europe.
- Approval of PCR texts (general and specific)
- Competence to evaluate expertise and input of plain members of the PCR panel.

### **M-PCR: member PCR panel**

#### **Experience and knowledge:**

- In depth knowledge of EN SIO 14025 and EN 15804 as well as related standards.

- Detailed knowledge of the latest European developments and state of affairs with reference to standards of sustainability (i.e. CEN/TC 350; CEN/TC 351).
- Knowledge on university standard of relevant construction material technology and process technology of product groups in question, product and product-related environmental aspects.
- Good knowledge of procedure of LCA creation and corresponding interpretation.
- Excellent knowledge in English language to work actively in task groups of ECO Platform and relevant standardisation teams.

### **Competences (Competence = Capability to practically apply experience and knowledge)**

- Showing expertise and giving scientific input, commenting of PCR-documents made bei other members and PGPs

### **C-PGP: Chair Product Group Panel**

#### **Experience and knowledge:**

General, LCA-knowledge is of advantage

#### **Competences (Competence = Capability to practically apply experience and knowledge)**

- Competence to develop complete PCR following all existing rules and procedures for PCR creation
- Competence to evaluate the competence of other members of the PGP

### **M-PGP: Members PGP**

#### **Experience and knowledge:**

General, LCA-knowledge is of advantage

#### **Competences (Competence = Capability to practically apply experience and knowledge)**

- Expert input for PCR creation from job experience

### **V-EPD: Verifier EPD/LCA**

#### **Experience and knowledge, see also M-Document 16 «application form for individual third-party verifiers»:**

- Knowledge of relevant standards in the fields of LCA (ISO 14040-14044) and EPD (ISO 14025, EN 15804, ISO 21930)
- Knowledge of the relevant regulatory framework for the concept of EPD creation
- Knowledge of relevant construction sector, product and product-related environmental aspects
- Process and product knowledge of the product category

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- Knowledge of type III EPD programmes, with special focus on the program rules of the EPD Programme for which the verifier is working for, including the ECO Platform rules (as implemented in the EPD Program)
- Fundamental Knowledge of principal methods of LCA of construction materials, practical experience in LCA methodology (for at least 5 years, several LCA studies must be documented)
- Experience in critical review of LCA and/or verification of environmental declarations.

### Competences (Competence = Capability to practically apply experience and knowledge)

- Competence of executing a verification for a specific product on the basis of submitted documentation and based on existing and approved PCR, verification against requirements of relevant verification criteria, interpretation and application of corresponding standards and guidelines
- Realisation of subsystems and process chains, verification alongside processes, capability of joined-up thinking with reference to single modules of an EPD as per EN 15804 resp. ISO 21930, capability to realise and deduct system boundaries
- Competence of choosing a sensible number of random probes (kind and number) from a bundle of declared data
- Practical application of verification checklists and report templates of the programme, competence to neutral formulating of non-conformities, without temptation to give practical advice or consulting
- Competence to detect missing or unclear verification rules, description of suggestions for improvement

### **C-TAC: Chair Technical Advisory Committee (supporting panel)**

No specific requirements

### **M-TAC: Member Technical Advisory Committee**

No specific requirements

### **MI: Mechanism for safeguarding impartiality and ensurance of non-discriminatory conditions**

No specific requirements

The evaluation and surveillance of above listed competence criteria with reference to individual persons/employees is done in non-public records of *M-Doc 05 "list-of-members-of-PCR-panel-plus-evidence-of-education"* in the file record "QS Bilanzierer und Verifizierer" resp. in *M-Doc 34 « external contractors competence assessment »* for any other contractors that do not verify.

The lists are updated once a year and evaluated continuously.

Need of education is documented in these records and noted in "M-30 management of actions and measures"

The evaluation is carried out by the HCAB or HPr-EPD.

The evaluation and surveillance of the competence of the HCAB, QM managers or any other functions is done in the yearly management review.

An overview over all functions gives the matrix of powers and competences in M-Document 28. The official entitlement of individual competences is arranged in a contract for full-time jobs/paid jobs. Voluntary work can be arranged in any other clear arrangement.

### Management instruments

- Vision, mission statement
- Short-term, middle-term and long-term objectives noted in road map
- Introduction and training of new employees resp. registered LCA-practitioners and independent verifiers
- Meetings of shareholder representatives together with the management directors
- Reunions of the TAC (Technical advisory board)
- Meetings of the Product group forums
- Meetings of the PCR advisory board
- Workshops for further education for registered LCA-practitioners and independent verifiers
- Meetings of the arbitration panel where representatives of the PCR advisory board, the management direction and representatives of the opponents come together