# Infosheet for Certification Bodies

**Accreditation according to the Plastic Free Standard - Management System**

This document provides an overview of the accreditation procedure, the necessary requirements and relevant information for organizations interested in becoming an accredited certification body under the Plastic Free Standard - Management System (PFS-S), managed by the Eco Sphere Academy (ESA).

**Stages of the Accreditation Procedure:**

1. **Submission of Application**: Complete and submit the application form provided by ESA, including all required information and supporting documentation.
2. **Documentary Evaluation**: ESA will evaluate the documentation provided to ensure that the certification body meets all prerequisites.
3. **Training:** The applying Certification Body will be provided with the following material: Audit Checklist - First Phase; Non-conformities Register Template; Audit Checklist - Second Phase; Guidelines for Evaluation according to PFS-S; Decision Diagram; Rules for the Issuance of the Certificate according to PFS-S; Regulation for the Use of the Trademark. Auditors must attend and pass a specific training course on PFS-S organized by ESA to ensure a thorough understanding of the standard and audit procedures.
4. **Assessment Audit:** An initial audit will be conducted at the certification body or remotely to assess the operating procedures, auditor competence and compliance with ESA's code of Conduct.
5. **Approval and Accreditation:** After passing the assessment audit and fulfilling all criteria, the certification body will receive official accreditation from ESA, valid for 3 years.
6. **Continuous Monitoring:** The accredited certification body will issue certificates for the PFS-S upon receipt by ESA of the Certificate Identification Number. In addition, the certification body will send ESA the individual dossiers of certified organizations every six months. In addition, ESA will carry out periodic surveillance audits to ensure the maintenance of standards and continued adherence to accreditation requirements.

**Accreditation Requirements:**

1. **Ethical Commitment:** Adherence to the code of Conduct established by ESA, which emphasizes the importance of transparency, integrity and accountability.
2. **Experience and expertise:** Demonstrate experience in the field of environmental sustainability and specific expertise in plastics reduction.
3. **Resources:** Have adequate human, technical, financial, organizational and infrastructural resources to support certification activities in accordance with PFS-S.
4. **Appointment of the Evaluation Body:** The organization commits to appoint an internal body, delegated to evaluate the audit reports and to issue the certificate in accordance with the Guidelines for Evaluation on the basis of PFS-S and the Guidelines for the Issue of the Certificate. The members of the Assessment Body shall be appropriately trained by successfully completing the specific 12-hour PFS-S training offered by ESA.
5. **Auditor training:** Appointed auditors must successfully complete the 10-hour PFS-S specific training offered by ESA.
6. **Continuous Updating:** Commitment to continuous updating to remain informed of any changes or updates to the standard.
7. **Support to Organizations:** Provide support and resources to certified organizations, facilitating their efforts towards plastic reduction.
8. **Complaints Management:** Have an effective complaints management system in place, ensuring that all complaints are dealt with in a fair and timely manner.
9. **Regular Reporting:** Submit semi-annual reports to ESA that include an up-to-date list of certified organizations and their files including audit reports, assessment reports and digital copies of certificates issued.

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# Application Form for Accreditation as Certification Body under PFS-S-6

| **General Information on the Certification Body** | |
| --- | --- |
| Name of the Certification Body |  |
| Legal Address: |  |
| VAT No: |  |
| City: |  |
| Postal Code |  |
| Country: |  |
| **Contact information:** | |
| Email: |  |
| Phone: |  |
| Website: |  |
| **Contact person for Accreditation:** | |
| Name: |  |
| Location: |  |
| Phone: |  |
| Email: |  |
| **Description** | |
| Provide a concise description of the main corporate functions |  |
| Is the Certification Body certified according to ISO/IEC 17021-1? | ☐ Yes ☐ No |
| **Ethical Commitment:** | |
| Does the Certification Body undertake to adhere to the ESA Code of Conduct? | ☐ Yes ☐ No |
| **Experience and Expertise:** | |
| Describe specific experience and expertise in the field of Environmental Sustainability |  |
| **Resources:** | |
| Provide a brief description of the human, technical, financial, organizational and infrastructural resources made available |  |
| **Evaluation Body:** | |
| Provide a brief description of the internal body you intend to appoint and train for the evaluation and auditing reports and for the issuing of certificates; List the members you intend to appoint and train. |  |
| **Conformity:** | |
| Does the Certification Body undertake to ensure that it implements in accordance with the Guidelines for Assessment on the basis of PFS-S and the Guidelines for the Issue of the Certificate? | ☐ Yes ☐ No |
| **Auditor:** | |
| List the auditors proposed for training on PFS-S (they may be the same as the Evaluation Body). |  |
| **Continuous Update:** | |
| Does the Certifying Body undertake to ensure that auditors and members of the Evaluation Body involved in PFS-S processes are continuously updated, at least on an annual basis? | ☐ Yes ☐ No |
| **Supporting Organizations:** | |
| Describe how you intend to support certified organizations |  |
| **Complaint Management:** | |
| Describe the system for handling disputes |  |
| **Periodic Reports:** | |
| Does the Certification Body undertake to submit half-yearly reports to ESA that include an up-to-date list of certified organizations and their dossiers including audit reports, assessment reports and digital copies of certificates issued? | ☐ Yes ☐ No |
| **Guarantees:** | |
| The Certifying Body undertakes to ensure that certified organizations:   * have the necessary preconditions described in the Standard; * undertake to comply unreservedly with the ‘Rules for the Use of the Plastic Free Certification Mark’; * undertake to notify the Certification Body of any changes in their legal status or internal organizational structure affecting certification (merger by incorporation, absorption of new services, etc.); | ☐ Yes ☐ No |
| **Authority:** | |
| The Certification Body undertakes to bring any dispute with ESA exclusively before the ordinary courts of Teramo, Italy; | ☐ Yes ☐ No |

1. Accounting copy of the payment of the Accreditation Fee to the following Bank account: IBAN: IT34F0306909606100000405064; BIC: BCITITMMXXX;
2. Tax Document of the Organisation (e.g. Chamber of Commerce Visura or equivalent)
3. Identity Document of the Legal Representative

**Declaration of Commitment**

The undersigned organization hereby confirms its commitment to fulfill all accreditation requirements to become a Certification Body under the Plastic Free Standard - Management System (PFS-S), operated by Eco Sphere Academy (ESA). It also commits to maintain high standards of quality, transparency and integrity in all related operations and to follow the principles and practices established by ESA.

Date:

Signature of Authorized Person:

Name and Position of Authorized Person:

**Note:** After completion, send the completed form and all required attachments to the address provided by Eco Sphere Academy (ESA). Failure to submit all required documents may result in delays or non-acceptance of the application for accreditation.