

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
2.0	Minor editorial changes, verifications can also be carried out by only 1 person in special cases, regulation of organisational structure for preliminary studies EPDs	2023-09-20
3.0	Addition of necessary competences for notified body	2024-11-06
4.0	Additions to comply with ISO 17029 – Comparison of competency requirements with those in France (as of early January 2026)	2026-02-19

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Structure of organisation

Bau EPD GmbH has three areas of activity:

1. Running the EPD programme – operation of the accredited conformity assessment body for EPD
 - Including participation in national and international standardisation work (representing and working with the Austrian Standards Institute)
 - Teaching activities in the training of future life cycle assessment and verification and validation personnel
2. preliminary studies on EPDs
 LCAs that do not comply in all points with EN 15804 or other standards of the accreditation scope and/or the ECO Platform specifications, e.g. because no (sufficient) specific data collection can yet be available (start-ups, innovations,...) Rules for such preliminary studies are defined outside the scope of column 1.
3. Projects
 - Supporting the development of guidelines for the Austrian ECO Label (Federal ministry for climate protection and VKI)
 - Presentation work, education and information workshops

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- Other projects, that do not give rise to any conflicts of interest within the institution

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 and ISO 17029
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

The functions marked in bold are relevant for the certification process.

Tasks of function holders

In accordance with ISO 17065, section 5.1, supplemented by content from ISO 17029 in similar sections:

- development of policies relating to the operation of the certification body;
HCAB, C-PCR, M-PCR
- supervision of the implementation of the policies and procedures;
HCAB
- monitoring the finances of the certification body or validation and verification body;
HCAB
- development of certification activities, validation activities, and verification activities;
HCAB
- 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
- evaluation (see 7.4);
teams of verifiers (2 persons per EPD project)
- review (see 7.5);
HCAB
- decisions on certification, decision on the validation statement (see 7.6);
HCAB

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- i) delegation of authority to committees or personnel, as required, to undertake defined activities on its behalf;
HCAB
- j) contractual arrangements;
HCAB
- k) provision of adequate resources for certification activities, validation activities and verification activities;
HCAB
- l) responsiveness to complaints and appeals;
HCAB, PCR panel, arbitration body
- m) personnel competence requirements;
HCAB
- n) management system of the certification body/ validation and verification body (see Clause 8).
HCAB

Additional tasks within the sphere of Bau EPD GmbH

Approval of minutes from TAC meetings

C-TAC

Note: Here, "Do not respond to mailings with a deadline" is considered clearance.

Approval of minutes of meetings of PCR review panel

V-PCR

Note: Here, "Do not respond to mailings with a deadline" is considered clearance.

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.

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

- Competence to uphold the status of accreditation
- Ability to maintain membership in the group of notified bodies

- Securing financial stability

- Competence to evaluate verification reports as a basis for certification decision or decisions on validation statements

- Is able 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
- In the course of participation in technical committees in Austrian Standards: Is able to decide which standardisation projects are relevant for the conformity assessment body/drafts become relevant.

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 decisions or decisions on validation and verification statements
- Is capable 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?)

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QM: Head of quality management

Experience and knowledge:

General, experience with management systems

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

Competence of application of ISO 17065 as well as ISO 17029 and Guidance Documents of Accreditation Austria and deduct rules and procedures from it

Int. Auditor: Internal Auditor as per 17065 or ISO 17029

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 as well as ISO 17029 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»:

Technical knowledge of construction, building techniques, and materials science:

- knowledge of relevant construction sector, product and product-related environmental aspects
- good technical knowledge of production processes and product-specific knowledge relating to the relevant product group and associated manufacturing cycles
- In-depth 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)

Knowledge of regulations and methods:

- up-to-date knowledge of the prevailing standards and relevant norms and regulations in the field of environmental labeling and environmental product declarations (ISO 14025, EN 15804, ISO 21930, etc.) and life cycle assessment (ISO 14040-14044, etc.);
- overview knowledge of the overarching guidelines and framework conditions in which the concept of EPD creation is embedded.
- Knowledge of Type III EPD programs, in particular knowledge of the program rules of the EPD program of Bau EPD GmbH, for which the verifier works.
- Experience in the critical review of LCAs and life cycle assessments or verification of environmental product declarations.

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

- competence to identify and explain construction techniques and relate each component to the corresponding performance requirements
- competence to identify and explain the regulations applicable to construction products (CPR 305/2011 and 2024/3110), in particular provisions relating to environmental sustainability
- competence to identify and explain the requirements, guidelines, methodological principles, and working procedures applicable to environmental declarations for construction products. This requirement is considered to be met if the following standards can be identified and explained:
 - EN 15804+A2 (and any future revisions)
 - ISO 14020, ISO 14021, and ISO 14025 on the general principles for environmental declarations and the rules for different types of declarations
 - ISO 14040 and ISO 14044 on the rules for life cycle assessment
 - Harmonized standards, European Assessment Documents, and c-PCR for construction products for different product groups
- competence to recognize and explain environmental issues related to the construction sector and construction products, as well as the associated environmental performance information and indicators
- competence to explain the methods used to assess the performance of building components
- recognition of subsystems and process chains; verification along processes, ability to think in a networked manner regarding the individual modules of an EPD in accordance with EN 15804 or ISO 21930, ability to recognize and derive system boundaries
- competence to describe value chains, raw and secondary materials, energy flows, and basic processes for different product families
- competence to define the framework for a life cycle assessment and its various phases, model a complete inventory, calculate prescribed indicators, and report all prescribed information

- competence to assess the correct application of regulatory and normative methodological principles, with regard to: system boundaries, exclusion and demarcation criteria, data allocation, selection, and quality
- competence to analyze the relevance of LCA evidence and evaluate its accuracy
- competence to interpret LCA results and identify influencing factors
- competence to explain the detailed process diagram (mass and energy data) for different product families, identifying by-products and waste
- competence to link each basic process to LCA modules
- competence to critically evaluate the use and end-of-life scenarios for different product families
- competence to select meaningful samples (type and number) from a set of declared data
- competence to perform verification for a specific product based on incoming documents and existing and approved PKR; verification of conditions against relevant test criteria; Evaluation of the collection of evidence, risk assessment as to whether the claims will remain valid in the future, filtering out inaccurate information, determining the degree of certainty, assessing materiality, interpretation and application of applicable standards and guidelines
- practical application of the program's verification checklists and report templates, ability to formulate non-conformities in a neutral manner without succumbing to the temptation to give practical tips and advice
- competence to identify and describe missing or unclear verification rules and make 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 at least every 5 years 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 based on internal audits, results in the audit reports.

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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