

# RecyClass

## QUALITY MANAGEMENT & PROCEDURES

RECYCLABILITY CERTIFICATION

## CONTENT

CONTENT .....	2
1 INTRODUCTION .....	3
2 CERTIFICATION DEVELOPMENT AND MAINTENANCE .....	3
3 USE OF OFFICIAL DOCUMENTATION .....	5
4 CERTIFICATION BODIES.....	5
5 DATA CONFIDENTIALITY .....	6
6 CERTIFICATES QUALITY CONTROL .....	6
7 COMPLAINTS AND APPEALS .....	6
8 ELIGIBILITY TO APPLY FOR A CERTIFICATION .....	7
9 CERTIFICATION PROCESS.....	7
9.1 Detailed process overview .....	9
10 VALIDITY OF CERTIFICATION.....	12
11 MONITORING AUDITS .....	12
12 SUSPENSION OR WITHDRAWAL OF CERTIFICATION.....	13
13 CHANGES AFFECTING CERTIFICATION .....	13
14 COST OF CERTIFICATION .....	14
15 COMMUNICATIONS/LICENSING USE OF CERTIFICATE AND CERTIFICATION LOGOS.....	14
16 MISUSE OF THE CERTIFICATION CLAIMS AND LOGOS .....	14
17 ANNEX I: TERMS OF USE OF CERTIFICATION / VALIDITY CONDITIONS.....	16
18 ANNEX II: CONTROL TABLE OF CHANGES .....	17

## 1 INTRODUCTION

This document lays out quality management systems of the RecyClass Recyclability Certifications and lays out the procedure to apply for and obtain Certification.

RecyClass Certifications offer reliable assessments of the recyclability of a packaging design based on the RecyClass Design for Recycling Guidelines<sup>1</sup> and the “RecyClass Recyclability Methodology”<sup>2</sup>.

## 2 CERTIFICATION DEVELOPMENT AND MAINTENANCE

RecyClass Certifications are owned, developed, and reviewed by RecyClass who ensures adequate documentation for the maintenance and improvement of the Certification.

RecyClass regularly review all available documentation including the Certification Methodology, Certification Audit Scheme, Audit Report templates, and Quality Management Systems and Procedures according to recent developments in the recycling industry and the results of recyclability laboratory testing. Changes and updates are implemented by the RecyClass Steering Board which is composed by recyclers and RecyClass representatives as laid out in the document “RecyClass Internal Procedures”.

A non-exhaustive list of cases where changes to Certification documentation might be needed might be found below:

- Changes to relevant European standards (e.g., EN 14340) or relevant legislation (e.g., requirements on the plastic packaging design) under the focus and scope of the Certification. Updates will need to be reflected into the Certification documentation.
- Changes in the focus or/and scope of the RecyClass Design for Recycling and/or Recyclability Rate Certification(s) by the RecyClass Steering Board.
- Repeated feedback from auditors following their experience during the audit process, check of conformity with audit requirements and completion of the Audit Report. Frequent valuable comments will be taken into the Steering Board for consideration to improve the Certification documentation.
- Stakeholders’ feedback and proposals from RecyClass members and supporters. If valuable and relevant to the Certification focus and scope, will be submitted to the Steering Board for consideration.

RecyClass considers and records all proposals to Certification and assesses its suitability within the Certification scope. Feedback is provided when appropriate within a period of 3 months.

Suitable feedback is included in the respective documentation during the review. Reviewed documents are consulted with Certification Bodies and members to ensure the suitability and fitness of the added requirements or procedures. The RecyClass SB approves the final version of the documents for publication.

Figure 1 summarises the different steps for the revision and development of requirements and procedures within the RecyClass Certification documentation.

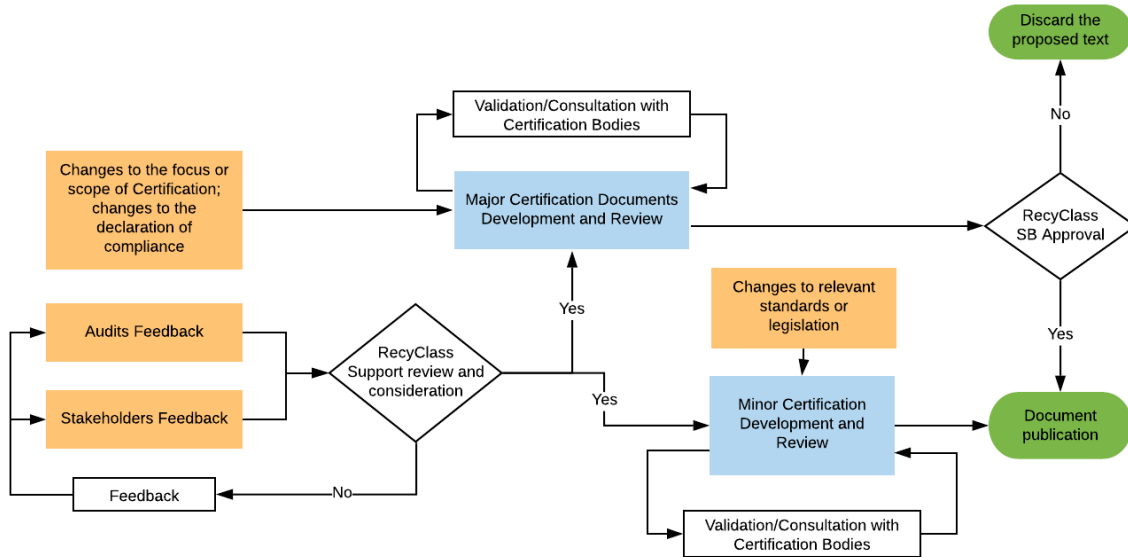
---

<sup>1</sup> *RecyClass Design for Recycling Guidelines available at <https://recyclass.eu/recyclass/design-for-recycling-guidelines/>*

<sup>2</sup> *RecyClass Recyclability Methodology available at <https://recyclass.eu/recyclass/methodology/>*

# RecyClass

Figure 1. RecyClass process for revision and development of Certification documentation



Documentation development and review is structured as follows:

- **Major Certification Documentation Development and Review**

General review of requirements, procedures and guidelines following changes to focus or scope of Certification or changes to the declaration of compliance, as well as feedback and/or proposals for development. This includes major suggestions to the Audit Scheme requirements and the certification procedure under or outside the focus and scope of the Certification.

These changes will have a major impact to the results of the Audit and will be recorded as a new version of the documents indicated as version X.

- **Minor Certification Documentation Development and Review**

Editorial changes, additional descriptions, or clarifications that will facilitate the understanding and usability of all available Certification documentation. Minor review of requirements, procedures and guidelines within the focus or scope of Certification. Changes in relevant regulation or legislation in the scope of Certification.

These changes will have a minor impact to the results of the audit and they will be recorded as a new sub version of the documentation indicated as version X.X.

### Systematic review

A Certification Documentation Development and Review or an Editorial Review can be launched at any time by RecyClass. In addition, RecyClass will propose a systematic review of all available documentation every 3 years.

RecyClass will keep Certification Bodies informed of the release of a new document version for implementation. Changes or additions to all documentation will be detailed in the Version control table at the end of each document.

# RecyClass

## Communication of changes

RecyClass will communicate via email the release of any document new version (X) to Certification Bodies, Certification holders, License holders, applicants and RecyClass members and supporters following a Documentation Development and Review. Major changes made within the relevant documents will be described.

RecyClass will communicate via email the release of any document new version (X.X) to Certification Bodies.

RecyClass can offer support to Certification Bodies to adapt the audit evaluation according to the newly set requirements or procedures. Support can be given in form of a training for auditors or exchange of information during a call or via email.

## 3 USE OF OFFICIAL DOCUMENTATION

RecyClass Recyclability Certifications documentation are published in English on the RecyClass website. Certification Bodies must use official RecyClass document templates to procure the Specification Sheet, Audit Report, Certificate, and additional documentation to the applicant in English.

A new version of the Audit Scheme or any other Certification documentation must be used for any new Certification requests accepted by a Certification Body. Certification requests are considered *new* upon the signature of the Certification Agreement.

Applicants who signed the Certification Agreement prior to the publication of a document new version, may use the previous versions with which they started the evaluation process. Certification Bodies should offer the opportunity to continue the audit with the newest versions.

Each Audit Report includes specific information related to a packaging's design and its compatibility with recycling. The combination of different elements of a package result in the final recyclability assessment which will be reported in the Certificate. Additionally, the Audit Reports offer guidance to identify possible areas of improvement to the packaging's design recyclability.

RecyClass will determine specific conditions for accredited Certification Bodies detailing a transition period to adapt the changes within the scope of ISO/IEC 17065.

## 4 CERTIFICATION BODIES

RecyClass Certifications are issued by recognised Certification Bodies duly represented by a recognized auditor who operates according to the procedures described in this document and the requirements included in the document "Certification Bodies and Auditors Requirements" and the terms of the Cooperation Agreement.

Certification Bodies ensure that the Applicant complies with the terms described in the Certification Agreement and the Terms of Use as described in Annex I of this document.

Communication between Certification Bodies and RecyClass must be kept at a regular basis. Certification Bodies must communicate to RecyClass any new applications for Certification. RecyClass will provide a unique certification code for registration. Certification Bodies must communicate to RecyClass the organisation and Certification decision of initial audits, provisional audits, and monitoring audits. RecyClass can organise workshops to align views among the auditors and communicate new developments on the Scheme.

## 5 DATA CONFIDENTIALITY

Confidential information shared between the applicant and the Certification Body during the auditing process must be protected by the signatory of a Non-Disclosure Agreement between both parties. The NDA must also cover the information shared in the application form.

RecyClass employees and subcontractors must also sign a Non-Disclosure Agreement with RecyClass.

## 6 CERTIFICATES QUALITY CONTROL

A control system guarantees the quality and rigour of all Certifications via an internal sample check procedure which ensures coherence and consistency among all issued Audit Reports.

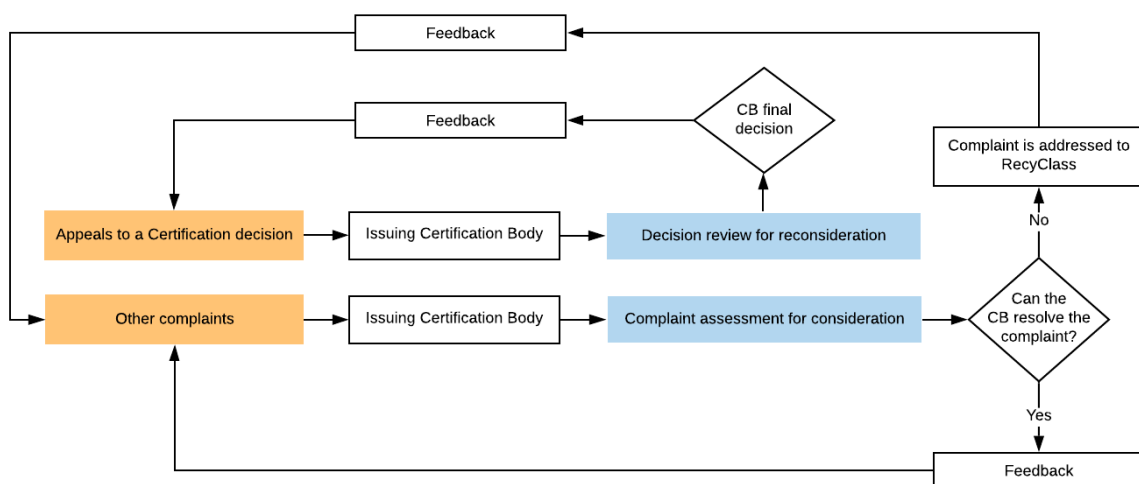
A RecyClass expert will select several certificates annually for a sample check. The Certificates will be anonymised for this procedure, using a third-party code to preserve the confidentiality of the applicant.

Any non-conformities within the audit reports or non-compliant behaviour or breach of the cooperation agreement with Certification Bodies may be reported to the Steering Board according to the procedures described in the document “Auditors and Certification Bodies Requirements”.

## 7 COMPLAINTS AND APPEALS

Complaints and appeals are handled according to the procedure described in Figure 2.

Figure 2. Complaints and appeals procedure



Applicants can address appeals against a Certification decision to the issuing Certification Body. Certification Bodies must consider all appeals for reconsideration of a decision that has been made regarding to the Certification. Other complaints

# RecyClass

about a Certification Body must also be submitted to the issuing Certification Body. The Certification Body must consider and address all inquiries and maintain records of them. Certification Bodies may request RecyClass to assist on the interpretation of the requirements and procedures of the Certification Audit Scheme. Certification Bodies must keep their own appeals and complaints procedure in accordance with the provisions of ISO /IEC 17065.

## Complaints and appeals to RecyClass

When a complaints or appeals are not, or cannot be, resolved by the Certification Body, the issuer or the Certification Body can address them to RecyClass directly. Applicants can also direct complaints directly to RecyClass in case of lack of response from the Certification Body. The appeal procedure does not suspend the original decision of the Certification Body. Complaints and appeals must be submitted to RecyClass via official letter within one month of the formal notification of the Certification decision.

## 8 ELIGIBILITY TO APPLY FOR A CERTIFICATION

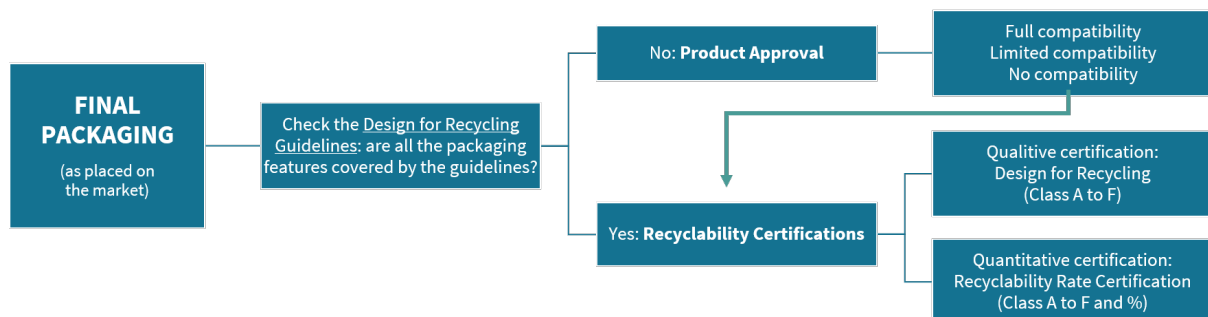
Any final plastic packaging product which falls under the scope of the RecyClass analysed packages and materials may apply for Certification. Namely, packaging products must include all their different components and must be either pledged on the market or yet to be introduced with no further alternations to be made to its design.

Plastic products similar in composition and properties to packaging can also be object of this Certification. These products include but are not limited to garbage or carrier bags.

## 9 CERTIFICATION PROCESS

Before applying for a Certification, the applicant should check the Design for Recycling Guidelines to verify whether the assessment of a packaging recyclability within a RecyClass Certification is possible. Alternatively, the applicant can apply for a Product Approval. A decision tree in Figure 3 describes the recyclability assessment suitable for packaging.

Figure 3. RecyClass Recyclability Assessments



# RecyClass

## Product Approval:

When one or more of the packaging features are not included in the Design for Recycling Guidelines, additional testing will be required by RecyClass. The Applicant may contact RecyClass and request a Product Approval following the Procedures described in the document “Internal Procedures”. Any additional testing must be determined by RecyClass. If the product gets finally approved by RecyClass after testing, the applicant may apply for the Recyclability Certification.

## Recyclability Certifications:

A packaging follows the certification’s route when all packaging features can be found in the Design for Recycling Guidelines. An applicant should request an official Design-for-Recycling Certification or Recyclability Rate Certification by submitting a Certification Application Form, along with the RecyClass Self-assessment Report to a recognised Certification Body.

Detailed information about the material composition of a given package must be provided to the auditor within the document “Product Specification Sheet”, to ensure sound, scientific recyclability analysis as packaging often consists of multiple components with specific functionalities. Depending on the complexity of each packaging, the auditor can request more detailed information on each component (e.g., bottle, decoration, cap, closing lid, seal, adhesive, ink, printing or other). Additionally, additional tests may be requested, such as sorting test. The auditor can for instance, request information on basic packaging components such as description, weight or density, as well as details on the methodology of connection between components (mechanically, fully glued, laminated, etc.). Furthermore, for the completion of the audit, the applicant must provide samples of the packaging assessed. The amount of samples requested will depend on the complexity of the packaging and the possible tests that should be carried out. At least 10 units of the exact same packaging pledged on the market should be provided.

Upon the completion of the audit, the Applicant will receive a Draft Audit Report issued by the Certification Body outlining the results. The Applicant may review this Draft Report and provide comments to the Certification Body if any. The final Certificate will be issued by the Certification Body on behalf of RecyClass duly signed by the auditor. Communication on the Audit results and the Certificate must follow the guidelines included in the documents “Use of Claims Guidance” and “Logo Use guidelines”.

- **Auditing Procedure & Correspondence**

The Applicant may contact a recognised Certification Body to start the Certification procedure. As a first step, Certification Bodies will provide the necessary information to applicants for their understanding of the focus of the Audit Scheme, object of Certification and procedures. Certification Bodies will assess the eligibility of the applicant.

Following the introduction, applicants must submit their applications for Certification using the Application Form. Certification Bodies might ask for clarification or additional information that will allow them to propose a plan for the audit and send a budget proposal. The audit evaluation plan must include provisional dates for delivering of the first Draft Report, finalised Audit Report with its associated Certificate and the Certification Agreement.

The Certification Body and Applicant will start the auditing procedure with the signature of the Certification Agreement and a Non-Disclosure Agreement.

The Certification Body will provide a list of all information that the Applicant must make available to the auditor prior the agreed audit date that will allow a successful packaging audit. For each single packaging, documents to be prepared prior to the audit include but are not limited to:

- Technical Data Sheets of each packaging components
- Description of the packaging construction



# RecyClass

Certification Body will conduct the documentation review to evaluate the information and documentation provided and determine to which extend the packaging fulfils the audit requirements. The Certification Body may ask for additional documentation or information to better understand the process and organization.

After the on-site audit, the Certification Body will prepare the Audit Report and Certificate. Any non-conformities identified and recommendations for improvement will be shared with the Applicant.

- **Audit Outcome**

In case of a successful audit, the Certification Body will issue:

- Draft Report (electronic copy): Issued no later than 3 weeks after the audit date. The applicant will dispose of 2 weeks to make comments.
- Audit draft Report: Sent by the Certification Body as an anonymous report to the quality controller for quality review (if applicable).
- Audit Report (secured electronic copy and printed copy x2): The Certification Body will issue the final Audit Report.
- Certificate: The Certification Body will provide the final certificate signed by the accredited auditor. An Annex will include a list of any equivalent packages. The Certificate will be shared with RecyClass who will update this information to the RecyClass website upon the Applicant's approval.

The details of the information exchange between the Applicant and the Certification body are described in section 9.1.

## 9.1 DETAILED PROCESS OVERVIEW

<b>Process</b>	<b>Documentation</b>	<b>Participants</b>
<p><b><u>Introduction to the Certification</u></b></p> <p>Certification Body provides the applicant with necessary information to understand the procedures, purpose of the audit and Audit Scheme requirements. Certification Body organises a meeting with the applicant to ensure the right understanding and create mutual trust between parties.</p>	Procedures and Quality Management Systems, Audit Scheme	Certification Body, Applicant
<p><b><u>Application submission</u></b></p> <p>The applicant submits a certification request by sending a signed Application Form along with a RecyClass Self-Assessment Report to a recognised Certification Body of their choice. The Certification Body might request additional information for clarification.</p>	Signed Application Form, RecyClass Self-Assessment report	Applicant, Certification Body
<p><b><u>Application approval and contracting of the assessment</u></b></p> <p>The Certification Body proposes a planning, timescales, and a quote to the Applicant for the audit.</p> <p>The Certification Body determines to which extend the applicant fulfils the Certification requirements.</p> <p>If a Product approval is needed, the Certification Body will address the Applicant to RecyClass. Recyclclass will guide the</p>	Audit Plan & Budget proposal	Applicant, Certification Body, (RecyClass optionally)

# RecyClass

Applicant through the testing procedure described in the document “Technology & Product Approvals – Quality Management and Procedures”.		
<p><b><u>Signature of the Certification Agreement</u></b></p> <p>Certification Body signs a Certification Agreement with the Applicant.</p> <p>The Applicant and the Certification Body will also sign an NDA to safeguard the confidentiality of their process.</p>	Certification Agreement, NDA	Applicant, Certification Body
<p><b><u>Communication with RecyClass &amp; data management</u></b></p> <p>Certification Bodies must communicate to RecyClass of any new applications specifying the type of Certification requested. RecyClass will subsequently assign a code (000-XXX-ZZ) to each Certification which must be included on the Audit Report and its associated Certificate. The Certification code will be created according to the following guidance:</p> <p>000 – unique code per Certification          XXX – 3 letters identifying the company name          ZZ – 2 letters identifying the Certification Body</p> <p>If needed, RecyClass will provide a third-party code for the verification of the Audit Report.</p>	Certification code, third-party code	Certification Body, RecyClass
<p><b><u>Data transfer &amp; testing</u></b></p> <p>The applicant submits the Product Specification Sheet including additional data pertaining to the properties of the packaging in questions. The applicant will provide samples as defined by the Certification Body in the contract.</p>	Product Specification Sheet Packaging samples Additional information if any	Applicant, Certification Body (auditor)
<p><b><u>Equivalent Packaging (optionally)</u></b></p> <p>Applicants may also request to include an Annex to the Certificate and to the Audit Report listing equivalent packaging where the use of claim may be used. Equivalent packages may be the same in terms of material and may only vary in size; or form to the original package (suitability must be evaluated by the auditor). Product Specification Sheets may be provided to the Certification Body.</p>	Product Specification Sheet	Applicant, Certification Body (auditor)
<p><b><u>Evaluation Assessment &amp; Audit Report Preparation</u></b></p> <p>Upon the completion of the analysis, the auditor will issue an Audit Report on behalf of the Certification Body to the applicant, stating the results and communicating any non-</p>	Audit Report	Applicant, Certification Body (auditor)

# RecyClass

conformities. The draft may be shared with the Applicant to clarify any final questions.		
<p><b><u>Review and Certification decision</u></b></p> <p>A recognised auditor from the Certification Body who was not part of the audit, will review the Audit Report (and additional documentation if needed) to ensure it provides an adequate and effective demonstration of the fulfilment of the requirements specified in the Audit Scheme.</p> <p>If the outcome of the review is positive, the recognised auditor makes the decision to issue the Certification. When the review is negative, Certification will not be granted.</p>	Audit Report; Certificate	Certification Body (reviewer)
<p><b><u>Quality Control (optionally)</u></b></p> <p>If applicable, review of the anonymised Certification Report by the RecyClass responsible body.</p>	Anonymised Audit Report	Certification Body, RecyClass quality controller
<p><b><u>Certificate release</u></b></p> <p>Following a positive outcome, the Certification Body issues the final Certificate.</p> <p>The Certificate must state the list of certified products.</p> <p>The Certificate must state the issuing Certification Body and must be signed by the auditor in charge of the audit.</p> <p>In case of positive recyclability evaluation (i.e., packaging ranked A, B or C), the packaging will also be listed in the RecyClass website list of certified products, along with its corresponding certificate.</p> <p>The certification holder can use the Certification logo on the certified products after signing a licensing agreement.</p> <p>The Certification Body will also provide the Use of Claims Guidance and the Use of Logos Guidelines to the Applicant detailing how the results of the audit may be communicated.</p> <p>The Certification Body will share the final Certificate with RecyClass and communicate the finalisation of the auditing process. RecyClass will include information about the certified packaging on the website. Communication of the granted Certification can also be coordinated with the Applicant.</p> <p>The Certificate and Audit Report will be released within 8 weeks of the date of the audit.</p>	Audit Report Certificate Use of Claim Guidance Logo & Logo Use Guidelines	Certification Body, RecyClass

# RecyClass

<p>Further communication campaigns can be developed in coordination with the applicant. All the campaigns will have to be approved by the applicant.</p>		
<p><b><u>Monitoring Audit</u></b></p> <p>A surveillance audit will take place every 3 years.</p> <p>The date of the audit will be agreed between the Certification holder and the Certification Body six weeks prior to the expiration date. The date of validity will be carried down three additional years.</p> <p>In a monitoring audit the Certification code will be changed according to the following guidance: 000-XXX-ZZ-rXX</p> <p>rXX – 2 numbers identifying the number of revisions.</p>	<p><i>See previous documentation</i></p>	<p>Certification Body, Applicant, RecyClass</p>

## 10 VALIDITY OF CERTIFICATION

The period of validity of the Certification and the right to use RecyClass logo and claims is limited to 3 years from the date of issue, given that no alterations to the packaging design or composition are made.

The validity of the Certification is subject to the conditions below in the Certification Agreement:

- Certification is valid only for the specific packaging that has been audited and listed in the Certificate. Any variations will have to be individually verified and included in the list of equivalent packages found in the Audit Report and Certificate.
- Certification holders must fulfil all Certification requirements as described during the audit preparation. Any significant changes to the products under Certification must be communicated to the Certification Body immediately.

Upon the expiry of a certificate or in case of alterations to the original packaging, a monitoring audit should be conducted. The validity will subsequently be renewed for additional three years. Monitoring audits will also apply to any variations of the packaging that has previously been certified.

## 11 MONITORING AUDITS

A monitoring audit must take place every 3 years to maintain the Certification. Monitoring audits ensure demonstrated continuous fulfilment with the audit requirements. Monitoring audits must be conducted up to 6 weeks in advance to the date of expiration. Upon a positive outcome of the Certification, the validity will subsequently be renewed for 3 additional years.

## 12 SUSPENSION OR WITHDRAWAL OF CERTIFICATION

Suspension of Certification is a measure intended to protect the integrity of the Certification. Certification Bodies may suspend an issued Certification in case of one of the following cases:

- Non-conformities found during a monitoring audit;
- Requirements defined in the Audit Scheme and Certification Agreement are no longer fulfilled by the Certification holder;
- Mandatory corrective actions defined in the Audit Report have not been adapted within the specified timeframe.

Certification Bodies will notify the suspension of Certification-to-certification holders. The information will include:

- Justification for the suspension
- Period of the suspension
- Practicalities of implementing the suspension – communication to costumers, stakeholders, regulations as well as handling of products with claim or logo already on the market.
- Conditions to be fulfilled by the certification holder for lifting the suspension.

Certification may be revoked when mandatory corrective actions where not fulfilled, or suspension of a Certification had no effect. Certification Bodies may also revoke a Certification directly.

In case of withdrawal of the Certification, Certification Bodies must request certification holder to remove claims and logos from all affected products within the custody of the certification holder, clients or directly on the market. Certification holders are also requested to inform related customers by letter.

Certification holders may request the termination of the Certification by contacting the issuing Certification Body.

Certification holders have the right to appeal a decision for withdrawal according to the procedure described in section 7.

Reports of non-conformity of a certification holder according to the Certification Agreement and Certification requirements must be addressed to their respective Certification Bodies. Certification Bodies will investigate the reporting to determine if there is reason for suspension or withdrawal of Certification.

If considered appropriate, RecyClass may request a quality control spot check as described in Section 6. launch an investigation to determine if there is reason for withdrawal of Certification.

In case of a failed spot check audit, Certification will be suspended or withdrawn.

## 13 CHANGES AFFECTING CERTIFICATION

Changes in the product that would affect conformity with the Audit Scheme requirements must be communicated to the CB.

Any extension of the scope of the conformity assessment, addition, or removal of products must be communicated by the Applicant to the Certification Body to amend the Certificate.

Expansion of the Certification can be done after the issue of the Certification via documentation review.

## 14 COST OF CERTIFICATION

The cost of audits is incurred by the applicant and consists of two separate items:

- RecyClass fee of 150 € for the first 30 certificates from the same Applicant and 100 € as from the 31<sup>st</sup> certification. The fee covers administration and data management costs.
- Certification Body fee which is set independently by Certification Bodies; therefore, the costs may vary. The budget proposal must be provided to the Applicant in advance.

## 15 COMMUNICATIONS/LICENSING USE OF CERTIFICATE AND CERTIFICATION LOGOS

Audit results can be used on any communication material referring specifically and exclusively to the certified packaging – for instance on websites, social media platforms or the packaging itself. The information and conditions of the document “Use of Claims Guidance” apply. The elements of the logo cannot be altered in any way and must be used together as a whole. Where adequate, the logo in black or in negative can be used. The guidelines and requirements included in the document “Logo Design Guidelines” apply.

RecyClass may use aggregated data referred to the results of the RecyClass Certificates for communication purposes. Certificates with positive outcome (i.e., class ranking A, B or C) will be added to the directory of Certified packages available online.

To protect the integrity of the certification and the validity of the certified packaging claims, it is important that the logos are used correctly and only in relation to the packaging that has been certified. If you think the logo is being misused, please report it immediately to [info@recyclass.eu](mailto:info@recyclass.eu).

## 16 MISUSE OF THE CERTIFICATION CLAIMS AND LOGOS

Unauthorized use of the RecyClass logo is not permitted for any products not covered under a license agreement/for any products not covered under a Certification.

Examples of misuse include but are not limited to:

- A company uses the RecyClass logos without being in possession of a valid certificate.
- A certification holder uses the logo with an expired or withdrawn Certificate.
- A certification holder uses the logo on a product or process where changes were made without informing the issuing Certification Body. Change of the process or products requires re-certification or an amendment to the certificate.
- A certification holder uses the logo for products which were not included under the Certification scope.

# RecyClass

RecyClass will launch an investigation in case of suspicion or notification of unauthorised, incorrect, or misleading use of the RecyClass claims, logos, and Certificates, whether through negligence or fraud. RecyClass will consider and verify these allegations. RecyClass reserves the right to publish the transgression and or take legal action under civil law (e.g., by lodging a claim for damages).

The right to use Certification logos and claims are issued to the certification holder by the recognised Certification Bodies together with the certificate. In case of verified misuse, Certification Bodies must take appropriate measures with certification holders and demand them to implement corrective actions within a determined period of time. In case of failure to comply, Certification can be suspended and withdrawn.

If Certification Bodies would decide to take legal action against unauthorised use of the Certification logo or claims, they would inform RecyClass accordingly.

If RecyClass identifies misuse, the issuing Certification Bodies will be requested to take action.

If you suspect or identify misuse of the logos and claims, please get in touch with RecyClass.

## 17 ANNEX I: TERMS OF USE OF CERTIFICATION / VALIDITY CONDITIONS

Certification holders of any of the RecyClass Certifications must ensure compliance with the criteria below throughout the course of the audit and the duration of a certificate's validity. The following terms are in line with the requirements laid out in ISO/IEC 17065:2013.

- Certification holders must fulfil all Certification requirements as described during the audit preparation. Any significant changes to the process or products under Certification must be communicated to the Certification Body immediately.
- Use of Claims and logos are restricted to certified products and processes following the guidelines provided by the document "Use of Claim".
- Certification holders must maintain records and address any complaints submitted related to a valid Certification.
- Certification holders must not use any RecyClass Certificate in a manner which could bring RecyClass and its Certification Bodies into a dispute.
- In case of withdrawal of a Certificate by the Certification Body, certification holder must stop the use of the associated claim and logos.

Certification holders must inform the relevant Certification Body of any changes that may affect the ability of a package to conform with the Certification requirements. Certification holders might request an extension of the Certification.



## 18 ANNEX II: CONTROL TABLE OF CHANGES

<i>Version</i>	<i>Date</i>	<i>Section</i>	<i>Update description</i>
2.0	August 2021	2	Additional explanation added on the procedure for changes and updates within the Certification Scheme.
2.0	August 2021	3	Added requirements on the use of official documentation.
2.0	August 2021	4	Added explanations on the communication between RecyClass and CBs.
2.0	August 2021	6	Editorial changes.
2.0	August 2021	7	Detailed explanation for CBs on how to handle complaints from Certification holders, as well as RecyClass role.
2.0	August 2021	8	Clarification, editorial change.
2.0	August 2021	9	Addition of procedure steps and clarifications for the Certification procedure.
2.0	August 2021	10	New section specifically on validity of Certification.
2.0	August 2021	11	New section specifically on monitoring audits.
2.0	August 2021	12	New section specifically on suspension or withdrawal of Certifications. Clarifications were added.
2.0	August 2021	13	New section specifically on changes affecting Certification.
2.0	August 2021	16	New section specifically on misuse of the Certification claims and logos.

# RecyClass

c/o Plastic Recyclers Europe  
Avenue de Broqueville 12  
1150 Brussels – Belgium

Phone : +32 2 786 39 08  
info@recyclclass.eu

[www.recyclclass.eu](http://www.recyclclass.eu)