



# **Green Gold Label Certification Regulation**

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## Table of contents

|  |    |
|--|----|
| Introduction .....                                       | 2  |
| 1. The Green Gold Label Foundation.....                  | 3  |
| 2. GGL Certification Requirements .....                  | 5  |
| 3. GGL approved Certification Body (CB).....             | 7  |
| Approval and general requirements .....                  | 7  |
| Confidentiality.....                                     | 11 |
| Complaints .....   | 11 |
| GGL Certification and audit requirements .....           | 13 |
| 5. Complaints and appeals regarding the GGL scheme ..... | 15 |
| 6. Interpretation and harmonisation.....                 | 17 |
| Annex 1 .....  | 18 |
| GGL COC Auditor requirements .....                       | 18 |
| Annex 2 .....  | 19 |
| GGL Auditor Agricultural.....                            | 19 |
| Annex 3 .....  | 20 |
| GGL Auditor Forestry .....                               | 20 |
| Annex 4 .....  | 21 |
| GGL Certifier / technical reviewer.....                  | 21 |
| Annex 5 .....  | 22 |
| Advisory Council .....                                   | 22 |

# **Green Gold Label Certification Regulation**

## **Introduction**

The Certification Requirements have been approved and established by the Board of the Green Gold Label Foundation.

The intention of this document is to ensure that management of the GGL Scheme by the GGL Foundation and operation of GGL approved Certification Bodies is carried out in a uniform and procedurally correct way. This document covers a wide range of requirements relevant to both the GGL Foundation and GGL approved Certification Bodies. All parts of this document are considered normative unless otherwise specified.

## **1. The Green Gold Label Foundation**

### **1.1**

The Green Gold Label Foundation, hereinafter referred to as the “Foundation”, is a private non-profit organization, incorporated as a foundation (“stichting”) under the laws of the Netherlands.

Participants, producers, processors and traders of biomass material may, after entering into an agreement with one of the certification bodies approved by the Foundation, apply for certification under the GGL scheme.

The GGL certification scheme is covered in the GGL standards and this certification regulation.

### **1.2**

The scope of the Green Gold Label scheme includes the entire chain of biomass/biofuel/bio-liquids for energy production and biobased products and biofuel conversion starting at the primary production. It concerns all products, by-products, residues and derivatives of organic origin from agriculture, forestry and/or landscape and environment management that are eligible for energy and biobased products production (hereinafter: the “Materials”).

### **1.3**

In this Certification Regulation the requirements from the Foundation can be found that apply to any GGL approved Certification Body, hereinafter referred to as “CB”, in order for it to be allowed to issue, extend or suspend a Green Gold Label (GGL) certificate to producers, processors and traders of GGL raw materials, products and/or biomass. This document applies to all GGL standards and other GGL normative documents (instruction documents, guidance documents, advice documents, interpretations etc.).

### **1.4**

The abbreviation “GGL” relates to the normative requirements as laid down in the GGL standard, hereinafter referred to as standard. In order to be allowed to use the designation “GGL” one needs to act in accordance with this standard and to have been certified by a CB approved by the Foundation. When issuing a certificate, the CB warrants that the products and materials concerned have been assessed and checked according to what is described in this document and in the standard and have been found in compliance and that the requirements as set by the CB have been followed.

### **1.5**

Development of the GGL scheme and its corresponding requirements is carried out in a transparent and structured way. Stakeholder consultation is conducted when major changes are expected in the scheme and upon approval of the GGL Board. Major changes usually include big changes to multiple requirements within one standard or other normative document or a change to a single requirement that has a considerable impact on the way that requirement is met by GGL Participants. Additionally major changes are those that have been identified by interested parties (including stakeholders) as a particular concern. Major amendments to GGL standard documents are reflected by incrementing the whole number by 1 (e.g. 2-1, 3-0).

Minor amendments to GGL standard documents are reflected by incrementing the sub-version number by -1 (e.g. 2-1, 2-2).

If there are doubts on whether stakeholder consultation is required and in case of major changes The Board shall request the Advisory Council to provide advice on these matters prior to finalizing its decision. Interested parties can provide their inputs through the GGL website ([greengoldlabel.com](http://greengoldlabel.com)). The website is also used to publish new versions of documents, interpretations, guidance and updates.

## 1.6

The Foundation includes the following positions/roles:

- Board
- Programme Manager / secretariat
- Advisory Council
- Country Advisors (if applicable)

Below its organizational chart can be found:



## 1.7

Scheme developments are initiated by the GGL Board and appointed to the GGL Programme Manager. Changes to GGL scheme documents are documented and approved by the Board. Each new version of a document is indicated as such (see also 1.5).

## 1.8

The GGL Board can request advice from the GGL Advisory Council. Organisation and functioning of the Advisory Council is described in Annex 5.

## 2. GGL Certification Requirements

### 2.1

The GGL requirements shall be audited by the Certification Body and per applicable GGL standard each principle, criteria and indicator (if applicable) shall be systematically covered and identified as *conformity* or *non-conformity*. Non-conformities shall be graded as either major or minor (non-conformity).

#### *Major*

(adopted from FSC-STD-20-001 V4-0): A non-conformity shall be considered major if, either alone or in combination with further non-conformities, it results in, or is likely to result in a fundamental failure to achieve the objective of the relevant requirement within the scope of the evaluation. Such fundamental failures may be indicated by nonconformities which:

- i. continue over a long period of time, or
- ii. are systematic, or
- iii. affect a wide range of the production, or
- iv. affect the integrity of the GGL scheme, or
- v. are not corrected or adequately addressed by the participant once they have been identified.

Major NCs shall be correct within 3 months of the closing meeting. Corrective actions shall be verified by the CB, either by means of a site visit or by other means, such as a document assessment. Maximum deadline: 3 months after closing meeting.

#### *Minor*

(adopted from FSC-STD-20-001 V4-0): A non-conformity shall be considered minor if:

- i. it is a temporary lapse, or
- ii. it is unusual/non-systematic, or
- iii. the impacts of the nonconformity are limited in their temporal and organizational scale, and
- iv. it does not result in a fundamental failure to achieve the objective of the relevant requirement.

If the deadline of a minor non-conformity expires it shall be upgraded to a major non-conformity. Corrective actions must be verified by the CB, either by means of a site visit, or by other means, such as a document assessment. Maximum deadline: 12 months after closing meeting.

#### *Observation*

Early stages of an identified problem that do not constitute a non-conformity may be recorded as an 'observation' in the audit report. Observations are not required to be settled prior to issuing a GGL certificate.

### 2.2

Expired major non-conformities shall result in suspension of the GGL certificate.

### **2.3**

More than 4 major non-conformities identified during an audit shall lead to an immediate suspension of the participants certificate. Suspension also applies if more than 4 minor non-conformities expire and are upgraded to major non-conformities.

### **2.4**

A GGL certificate shall only be issued if no major NCs are outstanding.

### **2.5**

Expired or suspended certificates (following expired outstanding major non-conformities) shall be terminated after 6 months of the initial suspension or expiration and withdrawn from any public database.

### **2.6**

The CB shall ensure participants are informed that no GGL trademarks (including logo's) are used by following termination of a GGL certificate.

### **2.7**

GGL certification is subject to a Participant Fee, payable by participants, producers, processors and traders of biomass material certified under the GGL Scheme. The applicable fees are described in document *GGL Participant Fee*.

### **3. GGL approved Certification Body (CB)**

#### **Approval and general requirements**

##### **3.1**

Only after a Certificate Agreement is signed by both the CB and The Foundation, may the CB be approved by the Foundation. Issuing, suspension and withdrawal of certificates is exclusively reserved for approved Certification Bodies.

##### **3.2**

Prior to acceptance of a CB by the Foundation for execution of the GGL certification scheme, the following requirements have to be complied with:

1. An application form has to be sent by the CB to the Foundation for approval.
2. An Agreement between the Foundation and the CB must be signed by authorized signatories of both parties.
3. The CB's registration fee, if applicable, must have been settled.

##### **3.3**

The CB must file a request with an accreditation body for ISO 17065 accreditation with GGL scope. The appointed accreditation body must be a member of the European Accreditation (EA) Multilateral Agreement (MLA) for product certification, or be a member of the International Accreditation Forum (IAF).

##### **3.4**

Within 9 months after filing an application with the Foundation for acceptance, the CB must have finalized the process of accreditation according to ISO 17065 with GGL scope with a positive recommendation in the report of the accreditation body.

##### **3.5**

Each CB that is recognised by the Foundation must appoint a contact person who will act as a representative of the CB towards the Foundation. This person must be qualified according to the requirements of a certifier (see Annex 4). This person is (partly) responsible for implementing the following GGL regulations and standards as applicable within the CB.

The CB will be responsible for communicating of any changes and updates regarding the GGL scheme to participants in the GGL certification program which are affiliated to the CB.

##### **3.6**

If GGL audits are carried out against GGLS2 and GGLS5 the Certification Body shall ensure that it has sufficient internal or external knowledge, experience and expertise to conduct such audits and verify compliance against the individual criteria.

##### **3.7**



Audits conducted against GGLS2 and GGLS5 shall include verification at FMU (forest management unit) or agricultural supply unit level based on the sampling method below.

The following formula is applied per class size:  $X = \sqrt{y}$

X = sample size per country

y = FMU's / agricultural supply units included in the scope of the certificate

The outcome of the formula is rounded to the upper whole number to determine the number of units to be sampled

Sampling process for large and medium size FMUs and agricultural supply units

| Size class          | Main evaluation    | Surveillance       | Re-evaluation      |
|---------------------|--------------------|--------------------|--------------------|
| > 10,000 ha         | $X = \sqrt{y}$     | $X = 0.8 \sqrt{y}$ | $X = 0.8 \sqrt{y}$ |
| > 1,000 – 10,000 ha | $X = 0.3 \sqrt{y}$ | $X = 0.3 \sqrt{y}$ | $X = 0.2 \sqrt{y}$ |

Sampling process for small size FMUs and agricultural supply units

| Size class    | Main evaluation    | Surveillance       | Re-evaluation      |
|---------------|--------------------|--------------------|--------------------|
| 100 -1,000 ha | $X = 0.8 \sqrt{y}$ | $X = 0.6 \sqrt{y}$ | $X = 0.6 \sqrt{y}$ |
| < 100 ha      | $X = 0.6 \sqrt{y}$ | $X = 0.3 \sqrt{y}$ | $X = 0.3 \sqrt{y}$ |

The audits at FMU/supply unit level shall be used to confirm compliance of the participants verification programme.

### 3.8.1

The selection process for FMU's/supply units and the accompanying supply chain shall include the following points to ensure that the drawn sample covers the widest range of risks:

- a) Newly added FMU's/supply units not previously sourced from
- b) Stakeholder comments or allegations
- c) Size of FMU's
- d) Geographic distribution
- e) High risk species (e.g. red list, CITES)
- f) Random selection

### 3.8.2

The CB shall develop locally adapted verifiers at criterion or indicator level to ensure local conditions are taken into account when conducting FMU/supply unit audits. Verifiers should be specific and based on national requirements and conditions.

### 3.8.3

At least one expert shall be used to developed local verifiers. The expert shall at minimum have work experience or training/education in the country where GGLS5 or GGLS2 audits are conducted in relation to the scope of the audits for which the verifiers are developed (e.g. forestry, agricultural etc.).

### **3.9**

All evaluations shall follow clear, documented procedures and shall cover:

- a) Any changes to the forest area included in the scope of the certificate, including additions, exclusions, or FMU boundary changes;
- b) Changes to the certificate holder's management system;
- c) Complaints received;
- d) Accident records;
- e) Training records;
- f) Operational plan(s) for the next 12 months;
- g) Inventory records;
- h) Harvesting records;
- i) Records of sales;
- j) The (group) management system
- k) The updated list of Group Members (if applicable);
- l) The rate of membership change within the group in relation to the specified increase and maximum group size;
- m) Formal communication / written documents sent to Group Members by the Group Manager since the previous CB surveillance;
- n) records of raw material inputs in accordance with the definitions of GGL biomass categories;
- o) records of monitoring carried out by the Group Manager; and
- p) records of any corrective actions issued by the Group Manager.

### **3.10**

In addition surveillance and re-evaluation audits shall include:

- a) evaluation of the certificate holder's compliance with all conditions (corrective actions) on which certification is based;
- b) review of any complaints or allegations of non-conformity with any aspect of the GGL normative framework; and
- c) evaluation of a sample of sites and records, and interviews with affected stakeholders sufficient to verify that management systems (documented or undocumented) are working effectively and consistently in practice, in the full range of management conditions present in the area under evaluation.

## **Group or regional association**

### **3.11.1**

Where a Participant is applying a group or regional association as per Annex B from GGLS5 the CB shall verify compliance with the relevant GGL standards and supporting documents within the scope of the certificate, including at the level of group member.

### **3.11.2**

Each non-conformity against the applicable certification requirements shall be evaluated to determine whether it constitutes a minor or major non-conformity at the level of the individual requirement.

### **3.11.3**

The CB must explicitly define the methodology by which the CB determines

'failure' of a group evaluation: at the time of main evaluation AND at the time of surveillance. The specification of 'failure' shall also distinguish between 'group failure' and 'member failure', where:

'Group failure' shall lead to corrective actions, suspension or withdrawal of the group from the scope of the Participants certificate, and may be caused by:

- a) failure to fulfil a Group Manager responsibility, such as administration, management planning, records, monitoring, etc;
- b) failure of the Group Manager to ensure that Group Members comply with a condition or corrective action issued by the CB; and/or
- c) failure to fulfil Group Member responsibility(s), sufficient in number, extent and/or consequences to demonstrate that the Group Manager's responsibility for monitoring or quality control has broken down.

NOTE: the number as well as the seriousness of member failures may each contribute to a group failure:

many minor failures or few major failures may both suggest a breakdown in the group system for quality control, and may be considered sufficient reason to withdraw the Group Scheme from the scope of the Participants certificate.

Depending on the number and seriousness, 'member failure' shall lead to corrective actions, suspension or expulsion of a Group Member.

#### 3.11.4

The CB shall carry out an analysis and description of the forest management units (FMU) proposed or included in the scope of the group.

#### 3.11.5

The CB shall establish appropriate sampling of FMUs within the scope of the evaluation as per requirement 3.7.

#### 3.11.6

The CB shall carry out an initial analysis of the supplier's management systems and capacity to administer the requirements of those systems.

#### 3.11.7

The CB shall carry out an explicit review of conformity with all applicable requirements for both Group Managers and Group Members. This shall include a sufficient number of applicable evidences including but not limited to:

- Interviews
- Documents
- Observations

### Standards

#### 3.12

Within the GGL certification program, the following standard (series) are identified:

| Standard ID | Description                  |
|-------------|------------------------------|
| GGLS1       | Chain of custody             |
| GGLS2       | Agricultural source criteria |

|       |                                     |
|-------|-------------------------------------|
| GGLS4 | Transaction and product certificate |
| GGLS5 | Forest management criteria          |
| GGLS6 | Power company criteria              |

### 3.13

To obtain a GGL certificate, a participant shall at least be certified against GGLS1 (COC). Other standards are added depending on the participants certificate (planned) scope. Each participant is audited onsite on an annual basis by the Certification Body and all requirements from the included standard are verified.

## Confidentiality

### 3.14

(adopted from ISO/IEC 17065): The certification body shall be responsible, through legally enforceable commitments, for the management of all information obtained or created while carrying out certification activities. Except for information that the participant makes publicly available, or when agreed between the certification body and the participant (e.g. for the purpose of responding to complaints), all other information is considered proprietary information and shall be regarded as confidential. The certification body shall inform the participant, in advance, of the information it intends to place in the public domain.

### 3.15

(adopted from ISO/IEC 17065): When the certification body is required by law or authorized by contractual arrangements to provide confidential information, the participant or person concerned shall, unless prohibited by law, be notified of the information provided.

### 3.16

The Certification Body shall maintain and implement documented policies and procedures for maintenance of confidentiality, including:

- a) a policy statement on confidentiality;
- b) procedures for ensuring that personnel are aware of the policy and of their consequent obligations;
- c) a written confidentiality agreement to be signed by all personnel who have access to confidential information.

### 3.17

Information about the participant that is not publicly available and is obtained from sources other than the participant (e.g. from a complainant) shall be treated as confidential, unless the source of information and the participant gives written consent to disclose it.

## Complaints

### **3.18**

The certification body shall have a documented procedure to receive, evaluate and make decisions on complaints and appeals, which shall at least include the following elements:

- a) to allow the aggrieved party the opportunity to present the complaint or appeal to an entity (person(s), group or committee) which must be within the certification body's contractual (e.g. employee) or organizational control (e.g. committee);
- b) to require the complainant or appellant to include a clear description of the complaint or appeal, objective evidence to support each element or aspect of the complaint or appeal, and the name and contact information of the submitter.

### **3.19**

The certification body has the duty of seeking a timely resolution of complaints and appeals, in particular to:

- a) acknowledge receipt of a complaint or appeal;
- b) provide an initial response, including an outline of the certification body's proposed course of action to follow up on the complaint or appeal, within two (2) weeks of receiving a complaint or appeal;
- c) keep the complainant(s)/ appellant(s) informed of progress in evaluating the complaint/ appeal;
- d) investigate the allegations and specify all its proposed actions in conclusion to the complaint or appeal within three (3) months of receiving the complaint or appeal;
- e) notify the complainant when the complaint is considered to be closed, meaning that the certification body has gathered and verified all necessary information, investigated the allegations, taken a decision on the complaint and responded to the complainant.

### **3.20**

The decision resolving the complaint or appeal shall be made by, or reviewed and approved by, person(s) not involved in the evaluation related to the complaint or appeal.

## **GGL Certification and audit requirements**

### **4.1**

The GGL standard and Certification Regulation must be clearly covered in the applied documentation of the CB when conducting GGL certification activities.

### **4.2**

All relevant documentation regarding the applicant who requests a GGL certificate shall be retained. At least the following information must be included:

1. Identification (pre- / surname of the applicant for individual producers, and company/participant name, if applicable).
2. Complete address, telephone number and fax number.
3. Clear location of applicant participant.
4. The contact person acting on behalf of the applicant.
5. The products covered by the certification.
6. A signed declaration by a legal representative of the applicant, which confirms its agreement to comply with the certification requirements of the Foundation and the requirements of this document.
7. An official registration number to uniquely identify the participant.
8. Application form
9. Signed contract between the applicant/participant and the Certification Body.

These documents also must be available upon request to the Foundation.

### **4.3**

The applicant CB is obliged to fulfil any prescribed fees, including GGL tonnage fee and CB auditing fee, established by the Foundation, on time (if applicable). The CB will charge the participant the registration costs, based on the number of registered companies or establishments.

### **4.4**

All GGL audits must comply with the requirements of the GGL scheme and its normative documents.

### **4.5**

Prior to executing the GGL audit an audit plan shall be shared with the participant.

### **4.6**

GGL audits shall be conducted in accordance with ISO19011 requirements and shall at a minimum include the following activities: opening meeting, closing meeting, communications, report writing, grading of non-conformities and post-audit activities.

### **4.7**

An audit report shall be drafted for each GGL audit in accordance with ISO/IEC 17021-1:2015 clause 9.4.8.2. and 9.4.8.3.

The evaluation report shall identify the parts of the participants organisation's organisation, processes and product groups and their products covered by the GGL certificate.

#### **4.8**

The audit report shall include a checklist covering each applicable GGL standard and requirement in a clear and concise manner clearly identifying compliance for each requirement.

#### **4.9**

The audit of the participant against the agreed standards will be carried out on the locations in accordance with the locations mentioned in the applicable form and/or contract with the participant.

#### **4.10**

CB auditors shall meet the requirements from Annex 1, 2 and 3.

#### **4.11**

For each batch which is purchased or sold as GGL material, the relevant applications must be available which declares the material complies with the requirements of GGL.

#### **4.12**

Post-audit activities by the CB shall include a technical review by a staff member that was not involved in the audit. This person shall meet the requirements for technical reviewer/certifier as specified in annex 4.

#### **4.13**

Following the technical review a certification decision shall be taken. Certification decision shall be taken within 2 months of finalizing the audit report by the auditor. Certification decisions following a main or re-evaluation shall be communicated to the participant in writing no later than 1 month after the decision has been taken.

#### **4.14**

A GGL certificate shall be awarded if all the requirements from this regulation have been fulfilled. GGL certificates shall have a maximum timeline of 5 years. GGL certificates shall include the relevant GGL standards and products.

#### **4.15**

The Foundation shall be informed of any newly issued certificates.



## **5. Complaints and appeals regarding the GGL scheme**

### **5.1**

(adopted from ISO/IEC 17011:2004): An appeal is a request by a party subject to a decision for reconsideration of any adverse decision made by the Foundation with regard to the GGL scheme.

### **5.2**

(adopted from ISO/IEC 17011:2004): A complaint is a formal expression of dissatisfaction by any person or organization presented as a complaint to the Foundation, relating to the activities of the GGL scheme where a response is expected.

### **5.3**

Complaints and appeals aimed at the Foundation and the GGL scheme are handled as stated in this chapter.

### **5.4**

Complaints and appeals relevant to a participant or Certification Body should be submitted with the participant, Certification Body or Accreditation Body first. Each of these parties shall process the appeal or complaint according to their (GGL) procedures. Upon an unsuccessful handling of the complaint or appeal by the previously mentioned parties may the complaint or appeal be submitted with the Foundation in accordance with this chapter.

### **5.5**

Complaints and appeals should be resolved in the first place by discussion and negotiation or mediation. Formal procedures, including committees and input from third parties, should only be applied as a last resort.

### **5.6**

Complaints and appeals are treated according to the following by the Foundation:

- A. The person or organisation that is the subject of a complaint, should be given adequate notice about the proceedings (including details of the complaint).
- B. A person making a decision should declare any personal interest they may have in the proceedings.
- C. Each party to a proceeding is entitled to ask questions and contradict the evidence of the opposing party.
- D. Appeals and complaints relevant to the development and management of the GGL scheme documents (e.g. standards) are processed by other Foundation staff than those directly involved in their development and management, to safeguard their objective and unbiased treatment. All other appeals and complaints shall be processed by those that are not directly subject of the appeal or complaint.
- E. Complaints are treated and decided upon by the Board. Appeals against decisions by the Board upon complaints, are treated and decided upon by the Advisory Council.
- F. A decision-maker should take into account relevant considerations and mitigating circumstances, and ignore irrelevant considerations.



## 5.7

Complaints and appeals shall be submitted to the Foundation by email or letter in which the following information is included in order to process the complaint/appeal:

- A. contain the name and contact information of the complainant/appellant;
- B. be written in English or Dutch;
- C. specify against which organization the complaint/appeal is submitted;
- D. specify the events and issues that lead to the complaint/appeal;
- E. specify which specific requirements have not been complied;
- F. contain evidence to support each element or aspect of the complaint;
- G. indicate whether and in what form the issues have been raised with the involved parties prior to submitting the complaint/appeal and what response was provided;
- H. contain an agreement to share the complaint/appeal with the involved parties to the complaint/appeal;
- I. contain an agreement to adhere to the terms and provisions of this procedure.

## 5.8

Within 30 days of receipt of the complaint or appeal will a Foundation representative contact the party responsible for filing the complaint or appeal in order to resolve the issue through direct communication. Records of this shall be maintained.

## 5.9

If an informal resolution is not possible the Foundation representative and/or GGL Programme Manager shall conduct an investigation and report to the GGL Board Chairman. Additional information may be requested from the party that filled the complaint/appeal.

## 5.10

Following the formal investigation will the GGL Board or Chairman provide a formal response to all parties involved. The response shall include a conclusion and a rationale for the decision. If applicable it will include any necessary follow up. The response shall be provided within 80 days or receiving the complaint or appeal.

## **6. Interpretation and harmonisation**

### **6.1**

The interpretation of concepts and processes within GGL is at the sole discretion of the Foundation and may only be published by the Foundation.

### **6.2**

A CB may make recommendations for interpretation to the Secretariat of the Foundation. The recommendations shall be communicated by the Secretariat of the Foundation to the Board and the Advisory Council for consulting if deemed necessary.

The Foundation will consider these recommendations and decide whether the recommendations will be included in the GGL certification scheme.

### **6.3**

The CB is required to appoint one representative who participates in meetings with the Foundation.

## **Annex 1**

### **GGL COC Auditor requirements**

#### **EDUCATION REQUIREMENTS and JOB DESCRIPTION for auditors conducting GGLS1 audits**

##### **Education requirements and technical skills**

1. Minimum Bachelor of Science or equivalent qualification (minimum 2 years)
2. Knowledge and skills with respect to the audit process as defined in ISO 19011
3. Minimum 3 years experience, including at least 2 years after completion of a relevant study, in the manufacturing sector. This includes: experience in the production or quality control (audit body), or within the processing industry. Note: This experience is considered sufficient (regarding processing) to conduct a proper in depth GGL audit.
4. Audit experience (minimum 15 days)
5. IRCA approved Lead Assessor course (ISO 9001) with positive result.

##### **Communicative skills**

6. Sufficient skills in English language (written and verbally)
7. Personal characteristics, as defined in ISO 19011

##### **Key tasks**

###### **GGL Audits**

8. When qualified, audits of a producer group or the scheme must be performed to assess if compliance is obtained in accordance with the GGL standards.
9. Accurate reports must be prepared for such audits under the guidelines of ISO / IEC 17021.

###### **GGL participant audits**

10. When qualified, audits of companies must be performed to assess if compliance is obtained in accordance with the GGL standards.
11. Within the prescribed term, accurate reports must be prepared for this audit by the GGL reporting guidelines.

###### **General**

12. The auditor must be fully aware of developments, issues and legislative changes related to the sectors in which audits are conducted.

###### **Independence and confidentiality**

13. Auditors are not allowed to perform work which may potentially affect their independence or impartiality, in particular they may not perform work on guidance and training where this affects the GGL implementation of standards to the participant.
14. Auditors must follow all requirements with respect to confidentiality of information.

## **Annex 2**

### **GGL Auditor Agricultural**

#### **EDUCATION REQUIREMENTS and JOB DESCRIPTION for auditors conducting GGLS2 audits**

##### **Education requirements and technical skills**

1. Minimum Higher Agricultural School or equivalent education (minimum 2 year) in an agricultural or forestry sector.
2. Minimum three years experience, including at least two years after completion of the education in the agricultural or forestry sector. This includes: experience in the production or quality control (audit body), or within the food safety. Note: This experience is considered sufficient (regarding food safety) to conduct a proper in depth GGL audit.
3. Knowledge and skills with respect to the audit process as defined in ISO 19011
4. Audit experience in agricultural industry
5. IRCA approved Lead Assessor course (ISO 9001) with positive result.

##### **Communicative skills**

6. Sufficient skills in English language (written and verbally)
7. Personal characteristics, as defined in ISO 19011

##### **Key tasks**

##### **GGL participant audits**

8. When qualified, audits of companies must be performed to assess if compliance is obtained in accordance with the GGL standards.
9. Accurate reports must be prepared for such audits under the guidelines of ISO / IEC 17021.

##### **General**

10. The auditor must be fully aware of developments, issues and legislative changes related to the sectors in which audits are conducted.

##### **Independence and confidentiality**

11. Auditors are not allowed to perform work which may affect their independence or impartiality; in particular, they may not perform work on guidance and training where this affects the GGL implementation of standards to the participant.
12. Auditors must follow all requirements with respect to confidentiality of information.

## **Annex 3**

### **GGL Auditor Forestry**

#### **EDUCATION REQUIREMENTS and JOB DESCRIPTION for auditors conducting GGLS5 audits**

##### **Education requirements and technical skills**

1. Minimum Higher Forestry School (tertiary) or equivalent education (minimum 2 year) in the forestry sector.
2. Minimum three years experience, including at least two years after completion of the education in the forestry sector. This includes: experience in the production or quality control (audit body). Note: This experience is considered sufficient (regarding forestry) to conduct a proper in depth GGL audit.
3. Knowledge and skills with respect to the audit process as defined in ISO 19011
4. Audit experience in forestry industry
5. IRCA approved Lead Assessor course (ISO 9001) with positive result.

##### **Communicative skills**

6. Sufficient skills in English language (written and verbally).
7. Personal characteristics, as defined in ISO 19011

##### **GGL participant audits**

8. When qualified, audits of companies must be performed to assess if compliance is obtained in accordance with the GGL standards.
9. Accurate reports must be prepared for such audits under the guidelines of ISO / IEC 17021.

##### **General**

10. The auditor must be fully aware of developments, issues and legislative changes related to the sectors in which audits are conducted.

##### **Independence and confidentiality**

11. Auditors are not allowed to perform work which may affect their independence or impartiality, in particular they may not perform work on guidance and training where this affects the GGL implementation of standards to the participant.
12. Auditors must follow all requirements with respect to confidentiality of information.

## **Annex 4**

### **GGL Certifier / technical reviewer**

#### **EDUCATION REQUIREMENTS and JOB DESCRIPTION**

##### **Education requirements and technical skills**

1. Minimum Higher Forestry- or Agricultural School or equivalent education (minimum two year) in forestry or agricultural sector
2. Minimum three year experience, including minimum two years after completion of the education in agricultural/forestry sector. This includes: experience in the production or quality control (audit body). Note: This experience is considered sufficient to assess if the conducted audit is complete and correct.

##### **Key Tasks**

###### **GGL participant audits**

3. When qualified, document assessments must be performed to assess in compliance is obtained in accordance with the GGL standards.
4. Accurate certification decisions must be taken, in accordance with the GGL reporting guidelines.

###### **General**

5. The certifier must be fully aware of developments, issues and legislative changes related to the sectors in which certification is conducted.

###### **Independence and confidentiality**

6. Certifiers are not allowed to perform work which may affect their independence or impartiality, in particular they may not perform work on guidance and training where this affects the GGL implementation of standards to the participant.

## Annex 5

### Advisory Council

#### Introduction

The Green Gold Label Foundation has established an Advisory Council to support the GGL Board with independent advice on specific topics.

The Advisory Council's main goal is:

- Provide objective and practical advice and input for the GGL Board

The Advisory Council has been composed in such a way to optimize the input of expertise and interests, with the above mentioned goal in mind.

The Advisory Council is appointed by the Board of the Green Gold Label Foundation. It is the responsibility of the Board of the Green Gold Label Foundation that the Advisory Council is composed of persons that have sufficient knowledge of the biomass (and related) industries.

#### I. Tasks

##### Article 1

a. The main task of Advisory Council is:

- Offer solicited and unsolicited technical advice to the Board of the Green Gold Label Foundation
- Treat and decide upon appeals against decisions of the Board in complaints
- Give advice on major amendments to the GGL Scheme

b. In order to achieve this, the Advisory Council will assess and review any questions submitted by the GGL Board and provide to the best of their ability technical and non-technical input.

##### Article 2

In their deliberations the Advisory Council will take into account reasons of objectivity, practicality, impartiality and independency. If any of these is not met the Advisory Council may decide to not provide any input on an outstanding question from the GGL Board.

##### Article 3

The Advisory Council will provide their advice through meetings with the GGL board and if necessary in reports. The Advisory Council can base its advice on any information, which can be requested from the Board. The Board will always inform the Advisory Council in a timely manner in all events relating to: a complaint, an appeal or any amendment to the documentation of the GGL scheme (both major and minor). The Advisory Council's advice shall only be shared with the GGL Board.

## **II. Organization of Advisory Council**

### Article 4

The Advisory Council members are recruited from fields directly related to the biomass chain and its applications. Members of the Advisory Council must be familiar with the product chain, biomass industry and related industries. The composition of the Advisory Council should be such as to preferably provide knowledge and experience for all topics discussed within the Advisory Council.

### Article 5

Members are appointed, rejected and dismissed by the GGL Board.

### Article 6

The chair (if applicable) is appointed by the GGL Board and is responsible for the Advisory Council functioning in a timely and effective manner.

### Article 7

An Advisory Council meeting will be official only when more than 50% of its members are participating.

### Article 8

The Advisory Council shall operate independently from the GGL Foundation and Board.



### **III. Operating procedure**

#### Article 8

The Advisory Council meets at least once a year or as often as required. The meetings are prepared between the GGL Board, the GGL Programme Manager/secretary and the Advisory Council. All members may suggest items for the agenda. If deemed necessary by the attending members minutes are taken.

#### Article 9

The Advisory Council does not represent the Green Gold Label Foundation to third parties and does not expose itself to publicity or press without the explicit consent of the Board of the Green Gold Label Foundation.

#### Article 10

The Advisory Council may decide to appoint experts for support.

#### Article 11

If a unanimous decision by the Advisory Council on a subject cannot be achieved, the chair may decide whether or not a majority vote of the participating members will suffice in that particular case.

#### Article 12

If the Board of the Green Gold Label Foundation decides to fully or partially ignore the advice of the Advisory Council, or to deviate from such advice, it shall inform the Advisory Council accordingly in writing within one (1) week after the decision has been made, stating the grounds for such decision..

### **IV. Members – rights and duties, remuneration**

#### Article 13

All members of the Advisory Council shall their tasks in a confidentiality manner.

#### Article 14

If a member of the Advisory Council is of the opinion that there is a clear conflict of interest between the member's private interests and the member's interests in properly performing his or her duties as an Advisory Council member with regard to any tasks at hand, or that such a conflict can be reasonably assumed, or that his or her integrity may be at stake, the member may, after deliberation thereto with the other members, decide to withdraw from the task/question at hand.

#### Article 15

Remuneration for their attendance to the meetings of the Advisory Council is not covered by default. Travel expenses for attending meetings and other requests from the GGL Board are covered in full after approval from the GGL Board. Additional financial compensation may be approved by the GGL Board if deemed necessary.

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