

INDEX

1. SCOPE AND FIELD OF APPLICATION2
2. ASSESSMENT BASIC REQUIREMENTS2
3. BASIC REQUIREMENTS RELATED TO THE PROCESS OF SUPPLYING THE ASSESSMENT SERVICE2
4. SUSPENSION, WITHDRAWAL OR REDUCTION OF THE CERTIFICATION4
5. USE OF THE CERTIFICATION MARK AND OF THE CONFORMITY CERTIFICATE4

Verification: B.U. C S I Management:	Mr. <i>Flavio Falcone</i>	_____
Verification: B.U. C N E Management:	Mr. <i>Nico Mastrorillo</i>	_____
Validation: General Management:	Mr. <i>Rodolfo Trippodo</i>	_____
Approval: Chairman of the Address and Control Committee:	Mr. <i>Gianni Rigamonti</i>	_____

1. SCOPE AND FIELD OF APPLICATION¹

The requirements defined in this document are in full part of the contract of Conformity Evaluation CSD 05 and of the relevant economic quotation.

These requirements refer only to the aspects specifically connected to the application field of the certification required.

2. ASSESSMENT BASIC REQUIREMENTS

ISO 14001:2004 (and following rev.) "Environmental Management Systems. Requirements with guidance for use" .

The prescriptions listed in the standard ISO 14001 are to be held as binding and applicable. When applying to CERMET for the certification, the client must have already implemented and verified the correct implementation of all requirements indicated in the standard.

3. BASIC REQUIREMENTS RELATED TO THE PROCESS OF SUPPLYING THE ASSESSMENT SERVICE

3.1 Premise

CERMET shall consider the conformity to legislation as a pre-requisite for the release of the organization's environmental management certification.

In case in the six months prior to the 1st stage audit an organization has not sent in a complete and correct application for one or more authorizations required by the law in the environmental field, CERMET has to issue a major non conformity. In case the public Body that received the authorization request asked for integrations, corrections or any other action to be carried out by the organization:

- 1. in case the integration has been required because the authorization application was not complete or incorrect, the six months period shall be calculated from the date in which the organization sent the integrations;*
- 2. In case the request for supplementary information is not due to lack/incompleteness or inaccuracy of the application, the six months period shall be calculated from the send in date of the application.*

3.2 Documentary analysis

It shall be carried out at CERMET premises, unless different agreements between the parts.

The documents which undergo the document analysis consist of all documents which describe the main elements of the organization's environmental management system (EMS) (Environmental Management System Manual and environmental analysis, if any, or equivalent documents). EMS documents shall contain a sufficiently detailed description of the scope of the environmental management system and in general of the management system related to any point of the reference standard.

On the basis of the result of the documents analysis, the client shall implement the required changes or integrations before proceeding with the following activities. Moreover, CERMET may ask the modified documents to undergo a new analysis before proceeding with the following activities.

The client shall assign to CERMET a controlled copy of the analysed documents.

In this phase CERMET may ask for further documents to carry out the document analysis (i.e. procedures, records).

On the organization's request, after the service has been activated, it is possible to carry out a preliminary audit (optional audit) in order to evaluate the adequacy degree of the environmental management system compared to the reference standard, with regard to the products/services for which the certification is required. The results of that audit are expressed only in terms of non-conformities. They do not involve any notice by the organization to CERMET about the corrective actions that it intend to carry out, nor are they submitted any analyses for the certification.

3.3 Stage 1 Audit

1st Stage Audit is always carried out in the sites where the activities under certification are carried out.

At the end of the 1st stage audit CERMET audit team gives a copy of the audit report to the client who undersigns it.

¹ The requirements in *italic* are applicable only to organizations operating with site in the national territory

If within 30 working days from the audit completion the client's organization receives no communication whatsoever, or in case of reception of the Stage 2 audit notice by CERMET, the audit report shall be considered automatically confirmed. Vice versa, if, following an internal analysis, CERMET deems appropriate to modify the content of the report, it shall send a formal notice to the organization, providing explanations for each divergence and indication on the ensuing actions.

For any recorded minor non-conformity, the organization shall analyze the causes that generated it, and formally define the appropriate treatments and corrective actions. The evidence of the closing of minor non-conformities shall be assessed by CERMET during the ensuing certification audit.

In case of major non-conformities, the organization shall send to CERMET the proposal on treatments and corrective actions within 10 working days from the audit completion; these shall be solved within the ensuing stage.

In any case, CERMET reserves requesting the sending of the treatment and of the corrective actions plan, even for minor non-conformities, according to the type and number of non-conformities and to the overall results of the audit.

3.4 Certification audit (CA) or Second Stage Audit:

Certification audit is always carried out in the sites where the activities under certification are carried out. The audit covers all standard requirements and all products/services and sites subject of this contract.

Certification audit cannot be carried out in succession to the 1st stage audit, as the interval between the two audits shall allow:

- CERMET to prepare the certification audit plan and hand it over to the client. It shall be transmitted to the client after the completion of the 1st stage audit;
- the client to close all the non conformities recorded during the document analysis.

The first phase of the certification audit foresees the evaluation of the solution of the non conformities recorded during the preceding phases. The non resolution of major non conformities is binding for the prosecution of the certification process and does not allow the release of the certification. Minor non conformities are recorded as such in the activity report.

At the end of the audit, CERMET audit team gives a copy of the audit report to the client who undersigns it.

Such report is submitted to internal analysis and approval by CERMET, for the ensuing decision on whether to grant the certification or not.

In case of major non-conformities, the client shall send to CERMET the proposal on treatments and corrective actions. The application cannot be analyzed for a decision until CERMET receives the proposals on the solutions and corrective actions for major non-conformities.

Furthermore, prior to the issuing of the certification, we shall verify the solution of all major non-conformities according to the assessment procedures established by CERMET (audit at the client's premises and/or through documental evidence). Such assessment shall be carried out within 6 months at most from the certification audit; conversely, a full reassessment of the environmental management system will be necessary.

For any recorded minor non-conformity, the organization shall analyze the causes that generated it, and formally define the appropriate treatments and corrective actions. The evidence of the closing of minor non-conformities shall be assessed by CERMET during the ensuing certification audit.

In any case, CERMET reserves requesting the supply of the treatment and of the corrective actions plan, even for minor non-conformities, according to the type and number of non-conformities and to the overall results of the audit.

The Certificate validity lasts three years from the issuing date or from the last new issuing.

Any request to modify the certificate content shall be sent to CERMET in writing and before the first useful audit activity.

3.5 Surveillance audits (SA)

Surveillance audits are carried out within and no longer than 12 months from the previous² audit. They are always carried out at the sites where the activities object of the certification are performed.

²The first SA date (i.e. the surveillance audit the follows the certification one) shall not exceed 12 months since the last day of the CA

During surveillance audits, we carry out an assessment of the solution of the non-conformities recorded in previous audits and the assessment of the implementation and effectiveness of the ensuing corrective actions.

Upon completion of the audit, the CERMET Audit Group leaves a copy of the audit report that shall be signed by the client.

If within 30 working days from the audit completion the client receives no communication from CERMET, the audit report can be considered automatically confirmed. Vice versa, if following an internal analysis, CERMET deems appropriate to modify the content of the report, it shall send a formal notice to the organization, providing explanations for each divergence and indication on the ensuing actions.

For any recorded minor non-conformity, the organization shall analyze the causes that generated it, and formally define the appropriate treatments and corrective actions. The evidence of the closing of minor non-conformities shall be assessed by CERMET during the ensuing audit.

In case of major non-conformities, the organization shall send to CERMET the proposal on treatments and corrective actions within 10 working days from the audit completion. Within 30 working days from the audit completion, CERMET, having analyzed the audit report to confirm or not its content, shall communicate to the organization the subsequent actions: audit at the client's premises and/or through documental evidence. Such audit shall be carried out within 6 months at most from the previous one (CERMET may establish shorter times based on the seriousness and number of the recorded non-conformity).

Upon expiry of the allowed maximum terms, if the reasons that justify the impossibility to carry out the audit do not affect the guarantee of conformity with the basic requirements, the certification can be suspended (cf. § 4); conversely, CERMET may cancel the contract (ref. Contract of Conformity Evaluation CSD 05).

CERMET reserves requesting the supply of the treatment and of the corrective actions plan, even for minor non-conformities, according to the type and number of non-conformities and to the overall results of the audit.

3.6 Renewal Audit (RA)

Within the third year from the certification audit, CERMET carries out an audit of general review of the environmental management system, including documents and an analysis of its effectiveness. To this end, the audit is extended to all of the standard's requisites and to all processes/products/services and sites object of this contract. The audit is always carried out at the sites where the activities object of certification are performed.

The audit results are managed according to the procedure described in paragraph § 3.5. In case of recording of major non-conformities, if it is not possible to check their solution upon expiry of the certificate, CERMET will decide the suspension of the certification (cf. § 4) or, in the most serious cases, CERMET may cancel the contract (ref. Contract of Conformity Evaluation CSD 05).

Postponement of the renewal audit date later than the certificate expiry date is not allowed.

Following the renewal, the conformity certificate validity is updated.

4. SUSPENSION, WITHDRAWAL OR REDUCTION OF THE CERTIFICATION

The certification may be suspended, revoked or restricted:

- upon client's request;
- upon CERMET decision, in case: the client has not respected the contract obligations, the basic requirements, the economical conditions agreed with CERMET, or in case of changing of the contractual terms carried out without CERMET approval.

A certificate may be suspended for maximum one year. Otherwise the contract shall be rescinded (see Contract of Conformity Evaluation, CSD 05).

During the suspension period the client is not entitled to use the CERMET Certification Mark and is cancelled by the lists of the certified companies. The conditions for the revalidation of a suspended certification (included the necessary conformity assessment activities) shall be established by CERMET on the basis of the reasons which brought to the suspension of the certificate and on the basis of the duration of the suspension.

Should the client not implement the actions indicated by CERMET for the revalidation of the certificate, the contract shall cease its validity (see CSD 05 - Contract of Conformity Evaluation, § 10.) and the certification will be revoked, that is, if possible, the relevant application field will be restricted.

The certification restriction involves the issue of a new certificate stating the application field for which the certification still applies and the withdrawal of the old certificate. The customer shall moreover promptly conform all the communication and advertising forms to the new application field.

Pursuant to the certification annulment, the organization loses the right to use the Certification Mark and is cancelled from the organization register.

CERMET reserves its decision to communicate the suspension to the accreditation bodies and/or third parties which may require it, as well as to publish the information on its website.

5. USE OF THE CERTIFICATION MARK AND OF THE CONFORMITY CERTIFICATE

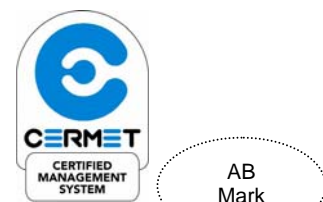
Organisations whose environmental management system is certified by CERMET are entitled to use CERMET certification mark in one of the two versions shown in figure 1 or 2. CERMET mark consists of a blue CYAN logo (registered Mark).

The mark in figure 2 can be used only for certification activities which undergo the control of the Accreditation Body. The two marks (CERMET mark and the mark of the Accreditation Body) shall be adjacent. Figure 2 shows an example of it.



ISO 14001:2004

Fig. 1



ISO 14001:2004

Fig. 2

The CERMET certification mark:

- shall be shown together with the trade mark and/or name of the certified Organization;
- shall be shown together with the certified scheme(s) (the standard shall be quoted with the year of publication). The organization may use the mark with reference to one or more schemes at the same time, provided that they are certificated;
- shall be used in such a way as to avoid the environmental system certification from being attributed to basic requirements which differ from those subject of the assessment. For example, the environmental system certification shall not be used so that to be mistaken for a product certification. Therefore the mark shall not be applied on products nor on their packaging;
- shall be used only when referring to products/services and sites for which the certification was issued;
- can be enlarged or reduced, but at all times ensuring that the words and numbers are legible;
- can be reproduced on means of transportation/handling of the products, provided that it always appears in conjunction with the logo/name of the certified Organization;
- calibration laboratories shall not reproduce it on their test certificates/reports.

In order to advertise its certification, the organization may use the wording "Organization with an environmental management system certified according to ISO 14001:2004" (or similar), providing that it guarantees the respect of what stated before, avoiding to give information which may create confusion or misunderstanding among its clients and final users. The a.m. wording can be reproduced also on products and on their packaging.

The mark can be used in colours - in which case the original colours of the mark must be respected – or monochrome (any colour is allowed).

These prescriptions also apply if use is made of transferable marks (e.g. stickers). The organization shall inform the personnel who may use the mark of the prescriptions stated above

The certificates of conformity issued can be reproduced (including in colour), provided that they entirely reproduce the original.