



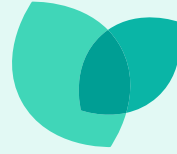
CO₂ PERFORMANCE LADDER

VERSION 4.0

**CERTIFICATION
REGULATION**

JANUARY 2025

Stichting Klimaatvriendelijk
Aanbesteden & Ondernemen



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1

INTRODUCTION

This certification regulation sets out the requirements that the CO₂ Performance Ladder imposes on *certification bodies*, auditors, the *audit* and the *CO₂ Performance Ladder Certificate*. The basis of this certification regulation comes from Handbook 3.1. For Handbook 4.0, we chose to include these requirements in a separate document because the target group is primarily *certification bodies* and auditors. They must use this document when conducting *audits* for the CO₂ Performance Ladder. Certificate holders and other interested parties can use this certification regulation to understand the *audit* process.

1.1

STATUS

This document is normative.

1.2

READER'S GUIDE

This certification regulation cannot be read in isolation from Handbook 4.0 (hereafter Handbook) and ISO 17021-1. The normative references, terms and definitions are in Part 1 of the Handbook.

Chapter 2 contains the requirements for *certification bodies* and auditors and defines what they must meet to conduct *audits* for the CO₂ Performance Ladder. Chapter 3 contains the requirements for the *audit* for the CO₂ Performance Ladder. Among other things, it describes the different types of *audits*, the time commitment and the score guideline. Chapter 4 contains requirements for issuing the *CO₂ Performance Ladder Certificate*, the technical review, the validity of the *CO₂ Performance Ladder Certificate* and what *certification bodies* must state on the *CO₂ Performance Ladder Certificate*.

2

REQUIREMENTS FOR CERTIFICATION BODIES AND AUDITORS

This chapter contains requirements for *certification bodies* and auditors. The chapter discusses the agreement with the Foundation for Climate Friendly Procurement and Business (SKAO), the required accreditation, the competencies of auditors, SKAO attendance and harmonisation.

An overview of certification bodies can be found on the *accreditation bodies* and CO₂ Performance Ladder websites.

2.1

AGREEMENT WITH SKAO

A *certification body (CB)* must be authorised by SKAO to conduct *audits* for the CO₂ Performance Ladder. SKAO does so with an agreement. This agreement addresses the rights and obligations of the *CB* and SKAO.

2.2

ACCREDITATION

The *CB* must be accredited by an *accreditation body* for the CO₂ Performance Ladder.¹ If a *CB* wants to be accredited to perform certification work for the CO₂ Performance Ladder, a *CB* must comply with ISO 17021-1 and any additional requirements of the *accreditation body*.

New *CBs* must complete three steps to become a *CB* for the CO₂ Performance Ladder:

- Step 1: the candidate *CB* submits a written application for accreditation to the *accreditation body*.
- Step 2: if the *accreditation body* has indicated that a candidate *CB's* application is admissible, the candidate *CB* reports to SKAO to enter into an agreement.
- Step 3: the candidate *CB* then has one year to be accredited by the *accreditation body* for the CO₂ Performance Ladder.

2.3

AUDITOR COMPETENCIES

Regarding the auditors to be deployed, see in particular Chapter 7 of ISO 17021-1.

¹ In Belgium, this is the Belgian Accreditation Organisation (BELAC). In the Netherlands, this is the Dutch Accreditation Council (RvA).

Before a *CB* can declare an auditor ‘competent,’ an initial *CB* competency evaluation must take place in practice (per ISO 17021-1, §7.2.4).

An auditor for the CO₂ Performance Ladder needs at least knowledge of the *certification scheme*, consisting of:

- the Handbooks of the CO₂ Performance Ladder, including any *Harmonisation Acts*;
- this certification regulation;
- the *audit* days table and
- any other normative documents that are specified at a later time.

The auditor also needs knowledge of the external standards referenced by the *certification scheme*, including ISO 14064-1, ISO 14064-3, ISO 50001 and the GHG Protocol.

In addition to this knowledge, the *CB* must establish the required competencies for auditors per ISO 17021-1 §7.1.2 and ISO 17021-1 Annex A. To this end, the *CB* must at least identify the competencies needed to:

- review the following topics from Step 1 of the Handbook:
 - * establishing the organisational boundaries of the *organisation* (Part 1, §4.1);
 - * integrating the *organisation’s energy and CO₂ management system* into the *projects* (Part 1, §4.3);
 - * legal obligations of the *organisation* related to energy conservation, renewable energy and CO₂ reduction (Part 1, §4.4);
 - * energy review (Part 2, criterion 1.A.1-1);
 - * scope 1 and 2 emissions (Part 2, criterion 1.A.2-1);
 - * ambitious reduction objective (Part 2, criteria 1.B.1-1 and 1.B.1-2);
 - * CO₂ awareness (Part 2, requirement 1.C.1).
- review the following topics from Step 2 and Step 3 of the Handbook:
 - * establishing the organisational boundaries of the *organisation* (Part 1, §4.1);
 - * integrating the *organisation’s energy and CO₂ management system* into the *projects* (Part 1, §4.3);
 - * legal obligations of the *organisation* related to energy conservation, renewable energy and CO₂ reduction (Part 1, §4.4);
 - * energy review (Part 2, criterion 2.A.1-1 and 3.A.1-1);
 - * scope 1, 2 and 3 emissions, including life cycle assessments (Part 2, criterion 2.A.2-1, 2.A.2-2, 3.A.2-1 and 3.A.2-2);
 - * other influenceable emissions (Part 2, criterion 2.A.2-3 and 3.A.2-3);
 - * value chain analysis (Part 2, requirements 2.A.5 and 3.A.5);
 - * Climate Transition Plans (Part 2, requirements 2.B.1 and 3.B.1);
 - * CO₂ awareness (Part 2, requirements 2.C.1 and 3.C.1).

If auditors want to perform *audits* independently at steps 2 and 3 of the Handbook, they should first gain experience, by performing a step 2 or step 3 *audit* jointly with an experienced auditor. Experience with Steps 4 and 5 *audits* of Handbook 3.1 is also sufficient.

The *CB* must determine the minimum training period for training new and existing auditors, per ISO 17021-1 §7.2.7.

ATTENDANCE BY SKAO

The *accreditation body's* role is to monitor the quality (including by attending *audits*) of the *audits* conducted.

SKAO may decide to attend *audits* to assess whether the *certification scheme* works and is effective. During their attendance, SKAO fulfils the role of observer. This means that SKAO will refrain from making any substantive comments during the *audit*. However, SKAO may request additional clarification from the *CB* following their attendance. Note: this can only take place outside of the presence of the *organisation* concerned in the *audit*. *Nonconformities* that the SKAO notices during their attendance may be passed on to the *accreditation body*.

The SKAO informs the *CB* at least 10 workdays before the *audit* whether and who is making use of the attendance opportunity. The *CB* is then responsible for making appropriate agreements with the *organisation* to be certified. In preparation, the *CB* must, at least five workdays in advance, provide SKAO with the following information:

- a clear description of the organisational boundaries of the *organisation*;
- the *audit* plan prepared by the *CB* (just the outline; what actions, who, when, where);
- information about the auditors used by the *CB* (indicating the lead auditor and auditor if applicable);
- additional logistical information related to the *audit* (date and location of the *audit*).

SKAO approaches the *organisation* itself for information and the portfolio with available documents. All information provided by the *organisation* for their attendance will be treated confidentially by SKAO.

HARMONISATION

Further interpretation of the requirements from the *certification scheme* is discussed for harmonisation purposes (based on an anonymised case study) during the Technical Committee meetings or auditor meetings organised by SKAO. If an *organisation* disagrees with the *CB's* interpretation of a requirement, the *organisation* may ask its *CB* to put the subject of the difference in interpretation on the agenda for harmonisation before the next Technical Committee.

SKAO submits a *Harmonisation Act* to the Central College of Experts for adoption. Established *Harmonisation Acts* are published on the website of the CO₂ Performance Ladder 10 days after determination by the Central College of Experts at the latest. *Harmonisation Acts* are binding (normative) and apply upon publication on the CO₂ Performance Ladder website or at a later date specified in the *Harmonisation Act*.

3

REQUIREMENTS OF AUDITORS

In each *audit*, the *CB* checks all requirements in the Handbook. The *audit* follows the rules as laid down in ISO 17021-1 (Chapter 9).

Additionally, the *CB* commits to:

- a. During the (obligatory) opening meeting, the following at least will be emphasized by the *CB*:
 - i. During the *audit*, the *CB* does not announce point scores.
 - ii. The *CB* first subjects the results of the *audit* to a technical review before releasing the final conclusion towards the *organisation*.
- b. During the *audit* (when relevant), the auditor shall name the significant and minor *nonconformities* from a requirement, with the possible consequences, the need for additional information or documents and evidence, but not the number of point scores missed or awarded per requirement.
- c. The execution of an *audit* by the *CB* must include at least a site visit by the *CB*. An *audit* based solely on a desk review is insufficient and, as such, unacceptable. For Step 3 *audits* at *large organisations*, the starting point is that this site visit is conducted by at least two auditors. The *CB* may make an exception to this based on a risk analysis. This exception is not possible in the case of a *large organisation* that has *CO₂ Performance Ladder Projects*. When two auditors conduct the *audit* site visit, the *audit* time can be divided between the two auditors.
- d. During the close-out meeting, the auditor does not commit himself on the step achieved and emphasizes that a technical review is still to come.

3.1

DIFFERENT TYPES OF AUDITS

The CO₂ Performance Ladder distinguishes between an *initial audit*, *annual audit*, *recertification audit* and a *special audit*.

3.1.1

INITIAL AUDIT (ISO 17021-1, PAR. 9.3.1)

An *initial audit* is the *audit* performed by a *CB* at an *organisation* based on which a *CB* awards a CO₂ Performance Ladder Certificate on a new step. This can be the entry step (e.g. Step 1), but also an increase or decrease to another step. If an *organisation* wishes to be certified at a different step, the *organisation* is free to request a new *initial audit* from the *CB* at any time.

3.1.2

ANNUAL AUDIT (ISO 17021-1, PAR. 9.6.2)

With an *annual audit*, the *CB* tests whether the established step is still applicable. The *annual audit* covers all requirements of the Handbook. In accordance with ISO 17021-1 (§9.1.3.3), the *annual audit* usually takes place within 12 months after the *recertification audit*. This *annual audit* is followed by another *annual audit* 24 months after the *initial* or *recertification audit*.

3.1.3

RECERTIFICATION AUDIT (ISO 17021-1, PAR. 9.6.3)

A *recertification audit* is the *audit* three years after the *initial audit* in which the certification step has remained unchanged and based on which a CO₂ Performance Ladder Certificate is awarded on the same step.

3.1.4

SPECIAL AUDIT (ISO 17021-1, PAR. 9.6.4)

A *CB* must perform an additional interim investigation when:

- SKAO or another (interested) party has informed the *CB* of significant shortcomings of the *organisation*.
- There are signals that cause the *CB* to doubt the proper functioning of the *energy and CO₂ management system* of the *organisation*.

A *special audit* does not always have to be carried out at the location of the *organisation*. The *CB* may request relevant information to come to a conclusion.

3.1.5

EXCEPTION IN CASE OF AUDIT WITHIN THREE MONTHS

The *CB* evaluates all requirements in the Handbook for the relevant step during the *audit*. A *CB* may make an exception if less than three months have passed since the previous *audit*. The precondition is that the *CB* can assume that the interpretation of the requirements in the Handbook by the *organisation* on the original step can be taken to the higher step. It is then sufficient to assess only the changes in the *energy and CO₂ management system* and the fulfilment of the additional or modified requirements from the Handbook of the relevant step.

The original end date of the *CO₂ Performance Ladder Certificate* (see also §4.2) and the three-year certification cycle will remain in place in this case.

3.2

STAGE 1 AND STAGE 2 AUDIT

Per ISO 17021-1 §9. 3.1.1, the CO₂ Performance Ladder distinguishes between a Stage 1 and Stage 2 *audit* for the *initial audit*.

3.2.1

STAGE 1

In addition to ISO 17021-1 9.3.1.2, the activities from Stage 1 of the *initial audit* consist of at least:

- assessment of organisational boundaries (the CO₂ Performance Ladder is very specific in this regard and especially for larger, more complex and international *organisations*, this requires attention and time. This is regardless of the step of certification).
- gain insight into the project portfolio (whether or not *CO₂ Performance Ladder Projects*), the project management and integration of the requirements of the Handbook into it (in preparation and to substantiate choices to be made for *audit* scope and sampling in stage 2).

Per ISO 17021-1 9.6.3.1.3, a Stage 1 *audit* may be required during a *recertification audit* when significant changes occur at the *organisation*.

3.2.2

STAGE 2

During Stage 2, the *CB* evaluates the *organisation's* measure(s) in response to the point(s) found in Stage 1. Furthermore, the *CB* examines the implementation and effectiveness of the

energy and CO₂ management system and assigns point scores based on the requirements of the Handbook and related notes. CB also assesses the CO₂ Performance Ladder Projects in Stage 2.

3.3

TIME SPENT ON AUDIT

To determine *audit* time, the CB follows ISO 17021-1 §9.1.4 and IAF MD-5. Additionally, the *Audit Days Table* has been published on the CO₂ Performance Ladder website. This is a normative document for CBs that prescribes the minimum *audit* time.

3.4

SAMPLES

This section indicates the minimum sample size that the CB must use for assessing the emissions inventory and CO₂ Performance Ladder Projects, and for visiting *branches* and/or sites, to ensure that the *audit* is sufficiently thorough.

3.4.1

SAMPLE EMISSIONS INVENTORY

Based on the CO₂ emissions inventory, the CB must be able to express a limited degree of justified confidence. When further reviewing the CO₂ emissions inventory, the CB shall form an opinion, based on a sample, on the completeness, timeliness and reliability of the CO₂ emissions inventory (requirements 1.A.2, 2.A.2 and 3.A.2 from the Handbook).

When determining the size of the sample, the CB follows ISO 14064-3, §A.4.3.2.3. The CB carries out a risk analysis to determine the size of the sample. The risk analysis takes place at the step of the full CO₂ emissions inventory. The CB examines all emissions at least once in the triennial certification cycle.

3.4.2

SAMPLING ON CO₂ PERFORMANCE LADDER PROJECTS

The requirements of the CO₂ Performance Ladder Handbook concern the whole *organisation* including all *projects*. The activities in *projects* are derived from the policy at the organisational step.

For the assessment on *projects*, the CB takes a sample from the CO₂ Performance Ladder Projects. The following rule applies to the sample:

1. Before the *audit*, the CB receives an overview of the *organisation's* CO₂ Performance Ladder Projects via the SKAO login environment: 'My CO₂ Performance Ladder'.
2. The CB shall determine the required sample size (N) on the basis of the total number (P) of CO₂ Performance Ladder Projects ongoing or completed in the period to be assessed. The sample size is shown in Table 1.
3. The CB selects by drawing lots - or on the basis of common sense (where the type of CO₂ Performance Ladder Project, size and duration play a role) - exactly the number of CO₂ Performance Ladder Projects that corresponds to the required sample size once. Whether CO₂ Performance Ladder Projects were already part of a sample in a previous *audit* is irrelevant.
4. The CB visits locations of CO₂ Performance Ladder Projects in principle in consultation with the *organisation*. However, the CB retains the right to visit a project location unannounced.

P	N	P	N	P	N	P	N
1	1	6	3	11	5	16	5
2	2	7	4	12	5	17	6
3	3	8	4	13	5	18	6
4	3	9	4	14	5	19	6
5	3	10	5	15	5	≥ 20	7

Table 1 Sample size for CO₂ Performance Ladder Projects

3.4.3

SAMPLE FOR VISITING BRANCH OFFICES

IAF MD-1 requires the CB to take a sample from all branch offices within the organisational boundaries of a ‘multi-site’ organisation, of the branch sites to be visited. The prescribed sampling method from MD-1 should be followed for the branch sites of multi-site organisations for the *initial audit*, *annual audit* and *recertification audit*.

Instead of the sampling method listed in IAF MD-1 (§6.1.2 and §6.1.3), the sample may be determined as follows (the other IAF MD-1 criteria remain in force):

1. Specify the number of *branches*, which jointly form group W.
2. Specify the *final energy consumption* for each branch.
3. Determine the *final energy consumption* of group W.
4. Sort the *branches* within Group W based on the *final energy consumption* from large to small.
5. Remove the smallest foreign *branches* from Group W that together account for less than 20% of the *final energy consumption* of Group W.
6. The remainder of the *branches* is Group X.
7. Remove the smallest foreign *branches* from Group X that together account for less than 20% of the *final energy consumption* of Group W.
8. The remainder of the *branches* is Group Y.
9. Remove the site of the head office from Group Y. The remainder is Group Z with z branch offices.
10. Using the methods below, calculate the number of *branches* to be visited for each type of *audit* (rounded up). The number of *branches* to visit per:

initial audit

- a. site of the head office, and
- b. $1.0 * \lceil z \rceil$ branch offices (chosen from group Z), rounded up. Also, the *branches* to be visited are chosen so that all the activities listed in the scope are assessed. Example: in the case that Z is 5, then at least the head office and two branch offices should be visited ($1.0 * 5 = 1.71$).

annual audit

- a. site of the head office, and
- b. $0.6 * \lceil z \rceil$ branch offices (chosen from group Z), rounded up. In addition, the *branches* to visit are chosen such that, for each *audit*, at least 50% of the specified activities within the scope are assessed, and that both *annual audits* together assess all. Example: in the case that Z is 5, then at least the head office and two branch offices should be visited ($0.6 * 5 = 1.03$).

recertification audit

- a. site of the head office, and
- b. $0.8 * \lceil z \rceil$ branch offices (chosen from group Z), rounded up. Additionally, the *branches* to visit are chosen such that all specified activities within the scope are assessed. Example: in the case that Z is 5, then at least the head office and two branch offices should be visited ($0.8 * 5 = 1.37$).

3.5

SCORE GUIDELINE

A CB issues a *CO₂ Performance Ladder Certificate* when an *organisation* meets the requirements of a particular step of the Handbook. To assess the requirements of Part 1, the CB follows the assessment system of ISO 17021-1 with major and minor *nonconformities*. For Part 2, the CB assigns scores per requirement (see also §3.5.1).

An *organisation* only meets the requirements of a certain step if:

1. All requirements of Part 1 of the CO₂ Performance Ladder have been met, and
2. The minimum requirements for angles A, B, C and D of the corresponding Step in Part 2 are met.

These minimum requirements mean that the *organisation*:

- scores at least 7 out of 10 points per requirement (e.g. 3.B.2);
- averages at least 90% of the points for all requirements for each angle.

For example, for Step 3, Angle A, the *organisation* achieves at least 45 points and at least 7 points for each requirement.

Some exemptions apply to *small organisations*: requirements 3.C.4 and 3.D.4. A small *organisation* meets these minimum requirements when the *organisation* achieves 90% of the points of all non-exempt requirements for each angle and at least 7 points for each non-exempt requirement.

3.5.1

PROPORTIONAL SCORE WHEN A REQUIREMENT IS NOT FULLY MET

The CB can only award the maximum (intermediate) score if the *organisation* fully and demonstrably meets the requirement. If it only partially meets a requirement, the CB awards a proportional score. For example, if, according to the CB, the requirements are 40% met, the CB also awards 40% of the maximum (intermediate) score, rounded to whole points.

3.5.2

NONCONFORMITIES, FOLLOW-UP AGREEMENTS AND CORRECTIVE ACTIONS

The CO₂ Performance Ladder, like ISO 17021-1, distinguishes between major *nonconformities*, minor *nonconformities* and opportunities for improvement.

SIGNIFICANT NONCONFORMITIES

A nonconformity is a significant nonconformity in the following cases:

- For Part 1 of the Handbook, the CB follows the description of a major nonconformity as stated in ISO 17021-1 §3.1.2.
- For Part 2 of the Handbook: when, as a result of a nonconformity from a requirement, the CB awards insufficient points for achieving the Step of the Handbook.
- Detected *nonconformities* from the requirements for *CO₂ Performance Ladder Projects* are always significant *nonconformities*.

- Per ISO 17021-1 §3.1.2, multiple minor *nonconformities* may also constitute a major nonconformity.

If there are significant *nonconformities*, the *CB* gives the *organisation* up to three months to take additional/corrective action and/or provide missing documents. If the *organisation* exceeds these three months in the case of an *initial audit*, a completely new *initial audit* must be carried out. If the *organisation* exceeds the three-month period in an *annual audit* and *recertification audit*, the *CB* will suspend the *CO₂ Performance Ladder Certificate* and the *CB* may issue a *CO₂ Performance Ladder Certificate* for a step at which the *organisation* does meet the requirements of the Handbook.

In exceptional cases, after the expiration of the three-month period, the *CB* may allow the *organisation* to prepare a *corrective action plan* to begin to resolve the significant nonconformity. In that case, the *organisation* must demonstrate that it will implement this plan. At the next *audit*, the *CB* checks whether it has implemented the *corrective action plan*.

MINOR NONCONFORMITIES

A nonconformity is a minor nonconformity in the following cases:

- For Part 1 of the Handbook: the *CB* follows the description of a minor nonconformity as described in ISO 17021-1 §3.1.3.
- For part 2 of the Handbook applies: when in response to a nonconformity to a requirement, the *CB* still awards sufficient points for achieving the step of the Handbook (see also §3.5 Score guideline).

If minor *nonconformities* are found, the *CB* gives the *organisation* at most until the next *audit* to prepare and implement a *corrective action plan*. At the next *audit*, the *CB* checks whether the *organisation* has made and implemented the *corrective action plan*.

OPPORTUNITIES FOR IMPROVEMENT

Per ISO 17021-1 §9.4.8.1, the *CB* may suggest opportunities for improvement, provided they do not constitute a nonconformity.

4

ISSUANCE OF THE CO₂ PERFORMANCE LADDER CERTIFICATE

This chapter contains the requirements prior to the issuance of the *CO₂ Performance Ladder Certificate* and the requirements that the *CO₂ Performance Ladder Certificate* must meet.

4.1

TECHNICAL REVIEW

CBs must set up a process to conduct a technical review before each certification decision and for each *annual audit* (in contrast to ISO 17021-1 §9.6.1), per ISO 17021-1, §9.5.2. With the technical review, the *CB* must determine that the *audit* team used the correct method in assessing the *organisation*.

4.2

VALIDITY OF THE CO₂ PERFORMANCE LADDER CERTIFICATE

The *organisation* will receive a new *CO₂ Performance Ladder Certificate* upon positive completion of the *initial audit* and upon *recertification audit*. The *CO₂ Performance Ladder Certificate* is valid for three years subject to continued compliance with the Handbook. The effective date of the *CO₂ Performance Ladder Certificate* is the date of the certification decision by the *CB*.

VALIDITY IN THE EVENT OF CHANGES

During the validity period of the *CO₂ Performance Ladder Certificate*, there may be changes (in the *organisation*) related to the *CO₂ Performance Ladder Certificate*. The validity of the *CO₂ Performance Ladder Certificate* remains unchanged in the event of changes to:

- the step: for growth within three months of the last *audit*, for an incomplete assessment on only the additional or modified requirements in the Handbook (see §3.1.5);
- organisational boundaries, provided the *main entity* remains the same;
- the *organisation* size. If a large *organisation* changes to a small *organisation*, only this information on the *CO₂ Performance Ladder Certificate* is updated. When a small *organisation* changes to a large *organisation*, a new *initial audit* must be conducted.

In case of one or more of the above changes, only the changed data on the *CO₂ Performance Ladder Certificate* (and on any appendices) will be adjusted and valid:

- The effective date remains the same as the previous *initial* or *recertification audit*, and the end date remains the same as the end date of the original *CO₂ Performance Ladder Certificate*.
- As there is a modified *CO₂ Performance Ladder Certificate*, the *CO₂ Performance Ladder Certificate* does receive a different tracking/version number because it must be a unique number.

- The *annual audit* will then take place no later than 12 months after the *initial* or *recertification audit*.

The *CB* may decide that an *initial audit* is still necessary in the event of major changes in the activities and/or organisational boundaries of the *organisation*. Per ISO 17021-1 §8.5.3, the *CB* must agree with the *organisation* that the *organisation* will inform the *CB* about changes in the *organisation* that may affect the functioning of the *energy and CO₂ management system*.

4.3

ASSIGNMENT OF THE CO₂ PERFORMANCE LADDER CERTIFICATE

The *CB* issues the *CO₂ Performance Ladder Certificate* in the name of one of the *organisation's entities*: this is the certificate holder. The basic principle is that this will be the highest entity within the *organisation's* organisational hierarchy (the *main entity*), unless the *organisation* informs the *CB* in a timely manner that another legal entity is desired as the certificate holder. This can only be done when:

1. The chosen legal entity is part of the organisational boundaries of the *organisation*, as determined using the methods in §4.1 of Part 1 of the Handbook.
2. It is clear that listing another legal entity as certificate holder does not affect organisational boundaries.
3. The chosen entity is listed by its legal name: a trade name or department is not allowed.

The *CB* may only issue one main certificate per *organisation*. However, the *CB* can issue partial certificates (see §4.6).

4.4

CERTIFICATE ACQUISITION BY ANOTHER CERTIFICATION BODY

It may be that an *organisation* with a valid *CO₂ Performance Ladder Certificate* and/or the *CB* decide(s) to terminate the certification agreement. The *organisation* is then free to have its *CO₂ Performance Ladder Certificate* taken over by another *CB*. In that case, the *CB* follows IAF MD-2 and ISO 17021-1 §9.1.3.4.

4.5

SUBMIT CO₂ PERFORMANCE LADDER CERTIFICATE AND ENTITIES ON THE CO₂ PERFORMANCE LADDER CERTIFICATE TO SKAO

The *CB* shares a copy of the *CO₂ Performance Ladder Certificate* with SKAO. Also, if data on the *CO₂ Performance Ladder Certificate* has changed, such as changes in step, organisational boundaries or version number, the *CB* will issue a new *CO₂ Performance Ladder Certificate* and share this with SKAO. The *CB* also reports to SKAO all cases of suspended and revoked *CO₂ Performance Ladder Certificates*. The *CB* must also provide SKAO with information about the *entities* that are part of the *organisation's* organisational boundaries and any changes in them. The agreement between SKAO and the *CB* specifies additional requirements for how the *CB* must provide information about the *organisations* to SKAO.

THE CO₂ PERFORMANCE LADDER CERTIFICATE

In the layout of the CO₂ Performance Ladder Certificate, ISO 17021-1 §8.2.2 should be followed. Also applicable:

1. Each CO₂ Performance Ladder Certificate is a unique document with a unique number, preferably the size of one A4. If relevant, the certificate states a reference to an annex.
2. The CO₂ Performance Ladder Certificate shows at least:
 - a. The name of the certificate is: 'CO₂ Performance Ladder Certificate step N', where N can take the value 1, 2 or 3. A *CO₂ Performance Ladder Certificate* indicates the highest step that has been achieved. Below it says:
 - i. 'The *energy and CO₂ management system* of *organisation X* meets the requirements of step N of the CO₂ Performance Ladder Handbook 4.0,' where *organisation X* is the name of the certificate holder (see §4.3).
 - b. the name of the legal entity of the certificate holder and their official number from the Chamber of Commerce (or equivalent *organisation*);
 - c. the *entities* that are part of the organisational boundary must be stated on the certificate, indicating the name of the legal entity as filed in the register of the Chamber of Commerce (or equivalent *organisation*). Trade names are not permitted. In addition, for each legal entity within the organisational boundary, the NACE code must also be mentioned (in such detail that the activities of the entity become clear). If an *organisation* only applies for part of the *CO₂ Performance Ladder Certificate* (for example, a joint venture), the percentage that is included is stated;
 - d. the name of the *CB*;
 - e. the name of the authorised representative/qualified employee of the *CB*;
 - f. the effective date and until when the *CO₂ Performance Ladder Certificate* is valid;
 - g. whether the *organisation* is a small *organisation* or a large *organisation*;
 - h. a description of the certification scopes (also of the products or services in question and the activities (processes) that apply to the *entities* within the organisational boundary), including an indication of the NACE code.
 - i. if the *CO₂ Performance Ladder Certificate* was issued under accreditation, the logo of the *accreditation body*;
 - j. the CO₂ Performance Ladder logo.
3. The *organisation* is free to apply for partial certificates for the *entities* within the organisational boundaries to the *CB*. It should be clear to everyone that a partial certificate is not an isolated certificate and always belongs to the main certificate. If a partial certificate is issued for a component or branch covered by a main certificate, this partial certificate must state under which main certificate it falls (by stating the name of the main certificate supplemented by the certificate number). If a partial certificate is issued for a component or branch covered by a main certificate, this must be explicitly stated on the main certificate in the description of the organisational boundaries ('legal entity name- partial certificate of main certificate name'). Only CO₂ Performance Ladder main certificates are listed on the CO₂ Performance Ladder website.

If necessary, the *CB* may attach an appendix to the *CO₂ Performance Ladder Certificate*. This appendix must be linked to and published along with the *CO₂ Performance Ladder Certificate*.



CO₂ PERFORMANCE LADDER

The CO₂ Performance Ladder is developed in the Dutch language and is approved for accreditation by the Dutch Accreditation Council (RvA) and the Belgian BELAC. For all translations of normative documents, the Dutch version is leading in case of discrepancies or differences in interpretation. In case of ambiguity, please contact SKAO, info@co2performanceladder.com. No rights can be derived from translations.

Stichting Klimaatvriendelijk
Aanbesteden & Ondernemen