



## **Policy for Maintenance of the Cradle to Cradle Certified™ Product Standard**

**Version 1.1**

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## POLICY FOR MAINTENANCE OF THE CRADLE TO CRADLE CERTIFIED PRODUCT STANDARD REVISION HISTORY

REVISION	SECTION	TYPE OF CHANGE	DATE	AUTHORIZED BY
1.0	Initial Release		12/15/13	Certification Standards Board
1.1	2	Updated list of normative references to include current standard documents	3/6/18	S. Klosterhaus
	Throughout	Updated the title of the document outlining the full revision process ( <i>Process for Revision of the Cradle to Cradle Certified Product Standard</i> )	3/6/18	Certification Standards Board

# 1 Purpose

This policy addresses the procedures for maintaining the Cradle to Cradle Certified™ Product Standard.<sup>1</sup>

A primary responsibility of the Cradle to Cradle Products Innovation Institute is to ensure consistently accurate application of the Cradle to Cradle Certified Product Standard by all participants in the Certification Scheme. This document delineates the procedures for developing documentation and systems that will accomplish that end through guidance and interpretation of the standard.

The Cradle to Cradle Products Innovation Institute also holds responsibility for revision of the standard. This document delineates conditions that would necessitate revision of the Cradle to Cradle Certified Product Standard.

# 2 Normative References

Assessment Manual for Assessment Bodies for the Cradle to Cradle Certified™ Products Program

Certification Scheme for the Cradle to Cradle Certified™ Products Program

Cradle to Cradle Certified™ Product Standard, V3.0 and V3.1

Cradle to Cradle Certified™ Material Assessment Methodology

Cradle to Cradle Products Innovation Institute Certification Standards Board Policy and Procedures for Appeals

Manual for Certification Bodies Conducting Certification Audits Within the Cradle to Cradle™ Certified Certification Scheme

Policy for Certification Extension within the Cradle to Cradle Certified™ Product Certification Scheme

Policy for Manufacturers to Maintain Product Certification Compliance Within the Cradle to Cradle Certified™ Certification Scheme

Process for Revision of the Cradle to Cradle Certified™ Product Standard

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### 3 Definitions

3.1 Assessment Body (AB): An entity accredited by the C2CPH to conduct assessments sufficient in scope and rigor to support a certification decision based on the Cradle to Cradle Certified Product Standard.

3.2 Accredited Assessor (AA): An individual trained by the C2CPH 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.

3.3 Certification Body (CB): An entity accredited by the C2CPH 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.

3.4 Certification Candidate (candidate): Any entity engaged in the Cradle to Cradle Certified Product certification process for a product that is not currently certified.

3.5 Certification Scheme Owner (Scheme Owner): The Cradle to Cradle Products Innovation Institute (C2CPH).

3.6 Certification Standards Board (CSB): The body that provides oversight of the Cradle to Cradle Certified Product Standard, as delineated in the C2CPH CSB By-Laws. The CSB's primary responsibilities focus on maintenance and revision of the standard.

3.7 Certificate Holder: Any entity that has been issued a Cradle to Cradle Certified certificate.

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

3.9 The Cradle to Cradle Products Innovation Institute (C2CPH): The independent body that operates the Cradle to Cradle Certified Product Certification Scheme, provides support and guidance for maintenance of the Cradle to Cradle Certified Product Standard by the CSB, and oversees any revision of the standard by the CSB.

3.10 C2CPH Vice President, Science and Certification: C2CPH staff member who leads the technical and scientific work related to Cradle to Cradle certification. The Vice President, Science and Certification is a permanent member and chair of the CSB.

3.11 C2CPH Staff: Employees or interns of the C2CPH.

3.12 External Expert: An individual whose expertise is sought to inform particular aspects of the maintenance process. This person is not a member of C2CPH staff or CSB.

3.13 Guidance Document: Any document created under the auspices of the Cradle to Cradle Products Innovation Institute that clarifies or expands on the intent and application of the Cradle to Cradle Certified Product Standard.

3.14 Interpretation: A singular rendering of direction by the C2CPPII regarding a specific instance requiring clarification that arises during the Cradle to Cradle certification process.

3.15 Revision: Either a limited or full revision of the standard conducted in accordance with the *Policy for Maintenance the Cradle to Cradle Certified Product Standard* and the *Process for Revision of the Cradle to Cradle Certified Product Standard*.

3.16 Review: The process by which the CSB determines the current functioning status, level of necessity for revision, and scope of the standard's revision.

3.17 Stakeholder: An entity affected by the Cradle to Cradle Certified Product Standard.

## **4 Applicability**

This policy applies to the Cradle to Cradle Products Innovation Institute (C2CPPII), the C2CPPII Certification Standards Board (CSB), Assessment Bodies, Certification Bodies, Cradle to Cradle Certified certificate holders, certification candidates, stakeholders, and other interested parties in the maintenance process of the Cradle to Cradle Certified Product Standard.

## **5 Interpretation**

### **5.1 Conditions**

5.1.1 An interpretation may be requested by any entity actively engaged in the Cradle to Cradle certification process at any stage, such as initial application, maintenance, renewal, or any other procedure actively taking place within the certification scheme, including applications by certification candidates.

5.1.2 Interpretation requests shall not address theoretical issues or “what if?” scenarios.

5.1.3 An interpretation request must be based on a specific instance taking place in the process where it is believed more than one conclusion may be reached based on the text of the standard.

### **5.2 Procedure**

- 5.2.1 All interpretation requests shall be directed to the C2CPH Vice President, Science and Certification. An initial response to the request must be conveyed to the entity requesting the interpretation within 30 days of receipt.
- 5.2.2 The Vice President, Science and Certification shall determine the appropriate disposition of the request by any one, or a combination of the following means:
- (a) Refer to C2CPH staff
  - (b) Consult with C2CPH staff
  - (c) Consult with external expert(s)
  - (d) Consult with individual CSB members
- 5.2.3 A draft interpretation is written in accordance with the direction provided by the Vice President, Science and Certification.
- 5.2.4 The draft interpretation is reviewed and approved by the Vice President, Science and Certification.
- 5.2.5 The approved interpretation is conveyed to the entity requesting the interpretation and any other related entities affected by the interpretation. Such other related entities could be all accredited ABs, CBs, certificate holders, candidates for certification, and/or other stakeholders. The scope and means of dissemination shall be determined by the Vice President, Science and Certification.
- 5.2.6 The interpretation is stored in accordance with the record retention policies of the C2CPH.
- 5.2.7 The interpretation is posted to the C2CPH website in accordance with C2CPH policy.
- 5.2.8 If deemed appropriate by the Vice President, Science and Certification, the interpretation may be further disseminated beyond the entities directly involved and by means additional to website posting.

## **6 Guidance**

### **6.1 Conditions**

- 6.1.1 A request for a guidance document may originate with the Vice President, Science and Certification, C2CPH Staff, AB, CB, CSB, or individual CSB member.
- 6.1.2 A request for a guidance document should be based on documented pattern of repetition of a specific interpretation request, or repeated queries about the same issue from entities engaged in the certification scheme.
- 6.1.3 Requests for a guidance document shall not address theoretical issues, “what if?” scenarios, or singular instances requiring an interpretation of the standard.
- 6.1.4 A single guidance document may include clarification of any number of issues relating to the proper application of the standard, provided such groupings do not unnecessarily delay the production of a guidance document or make it additionally difficult for users to locate any specific items within the guidance document.

## **6.2 Procedure**

6.2.1 A request for a guidance document is directed to the Vice President, Science and Certification by any entity identified in 6.1.1 of this document. The request must include sufficient documentation or references to inform the Vice President, Science and Certification's decision to proceed with drafting a guidance document.

6.2.2 If the Vice President, Science and Certification approves the request, the Vice President, Science and Certification shall determine the appropriate individual or group to draft the guidance document.

6.2.3 The Vice President, Science and Certification shall inform the CSB through routine update procedures the preparation of a guidance document is underway.

6.2.4 The Vice President, Science and Certification shall advise upon and oversee the drafting of the guidance document.

6.2.5 The Vice President, Science and Certification approves a final draft of the guidance document.

6.2.6 The guidance document is stored in accordance with the record retention policies of the C2CPII.

6.2.7 The approved guidance document is disseminated and posted in accordance with the policies of the C2CPII for providing updated documentation to stakeholders.

## **7 Review**

### **7.1 Conditions**

7.1.1 It shall be the policy of the C2CPII to call for a full review of the standard no later than three years from the date the current version became effective.

7.1.2 If indicated by scientific advancement, application effectiveness, relevance to the mission of the C2CPII, or any other reason leading to the conclusion that interpretation and guidance are insufficient to maintain the standard, either a full review or a limited review may be called for by the C2CPII or CSB at any time.

7.1.3 A full review or a limited review shall occur only after deliberation and approval by the CSB.

### **7.2 Full and Limited Review**

7.2.1 A full review of the standard shall result in a revision of the standard, whether the review indicates the necessity to revise all sections or only specific sections.

7.2.2 A full review may result in creating additional sections to the standard.

7.3.3 A limited review of the standard shall address and result in a revision of only a specific portion of the standard defined in a limited scope of revision determined by the CSB.



### **7.3 Procedure for a Full Review**

7.3.1 The CSB shall determine the scope of the revision.

7.3.1.1 The standard shall be reviewed to determine whether the entire standard or only those sections of the standard that demonstrate a significant need for modification shall be revised.

7.3.1.2 The scope may be expanded to include the development of new sections and/or annexes to the standard.

7.3.1.3 In order to determine the scope of revision, the CSB may consult with C2CPH staff, external experts, and/or stakeholders.

7.3.2 The CSB shall further delineate the specific sections and/or portions of the standard to be addressed in the revision process.

7.3.3 The CSB shall initiate the revision process in accordance with the *Process for Revision of the Cradle to Cradle Certified™ Product Standard*.

### **7.4 Procedure for a Limited Review.**

7.4.1 The CSB shall determine the scope of the revision.

7.4.2 The CSB shall appoint appropriate individual(s) to draft the limited revision.

7.4.3 The CSB shall initiate the limited revision process in accordance section 8.2 of this document.

## **8 Revision**

### **8.1 Full Revision**

8.1.1 A full revision shall be conducted in accordance with the *Process for Revision of the Cradle to Cradle Certified™ Product Standard*.

### **8.2 Limited Revision**

8.2.1 The individual(s) appointed by the CSB shall draft a revision determined by the scope established by the CSB.

8.2.2 The revision shall be reviewed through an iterative process and approved by the CSB.

8.2.3 The revised portion of the standard shall be incorporated into the standard.

8.2.4 The standard with the limited revision incorporated shall be identified with the current version number in the title, plus an additional digit following a decimal point, e.g.

8.2.5 Such identifying numbers shall continue in ascending order until the next full revision is adopted.

8.2.6 The C2CPII shall store the revised version of the standard in accordance with its record retention policy.

8.2.7 The limited revised version of the standard shall be announced, posted, and disseminated by the C2CPII in accordance with its policies.