

RecyClass

QUALITY MANAGEMENT & PROCEDURES

RECYCLED PLASTICS TRACEABILITY CERTIFICATION

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1. INTRODUCTION

This document lays out quality management systems of the RecyClass Recycled Plastics Traceability Certification and lays out the procedure to apply for and obtain Certification.

The Certification offers a reliable third-party audit of recycled plastics traceability across the whole value chain; thus, validating the share of recycled content in products and the origin, source, and type of the waste.

2. CERTIFICATION DEVELOPMENT AND MAINTENANCE

RecyClass Certification Schemes 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 Audit Scheme, Guidance and Audit Checklist, Audit Report templates, and Quality Management Systems and Procedures according to available information and current practices within the industry to ensure traceability and chain of custody of recycled plastics along the value chain. Changes and updates are implemented by the RecyClass Steering Board which is composed by representatives of RecyClass 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:

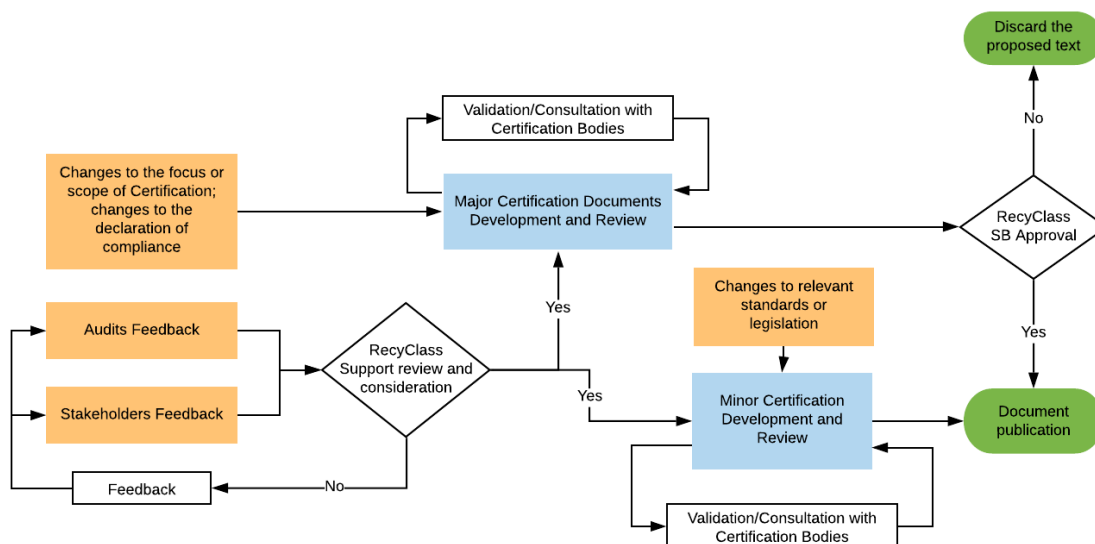
- Changes to relevant European standards (e.g., EN 15343) or relevant legislation (e.g., requirements on the calculation of recycled content) under the focus and scope of the Certification. Updates will need to be reflected into the Certification documentation.
- Changes in the focus or/and scope of the RecyClass Recycled Plastics Traceability Certification 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 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 Certification.

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.

2.1 SYSTEMATIC REVIEW

A review and development of Certification documentation 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.

2.2 COMMUNICATION OF CHANGES

RecyClass will communicate via email the release of any document new version (X) to Certification Bodies, Certification holders, applicants and RecyClass members and supporters. 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.

Changes will also be communicated to National Accreditation Body via email informing of the changes.

3. USE OF OFFICIAL DOCUMENTATION

RecyClass Recycled Plastics Traceability Certification documentation are published in English on the RecyClass website. Certification Bodies must use official RecyClass document templates to procure the Audit Report, Certificate and additional documentation to the applicant in English.

Certification Bodies must use the Audit Tool to process any new audit requests to obtain a Certification code and generate the Audit Report and certificate. Certification Bodies must create an account for applicants to access the Audit Tool. More information available in the Audit Tool Applicants Guidance and Audit Tool Auditor Guidance. Measures described in the transition period for the implementation of the Audit Tool apply. The 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.

RecyClass may determine specific conditions with the publication of a transition period.

4. CERTIFICATION BODIES

RecyClass Certifications are issued by recognised Certification Bodies duly represented by a representative who operates according to the procedures described in this document, 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.

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

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for registration. Certification Bodies must communicate to RecyClass the organisation of the on-site audits and Certification decision of initial audits, provisional audits and monitoring audits.

RecyClass conducts a quality control procedure of Certification Bodies and their issued certificates in accordance with the procedure described in point 7 of this document.

RecyClass can organise workshops to align views among the auditors and communicate new developments on the Scheme.

5. ACCREDITATION BODIES

National Accreditation Bodies conducts the accreditation procedure according to ISO 17011. Auditors taking part in the evaluation of Certification Bodies should have knowledge about the plastics industry and a good understanding on the traceability of materials.

During the assessment of the certification procedure, National Accreditation Bodies may rely on the documents requested during the documentation evaluation as described in section 10.

RecyClass cooperates with its home Accreditation Body and any other National Accreditation Bodies involved in the Certification accreditation and/or accreditation of recognized Certification Bodies.

RecyClass has a mechanism in place to collect information on the operation of the Certification from its home Accreditation Body and any other National Accreditation Bodies involved in the accreditation of the Certification and/or recognized Certification Bodies.

6. 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.

7. CERTIFICATES QUALITY CONTROL

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

RecyClass quality control consists of two parts:

- **Audit Report review:** Selection of several audit reports annually for a sample check. The review of the Audit Reports is made anonymously using a third-party code to preserve the confidentiality of the applicant.

- **Witness audit:** Selection of an ongoing Certification to perform a witness on-site audit where a RecyClass expert joins the evaluation process.

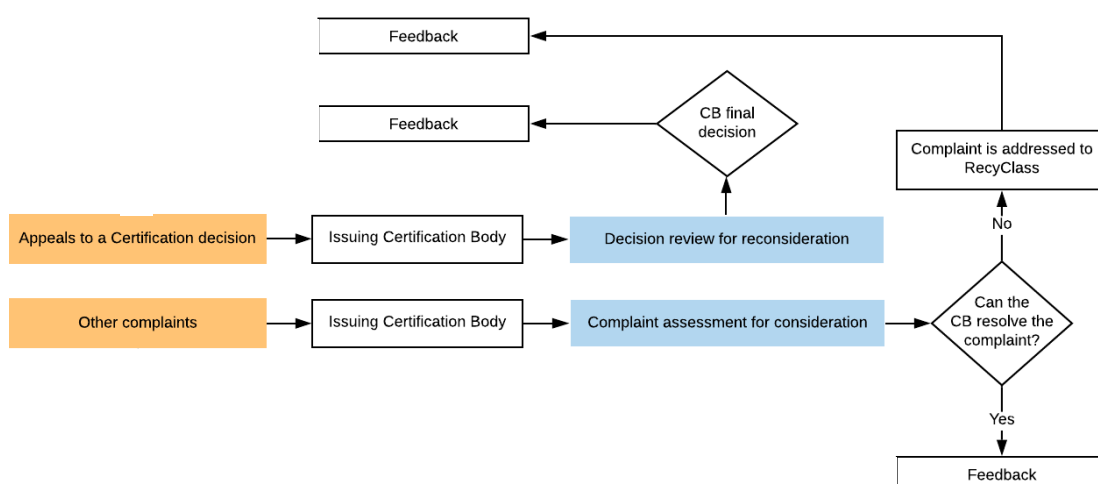
Any non-conformities within the audit reports or non-compliant behaviour or breach of the cooperation agreement with Certification Bodies may be reported to the Steering Board according to the procedures described in the document “Auditors and Certification Bodies Requirements”.

In case of a quality Control for an audit performed outside EU27+3 RecyClass may include the request for additional material (video and images) as support for the verification of compliance with audit requirements.

8. 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 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.

8.1 COMPLAINTS AND APPEALS TO RECYCLASS

When a complaint or appeal is 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 the Audit Tool within one month of the formal notification of the Certification decision.

9. ELEGIBILITY TO APPLY FOR A CERTIFICATION

Any product, component or family of products containing recycled plastics may apply for Certification. Namely, compounds, semi-finished or finished products or components which are either ready for commercialisation or are still under the control of the value chain and sold B2B. Process within a defined site shall be able to maintain traceability of recycled plastics.

An *Applicant* accepting plastic input and operating a decontamination process according to Regulation (EU) N° 2022/1616¹ is eligible to apply for Module A2 of the Recycling Process Certification in combination with the Recycled Plastics Traceability Certification. Requirements established in Module A2 apply.

10. CERTIFICATION PROCEDURE

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. Applicant and Certification Body communicates to RecyClass and formalises the advancement of the audit process via the RecyClass Audit Tool.

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

The Certification Body must provide a list of all documentation and data that the Applicant must make available to the auditor for the period of evaluation prior the agreed audit date.

The Certification Body will provide a list of requested documentation to the applicant necessary to conduct the documentation review. These may include but are not limited to:

- Operating licenses
- ISO or EMAS certificates
- Weighbridge certificate
- Insurance policies
- Company organogram

¹ OJ L 243, 20.9.2022, p. 3–46 available at [Regulation - 2022/1616 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/eli/reg/2022/1616/en)

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- Job descriptions of key staff (supervisor level or above)
- Staff qualification certificates
- Details of training programs (technical or quality management related) and staff attendance at these
- Incoming recycled input specifications
- Supplier's Certification;
- Technical Data Sheet of products under the scope of Certification and the production records for the past 12 months;
- Production logs for process and associated management reports;
- A report detailing all inputs into the process over the past 12 months related to the recycled content subject to Certification
- A report detailing output with recycled content over the past 12 months
- Output specifications

Certification Body will conduct the documentation review to evaluate the information and documentation provided. The Certification Body may ask for additional documentation or information to better understand the process and organization.

Once the documentation review is completed, the Certification Body performs an on-site audit to inspect the process and products on location. Certification Body will perform a traceability check of recycled plastics and a reconciliation of volumes for the evaluation period to verify that output corresponds to the recycled input used, considering losses or additives added. The Certification Body also verifies the veracity and accuracy of the provided documentation.

After the on-site audit, the Certification Body prepares the Audit Report detailing the audit findings and including any non-conformities. In case of non-conformities, *Applicant* must provide corrective actions to obtain a positive audit outcome. All non-conformities must be closed prior to the final decision for Certification. Certification Bodies must take a decision to issue a certificate within 12 weeks from the date of the on-site audit. This period includes the closure of any outstanding non-conformities by *Applicant*.

10.1 AUDIT OUTCOME

In case of a successful audit, the Certification Body issues:

- Audit Report: A draft Audit Report is shared for comments to *Applicant*. The final version must be approved by the Technical reviewer of the Certification Body and shared with RecyClass (if applicable according to the Quality Control procedure).
- Certificate: The Certification Body provides a valid certificate signed by a representative of the Certification Body linked to the Certification code. Copies of the certificate can be issued with reference to specific products. An Annex includes a full list of the products included in the Certification. The Certificate is shared with RecyClass who will update this information in the RecyClass website.

The details of the information exchange between the Applicant and the Certification body are described in section 10.2.

10.2 DETAILED PROCEDURE

Process	Documentation	Participants
<p><u>Introduction to the Certification</u></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><u>Application submission</u></p> <p>The applicant submits a Certification request to a recognised Certification Body of their choice via the Application Form. The Certification Body might request additional information for clarification.</p>	Application Form	Applicant, Certification Body
<p><u>Application assessment</u></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>	Audit Plan, Budget Proposal	Applicant, Certification Body
<p><u>Signature of the Certification Agreement</u></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><u>Communication with RecyClass & data management</u></p> <p>Certification Bodies must communicate to RecyClass of any new applications specifying the name of the company, date of the scheduled audit and request of a Certification code. RecyClass will subsequently assign a code (RC00XX-COM-MM-YY-CBS-AN) which must be included on the Audit Report and its associated Certificate.</p>	Certification code, third-party code	Certification Body, RecyClass

<p>The Certification will be created according to the following guidance:</p> <p>RC00XX – unique code per Certification</p> <p>COM – 3 letters identifying the company name</p> <p>MM-YY – month and year of Certification expiration</p> <p>CBS – 3 letters identifying the Certification Body</p> <p>AN – 2 letters identifying the auditor</p> <p>If needed, RecyClass will provide a third-party code for the verification of the Audit Report.</p>		
<p><u>Documentation Review</u></p> <p>The Applicant designates a person as the main contact with the Certification body and a person or group of persons with management responsibilities for the exchange of documentation and additional information related to the products, production process and management system related to the Certification prior to the on-site audit.</p> <p>The Certification Body evaluates the information and documentation provided, requests additional clarifications if needed, and assesses to which extent the applicant fulfils the Certification requirements.</p>	Applicant’s documentation	Applicant, Certification Body
<p><u>On-site Audit</u></p> <p>A recognised auditor from the Certification Body conducts the on-site audit upon agreeing a date with the Applicant.</p> <p>The auditor will:</p> <ul style="list-style-type: none"> - Inspect the organisation’s site, process and products; - Determine that all information provided is correct and complete; - Assess the production process and management systems critical to the product conformity/ related to the audit requirements to verify the traceability and systems implemented in the site according to the Audit Scheme. - Determine compliance with the requirements detailed in the Audit Scheme. 	Audit Scheme	Applicant, Certification Body (auditor)

<p>The onsite audit will take place during 1 day. The time of the audit might vary depending on the number of products audited, size of the site or complexity of the process.</p>		
<p><u>Audit Report Preparation</u></p> <p>After the onsite audit, the Certification Body will prepare the final Audit Report. The draft may be shared with the Applicant to clarify any final questions.</p> <p>Certification Bodies will communicate any non-conformities to the applicant and will request the implementation of corrective actions if needed or describe recommendations for improvement.</p>	<p>Audit Report</p>	<p>Certification Body (auditor)</p>
<p><u>Technical Review and Certification decision</u></p> <p>A technical reviewer from the Certification Body who was not part of the onsite 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. The technical review will be conducted by a recognised auditor.</p> <p>If the outcome of the technical review is positive, a Certification Body representative, who has not taken part of the audit evaluation, makes the decision to issue the Certification. When the review is negative, Certification will not be granted. The decision must take place within 12 weeks from the date of the on-site audit.</p>	<p>Audit Report; Certificate</p>	<p>Certification Body (reviewer)</p>
<p><u>Quality Control</u></p> <p>If applicable, review of the anonymised Certification Report by the RecyClass responsible body.</p>	<p>Anonymised Audit Report</p>	<p>Certification Body, RecyClass quality controller</p>
<p><u>Release of the Audit Report</u></p> <p>Certification Body sends the final version of the Audit Report to the <i>Applicant</i>.</p> <p>Following the decision to issue a Certification, the Audit Report must be released within 12 weeks from the date of the on-site audit.</p>	<p>Audit Report</p>	<p>Certification Body, Applicant</p>

<p><u>Release of Certificate</u></p> <p>Following a positive outcome, the Certification Body issues the final Certificate.</p> <p>The Certificate must state the list of certified products and the address of the process or operation audited connected to the object of certification.</p> <p>The Certificate must state the issuing Certification Body and must be signed by the auditor in charge of the audit.</p> <p>The applicant will also be listed in the RecyClass website list of certified companies.</p> <p>The certification holder can use the Recycled Plastics Certification Mark on the certified products after signing a licensing agreement.</p> <p>The Certification Body will also provide the Use of Claims Guidance to the Applicant detailing how the results of the audit may be communicated.</p> <p>The Certification Body will share the final Certificate and Summary Sheet with RecyClass and communicate the finalisation of the auditing process. RecyClass will include information about the certified company on the website. Communication of the granted Certification can also be coordinated with the Applicant.</p> <p>Following the decision to issue a Certification, the Audit Report and certificate must be released within 12 weeks from the date of the on-site audit.</p>	<p>Audit Report; Certificate; Use of Claim Guidance</p>	<p>Certification Body; RecyClass</p>
<p><u>Monitoring Audit</u></p> <p>A monitoring audit will take place once a year.</p> <p>The date of the on-site audit is agreed between the <i>Recycler</i> and the Certification Body and it should take place within 12 weeks prior to the expiration date of the previous certificate. If the outcome of the audit is positive, the date of validity will be carried down one additional year. Alternatively, the on-site audit and release of the monitoring certificate may take place within a maximum of 8 weeks after the expiration date of the previous certificate (please see section 12 for decision-based extensions of the validity of a certificate). The period</p>		

<p>of validity must not exceed the date of expiration of the prior certificate plus one year. In this case, the period of validity will be shortened depending on the date of issue of the Monitoring Certification.</p> <p>In a monitoring audit the Certification code will be changed adapting the year of the validity.</p>		
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11. VALIDITY OF CERTIFICATION

The period of validity of the Certification and the right to use RecyClass Recycled Plastics Certification Mark and claims is limited to 1 year from the date of issue of the initial Certification, given that no significant changes to the certified process or products are made.

The period of validity is extended for 1 additional year in case of a Monitoring Certification. The period of validity may be shorter than 1 year depending on the date of issue of the certificate. When a monitoring certificate is issued within the 8 weeks extension period following the date of expiration of the previous certificate, the period of validity is adjusted. It will not exceed the day and month of expiration of the initial certificate, plus X additional years.

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

- Certification is valid for the process and products evaluated and listed in the Certificate.
- 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.

Any modifications to the Audit Scheme will require a monitoring audit within the period of 1 year. If the certificate is withdrawn, the declaration of conformity will no longer be valid.

12. MONITORING AUDITS

A monitoring audit must take place once a year to renew the validity of the Certification. Monitoring audits ensure demonstrated continuous fulfilment with the audit requirements. Monitoring audits can be conducted up to 12 weeks in advance to the date of expiration of the previous certificate. Upon the issue of a Monitoring Certification, the validity will subsequently be renewed for additional year. Exceptionally, monitoring audits can be organised and issued up to 8 weeks after the date of the expiration of the previous certificate. In these cases, the period of evaluation of data and documentation and the period of validity will be adapted accordingly.

Decision-based extensions of the validity of a certificate can be granted in justified cases by Certification Bodies in consultation with RecyClass upon the request from Applicant. Certification Bodies count with an internal procedure describing the mechanism of the extension. Extensions can be granted for a maximum period of 8 weeks. An extension of the validity of a certificate will not modify the date of validity for the next period.

13. 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 Certification Mark 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 Certification Marks 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.

14. CHANGES AFFECTING CERTIFICATION

Changes in the product, process or quality management system that would affect conformity with the Audit Scheme requirements must be communicated to the CB.

When the applicant would like to extend the scope of the conformity assessment, add or remove products or modify the share of recycled content in a certified product or family of products, this must be communicated to their Certification Body who will carry out the necessary actions to amend the Certificate.

Expansion of the Certification can be done after the issue of the Certification via documentation review or on-site audit.

15. COST OF CERTIFICATION

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

- RecyClass fee of 150 € for 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.

16. COMMUNICATIONS, USE OF CERTIFICATE, CLAIMS AND CERTIFICATION MARK

Audit results, claims and Certification Marks can be used on communication materials when referring to certified products and processes – for instance on websites, social media platforms or the products with certified recycled material themselves. The information and conditions of the document “Use of Claims Guidance” apply. The elements of the Certification Mark cannot be altered in any way and must be used together as a whole. Where appropriate, the Certification Mark in black or in negative can be used. The guidelines and requirements included in the document “Logo Design Guidelines” apply. Certification Bodies are responsible for the monitoring, data collection and reporting to RecyClass of the use of certificates, claims and Certification marks in relation to issued certificates.

RecyClass may use aggregated data referred to the data of the RecyClass Certificates for communication purposes. The list of certified products, companies and production sites will be added to the website.

To protect the integrity of the certification and the validity of the claims, it is important that the Certification Marks are used correctly. If you think the Certification Mark is being misused, please report it immediately to info@recyclclass.eu

17. MISUSE OF THE CERTIFICATION CLAIMS AND CERTIFICATION MARK

Unauthorized use of the RecyClass Recycled Plastics Certification Mark 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 Recycled Plastics Certification Mark without being in possession of a valid certificate.
- A certification holder uses the Recycled Plastics Certification Mark with an expired or withdrawn Certificate;

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- A certification holder uses the Recycled Plastics Certification Mark 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 Recycled Plastics Certification Mark for products which were not included under the Certification scope.

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

RecyClass can launch an investigation in case of suspicion or notification of unauthorised, incorrect, or misleading use of the RecyClass claims, Certification mark 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).

If Certification Bodies would decide to take legal action against unauthorised use of the Certification mark 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 Recycled Plastics Certification Mark and claims, please get in touch with RecyClass.

18. ANNEX I: TERMS OF USE OF CERTIFICATION

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 Certification Mark 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 Certification Mark.
- 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.

19.ANNEX II: TABLE OF CHANGES

Version	Date	Section	Update description
2.3	September 2024	4	Clarification about the role issuing the final certificate.
2.3	September 2024	5	Alignment with new procedures in accreditation.
2.3	September 2024	7	Addition of requirements for the Quality Control procedure.
2.3	September 2024	9	Eligibility requirements for decontamination processes.
2.3	September 2024	10	Modification of the date of issue of the certificate procedures. Clarification on the overall timeline.
2.3	September 2024	11	Alignment of the validity period with the issue of the certificate.
2.3	September 2024	12	Alignment of the organisation of the monitoring audit with the issue of the certificate.

Version	Date	Section	Update description
2.2	June 2023	3	Description of the use of the new monitoring audit tool.
2.2	June 2023	7	Clarification about anonymized report.
2.2	June 2023	16	Certification body's role in claims monitoring and data collection. Rewording with "Certification mark" instead of "logo".
2.2	June 2023	17	Rewording with "Certification mark" instead of "logo".

Version	Date	Section	Update description
2.1	November 2021	2.2	Added point on the communication of changes to home Accreditation Body.
2.1	November 2021	5	Addition of a description of requirements for Accreditation Bodies.
2.1	November 2021	10.1	Wording clarification.
2.1	November 2021	12	Description of provisions for the extension of certificates.

Version	Date	Section	Update description
2.0	July 2021	2	Additional explanation added on the procedure for changes and updates within the Certification Scheme.
2.0	July 2021	3	Added requirements on the use of official documentation.
2.0	July 2021	4	Added explanations on the communication between RecyClass and CBs.
2.0	July 2021	7	Editorial changes.
2.0	July 2021	8	Detailed explanation for CBs on how to handle complaints from Certification holders, as well as RecyClass role.
2.0	July 2021	9	Clarification, editorial change.
2.0	July 2021	10	Addition of procedure steps and clarifications for the Certification procedure.
2.0	July 2021	11	New section specifically on validity of Certification.
2.0	July 2021	12	New section specifically on monitoring audits.
2.0	July 2021	13	New section specifically on suspension or withdrawal of Certifications. Clarifications were added.
2.0	July 2021	14	New section specifically on changes affecting Certification.
2.0	July 2021	17	New section specifically on misuse of the Certification claims and certification marks.

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