

### Rules for approval of documents, storage and archive management

**Storage:** Documents must be saved on the server of Bau EPD GmbH as per file index in **M-Doc 29** and are published on the website.

**Updates of documents:** The evaluation is carried out by the verifier/function holder who checked the basis document.

**Archive management of invalid documents:** documents must be kept for 10 years before they may be deleted.

**Authorized for creation, evaluation and approval are the following function holders as per M-doc 01:**

Name of document, kind of document	Created by	Checked by	Approved by	Comments	Check for need of revision	Check if action is needed
MS-HB parts 1-4 (QM-relevant chapters)	QM manager	Head CAB	Head CAB	Approval is no verification work but management task.	At least every 5 years	Head CAB
MS-HB parts 5-8 (LCA-relevant chapters)	M-PCR panel	C-PCR-panel	Head CAB		At least every 5 years	C-PCR-panel, Head CAB
MS-HB parts 9-12 (fee regulation, references, index and glossary)	QM manager M-PCR panel	Head CAB C-PCR-panel	Head CAB	fee regulation is management task, references and glossary for all	At least every 5 years	Head CAB

### Applicable documents

BAU EPD-M-DOCUMENT-1-organisation, function holders, competences	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT-2-invitation to tender EPD creation by LCA practitioner – text template	QM manager, together with C-PCR-panel and registered LCA practitioners	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT-3-contract verification and participation in EPD programme Bau EPD	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT-4-rules ECO Platform EPD logo use	ECO Platform Team	Head CAB	Head CAB	Must be replaced as soon as new rules from ECO Platform are submitted	no active action	Head CAB
BAU EPD M-DOCUMENT-4a-rules for use of Bau EPD logo	Head CAB	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 5-list of members of PCR panel plus evidence of education	C-PCR-panel, QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 6-list of registered LCA practitioners	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 7-application form for registered LCA practitioners	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 8- excel-file for electronic data transfer Editor baubook ECO Platform	Baubook-experts together with QM manager	Head CAB	Head CAB	Must be changed due to new framework conditions from the sphere of data base providers, no programme internal elaboration mminterne Weiterentwicklung	no active action	Head CAB
BAU EPD M-DOCUMENT 9-overview list product group panels-members (contact and competences)	QM manager	Head CAB	Head CAB	Depending on revisions of PCR, at least every five years. At need more often, i.e. when new clients/manufacturers bring new input	At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-10-product categories PCR B numbering system overview	QM manager together with C-PCR panel	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-11-general rules for PCR creation	C-PCR panel	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-12-procedure for PCR creation for specific product groups and PCR verification	C-PCR panel	Head CAB	Head CAB		At least every 5 years	Head CAB

BAU EPD-M-DOCUMENT-13A1-project report content and format template-EN15804+A1	C-PCR panel part content, QM manager part format and layout	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-13A2-project report content and format template-EN15804+A2	C-PCR panel part content, QM manager part format and layout	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-14A1-EPD content and format template MS Word Document-EN 15804+A1	C-PCR panel part content, QM manager part format and layout	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-14A2-EPD content and format template MS Word Document-EN 15804+A2	C-PCR panel part content, QM manager part format and layout	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-15-list of individual third-party verifiers	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-16-application form for individual third-party verifiers	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-17-evaluation process verifiers for EPD project + procedure EPD verification	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-18-contract for verifiers of an EPD project	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M- DOCUMENT-19-template verification report including checklist for verification A1 + A2	C-PCR panel	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT-19a-template verification report additional comments	C-PCR panel	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-20-reference service life-20150810	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-21-template internal audits	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-22-template management reviews	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 23-Members TAC	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 24-Internal regulations TAC	M-TAC	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 25-contract cooperation TAC	QM manager together with C-TAC	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 26 conformity assessment programme for EPD – process flow	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 27-application for EPD verification	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 28-matrix of powers and competences	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU-EPD-M-DOCUMENT-29-file index data saving	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT-30-management of action and measures	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-31-NDA-non-disclosure agreement.	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 32-control of documents and records	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD-M-DOCUMENT-33-overview valid QM-Documents-documentation of track changes	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 34-external contractors competence assessment	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
BAU EPD M-DOCUMENT 35-management of complains and appeals	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB

#### Templates and forms

Bau EPD GmbH company stamp	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
Bau EPD-list of participants	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
Bau EPD-template for minutes and protocols	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
Bau EPD-template business letters	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
Bau EPD-template file spine BauEPD	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB
Bau-EPD-layout for presentations	QM manager	Head CAB	Head CAB		At least every 5 years	Head CAB

#### PCR-B-parts

PCR-B-product specific PCRs (technical contents)	M-PGP	Other member PCR panel	Head CAB	Member of PCR panel checking on PCR must be different from those members creating the PCR	At least every 5 years	Head CAB, C-PCR panel
PCR-B-product specific PCRs (formal and editorial adaptations, layout)	QM manager	QM manager	Head CAB		At least every 5 years	Head CAB

## External documents

ÖNORM_EN_ISO_IEC_17000_2020_10_15_de-Conformity assessment general	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ISO/IEC 17067 - 2013-12 Conformity assessment - Fundamentals of product certification and guidelines for product	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ÖNORM_EN_ISO_17065_2013_02_01_EN Conformity assessment – Requirements on bodies certifying products, go	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
<b>All standards within the scope of accreditation:</b>	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ÖNORM_EN_15804_20200215_de+Anhang A2 2019-Nachhaltigkeit von Bauwerken — Umweltprodukt-					
deklarationen — Grundregeln für die Produktkategorie					
Bauprodukte	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ÖNORM EN 15804:2020 – Sustainability of construction works - environmental product declarations. Core rules for					
the product category of construction products (EN 15804 + Amd 2:2019)	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ISO 21930:2017 –Sustainability in buildings and civil engineering works – Core rules for environmental product decla	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ÖNORM EN ISO 14025:2010 – Environmental labels and declarations -- Type III environmental declarations -- Principles and prc	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ÖNORM EN ISO 14020:2002 – Environmental labels and declarations - General principles	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
VERORDNUNG (EG) Nr. 765/2008 des Parlamentes und des Rates über die Vorschriften für die Akkreditierung	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Akkreditierungsgesetz 2012 zuletzt geändert mit BGBl. Nr. 40-2014	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Akkreditierungszeichenverordnung 2013-AkkZV 2013_BGBl. II Nr. 116-2013	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Akkreditierungsversicherungsverordnung-AkkVV_zuletzt geändert mit BGBl. II Nr. 490-2001	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Akkreditierungsgebuehrenverordnung-AkkGebV_zuletzt geändert mit BGBl. II Nr. 490-2001	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Leitfaden L04_Akkreditierungszeichen und schriftliche Verweise auf Akkreditierung_20201218	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Leitfaden L05_Akkreditierungserfordernisse_20210503	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Leitfaden L13_Jahresberichte_V12b_20170913	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Leitfaden L13_Jahresberichte-Vorlagen_V05_20200108	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
<b>EA-3/01, EA-3/12, EA-6/02, EA-6/04, GLOBALG.A.P. IFA General Regulations, EA-2/17</b>	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
ECO Platform Guidelines in the current version must be accepted and integrated one year after release	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB
Non-disclosure agreements and General business agreements of IT-contractors like Internex or Translate-IT Hossere	not relevant	not relevant	Approved for CAB by SR	1 time a year	Head CAB

## Additional information documents

Harmonized LCA-rules Austria	External stakeholders on the part of Baubook and VKI, on the part of Bau EPD GmbH QM representatives together with affected stakeholders and M-PKR.	Head CAB	Head CAB	This is an informative summary of rules external institutions publish/follow/decided for. Bau EPD GmbH does not take any liability for completeness and up-to-date records if stakeholders change their rules without informing Bau EPD GmbH.	At least every 5 years	Head CAB
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