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## 1. Introduction

This certification scheme has been designed to promote sustainable production of construction products and materials. Responsible sourcing includes organisational management, supply chain management and the management and mitigation of social and economic impacts. This scheme will encourage responsible sourcing through a provision of a set of requirements by complying with BRE Global's Framework Standard for the Responsible Sourcing of Construction Products (BES 6001). This scheme will provide confidence that materials and products are being responsibly sourced. There are three pathways to certification under this scheme which are outlined in Section 6 and Appendix 2 of this document.

## 2. Scope

This scheme provides ongoing independent third party assessment, certification and listing of responsibly sourced construction materials and products.


Certification of applicable materials against this scheme provides points within the Materials sections of BREEAM and the Code for Sustainable Homes.

## 3. Applications to join the Scheme

To apply for certification of this scheme please complete and return application form BF984 for 'Responsible Sourcing of Construction Products'. Your application will be reviewed and, if accepted, a proposal will be prepared setting out:

- Material, product or product range included under the scope of certification activities
- Company certification assigned to
- Facility certification assigned to if applicable
- Scope of the assessment activities
- Proposed performance level
- Certification pathway
- Additional requirements for approval
- Maintenance of certification
- Travel and subsistence
- Formal quotation

All proposals and contracts are subject to our Standard Terms and Conditions as detailed in PN101. If you are happy to continue certification processes upon receipt of the proposal, please return the declaration section with the assessment fee to enable us to continue the certification process without delay.

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For more information or help with your application contact BRE Global on 01923 664100 or e-mail [enquiries@breglobal.co.uk](mailto:enquiries@breglobal.co.uk).

#### 4. **Assessment to this Scheme**

In order to achieve certification applicants are required to:

- Submit an application detailing the performance level to which they wish to be assessed for each section of the standard.
- Outline the type of certification that they require.
- Comply with all of the mandatory elements of BES 6001 and score enough optional points to achieve a pass rating.

##### ***Assessment structure***

###### Pre-assessment

Pre-assessment enables an applicant to complete the majority of the assessment work before a site assessment via a paper-based assessment. The pre-assessment therefore significantly reduces the amount of days needed at a site assessment. The pre-assessor will identify missing information at this pre-assessment stage and request the applicant to present the missing information at the site assessment. The applicant can request up to 45 days between the pre-assessment and site assessment stages to ensure that all non-conformances can be closed out.


###### Site assessment

The number of assessment days required will depend upon a number of factors including:

- The quality of documents sent to the assessor at the pre-assessment.
- The level of assessment sought – pass, good, very good or excellent, applications for the higher levels will required more assessment time.
- The number of sites included under the assessment. As a standard rule, the square root of the total number of manufacturing sites will be assessed, along with Head Office(s) and/or Regional Office(s). It is at the discretion of BRE Global to deviate from this standard rule where exceptional circumstances exist.
- The complexity of the assessment, e.g. the amount of evidence that needs to be assessed for a given product and how many suppliers are involved.

All non-conformances must be closed-out at the site assessment. This is the final assessment and no further evidence will be accepted after this stage.

Note: BRE Global offer management system audits in addition to this certification scheme such as:

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- ISO 14001:2004 Environmental Management Systems – Requirements with Guidance for use.
- BS OHSAS 18001:2007 Occupational Health and Safety Management Systems-Requirements
- ISO 9001:2000 Quality Management Systems - Requirements

For more information or help with your application contact BRE Global on 01923 664100 or e-mail [enquiries@breglobal.co.uk](mailto:enquiries@breglobal.co.uk).

Please see appendix 1 to view details of the certification process.


## 5. Management Systems Certification

In order to ensure products meet, and continue to meet, the requirements of this scheme document, applicants are required to maintain full control of their production processes and the quality of the products that they supply through a structured documented management system. Companies must as a minimum:

- Supply a written policy which includes the principles of responsible sourcing.
- Identify applicable legal requirements and determine how they apply within its written policy which includes the principles of responsible sourcing.
- Hold a documented quality management system which meets and continues to meet the principles of ISO 9001 and addresses requirements of BES 6001.
- The organisation shall have in place, as appropriate to the purpose and activities of the organisation and its products, a documented management system and purchasing process and approval of its suppliers.
- Material traceability through the supply chain.
- Environmental management systems in the supply chain
- Health and safety management systems in the supply chain.
- The organisation shall establish a policy and metrics for the reduction of emissions of greenhouse gases in line with Government and Industry aspirations.
- The organisation shall establish a policy and metrics for the efficient use of constituent materials and environmental stewardship throughout the supply chain.

The mandatory clauses are not enough alone to gain full certification under this scheme. Additional tradable points are available under the following clauses:

- Waste management
- Water Use
- Lifecycle assessment (LCA)
- Transport impacts

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- Employment and skills
- Local communities

BES 6001 performance levels are assessed by different levels of:

- Commitment
- Compliance
- Exceeding scheme requirements

## 6. Certification and Listing

Certificates are awarded to companies when all assessment activities have been satisfactorily completed and the Assessor has recommended that certification is granted. Certificates will state the BES 6001 performance level of the named material, product or product range. Certificates will also state the company name or company name and site that have been responsibly sourced. Details of the products will also be listed on [www.greenbooklive.com](http://www.greenbooklive.com).

Certification pathways include:

1. Certification to BES 6001 Framework Standard.
2. Certification to BES 6001 Framework Standard and approved sector guidance document.
3. Certification to BES 6001 Framework Standard and approved sector standard.


Certification options include:

- Whole organisation with multiple sites and products.
- Multiple products within a single organisation.
- Single product within a single organisation.

Where a whole organisation is certified against BES 6001, the certificate will include a statement that all sites reach a minimum level of 'Pass', 'Good', 'Very Good' or 'Excellent'. An annex will also be included, stating the average score for each product and the site names included under the assessment.

Certificates and listing are maintained subject to:

- Successful annual surveillance assessments to BES 6001.
- Compliance with sector specific or bespoke requirements
- Approval by BRE Global of any proposed modifications to the scheme which may affect performance, production or specification. Requests to assess proposed modifications must be made in writing to BRE Global. The applicant will be advised of the further BRE Global requirements necessary to retain certification.

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The maintenance of full certification will require an annual assessment to BES 6001.

***Non-conforming material***

The Company shall document procedures to ensure that any material which is deemed to be non-conforming, has been adequately identified (including by physical location), such that it is prevented from unintended use or packaged with conforming material. The procedures shall identify the actions necessary for the non-conforming material to be scrapped, re-worked or re-graded including labelling and authorisation requirements.

**7. Updates to BES 6001**

The BES 6001 Standard and certification scheme will be updated to take account of evolving responsible sourcing principles and practices. Upon application, the most recent version of BES 6001 published at the point of pre-assessment will be used.

Approved sector standards shall be updated within 6 months of BES 6001 updates.

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## 8. Certification Mark

Once a certificate has been issued, the BRE Global Mark can be used as directed in the publication PN103 'Use of the BRE Global Certification Marks'. The Supplier shall use the Certification Mark(s) only in accordance with the Certification Bodies' instructions. An example of the certification mark that can be used for this scheme is as follows:




Certificate Number RS "XXXX"

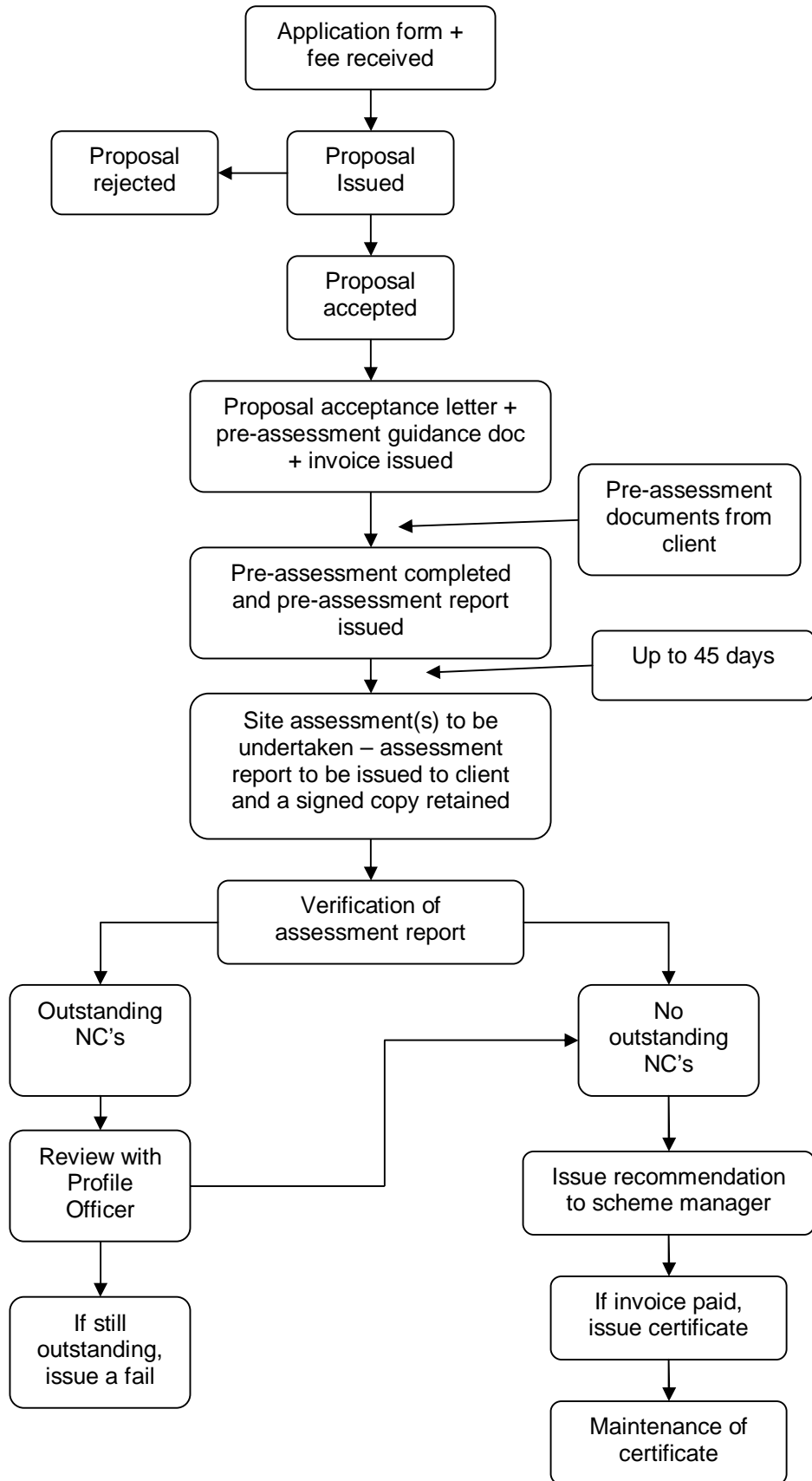
Where 'XXXX' is the certificate number and the logo of the certification body issuing the certification would sit where the BRE Global mark is shown.


## 9. Complaints and Appeals

BRE Global operates procedures for complaints and appeals. Further details are available on request.

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**Appendix 1 - The certification process**



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## Appendix 2 - Pathways to certification

