



CERTIFICATION SCHEME

For

**THE CRADLE TO CRADLE CERTIFIED™ PRODUCTS
PROGRAM**

Version 1.3

June 2017

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THE CRADLE TO CRADLE CERTIFIED PRODUCTS PROGRAM CERTIFICATION SCHEME REVISION HISTORY

REVISION	SECTION	TYPE OF CHANGE	DATE	AUTHORIZED BY
1.0	Initial Release		January 2013	S. Klosterhaus
1.1	Non-controlled	Issued prior to implementation of document control system	March 2015	S. Klosterhaus
1.2		Initial Controlled Version	January 21, 2016	S. Klosterhaus
1.3	2	Added ISO 19011	June 30, 2017	S. Klosterhaus
1.3	4.5.15	Added ISO 17065, ISO 19011	June 30, 2017	S. Klosterhaus
1.3	6.1.5 and 6.1.6	Added specific language in accordance with ISO 17065 4.5.6	June 30, 2017	S. Klosterhaus
1.3	6.3.3	Enhanced to include reference to ISO 17065 7.4.5 and explicitly delineate term of certification	June 30, 2017	S. Klosterhaus
1.3	6.4.1	Language added to provide details governing changes in certification	June 30, 2017	S. Klosterhaus
1.3	6.4.3	Reference to investigation added	June 30, 2017	S. Klosterhaus

1 GENERAL

1.1 Purpose

The purpose of the Certification Scheme is to create a functional and scalable framework designed to implement the Cradle to Cradle Certified™ Products Program, which is administered by the Cradle to Cradle Products Innovation Institute (C2CPII). Functional implementation of the Certification Scheme is intended to generate the global spread of Cradle to Cradle® principles into practice.

The proposed structures are designed to encourage innovation, continual improvement, and independence of all involved parties, while advancing the goals of Cradle to Cradle thinking and development as enacted by the C2CPII through the certification process.

1.2 Scope

This scheme defines the boundaries of activities by bodies engaged in the Cradle to Cradle certification process. Activities not contained herein may be regarded as outside the scope of this scheme and not subject to its requirements.

2 NORMATIVE REFERENCES

ISO 9001:2011, *Quality Management Systems*

ISO 17000-2004, *Conformity Assessment – vocabulary and general principles*

ISO 17065:2012, *Conformity Assessment – Requirements for bodies certifying products, processes, and services.*

ISO 14025, *Environmental labels and declarations -- Type III environmental declarations -- Principles and procedures*

ISO 19011:2011, *Guidelines for auditing management systems*

Cradle to Cradle Certified™ Product Standard

Cradle to Cradle Certified™ Material Health Assessment Methodology

3 DEFINITIONS AND ACRONYMS

Assessment Body (AB): An entity accredited by the C2CPPII to conduct assessments sufficient in scope and rigor to support a certification decision based on the Cradle to Cradle Certified Product Standard.

Accredited Assessor (AA): An individual trained by the C2CPPII to conduct Cradle to Cradle product certification assessments under the auspices of an accredited AB. The individual may be accredited to conduct full assessments or assessments limited to specific categories of the standard.

Assessment Summary (AS): The document prepared by an AB that demonstrates conformance with the standard and serves as the basis of a CB's evaluation leading to a certification decision.

Certification Body (CB): An entity accredited by the C2CPPII to perform conformity audits, render certification decisions, and issue certificates based on the Cradle to Cradle Certified Product Standard in accordance with the principles of ISO 17065.

Certification Scheme Owner (Scheme Owner): The Cradle to Cradle Products Innovation Institute (C2CPPII).

Cradle to Cradle Certified Product Standard (the 'standard'): The governing standard that serves as the basis for all Cradle to Cradle product certifications.

Certification Standards Board (CSB): The independent body of stakeholders responsible for the maintenance, interpretation, and revision of the standard in accordance with the By-laws, polices and procedures of the C2CPPII.

Certified Products Registry: The definitive registry of Cradle to Cradle Certified products, maintained by the C2CPPII.

Trademark License Agreement (TLA): The legally binding document that governs the use of trademarks, logos, and intellectual property of the C2CPPII.

Termination: Action taken by a client to end certification, either during the term of certification or at the end of the term of certification.

Reduction in Certification: The modification of a certification to reflect changes that require a product(s) be certified at a lower level or removed from the scope of a certificate.

Suspension: A temporary condition that exists when a CB has reason to believe a product(s) is not in compliance with certification requirements, yet may be reinstated following investigation and remediation.

Withdrawal: A permanent condition brought about when a CB determines a product is not in compliance with certification requirements, and non-conformance is not remediated.

4 ROLES DEFINED BY FUNCTION

4.1 CERTIFICATION SCHEME OWNER (Scheme Owner): CRADLE TO CRADLE PRODUCTS INNOVATION INSTITUTE (C2CPII)

- 4.1.1 Maintain and revise the standard in conjunction with the Certification Standards Board.
- 4.1.2 Provide oversight and enforcement of the rules governing the use of C2CPII marks and intellectual property: (a) Require all certificate holders to execute and abide by the C2CPII Trademark License Agreement (b) Monitor proper use of C2CPII marks and intellectual property.
- 4.1.3 Develop and implement requirements for CB accreditation.
- 4.1.4 Train CB personnel.
- 4.1.5 Accredite CBs.
- 4.1.6 Perform initial and annual audits of CBs seeking or maintaining accreditation.
- 4.1.7 Provide oversight of CB activities.
- 4.1.8 Develop and implement requirements for AB accreditation.
- 4.1.9 Train AB personnel.
- 4.1.10 Accredite ABs.
- 4.1.11 Ensure accredited AB personnel practice quality consistency through audits, continuing education, technical updates, and training.
- 4.1.12 Provide oversight of AB activities.
- 4.1.13 Develop and implement training programs for persons performing activities in the assessment and certification processes.
- 4.1.14 Ensure uniform application of the standard.
- 4.1.15 Manage the C2CPII Quality System to ensure alignment of the Cradle to Cradle certification process with ISO 17065, ISO 19011, and other appropriate ISO guides and standards.
- 4.1.16 Ensure impartiality.
- 4.1.17 Interpret standard as necessary for clarification in the course of certification assessments, and maintain a library of interpretation and guidance relating to the implementation of the standard.
- 4.1.18 Represent Cradle to Cradle certification principles and practice to stakeholders and the public.
- 4.1.19 Establish and maintain financial independence of the C2CPII.
- 4.1.20 Implement marketing and communications efforts to ensure diverse industry sector and international adoption of Cradle to Cradle product certification.
- 4.1.21 Maintain database registry of certified products.

4.2 CERTIFICATION BODIES (CB)

- 4.2.1 Achieve and maintain accreditation from the Certification Scheme Owner to conduct conformity audits based on the standard.
- 4.2.2 Conduct conformity evaluations to the standard in accordance with policies and procedures established by the C2CPH.
- 4.2.3 Render Cradle to Cradle certification decisions.
- 4.2.4 Maintain surveillance of adherence to governing intellectual property rules and changes to the scope of certifications.
- 4.2.5 Develop and maintain organizational structure and systems in accordance with ISO guides and standards per the direction of the C2CPH.
- 4.2.6 Establish and maintain independent third party status in accordance with guides and standards developed and implemented by the C2CPH.

4.3 ASSESSMENT BODIES (AB)

- 4.3.1 Achieve and maintain accreditation from the Certification Scheme Owner.
- 4.3.2 Ensure staff and contractors meet education and training requirements established by the C2CPH.
- 4.3.3 Act in the best interest of the client by providing guidance to achieve certification based on extensive knowledge of the standard and Cradle to Cradle principles.
- 4.3.4 Conduct conformance assessments in accordance with C2CPH policies.
- 4.3.5 Develop and oversee continual improvement systems for achievement of Cradle to Cradle principles in operation.
- 4.3.6 Advise clients on innovative tactics, strategies, and product development in accordance with Cradle to Cradle principles.
- 4.3.7 Maintain current knowledge of Cradle to Cradle principles, thinking, and the standard.

5 RESPONSIBILITIES OF THE CRADLE TO CRADLE PRODUCTS INNOVATION INSTITUTE – CERTIFICATION SCHEME OWNER

5.1. Certification Standards Board

- 5.1.1 The C2CPH shall create and convene an independent Certifications Standards Board to govern the maintenance, interpretation, and revision of the standard in accordance with the By-laws, polices and procedures of the C2CPH.
- 5.1.2 The By-laws of the Certification Standards Board shall define the size, membership, and governance of the Certification Standards Board. Additional policies and procedures shall be developed in accordance with these By-Laws to

execute the continual improvement requirements of the standard and the quality system of the C2CPII.

- 5.1.3 The By-laws shall establish the roles and responsibilities of Certification Standards Board members.
- 5.1.4 The By-laws shall define conditions for recusal, disqualification, and resignation or termination of board membership.
- 5.1.5 The Certification Standards Board shall adjudicate all appeals of certification decisions in accordance with the C2CPII CSB Policy and Procedures for Appeals.

5.2 Oversight of Certification Bodies (CB) and Assessment Bodies (AB)

- 5.2.1 The Certification Scheme Owner shall establish uniform requirements for CBs and ABs to achieve and maintain accreditation to conduct Cradle to Cradle conformance assessments. The *C2CPII Policy for Accrediting Certification Bodies and the C2CPII Policy for Accrediting Assessment Bodies* contain full details of the accreditation process.
- 5.2.2 Qualifications: The Certification Scheme Owner shall establish qualifications for ABs and CBs. These qualifications shall be revisited and modified to reflect the continual improvement of the standard and the quality systems of the C2CPII.
- 5.2.3 Training: The Certification Scheme Owner shall develop materials and conduct sufficient training for CB and AB personnel to attain Accredited CB or AB status. This training shall be conducted at locations, times, and for fees determined by the C2CPII. Ultimately, CBs and ABs shall be expected to undertake and manage Cradle to Cradle training for personnel internally, with C2CPII oversight. The C2CPII shall retain sole authority for granting accreditation of CBs and ABs.
- 5.2.4 Operational Oversight: The Certification Scheme Owner shall provide ongoing oversight of CB and AB activities. Guidance, performance audits, and review of assessment practices to ensure uniform application of the standard shall be part of this oversight. Additional forms of oversight shall be developed when deemed by the C2CPII to be essential for maintaining the operational integrity of the Certification Scheme. Such additional oversight may be one-time, ongoing, or conducted as needed. Examples of such additional oversight might be required meetings of CBs and ABs to discuss certification issues, posting of standard interpretations, and general or specific meetings called to review the state of the Certification Scheme.
- 5.2.5 Certification Decision: CBs shall ensure certification decisions are made independently in accordance with the requirements of ISO 17065 and the *Certification Manual for Certification Bodies for the Cradle to Cradle Certified Products Program*.

5.3 Certified Products Registry

- 5.3.1 The Certification Scheme Owner houses and maintains the definitive registry of Cradle to Cradle Certified products in accordance with the C2CPII policies and

- procedures for operation and maintenance of the C2CPPII Certified Products Registry.
- 5.3.2 The Cradle to Cradle Certified Products Registry shall be kept current at all times, based on information received from CBs. To ensure data accuracy by operating in accordance with the surveillance requirements of this certification scheme, all changes to certificates shall come from the CB that performed the certification audit on which that certificate is based. Entities holding certificates for products may not submit data changes directly to C2CPPII.

6 RESPONSIBILITIES OF CERTIFICATION BODIES

6.1 Qualifications

- 6.1.1 Quality Management System: The CB shall develop and maintain a quality system based on ISO 9001, further designed to implement certification evaluations and decisions based on ISO 17065. The C2CPPII retains sole discretion in making it a requirement for a CB to have ISO 17065 accreditation.
- 6.1.2 The CB shall maintain independence and impartiality.
- 6.1.3 The CB shall not have any business relationship with an AB in which financial or other considerations are involved for the purpose of referring business.
- 6.1.4 The CB shall maintain controls to ensure its activities are not marketed or offered as linked with an AB by implying certification would be simpler, easier, faster, or less expensive if a specified AB were engaged for its services.
- 6.1.5 In accordance with ISO 17065 4.2.6 the CB shall
- Not be the designer, manufacturer, installer distributor or maintainer of the certified product;
 - Not be the designer, implementer, provider or maintainer of the certified service
 - Offer or provide consultancy to its clients
 - Offer or provide management system consultancy or internal auditing to its clients where the certification scheme requires the evaluation of the client's management system
- 6.1.6 Personnel: Maintain staff or contractors with adequate education and credentials, as determined by C2CPPII, to perform rigorous audits of assessment reports against the standard. In accordance with ISO 17065 4.2.6 these individuals shall
- Not be the designer, manufacturer, installer distributor or maintainer of the certified product;
 - Not be the designer, implementer, provider or maintainer of the certified service
 - Offer or provide consultancy to its clients
 - Offer or provide management system consultancy or internal auditing to its clients where the certification scheme requires the evaluation of the client's management system

- 6.1.7 The CB shall ensure its procedures shall be non-discriminatory and not used to impede or inhibit access by applicants.
- 6.1.8 The CB shall ensure its services are accessible to all parties whose activities fall within the scope of its operations.
- 6.1.9 The CB shall ensure it shall not make the certification process conditional due to client size, membership in any association, or number of certifications issued. The CB shall not place undue financial or other conditions upon a client. Exclusions to this clause may apply in cases where there is reason to believe an applicant is engaged in illegal activity, any practices antithetical to Cradle to Cradle principles, or any activity that negatively impacts the integrity or public image of the C2CPH, the Cradle to Cradle Certified Product Standard, or the Cradle to Cradle Certified Products Program.

6.2 Accreditation

A CB performing conformity audits to the standard shall be accredited by the C2CPH.

- 6.2.1 Qualified CB candidates shall be identified by the C2CPH. OR
- 6.2.2 Candidates may apply to the C2CPH.
 - a) The application is reviewed by the C2CPH to determine qualification.
 - b) If the application indicates the CB meets the minimum requirements for quality system and personnel, or can demonstrate a viable path forward to meet the requirements, the application may be approved at the sole discretion of the C2CPH.
- 6.2.3 The C2CPH shall create a plan, including appropriate fees, for the CB to efficiently achieve accreditation.
- 6.2.4 Maintenance of Accreditation: To maintain accreditation, a CB shall follow the requirements set forth by the C2CPH.
- 6.2.5 Term of accreditation: CB accreditation is ongoing, subject to annual audits and oversight determined by the C2CPH.

6.3 Certification Process

The Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program contains complete details of the certification process.

- 6.3.1 Application: A CB shall evaluate a prospective client's product to determine its suitability for certification. An application is sent to the prospective client when a product has been deemed suitable for certification.
- 6.3.2 Application Review: A CB shall review an application to determine if the product is eligible for certification, and if the CB has appropriate staff and capacity to conduct an evaluation. If the conditions are met for beginning the certification process, a CB shall provide the appropriate legally binding agreements defining roles and responsibilities of the parties involved, including a Trademark License Agreement that governs C2CPH trademark, logo, and intellectual property usage.

- 6.3.3 Evaluation: The CB shall evaluate the Assessment Summary provided by an accredited AB for the product(s) being considered for certification. This evaluation shall conform to ISO 17065 7.4.5 by relying on evaluation results obtained prior to the application for certification. This evaluation shall be conducted in accordance with the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program*. The certification shall be issued at the level supported by the evaluation and be effective for a term of two years, with the exception of conditions delineated in section 6.4.
- 6.3.4 Review: The evaluation shall be internally reviewed by CB staff, in accordance with the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program*.
- 6.3.5 Certification Decision: Appropriate designated CB staff shall render a certification decision in accordance with the *Certification Manual for Certification Bodies for the Cradle to Cradle Certified Products Program*.
- 6.3.6 Certification Documentation: Formal certification documentation shall be issued in accordance with the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program*.
- 6.3.7 Certified Products Registry: A CB shall establish and maintain a registry of certified products in accordance with the *Certification Manual for Certification Bodies for the Cradle to Cradle Certified Products Program*.
- 6.3.8 Surveillance: Throughout the term of certification, a CB shall conduct surveillance to ensure a client's use of C2CPII trademarks, logos, and intellectual property meet the requirements of the Trademark License Agreement and the C2CPII Trademark Use Guidelines.

6.4 Changes, Termination, Suspension, or Withdrawal

6.4.1 Changes Affecting Certification:

a)The CB shall respond to changes in C2CPII policy, changes initiated by clients, or any other changes affecting certification in accordance with the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program* and the *Policy for Manufacturers to Maintain Product Certification Compliance Within the Cradle to Cradle Certified Product Scheme*. Such changes may affect the certification status, moving the product from its current status to either a higher or lower level of certification. The client is required to inform the CB of all such changes in material composition or processes believed to have an impact on the level or validity of certification. Once so informed, the CB shall conduct an investigation to determine if a change in certification shall be required. If the investigation indicates a change in certification status is required, the CB shall issue a NCR to the client. The client may be granted up to 60 days to close the NCR. At the sole discretion of the CB, the closure date of the NCR may extend beyond 60 days with supporting documented justification.

- b) During investigation of changes initiated by the client, the certificate shall not be renewed. However, it may be extended at the discretion of the CB for a specified timeframe that is demonstrated and documented to be necessary in order to yield definitive results that indicate whether a change in certification shall be made.
- c) When a change occurs outside a client's control, the change in certification shall be made at the time of the certificate's renewal. If the renewal assessment indicates the cause of the change has been addressed to meet the requirements for certification at the current level, no change in certification shall be made. If the client is actively addressing the cause of a change in a documented manner that indicates the requirement for certification at the current level shall be met, the CB may grant a certification extension of up to six months. Further extensions may be granted for specified timeframes at the discretion of the CB with documented justification for doing so.
- d) If a certification change indicated is the result of AB actions, the certificate shall remain active at its current level, pending investigation. Examples of such AB actions may be, but are not limited to, incomplete or inaccurate assessments. If the investigation period extends beyond the certificate's expiration date, the CB may grant a certification extension of up to six months. Further extensions may be granted for specified timeframes at the discretion of the CB with documented justification for doing so.
- e) The CB shall be required to communicate to the C2CPII such changes in order to ensure the accuracy of certificates and the Certified Product Registry. At the discretion of the C2CPII a disclaimer qualifying the certification may be appended to the certificate during an investigation.
- 6.4.2 Termination of certification shall occur when a client notifies a CB in writing that it no longer wishes to have its product(s) certified. This status change shall be conducted in accordance with the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program*.
- 6.4.3 Reduction in certification shall occur when investigation concludes conditions exist that indicate a certified product(s) no longer meets the requirements for maintaining its current level of certification. Reduction may take the form of lowering the level of certification, or removing specific product(s) from the scope of certification. Reduction may occur as a result of client reported changes, or by any other means of discovery. The CB shall take all necessary steps in the certification process to determine the appropriate level or scope of a certification.
- 6.4.4 The reduction in certification shall follow any additional procedures set forth in the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program*.
- 6.4.5 Suspension of certification shall occur when an investigation concludes conditions exist that render a certificate invalid. Investigations into certification validity shall be conducted in accordance with the *Certification Manual for*

Certification Bodies Operating within the Cradle to Cradle Certified Products Program.

- a) A client may initiate a request for suspension in the event it opts not to accept a level of certification it perceives may be detrimental to its business interests.
- b) Suspension shall be automatic if a client
 - Fails to engage sufficiently in the process to maintain, renew, or extend its certification prior to the certificate's expiration date,
 - Fails to adhere to the terms of the Trademark License Agreement, OR
 - Fails to pay C2CPH certification fees as set forth in the C2CPH Certification Fee Schedule.
- c) Any product(s) covered within the scope of a suspended certification shall be deemed not certified until the terms of remediation established by the CB are met. These product(s) shall be de-listed from the CB's database and the Cradle to Cradle Certified Products Registry until certification is reinstated. Since these product(s) are deemed not certified, the CB shall charge no certification fees if the period of suspension extends beyond the certification expiration date.
- d) If suspension occurs during the course of certification renewal and the certificate remains suspended past the expiration date, the term of certification shall begin on the date certification is reinstated.

6.4.6 Withdrawal of Certification:

- a) Unless the conditions for suspension are met, a CB shall withdraw certification when a product no longer meets the requirements for any level of certification.
- b) A CB shall withdraw certification if a client fails to meet the terms of remediation set forth to restore a suspended certification, or if the duration of a suspension exceeds six months.
- c) Withdrawal shall be automatic if a client is found to be engaged in illegal activities, practices antithetical to the principles of the C2CPH, or any activity that negatively impacts the integrity or public image of the C2CPH, the Cradle to Cradle Certified Product Standard, or the Cradle to Cradle Certified Products Program.
- d) All communications of withdrawal of a certification shall be communicated by the CB to the client in writing.

6.5 Records

Records shall be retained and confidentiality maintained in accordance with the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program.*

6.6 Complaints and Appeals

The CB shall deal with complaints and appeals in accordance with the *Certification Manual for Certification Bodies Operating within the Cradle to Cradle Certified Products Program*. The Client shall be required to maintain records of complaints and appeals related to its compliance with the requirements of the Cradle to Cradle Certified Products Program. These records shall include appropriate action taken to resolve the complaint or appeal. These records shall be open to the CB for inspection.

6.7 Recertification and Extension

- 6.7.1 At the conclusion of the certification period, as defined in the standard, the client may elect to recertify the product. Recertification entails submitting a new complete revised Assessment Summary based on the most current version of the standard, guidance documents, and interpretations.
- 6.7.2 A CB may grant an extension for a specific timeframe beyond the expiration date of a certification in accordance with the *Policy for Extension within the Certification Scheme Cradle for the Cradle Certified Products Program*. The CB and C2CPH shall charge the client appropriate administrative and pro-rated certification fees based on the duration of the extension.

7 RESPONSIBILITIES OF ASSESSMENT BODIES

7.1 Qualifications

- 7.1.1 Documentation: The accredited AB shall submit all documentation required by the C2CPH *Policy for Accrediting Assessment Bodies*.
- 7.1.2 Personnel: The accredited AB shall maintain staff or contractors with adequate education and credentials to perform rigorous assessments based on the standard.

7.2 Accreditation

- 7.2.1 ABs operating within the Certification Scheme shall achieve and maintain accreditation in accordance with the requirements of the C2CPH *Policy for Accrediting Assessment Bodies*.
- 7.2.2 The C2CPH shall make available guidance for ABs in the form of training, continuing education, interpretive materials, and individuated direction. The C2CPH may charge fees for some of these services and materials.
- 7.2.3 Accreditation Process
 - a) To be considered for accreditation, a potential AB shall apply to the C2CPH.
 - b) The application is reviewed by the C2CPH.
 - c) If the application indicates the applicant AB meets the minimum requirements for documentation and personnel, or can demonstrate a viable path forward to

meet the requirements, the application may be approved at the sole discretion of the C2CPH.

- d) The C2CPH shall create a plan, including appropriate fees, for the approved AB applicant to efficiently achieve accreditation.

- 7.2.4 Maintenance of Accreditation: To maintain accreditation, an AB shall follow the protocols delineated in the *C2CPH Policy for Accrediting Assessment Bodies*.
- 7.2.5 Term of Accreditation: AB accreditation shall be for a term determined by the C2CPH.
- 7.2.6 AB Provisional Accreditation: The C2CPH shall develop general and individuated plans for ABs to become accredited to conduct material health assessments. An AB seeking accreditation to conduct material health assessments cannot attain full accreditation until it has conducted assessments under the guidance of the C2CPH. This condition shall require the AB seeking accreditation to conduct material health assessments to initially operate under provisional accreditation status. Assessments conducted under provisional status shall be considered equivalent to those conducted by a fully accredited AB, with the resulting certification recommendation being of equal value to that conducted by a fully accredited AB. Since the assessments conducted during provisional period are required to be of the same quality as those conducted by an accredited AB, there is no need for the public or client to be informed of an AB's provisional status. Such informing may create a false impression the assessment is somehow different and thus make it subject to unfounded and unnecessary complaints and appeals.

7.3 Restrictions

- 7.3.1 Individual AB staff or contractors shall not perform any of the CB functions on any project that they also engage in assessment activity. AB staff and contractors may not perform work that entails direct involvement with the certification decision, or crosses the boundary delineated in ISO 17065 between CB and AB (consultant, as defined by ISO) roles in the certification process.
- 7.3.2 If qualified to do so under the requirements established by the C2CPH, individual AB staff members and contractors may conduct CB work on projects where they are not performing any AB functions. Individuals who have performed AB work related to a specific product(s) shall not perform any CB function within a two year period following the conclusion of all AB work relating to that product(s).
- 7.3.3 Entities accredited to conduct both CB and AB functions shall establish clear "firewalls" between the two that meet the requirements of the C2CPH, in accordance with ISO 17065.
- 7.3.4 ABs shall not refer clients to a specific CB for monetary or any other consideration.
- 7.3.5 ABs shall not imply its services guarantee certification.

7.4 Assessment Process

(The C2CPII *Assessment Manual for Assessment Bodies* contains full details of the assessment process.)

- 7.4.1 Application: An AB shall evaluate a prospective client's application.
- 7.4.2 Proposal: Review of a prospective client's application shall lead the AB to provide a proposal, sufficient in detail to give the client guidance regarding the procedure, duration, and cost of the assessment.
- 7.4.3 Assessment: Upon a client's approval of the proposal, the assessment begins.
- 7.4.4 Reporting: An Assessment Summary containing sufficient detail to support a certification decision shall be created. The Assessment Summary shall be in a C2CPII approved format.
- 7.4.5 Review: The Assessment Summary is internally peer reviewed by AB staff, who may make corrections, additions, and clarifications to bolster the quality of the document and its conclusions. A final version of the Assessment Summary is drafted.
- 7.4.6 Recommendation: Supported by the final draft of the Assessment Summary, the AB makes a certification recommendation to the CB. Only AB staff trained by the C2CPII may make a certification recommendation and submit it to the CB.
- 7.4.7 Certification Decision: Using the Assessment Summary and any additional required supporting documentation and data, the CB renders a certification decision and, if warranted, issues a certificate.
- 7.4.8 Recertification: At the conclusion of the certification period, as defined in the standard, the client may elect to recertify the product. Recertification entails conducting a new complete assessment based on the most current version of the standard, guidance documents, and interpretations.
- 7.4.9 Extension: If a client is making progress toward recertification, yet for legitimate reasons is unable to fully complete the assessment process, an extension for a specific period of time may be granted. Extensions shall be granted in accordance with the *Policy for Extension within the Cradle to Cradle Certified Product Scheme*. If granted, the AB continues the assessment and ensures all conditions of the extension are met during the process.