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## RECOGNITION SCHEME

Versie 1.1

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INSIDE/INSIDE is een initiatief van  
Dutch Green Building Council (DGBC), Nibe en Ex Interiors  
Voor meer informatie: [www.insideinside.nl](http://www.insideinside.nl) / [info@insideinside.nl](mailto:info@insideinside.nl)

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## 1 RECOGNITION SCHEME

The recognition scheme includes the following clauses.

**Clause 1** Experience in carrying out Life Cycle Analyses ('LCAs') for interior design products, building products and/or the building industry

Recognition can only be granted to legal entities or companies that can demonstrate to INSIDEINSIDE® that they have sufficient knowledge of carrying out LCAs and that have at least one year of experience as a consultancy firm with independent performance according to the methods common in the Netherlands, or that at any rate are able to demonstrate to INSIDEINSIDE® that they have comparable expertise<sup>1</sup>. And they must be aware of the following guidelines for formulating an LCA:

- All documents related to INSIDEINSIDE®
  - INSIDEINSIDE® (2017) General Program Instructions
  - INSIDEINSIDE® (2017) Recognition Scheme Verifiers
  - INSIDEINSIDE® (2017) Verification Protocol
  - INSIDEINSIDE® (2017) Verification Checklist
  
- The European standards being developed by CEN TC 350 'Sustainable Construction' in general and the following normative documents or any later editions, in particular:
- EN15804, Sustainability of construction works – Environmental product declarations – core rules for the product category of construction products.
- EN 15643-1, Sustainability of construction works – Integrated assessment of building performance – Part 1; General framework
- EN 15643-2, Sustainability of construction works – Integrated assessment of building performance – Part 2: Framework for the assessment of environmental performance
- CEN/TR 15941, Sustainability of construction works – Environmental product declarations – Methodology for selection and use of generic data
- EN 15942, Sustainability of construction works – Environmental product declarations– Communication format – Business to Business
- The following international standards which have been developed:
  - NEN-ISO 14040:2006 'Environmental management – life cycle assessment – Principles and framework.
  - NEN-ISO 14044:20006 'Environmental management – life cycle assessment – Requirements and guidelines.
  - NEN-ISO 14025:2010 'Environmental labelling and declarations – Type III environmental declarations – Principles and procedures.
  - ISO 21930-2007 Sustainable Building – Environmental declaration of building products

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The agency must inform INSIDEINSIDE® every year of the employees who are engaged as INSIDEINSIDE® verifier to assess the INSIDEINSIDE® files. These employees must have the following competencies:

- knowledge of the guidelines and standards referred to in this clause;
- Three years at the minimum of experience as LCA practitioner OR have at least completed 3 LCA studies for interior design products, building products and /or building elements in the last three years;
- if experience is missing the agency must inform INSIDEINSIDE® that the LCA practitioner has coaching or supervision by a more experienced LCA practitioner in the company;
- The appointed INSIDEINSIDE® verifiers by the company must attend the yearly meeting at INSIDEINSIDE® to get knowledge on the latest developments in LCA standards and guidelines.

In addition, the legal entities or companies must have a good name and reputation and their integrity should be beyond any doubt.

## **Clause 2**            Decision about the recognition/recognition period/costs

The application for recognition will be dealt with by INSIDEINSIDE® and submitted to INSIDEINSIDE®. The secretariat assesses the application and makes a recommendation to the Board of INSIDEINSIDE®. On the basis of this INSIDEINSIDE® confirms in writing to the legal entity or the company in a reasoned decision whether the conditions for recognition have been met. If INSIDEINSIDE® has confirmed to the legal entity or the company in writing that the conditions for recognition have been met, the respective legal entity or company will owe INSIDEINSIDE® a one-off amount as a registration fee. The registration fee must be paid within thirty days of the invoice date.

By signing the 'Verifier Recognition' application form (see Annex 1) the agency undertakes to pay to INSIDEINSIDE® the financial amount referred to therein. The amount of the annual contribution will be determined by the Board and be announced at the latest on 1 October before the next year. In the event of an increase in the annual contribution other than as an adjustment for inflation based on the consumer price index figure, the Verifier will be entitled to terminate the recognition prematurely.

After a legal entity or a company has been recognized or provisionally recognized as an INSIDEINSIDE® Verifier, it will be included in a list of the names of all the INSIDEINSIDE® Assessment Agencies. This list is published by INSIDEINSIDE on the website [www.insideinside.nl](http://www.insideinside.nl).

## **Clause 3**            Independence

The INSIDEINSIDE® Verifier shall be independent of the party for which it carries out the assessment. Any conflict of interest which endangers in any way the role of the INSIDEINSIDE® Verifier as an independent consultant, is forbidden (according to EN 45000). The INSIDEINSIDE® Verifier shall not be involved in the execution of the LCA study that the verifier has to assess. Further it is not allowed that the INSIDEINSIDE® verifier and the executor, of the LCA study under assessment, are in the same company.

## **Clause 4**            Trademarks

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After a legal entity or company has been recognized as an INSIDEINSIDE® Verifier, INSIDEINSIDE® grants the right during the period the recognition as an INSIDEINSIDE® Verifier is effective, to position itself as an INSIDEINSIDE® recognized agency with the trademark protected logo of INSIDEINSIDE®. The INSIDEINSIDE® Verifier is not entitled to use the INSIDEINSIDE® trademark for any other purposes without the prior written consent of INSIDEINSIDE®.

## **Clause 5** Carrying out the assessment

The INSIDEINSIDE® Verifier undertakes to carry out the assessment of the LCA report offered by the producer on the basis of the EPD-verification protocol determined by INSIDEINSIDE® and any supplementary regulations determined by the INSIDEINSIDE® foundation Board. The contract for the verification is settled between INSIDEINSIDE® verifier and producer directly. It is up to the INSIDEINSIDE® verifier to keep record of any communication with the producer/LCA practitioner.

## **Clause 6** Reports

The organization/producer or manufacturer has to deliver a LCA project report and the INSIDEINSIDE® EPD to the INSIDEINSIDE® verifier. The INSIDEINSIDE® verifier will report the results of the assessment of the LCA report to the producer by means of the completed verification checklist forming part of the EPD-verification protocol (part A). The INSIDEINSIDE® Verifier also has to assess the INSIDEINSIDE® EPD. This is done by filling in the checklist from the EPD-Verification protocol (Part B). It should be apparent from the verification checklists whether the LCA report and the EPD offered for assessment complies with the INSIDEINSIDE® requirements as laid down in the EPD-verification protocol.

## **Clause 7** Confidentiality

The INSIDEINSIDE® Verifier must observe strict secrecy towards third parties with regard to the content of the LCA reports offered to it for assessment and with regard to the identity of the producers. INSIDEINSIDE® has no right to peruse the LCA reports. Subject to the written consent of the producer who offered the LCA report for assessment, only an independent third party appointed by INSIDEINSIDE® or by the Appeals Tribunal will be entitled to peruse the respective LCA report.

## **Clause 8** Retention obligation

The INSIDEINSIDE® Verifier is obliged to record in an orderly manner the offer, order confirmation, a copy of the LCA reports it has assessed, correspondence with the producer and other documentation with regard to the assessment of LCA reports for up to five years after the validity of the INSIDEINSIDE®/EPD, which INSIDEINSIDE® provided to the producer for the respective subject, has ended. INSIDEINSIDE® will inform the INSIDEINSIDE® Verifier regarding the date on which an INSIDEINSIDE®/EPD has been granted for a certain subject and also when the validity ended.

## **Clause 9** Liability

The liability of INSIDEINSIDE® for loss suffered by the INSIDEINSIDE® Verifier, because INSIDEINSIDE® or a person for whom INSIDEINSIDE® is liable by law has failed in the performance of one of the provisions in this Recognition Scheme or commits a wrongful act in connection with carrying out this Recognition Scheme, is excluded.

Only the INSIDEINSIDE® Verifier is responsible for the manner in which LCA reports are assessed as well as for the content of the report about the results of that assessment. The INSIDEINSIDE® Verifier indemnifies INSIDEINSIDE® against any claims by third parties arising from or in connection with the content and use of the results of the LCA report assessed by the INSIDEINSIDE® Verifier. Such indemnification shall also apply to any damage or costs sustained or incurred by INSIDEINSIDE® in connection with such claims.

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## Clause 10 Withdrawal of recognition

INSIDEINSIDE® can withdraw any recognition with immediate effect via a registered letter without being liable to the INSIDEINSIDE® Verifier for any alleged loss suffered, if:

- a. the INSIDEINSIDE® Verifier ceases to exist or is dissolved;
- b. the INSIDEINSIDE® Verifier has been declared bankrupt, the INSIDEINSIDE® Verifier has been granted a moratorium, whether or not provisionally, or the INSIDEINSIDE® Verifier has in some other manner lost the ability to freely manage or dispose of its assets, all this regardless as to whether that situation is irrevocable;
- c. the INSIDEINSIDE® Verifier has offered a composition to its creditors unavailable for distribution under a bankruptcy, moratorium or any other emergency arrangement;
- d. the business operations of the INSIDEINSIDE® Verifier have been stopped;
- e. the INSIDEINSIDE® Verifier has failed to perform any obligation in this Recognition Scheme and, insofar as fulfilment is not permanently or temporarily impossible, after INSIDEINSIDE® has sent a notice of default via a registered letter and the obligation has still not been fulfilled within thirty working days.

After withdrawal of the recognition the INSIDEINSIDE® Verifier must discontinue and keep discontinued with immediate effect the use of the trademarks referred to in clause 5. Any registration fee outstanding will remain owing and will not be refunded.

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## ANNEX 1 INSIDEINSIDE®VERIFIER APPLICATION FORM

(agency's name) \_\_\_\_\_

(address) \_\_\_\_\_

(postcode and town) \_\_\_\_\_

(telephone) \_\_\_\_\_ (fax) \_\_\_\_\_

(contact) \_\_\_\_\_

(e-mail) \_\_\_\_\_

Ch. of Comm. number \_\_\_\_\_

VAT number \_\_\_\_\_

### Herein lawfully represented by:

(name) \_\_\_\_\_

(position) \_\_\_\_\_

**Applies herein for recognition as an INSIDEINSIDE® VERIFIER. The applicant declares herein that it is aware of the content of the 2018 Recognition scheme verifiers INSIDEINSIDE® and declares herein that it will comply with it and agrees to pay the following costs arising from the Scheme:**

- registration fee amounting to € xxxx EURO
- annual contribution by the INSIDEINSIDE®VERIFIER amounting to € xxxx

EURO

**Please find enclosed 3 LCA studies, See Clause 1" which demonstrate the knowledge and experience of the applicant in carrying out LCAs. The LCA studies are at the maximum 3 years old.**

(signature) \_\_\_\_\_

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To be sent to:      INSIDEINSIDE®  
                                 ...adres