

RECOGNITION SCHEME VERIFIERS MRPI®/EPD 2017

May 2017, V3.1 FINAL



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RECOGNITION SCHEME

The recognition scheme includes the following clauses.

Clause 1 Experience in carrying out Life Cycle Analyses ('LCAs') for building products and/or the building industry

Recognition can only be granted to legal entities or companies that can demonstrate to Stichting MRPI® that they have sufficient knowledge of carrying out LCAs and that have at least one year of experience as a consultancy firm with independent performance according to the methods common in the Netherlands, or that at any rate are able to demonstrate to Stichting MRPI® that they have comparable expertise¹. And they must be aware of the following guidelines for formulating an LCA:

- All documents related to the MRPI®;
 - *Stichting MRPI® (2017) General Programme Instructions MRPI® 2017. V3.0, May 2017 FINAL*;
 - *Stichting MRPI® (2017) Recognition Scheme Verifiers MRPI® 2017. V3.0, May 2017 FINAL*;
 - *Stichting MRPI® (2017) EPD/MRPI®-Verification Protocol V3.0, May 2017 FINAL*.
- Current assessment method for material-related environmental performance of buildings and groundwork, road and hydraulic engineering ('Grond, Weg en Waterbouw: 'GWW') works;
- The developments in the Netherlands with regard to environmental information of building products/building elements and the environmental performance of buildings and GWW works.
 - Bepalingsmethode "Milieuprestatie Gebouwen en GWW-werken" Versie 2.0 November 2014;
- The European standards being developed by CEN TC 350 'Sustainable Construction' in general and the following normative documents or any later editions, in particular:
 - EN15804, Sustainability of construction works – Environmental product declarations – core rules for the product category of construction products.
 - EN 15643-1, Sustainability of construction works – Integrated assessment of building performance – Part 1; General framework
 - EN 15643-2, Sustainability of construction works – Integrated assessment of building performance – Part 2: Framework for the assessment of environmental performance
 - FprCEN/TR 15941, Sustainability of construction works – Environmental product declarations – Methodology for selection and use of generic data
 - EN 15942, Sustainability of construction works – Environmental product declarations – Communication format – Business to Business
- The following international standards which have been developed:
 - NEN-ISO 14040:2006 'Environmental management – life cycle assessment – Principles and framework.
 - NEN-ISO 14044:2006 'Environmental management – life cycle assessment – Requirements and guidelines.
 - NEN-ISO 14025:2010 'Environmental labelling and declarations – Type III environmental declarations – Principles and procedures.

¹ In connection with competition law foreign agencies must also have the opportunity to become recognised as a Verifier.

- ISO 21930-2007 Sustainable Building – Environmental declaration of building products

The agency must inform MRPI® every year of the employees who are engaged as MRPI® verifier to assess the MRPI® files. These employees must have the following competencies:

- knowledge of the guidelines and standards referred to in this clause;
- knowledge of Dutch building practice and the production of building materials;
- Three years at the minimum of experience as LCA practitioner OR have at least completed 3 LCA studies for building products, building elements, installations, buildings and/or GWW works;
- If experience is missing the agency must inform Stichting MRPI® that the LCA practitioner has coaching or supervision by a more experienced LCA practitioner in the company;
- The appointed MRPI® verifiers by the company must attend the yearly meeting at Stichting MRPI® to get knowledge on the latest developments in LCA standards and guidelines.

In addition, the legal entities or companies must have a good name and reputation and their integrity should be beyond any doubt.

Clause 2 Quality System

Moreover, recognition can only be granted to legal entities or companies which have a quality system in place² that has been approved by Stichting MRPI®.

Clause 3 Decision about the recognition/recognition period/costs

The application for recognition will be dealt with by Stichting MRPI® and submitted to Stichting MRPI®. The secretariat assesses the application and makes a recommendation to the Board of Stichting MRPI®. On the basis of this Stichting MRPI® confirms in writing to the legal entity or the company in a reasoned decision whether the conditions for recognition have been met.

If Stichting MRPI® has confirmed to the legal entity or the company in writing that the conditions for recognition have been met, the respective legal entity or company will owe Stichting MRPI® a one-off amount as a registration fee. The registration fee must be paid within thirty days of the invoice date. The Board of the foundation may decide not to charge a registration fee if the agency is a member of the Dutch Association of LCAs in the building industry (VLCA), because this will mean that it is certain that the respective legal entity or company has knowledge of the normative documents and developments relevant to the assessment.

Legal entities or companies which are not members of the Dutch association of LCAs in the building industry (VLCA) will be granted provisional recognition. The provisional recognition will be converted into a definitive recognition after the first LCA file assessed by the agency is available. The assessment report and draft MRPI® certificate will be assessed by the agency (in consultation with a delegation of the expert consultation body) with regard to conformity with the starting points. After a positive assessment the provisional recognition will be converted into a definitive recognition and the assessment file can be used to issue the MRPI® certificate (certificate). Provisionally recognised agencies are obliged to observe all the conditions as required for a fully recognised MRPI® Verifier.

² In this connection the usual quality requirements applied by the agencies and as applied by the Dutch Association of LCAs in the building industry ('VLCA') will be taken into consideration.

The (provisional) recognition as an MRPI® Verifier is valid for a period of two years and only becomes effective after the registration fee has been paid to Stichting MRPI®. Upon expiry of this one-year period the (provisional) recognition is automatically extended, unless the recognised agency has indicated in writing six months before the expiry of the period of recognition that it wants to terminate the recognition.

By signing the 'Verifier Recognition' application form (see Annex 1) the agency undertakes to pay to Stichting MRPI® the financial amount referred to therein. The amount of the annual contribution will be determined by the Board and be announced at the latest on 1 October before the next year. In the event of an increase in the annual contribution other than as an adjustment for inflation based on the consumer price index figure, the Verifier will be entitled to terminate the recognition prematurely.

By signing the 'Verifier Recognition' application form the Verifier undertakes to pay the contribution determined in the application form for each MRPI® file assessed. This contribution will be adjusted as of 1 January of any calendar year for inflation based on the consumer price index figure. The MRPI® Board may decide to adjust the rate upon the yearly automatic renewal of the recognition.

After a legal entity or a company has been recognised or provisionally recognised as an MRPI® Verifier, it will be included in a list of the names of all the MRPI® Assessment Agencies. This list is published by Stichting MRPI on the website www.MRPI.nl.

Clause 4 Independence

The MRPI® Verifier shall be independent of the party for which it carries out the assessment. Any conflict of interest which endangers in any way the role of the MRPI® Verifier as an independent consultant, is forbidden (according to EN 45000). The MRPI® Verifier shall not be involved in the execution of the LCA study that the verifier has to assess.

Further it is not allowed that the MRPI® verifier and the executor, of the LCA study under assessment, are in the same company.

Clause 5 Trademarks

After a legal entity or company has been recognised as an MRPI® Verifier, Stichting MRPI® grants the right during the period the recognition as an MRPI® Verifier is effective, to position itself as an MRPI® recognised agency with the trademark protected logo of Stichting MRPI®. The MRPI® Verifier is not entitled to use the MRPI® trademark for any other purposes without the prior written consent of Stichting MRPI®.

Clause 6 Carrying out the assessment

The MRPI® Verifier undertakes to carry out the assessment of the LCA report offered by the producer on the basis of the EPD-verification protocol determined by Stichting MRPI® and any supplementary regulations determined by the MRPI® foundation Board. The contract for the verification is settled between MRPI® verifier and producer directly. It is up to the MRPI® verifier to keep record of any communication with the producer/LCA practitioner.

Clause 7 Reports

The organisation/producer or manufacturer has to deliver a LCA project report and the MRPI®/EPD certificate. The MRPI® Verifier will report the results of the assessment of the LCA report to the

producer by means of the completed verification checklist forming part of the EPD-verification protocol (Annex A; part A). The MRPI® Verifier also has to assess the MRPI®/EPD certificate. This is done by filling in the checklist from the EPD-Verification protocol (Annex A; Part B). It should be apparent from the verification checklists whether the LCA report and the MRPI®/EPD certificate offered for assessment complies with the MRPI® requirements as laid down in the EPD-verification protocol. Apart from the checklists to the producer the MRPI® Verifier has to complete an evaluation form (rendered anonymous) for the benefit of Stichting MRPI® with any problems and suggestions for solutions to improve the EPD-verification protocol. Stichting MRPI® advises the MRPI® Verifier to record any communication with the organisation/producer or manufacturer and LCA practitioner. The MRPI® Verifier is obliged to attend the evaluation meetings called by Stichting MRPI®. They will be held at least once every year.

Clause 8 Confidentiality

The MRPI® Verifier must observe strict secrecy towards third parties with regard to the content of the LCA reports offered to it for assessment and with regard to the identity of the producers. Stichting MRPI® has no right to peruse the LCA reports. Subject to the written consent of the producer who offered the LCA report for assessment, only an independent third party appointed by Stichting MRPI® or by the Appeals Tribunal will be entitled to peruse the respective LCA report.

Clause 9 Retention obligation

The MRPI® Verifier is obliged to record in an orderly manner the offer, order confirmation, a copy of the LCA reports it has assessed, correspondence with the producer and other documentation with regard to the assessment of LCA reports for up to five years after the validity of the MRPI®/EPD certificate (certificate), which Stichting MRPI® provided to the producer for the respective subject, has ended. Stichting MRPI® will inform the MRPI® Verifier regarding the date on which an MRPI®/EPD certificate (certificate) has been granted for a certain subject and also when the validity ended.

Clause 10 Liability

The liability of Stichting MRPI® for loss suffered by the MRPI® Verifier, because Stichting MRPI® or a person for whom Stichting MRPI® is liable by law has failed in the performance of one of the provisions in this Recognition Scheme or commits a wrongful act in connection with carrying out this Recognition Scheme, is excluded.

Only the MRPI® Verifier is responsible for the manner in which LCA reports are assessed as well as for the content of the report about the results of that assessment. The MRPI® Verifier indemnifies Stichting MRPI® against any claims by third parties arising from or in connection with the content and use of the results of the LCA report assessed by the MRPI® Verifier. Such indemnification shall also apply to any damage or costs sustained or incurred by Stichting MRPI® in connection with such claims.

Clause 11 Withdrawal of recognition

Stichting MRPI® can withdraw any (provisional) recognition with immediate effect via a registered letter without being liable to the MRPI® Verifier for any alleged loss suffered, if:

- a. the MRPI® Verifier ceases to exist or is dissolved;
- b. the MRPI® Verifier has been declared bankrupt, the MRPI® Verifier has been granted a moratorium, whether or not provisionally, or the MRPI® Verifier has in some other manner lost

the ability to freely manage or dispose of its assets, all this regardless as to whether that situation is irrevocable;

- c. the MRPI® Verifier has offered a composition to its creditors unavailable for distribution under a bankruptcy, moratorium or any other emergency arrangement;
- d. the business operations of the MRPI® Verifier have been stopped;
- e. the MRPI® Verifier has failed to perform any obligation in this Recognition Scheme and, insofar as fulfilment is not permanently or temporarily impossible, after Stichting MRPI® has sent a notice of default via a registered letter and the obligation has still not been fulfilled within thirty working days.

After withdrawal of the recognition the MRPI® Verifier must discontinue and keep discontinued with immediate effect the use of the trademarks referred to in clause 5. Any registration fee outstanding will remain owing and will not be refunded.

Clause 12 Appeal Procedure

At Stichting MRPI® Appeal Regulations are in effect describing the appeal procedure. Stichting MRPI® provides them on request. The parties are bound to the content of the Appeal Regulations. If there is a dispute between the certificate holder (the owner of the MRPI®/EPD certificate) and Stichting MRPI®, between the certificate holder and the independent agency appointed by Stichting MRPI® referred to in clause 6.1 of this Agreement, or between the certificate holders themselves, and the Appeal Regulations provide for settlement of this dispute by means of an appeal according to the procedure as included in the Appeal Regulations, this dispute will be settled according to the procedure as included in the Appeal Regulations.

If the Appeal Regulations of Stichting MRPI® do not provide for settling disputes, the dispute will be exclusively settled by the competent court.

Only rulings which have public interest (i.e interpretations of the methodology) will be disclosed to the public by Stichting MRPI®.

ANNEX 1 MRPI® VERIFIER APPLICATION FORM

(agency's name) _____

(address) _____

(postcode and town) _____

(telephone) _____ (fax) _____

(contact) _____

(e-mail) _____

Ch. of Comm. number _____

VAT number _____

Herein lawfully represented by:

(name) _____

(position) _____

Applies herein for recognition as an MRPI® VERIFIER. The applicant declares herein that it is aware of the content of the Recognition scheme verifiers MRPI® May 2017, v3.1 FINAL and declares herein that it will comply with it and agrees to pay the following costs arising from the Scheme:

- registration fee amounting to € xxxx EURO
- annual contribution by the MRPI® VERIFIER amounting to € xxxx EURO
- € xxxx EURO for each assessment report offered to Stichting MRPI®

Please find enclosed 3 LCA studies according to the “Bepalingsmethode, See Clause 1” which demonstrate the knowledge and experience of the applicant in carrying out LCAs. The LCA studies are at the maximum 3 years old.

(signature) _____

To be sent to: Stichting MRPI®
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