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VERIFICATION PROTOCOL

Versie 1.1

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Contactgegevens DGBC:
Zuid Hollandlaan 7
2596 AL Den Haag
T (0)88 558 01 00
KvKnummer: 24437504
Banknummer: NL95ABNA0457578211

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

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1 INTRODUCTION

1.1. INSIDEINSIDE

INSIDEINSIDE is an user platform for environmental performance data of interior design products. It is part of the Dutch Green Building Council Foundation and is governed by a steering committee. More information about the platform can be found on www.insideinside.nl

1.2. Structure verification protocol

The verification protocol consists of:

- Instructions for the verification by the recognized verifier (chapter 3);
- Verification procedure (chapter 4);
- Literature (chapter 5).

2. REQUIREMENTS FOR AN INSIDEINSIDE®/EPD CERTIFICATE

2.1 Documentation and project dossier

The organization/producer or manufacturer delivers a project dossier to the INSIDEINSIDE® recognized verifier. The project dossier exists of a LCA project report, the INSIDEINSIDE input format (JSON file) and a INSIDEINSIDE®EPD.

The manufacturer (or the LCA practitioner) has to store the project dossier for 5 years after the verification. The project dossier contains at least the parts mentioned in chapter 8 of EN15804. The project dossier stays with the manufacturer (or LCA practitioner) and must be available for inspection by an independent third party appointed by INSIDEINSIDE®. This in case of verification of the verification protocol or in case of an appeal procedure.

2.2 LCA project report

The LCA must be done according to horizontal PCR of INSIDEINSIDE (www.insideinside.nl). The language of the LCA report can be English, German or Dutch and the LCA report will be made available to the recognized verifier. The LCA contains at least the elements stated in chapter 8.2 of EN15804.

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2.3 Assessment by the recognized verifier

The LCA report and the INSIDEINSIDE®/EPD must satisfy the requirements of this verification protocol. This is verified by a recognized verifier of INSIDEINSIDE®. The criteria the recognized verifier must satisfy are laid down in the recognition scheme [2] and an up-to-date list of recognized verifiers is published at www.insideinside.nl. The verification must be done according to the instructions in chapter 3 of this document.

2 3. INSTRUCTIONS FOR THE VERIFICATION BY THE RECOGNIZED VERIFIER

3.1. DOCUMENTS TO BE VERIFIED

The verifier assesses the following documents:

- The LCA project report from the LCA practitioner based on the horizontal PCR of and when applicable the product group PCR of INSIDEINSIDE
- The INSIDEINSIDE®-EPD
- The INSIDEINSIDE® database input format (JSON)

3.2. Procedure of the assessment

The verification shall ensure that the EPD/Type III environmental declaration is in compliance with the horizontal PCR of INSIDEINSIDE and when applicable the product group PCR. Next to that the verification procedure shall confirm whether the information given in the declaration is in line with the LCA underlying the declaration and whether this information is valid and scientifically sound. Therefore the verifier has to use the checklist from INSIDEINSIDE. The checklist is a table with 5 columns.

1	General information - availability	Mandatory / optional	Reference	Checked and approved
1.1	Commissioner of LCA study, LCA practitioner	M	IIPCR ch.8.2	

Column 1 and 2 describe the topic to be checked;

Column 3 specifies whether the topic is mandatory or optional;

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Column 4 explains where to check in horizontal PCR of INSIDEINSIDE and/or ISO standards or product group PCR;

Column 5 is empty and has to be used by the verifier to state if the topic is approved.

The checklist consists of two parts.

- Part A is used to check if the LCA project report is valid and scientifically sound.
- Part B is used to verify if the INSIDEINSIDE®/EPD certificate is in line with "IIPCR".

3.3. Assessment per chapter

The final assessment per table/chapter is "yes" when all subjects in the table/chapter are answered with "yes", otherwise the final assessment is "no".

3.4. Final assessment

The dossier of the INSIDEINSIDE® verifier consists of the parts specified in paragraph 4.7.

4. APPLY FOR AN INSIDEINSIDE®/EPD

4.1. LCA

The LCA has to be performed according to the horizontal PCR of INSIDEINSIDE and when applicable the product group PCR of INSIDEINSIDE. All documents can be found on www.insideinside.nl

4.2. Selection certified verifier

The manufacturer or producer selects a verifier that is recognized by INSIDEINSIDE. An up-to-date list of certified verifiers is shown on www.insideinside.nl. The manufacturer makes agreements with the recognized verifier on the planning and costs of the verification.

4.3. Dossier for verification

The manufacturer offers the recognized verifier a dossier which exists at least of:

- The LCA project report from the LCA practitioner based on the horizontal PCR of and when applicable the product group PCR of INSIDEINSIDE

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- The INSIDEINSIDE®-EPD
- The INSIDEINSIDE® database input format

4.4. Review of the dossier

The recognized verifier reviews the dossier according to chapter 2 of this verification protocol. For the review the recognized verifier uses the checklist provided on www.insideinside.nl. The recognized verifier reports his final judgement to the manufacturer.

4.5. Complaints about the review

When the manufacturer doesn't agree with the final judgement of the recognized verifier or has other complaints on the verification he can report it to INSIDEINSIDE. If the manufacturer has complaints relating to content he can start an appeal procedure at the INSIDEINSIDE. If the manufacturer has complaints relating to the procedure of the assessment and the recognized verifier they will be dealt with according to the recognition scheme for verifiers [2].

When the recognized verifier has complaints on a certain topic (for example the verification protocol), it can be reported to INSIDEINSIDE. The recognized verifiers have the right, in case of a complaint, to address the complaint at the regular meetings with INSIDEINSIDE. The complaint shall be discussed without making reference to the specific product or manufacturer unless the manufacturer states he has no objections.

4.6. Dossier to submit to INSIDEINSIDE® to apply for INSIDEINSIDE®/EPD

When the final judgement of recognized verifier is OK the manufacturer registers next dossier to INSIDEINSIDE®:

- The INSIDEINSIDE®EPD certificate
- The verification checklists (Part A and Part B) filled in by the recognized verifier;
- The INSIDEINSIDE® import file (JSON)
- The dialogue;
- The signed verification statement.

4.7. Assessment of the application by INSIDEINSIDE®

INSIDEINSIDE checks the dossier (see paragraph 4.7) on completeness and judges the checklist including verification statement. When the dossier is complete, the verification statement is signed positively and when the fee to INSIDEINSIDE® has been paid, INSIDEINSIDE® assigns the INSIDEINSIDE®EPD number to the INSIDEINSIDE®EPD certificate and adds INSIDEINSIDE logo to the INSIDEINSIDE®EPD certificate.

Next to that INSIDEINSIDE® allows the manufacturer to publish the INSIDEINSIDE®EPD and allows for the EPD to be uploaded to the INSIDEINSIDE database (www.insideinside.nl), in combination with the INSIDEINSIDE® import format (JSON).

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4.8. Validity of MRPI®/EPD certificate

The INSIDEINSIDE®/EPD certificate is valid for a period of 5 years.

5 LITERATURE

1. EN15804+A1, Sustainability of construction works - Environmental product declarations - Core rules for the product category of construction products, EN, November 2013.
2. Recognition scheme verifiers INSIDEINSIDE® October 2018, INSIDEINSIDE®, www.insideinside.nl
3. General Program Instructions INSIDEINSIDE® October 2018, INSIDEINSIDE®, www.insideinside.nl
4. Horizontal PCR INSIDEINSIDE® October 2018, INSIDEINSIDE®, www.insideinside.nl
5. Verification checklist INSIDEINSIDE® October 2018, INSIDEINSIDE®, www.insideinside.nl