

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

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.

Archive management of records 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:

Kind of record	Creation and 1st approval	2. Approval (Evaluation)	Storage file as per M-Doc 29	To be stored by authorised person	Comments
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Mitgeltende Dokumente used for records

BAU EPD-M-DOCUMENT-1-organisation, function holders, competences	Regel und Infodokument, keine Anwendung als Aufzeichnung	Head of CAB	006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD M-DOCUMENT-2-invitation to tender EPD creation by LCA practitioner – text template	Head of CAB	Head of CAB	000 - Bau EPD Kunden	Head of CAB	
BAU EPD M-DOCUMENT-3-contract verification and participation in EPD programme Bau EPD	Head of CAB	Head of CAB	000 - Bau EPD Kunden	Head of CAB	
BAU EPD M-DOCUMENT-4-rules ECO Platform EPD logo use	Team ECO Platform	Head of CAB	006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD M-DOCUMENT-4a-rules for use of Bau EPD logo	info document, no records	Head of CAB	006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD M-DOCUMENT 5-list of members of PCR panel plus evidence of education	QM manager	Head of CAB	E:\007 - QS Bilanzierer Verifizierer	Head of CAB	
BAU EPD M-DOCUMENT 6-list of registered LCA practitioners	info document, no records	Head of CAB	006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD M-DOCUMENT 7-application form for registered LCA practitioners	Registered practitioners LCA-	C-PCR and Head of CAB	007 - QS Bilanzierer Verifizierer	Head of CAB	
BAU EPD M-DOCUMENT 8- excel-file for electronic data transfer Editor baubook ECO Platform	Registered practitioners LCA-	Verifier of the EPD project	000 - Bau EPD Kunden	Head of CAB	
BAU EPD M-DOCUMENT 9-overview list product group panels-members (contact and competences)	M-PGP	Head of CAB	006 - QM PKR PGF\PKR B Teile	Head of CAB	
BAU EPD-M-DOCUMENT-10-product categories PCR B numbering system overview	info document, no records		006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD-M-DOCUMENT-11-general rules for PCR creation	info document, no records		006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD-M-DOCUMENT-12-procedure for PCR creation for specific product groups and PCR verification	info document, no records		006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD-M-DOCUMENT-13A1-project report content and format template-EN15804+A1	Registered practitioners LCA-	Verifier of the EPD project	000 - Bau EPD Kunden	Head of CAB	
BAU EPD-M-DOCUMENT-13A2-project report content and format template-EN15804+A2	Registered practitioners LCA-	Verifier of the EPD project	000 - Bau EPD Kunden	Head of CAB	
BAU EPD-M-DOCUMENT-14A1-EPD content and format template MS Word Document-EN 15804+A1	Registered practitioners LCA-	Verifier of the EPD project	000 - Bau EPD Kunden	Head of CAB	
BAU EPD-M-DOCUMENT-14A2-EPD content and format template MS Word Document-EN 15804+A2	Registered practitioners LCA-	Verifier of the EPD project	000 - Bau EPD Kunden	Head of CAB	
BAU EPD-M-DOCUMENT-15-list of individual third-party verifiers	info document, no records		006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD-M-DOCUMENT-16-application form for individual third-party verifiers	Verifizierer	Head of CAB	007 - QS Bilanzierer Verifizierer	Head of CAB	
BAU EPD-M-DOCUMENT-17-evaluation process verifiers for EPD project + procedure EPD verification	info document, no records		006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD-M-DOCUMENT-18-contract for verifiers of an EPD project	Head of CAB	Head of CAB	014 - Verträge Auftragnehmer Drittleistungen\ Verträge Verifizierer	Head of CAB	
BAU EPD M- DOCUMENT-19-template verification report including checklist for verification A1 + A2	Verifizierer	Head of CAB	000 - Bau EPD Kunden	Head of CAB	
BAU EPD M-DOCUMENT-19a-template verification report additional comments	Verifizierer	Head of CAB	000 - Bau EPD Kunden	Head of CAB	

BAU EPD-M-DOCUMENT-20-reference service life-20150810	info document, no records		006 - QM PKR PGF\PKR Allgemein-MS-HB+M-Docs	Head of CAB	
BAU EPD-M-DOCUMENT-21-template internal audits	externer Auditor, QM manager	Head of CAB	025 - Interne Audits, Management-Review	Head of CAB	
BAU EPD-M-DOCUMENT-22-template management reviews	Head of CAB	Head of CAB	025 - Interne Audits, Management-Review	Head of CAB	
BAU EPD M-DOCUMENT 23-Members TAC	info document, no records		006 - QM PKR PGF\QM-Aufzeichnungen Allgemein	Head of CAB	It must be recorded in minutes which members are seconded for the assessment of impartiality. See also matrix M-Doc-28
BAU EPD M-DOCUMENT 24-Internal regulations TAC	QM manager	Head of CAB	E:\024 - Beirat	Head of CAB	
BAU EPD M-DOCUMENT 25-contract cooperation TAC	Head of CAB	Head of CAB	E:\024 - Beirat	Head of CAB	
BAU EPD M-DOCUMENT 26 conformity assessment programme for EPD – process flow	info document, no records		006 - QM PKR PGF\QM-Aufzeichnungen Allgemein	Head of CAB	
BAU EPD M-DOCUMENT 27-application for EPD verification	Kunde	Head of CAB	000 - Bau EPD Kunden	Head of CAB	
BAU EPD M-DOCUMENT 28-matrix of powers and competences	QM manager	Head of CAB	006 - QM PKR PGF\QM-Aufzeichnungen Allgemein	Head of CAB	
BAU-EPD-M-DOCUMENT-29-file index data saving	info document, no records		006 - QM PKR PGF\QM-Aufzeichnungen Allgemein	Head of CAB	
BAU EPD M-DOCUMENT-30-management of action and measures	QM manager	Head of CAB	006 - QM PKR PGF\QM-Aufzeichnungen Allgemein	Head of CAB	
BAU EPD-M-DOCUMENT-31-NDA-non-disclosure agreement.	Head of CAB	Head of CAB	000 - Bau EPD Kunden	Head of CAB	
BAU EPD M-DOCUMENT 32-control of documents and records	QM manager	Head of CAB	006 - QM PKR PGF\QM-Aufzeichnungen Allgemein	Head of CAB	
BAU EPD-M-DOCUMENT-33-overview valid QM-Documents-documentation of track changes	QM manager	QM manager	006 - QM PKR PGF\QM-Aufzeichnungen Allgemein	Head of CAB	
BAU EPD M-DOCUMENT 34-external contractors competence assessment	QM manager	QM manager	014 - Verträge Auftragnehmer Drittleistungen	Head of CAB	
BAU EPD M-DOCUMENT 35-management of complains and appeals	QM manager	QM manager	026 - Einsprüche und Beschwerden	Head of CAB	

Templates and forms

Bau EPD-list of participants	Meeting member	Chair of meeting	Storage file as per M-Doc 29	creator	
Bau EPD-template for minutes and protocols	secretary	Chair of meeting		creator	
Bau EPD-template business letters	creator	creator	Storage file as per M-Doc 29	creator	
Bau-EPD-layout for presentations	Person to hold presentation	person to hold presentation		creator	

EPDs and LCA-documents as records	Team of verifiers	Head of CAB	E:\000 - Bau EPD Kunden	Head of CAB	
Excel for data transfer M-08	Team of verifiers	Head of CAB	E:\000 - Bau EPD Kunden	Head of CAB	File names see M-Doks 07 und 016
Minutes meeting PCR review panel	secretary	C-PCR review panel	E:\006 - QM PKR PGF\PKR Gremium Sitzungen	Head of CAB	Minutes do not have to have formal templates (optional)
Minutes shareholder meeting	secretary	shareholders	E:\011 - GmbH Vertrag, Gesellschafter, USP\Gesellsch.versammlung	Head of CAB	Minutes do not have to have formal templates (optional)
Minutes TAC meeting	secretary	C-TAC	E:\024 - Beirat_Beiratssitzungen	Head of CAB	Minutes do not have to have formal templates (optional)
Notes of any kind of talks and telephone talks	employee	employee	E:\	Head of CAB	Minutes do not have to have formal templates (optional)