# **Assessment Protocol for Certification Bodies**

## **The requirements herein are based on ISCC EU System Document 103[[1]](#footnote-2).**

### **Please send the filled-out document to** [**info@iscc-system.org**](mailto:info@iscc-system.org)

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| Chapter | Requirements | Guidance | Answer by certification body | Reference to documents[[2]](#footnote-3) |
| 3.1 | The certification body (hereafter CB) should be carrying out audits, for instance, in conformance with or according to the principles of:   1. ISO/IEC 17065 establishing requirements for product certification or ISO/IEC 17021 establishing requirements for management system certification. 2. Standard ISO 19011 establishing guidelines for quality and/or environmental management systems auditing. 3. Standard ISO/IEC Guide 60 establishing good practices for conformity assessments. 4. Standard ISO 14065 establishing requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition. 5. Standard ISO 14064-3 establishing specification with guidance for the validation and verification of greenhouse gas assertions. 6. International Standard on Assurance Engagements (ISAE) 3000 regarding assurance engagements other than audits, or reviews of historical financial information | Please elaborate how you ensure that audits are carried out in conformance with or according to the principles of the standards mentioned (not every standard may be relevant in your case).  Please provide adequate documentation to substantiate your elaboration. |  |  |
| 3.2 | CBs must be recognized by a competent national public authority **or**  be accredited against ISO/IEC 17065 or ISO/IEC 17021 establishing requirements for bodies operating product certification systems. | Please provide proof of recognition by competent national public authority or accreditation by the national accreditation body.  If not in English, please provide a translation alongside the original proof of recognition or accreditation certificate. |  |  |
| 3.4 | The CB and its auditors must be impartial and free from conflicts of interest. All CB staff and auditors must be free from commercial, financial or other pressures that might affect their judgement. | Please confirm if your organisation has documented procedures to appropriately determine and manage conflicts of interest which may arise in the context of ISCC certification activities.  Please provide adequate documentation to substantiate your confirmation. |  |  |
| 4.2 | **Competence of auditors:**  The CB is responsible for arranging and ensuring that auditors working for the CB qualify for the activities they perform, and that they comply with the requirements laid down in ISCC EU System Document 103 (chapter 5).  The CB must have a procedure in place to ensure that every auditor conducts at least one audit annually under an ISCC standard to maintain system knowledge. | Please confirm that there is a procedure in place to ensure that your auditors qualify for the activities they perform, and that they comply with the requirements laid down in ISCC EU System Document 103 (chapter 5).  Please confirm that there a procedure in place to ensure that every auditor conducts at least one audit annually under an ISCC standard to maintain system knowledge.  Please provide adequate documentation to substantiate your confirmation. |  |  |
| 4.3 | The CB must include relevant aspects of ISCC’s systems into the CB’s quality management system (QMS) as appropriate. The QMS should cover: internal processes of the CB, documentation management system and services provided to external parties (ISCC system users). | Please confirm that there is a plan in place to ensure that relevant aspects of ISCC’s systems will be integrated into the CB’ QMS.    Please provide adequate documentation to substantiate your confirmation. |  |  |
| 4.12 | The CB should have a procedure in place for handling complaints and appeals related to ISCC audits or certification activities conducted by the CB and its auditors. | Please confirm that there is a procedure in place to enable the CB process complaints and appeals in an effective, timely and professional manner.  Please provide adequate documentation to substantiate your confirmation. |  |  |

## **Supplementary information to be provided by the CB**

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| 1 | Please provide information on which markets and regions you intend to cover with ISCC certification services. |  |
| 2 | Please indicate the number of auditors and additional staff you intend to assign to ISCC certification services. |  |
| 3 | Please provide evidence of your previous certification experience  (e.g. via links to certification examples and recognition under similar certification systems on your website). |  |

1. The ISCC EU System Document 103 lays down the requirements for certification bodies and auditors under the ISCC EU and PLUS systems. It is accessible via <https://www.iscc-system.org/wp-content/uploads/2021/06/ISCC_EU_103_Requirements-v4.0.pdf>. [↑](#footnote-ref-2)
2. In this column, please refer to the attached documents that you send alongside the filled-out assessment protocol (for instance, the accreditation certificate). [↑](#footnote-ref-3)