

Application form for individual third-party verifiers

Gender: The titles and functions used in this document apply to all genders

The system is carried out by individual persons that can be registered as individual external verifiers at the Bau-EPD GmbH.

The PCR Panel is a scientific body that decides on the admission of its members and makes recommendations to the management of the conformity assessment body. The system is supported by natural, individual persons who can be listed with Bau-EPD GmbH as programme operator as simple PCR committee members with LCA expertise and/or independent verifiers with experience in the verification of LCA projects. Listing is mandatory for verifiers and voluntary for LCA experts. Each person has their own voting rights; if several people from the same institution provide their expertise, the entire institution only has one vote.

In principle, LCAs can be submitted by EPD clients without involving external LCA experts. If required, clients can commission external LCA experts to carry out the work for the EPD preparation and also entrust them with the communication with the verifiers. To guarantee the independence of the verification, a verifier shall not work for the same institution that prepared the LCA. Verification is carried out according to the four-eyes principle, whereby the two verifiers shall not belong to the same institution. There are simplifications for ECO Platform EPDs, they generally only have to be verified by one person (see detailed regulation in the MS-HB). The procedure of admission, auditing and quality assurance of the PCR Panel members and verifiers is carried out under the auspices of the programme operator and the PCR Panel itself.

An active membership in the PCR advisory board is mandatory for registered verifiers.

1 Qualification criteria and competence requirements

An individual verifier shall meet the following qualification criteria and competence requirements:

1. Knowledge of relevant standards in the fields of LCA (ISO 14040-14044) and EPD (ISO 14025, EN 15804, ISO 21930)
2. Knowledge of the relevant regulatory framework for the concept of EPD creation
3. Knowledge of relevant construction sector, product and product-related environmental aspects
4. Process and product knowledge of the product category
5. Knowledge of type III EPD programmes, with special focus on the program rules of the EPD Programme for which the verifier is working for, including the ECO Platform rules (as implemented in the EPD Program)
6. Fundamental 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)
7. Experience in critical review of LCA and/or verification of environmental declarations.

Additional requirements for the work:

1. Documentation of regular and up-to-date advanced training concerning the special sectors of qualification.

2. Communication within the program – based on information coordinated or provided by the ECO Platform, if available - about new developments in EPD standards (especially from CEN TC (product-) groups – i.e. CEN TC 350, CENT TC 351...) to verifiers, to ensure that the knowledge is up-to-date.

2 Documentation

The applying verifier shall provide the programme operator with the following documentation:

1. a CV and supporting documents stating compliance with the prescribed qualifications above
2. data of reference projects (EPD, LCA...) with detailed description of project scope, project partners and period of implementation, used software
3. experiences in the field of LCA/environmental declarations,
4. assignments of similar tasks of verification of LCA and environmental declarations relevant references, as appropriate.
5. Equivalent documents and experience to issue 1.-3. can be audited individually and may also be approved.

I hereby apply to act as an individual, external verifier in the frame of the Austrian EPD Programme and confirm the correctness and completeness of the documentation attached.

Name:	
Institution/Company:	
Telephone:	
E-mail:	
List of documents	

3 DESCRIPTIONS OF THE JOB PROFILE FOR LCA-PRACTITIONERS

Job description of LCA-practitioners (Information for independent verifiers, description of interface, LCA-practitioners can work in-house for EPD clients or can be brought in as external consultants):

The content of contracts/employment relationships between the clients (manufacturers of construction materials) and the LCA-practitioners is neither defined by nor influenced or recognized by Bau EPD GmbH. Bau EPD provides a text template as a basis for manufacturers that should be adapted according to the project scope and discussed with LCA-practitioners - BAU EPD M-DOCUMENT 2: Requirements on LCA and EPD – text template.

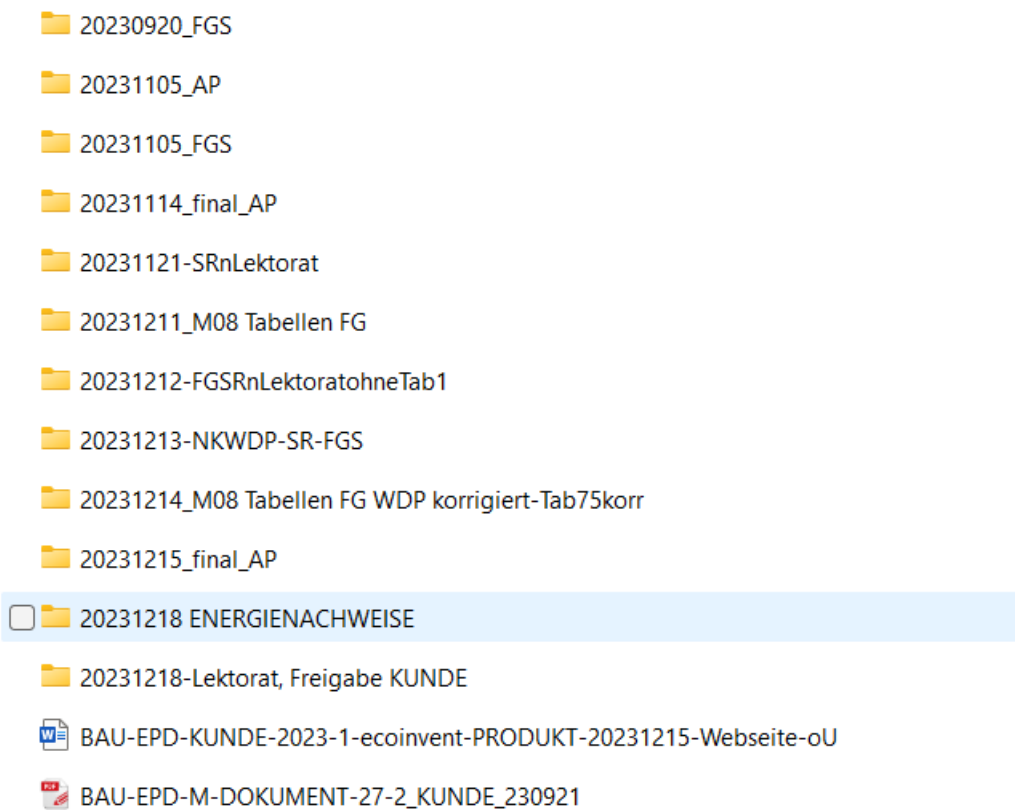
It is recommended to take up the following descriptions of the job profile as parts of the service into the contracts with manufacturers:

The following tasks are to carry out by LCA-practitioners to complete an EPD project for Bau EPD GmbH:

- 1) The LCA-practitioner must give recommendations regarding number and kind of datasets to be created. The datasets must be usable on building level and databases for construction materials and be accepted by the required user applications. For that the process flow described in this document must be executed.*
- 2) The collection sheets for inventory data should be provided and explained to the manufacturers. The manufacturer must provide all necessary data and facts for creation of the LCA model. For this a documentation form is to fill – it is recommended that such templates are provided by the LCA-practitioner. The data collection forms must be accessible for the verifiers and management of Bau EPD GmbH, whereas non-disclosure agreements have to be signed by all project members. All stakeholders must archive the data for at least 10 years.*
- 3) The LCA-practitioner creates the LCA study based on the current PCR corresponding to the product group under study (Product category rules, these are the MS-HB, all applicable documents and PCR B documents). The LCA-practitioner produces a project report based on the calculations as well as the EPD document to be published. In doing so, the minimum requirements on content and format defined by Bau EPD GmbH must be delivered and format templates must be used. It is the LCA-practitioner's choice to use Bau EPD M-DOCUMENT-13-project report template but it is mandatory to use BAU EPD M-DOCUMENT-14 EPD template. In any case the verifier must receive a data collection paper, inventory analysis, project report with all assumptions and remarks and the EPD document. The LCA-practitioner may decide if the inventory analysis is integrated into the project report or provided in a second file. Anyway, double information shall be avoided. As evidence screenshots from software programmes can be delivered (in representative types and numbers). In addition, each verifier must get access to the software programmes to ask for details and to be able to confirm statements.*
- 4) The background database used by the LCA-practitioner as well as the software and versions of it must be declared in the EPD document as well as in the project report. The use of complementary data sets from different data bases (different sources) shall be justified. The LCA-method must be indicated.*
- 5) A transfer of result data into the document BAU EPD M-Document 8: Excel-file for electronic data transfer is to complete to enable the digital transfer of data to user applications.*

- 6) *The customer or the authorised life cycle assessor must submit M-Dok 27-2 to Bau EPD GmbH (release of the LCA-document status, which is to be gone through in the first verification run).*
- 7) *Upload to a secure verification platform: after submitting M-Doc 27-2, the customer and/or the LCA-practitioner receive a link to the upload platform, the password is sent by SMS to approved mobile phone numbers. File folders must be created in the upload folder, each of which must be set with the following name: YYYY-MM-DD customer name or YYYY-MM-DD name abbreviation/LCAexpert. Files in the folders should be named similarly. Meaningful file names make it easier for verifiers to check and for Bau EPD GmbH to track the progress of the processes. Verifiers must also place their feedback in INDIVIDUAL subfolders, folder names as follows: YYYY-MM-DD-Name abbreviationVerifier.
Bau EPD GmbH places the M-Dok 27-2 in the verifier folder, after which verifiers can make the first upload.*

An example of such a comprehensible folder structure (in this example, an error was found after publication and corrections had to be made, but the process is still clearly recognisable):



Important: the Excel tables M08 for data transmission must be saved in a file folder containing the abbreviation M08.

Important: the energy reference certificates for the market based energy approach must be saved in an OWN ORDER with the identifier 'YYYY-MM-DD-ENERGY-CERTIFICATES'.

After project completion, Bau EPD GmbH places the published EPD document in MS Word without the verifiers' signatures in the folder for further use for updates and new issues, labelled: filename-website-oU.

No EPD documents from 'summarised project reports' may be uploaded. The EPD template M-Dok 14 must be used.

8) The EPD document labelled 'Filename-Website-oU' can only be used for further processing if the EPD template M-Dok 14 has not changed!!!! This must be checked by LCA-practitioners before they begin their work.

VERIFICATION PROCESS, interface information: job profile independent verifier

After signing contracts with Bau EPD GmbH and LCA-practitioner (in rare cases a declaration owner may wish to calculate the LCA by himself and will not contract external consultants, in some cases there may be a co-production or consortium of experts to do so) a team of two verifiers is suggested by Bau EPD GmbH. The first suggestion can be rejected by the client, the second one must be accepted.

Fees for verification and declaration/publication will be calculated based on the fee regulation and must be paid in advance.

The client/the LCA-practitioner working for the client will be informed in writing as soon as data packages can be delivered to verifiers.

The verifiers receive links and passwords to the project's upload platform.

The verifiers are engaged to do a pre-check of the project report and documents if the dossier is verifiable. If the verifiability is not given, i.e. in case of incompleteness or other lacks, the document is sent back to the LCA-practitioners. They have a one-time chance to complete the documents and prepare again for verification.

If a normal verification is still not possible after the first return flow, the process of verification is stopped and costs that have been arising must be paid by the owner of the declaration (1.000,00 € max.). The owner of the declaration, the LCA-practitioners and Bau EPD GmbH will get a note from the verifiers with a statement, why the EPD documentation is not verifiable. After that, the process of verification starts again. A new verification can only start if the stopped verification round is paid. After that, the whole process of verification starts from the beginning. The costs are the same as agreed on with the client in the contract. After successful verification, the EPD document is checked and lectured again by Bau EPD GmbH and then released.

The verification reports must be delivered following BAU EPD M-Document 19- template verification report including checklist for verification and BAU EPD M-Document 19a template verification report additional comments in the current version. This is mandatory for first reports, intermediate reports and final reports. EPDs with tool verification, M-Document 19b shall be used.

The EPD document(s) and project report including the inventory analysis must be sent by one of the two verifiers after completion of the joint verification process. Bau EPD GmbH will care for the editing and publication.

The LCA-practitioners must create the BAU EPD M-Document 8: Excel-file for electronic data transfer.

5 WORKSHOPS AND FURTHER EDUCATION

Registered verifiers are obliged to participate in meetings, workshops and information events organised by Bau EPD GmbH and the PCR advisory board. These workshops are the basis for quality assurance and offer good occasions for mutual exchange of experiences on national and international level. Furthermore, these joint events serve for finding and representing a joint (Austrian) position in discussions with other programme operators and ECO Platform.

6 Process coordination EPD data set and user applications (only info for verifiers)

1) Client is interested in EPD, contacts Bau EPD GmbH and/or external consultant/LCA-practitioner.

In the consulting process the following questions must be sorted out to calculate internal and external costs and project scope for LCA studies and verification (this is a service Bau EPD GmbH can only offer up to a certain level for it is not a consulting institution):

- a) Which markets shall be “entered” (GaBi-Ecoinvent), market shares and future perspectives
- b) Which construction products and type of production processes (= system boundaries)
- c) Average calculations, ranges yes/no
- d) Number of data sets, number of modules, whereas A1-A3, C resp. D are mandatory, desired user application (mostly Baubook and/or, sometimes EPD are ordered without the intention to transfer the data into user applications)
- e) Are there any existent data sets in user data banks listed (in OEKOBAUDAT only LCA data is found, in Baubook products can be listed without LCA data) that have to be harmonised?
- f) Additional requirements from other EPD Programmes must be considered, if mutual recognition is a client’s goal

Description of interface „first information/detailed consulting“: All consulting services with reference to LCA-results and how to improve those, consulting concerning sustainable investments in the sphere of the client, sensitivity analyses, product comparisons, preparation of data for marketing claims etc. are not offered by Bau EPD GmbH. Such services should be carried out actively by the LCA practitioners.

2) Clarifications for filling of tables for data transfer (even if clients do not wish to transfer anything to user applications, the data must be transferred into the ECO Platform EPD Portal and an Excel File is needed for the website of Bau EPD GmbH)

Before starting the work LCA-practitioners have to clarify facts that are important both for OEKOBAUDAT/GaBi and Baubook/ecoinvent:

LCA-practitioners and manufacturers must check if the way data is provided can be used on building level. Not all building LCA schemes calculate with all indicators and/or all modules. In case of (assembled) construction elements it is to clarify, if all components are calculated and declared either in A1-A3 or A4-A5 (mostly in-situ products, see guidance document to EN 15804, CEN TR 16970). A

sensible number of datasets with reference to components that have to be added on building level shall result, so a building LCA can be done easily.

Explicitly for baubook:

LCA-practitioner and manufacturer must check if datasets are already displayed in Baubook. It must be compared, if the ordered EPD data sets and the existing products declared in Baubook do correspond!!! (Note: different kind of average calculation must be avoided) If this is not the case, the data sets must be harmonised!

Baubook offers to send overview files of existing data in Excel format.

Based on the number of data sets/EPD documents/project reports Bau EPD GmbH can estimate costs for verification, declaration and publication and annual fees for participation in the programme.

Note: the manufacturer can engage the LCA-practitioner with the following additional tasks:

- 3) **Calculation of results for single components and creation of necessary Excel files for data transfer after successful verification.**

The LCA-practitioner calculates the LCA-results, verifiers check and approve, after that the Excel Files can be generated:

Naming of data files as below:

YYYYMMDD_GaBI/Ecoinvent_Company-EPD Nr_short description product.xlsx

Beispiel:

[20140825 Ecoinvent_BAU EPD client-2014-01_cellulose_65kg_m3_lose material.xlsx](#)

- 4) **Verifiers submit the final verification report, project report, EPD documents and Excel files to Bau EPD GmbH**
- 5) **LCA-practitioners get the chance to make up with non-conformities, another verification report must be submitted by the verifiers.**
- 6) **As soon as all non-conformities are solved positively, the final report without open issues is submitted by the verifiers.**
- 7) **Bau EPD does the editing and decides about certification and publishing of the declaration as well as the forwarding of the data for upload in databases for construction materials or other user scenarios**

7 Commitment of supporting the programme

Verifiers oblige themselves to an active participation in the programming of Bau EPD GmbH by visiting workshops, meetings of the PCR panel as well as delivering comments and feedback to new and/or adapted documents of the programme.

I have read and agree to the job profile and took note of the guidelines for the verification report in M-Documents 19 and 19a.

Place: Date: Signature:

The application and support documentation shall be sent to office@bau-epd.at.