



COMITATO ECOLABEL ED ECOAUDIT
SEZIONE EMAS ITALIA

**PROCEDURE FOR THE SUPERVISION OF
FOREIGN ENVIRONMENTAL VERIFIERS
ACCREDITED OR LICENSED IN OTHER EU
MEMBER STATES**

[Regulation (EC) n. 1221/09, Article 25, Clause 10]

**PROCEDURA PER LA SORVEGLIANZA DEI VERIFICATORI AMBIENTALI
ACCREDITATI O ABILITATI IN UN ALTRO STATO MEMBRO UE**

[Regolamento (CE) n. 1221/09, Articolo 25, Comma 10]

Rev. 2

Roma, 22 febbraio 2011



**SUPERVISION OF FOREIGN ENVIRONMENTAL VERIFIERS
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(REGULATION (EC) NO. 1221/09, ARTICLE 25, CLAUSE 10)
rev. 2

Premesso che:

- il Regolamento (CE) n. 1221/2009 del Parlamento e del Consiglio del 25 novembre 2009, in seguito chiamato Regolamento EMAS, istituisce un sistema comunitario di ecogestione e audit per la valutazione e il miglioramento delle prestazioni ambientali delle Organizzazioni e fornire al pubblico ed agli altri soggetti interessati informazioni pertinenti;
- il citato Regolamento stabilisce all'articolo 28 che gli organismi di accreditamento e di abilitazione designati da ciascun Stato membro in base all'articolo 4 e all'articolo 5 comma 2 del Regolamento (CE) n. 765/2008 hanno il compito, rispettivamente, di accreditare e rilasciare l'abilitazione ai verificatori ambientali e di sorvegliarne le attività;
- il decreto del Ministro dell'ambiente 2 agosto 1995, n. 413 e successive modifiche e integrazioni istituisce il Comitato per Ecolabel ed Ecoaudit e che al Titolo III - Sezione Ecoaudit attribuisce al Comitato la funzione di organismo nazionale competente;
- ai sensi dell'art. 13 del decreto del Ministro dell'ambiente 2 agosto 1995, n. 413, l'Organismo Competente svolge anche le funzioni di accreditamento e controllo dei verificatori ambientali in attuazione di quanto previsto dal Regolamento EMAS;
- in conformità a quanto stabilito all'articolo 14 del citato decreto del Ministro dell'ambiente n. 413, l'Organismo Competente stabilisce un sistema di quote per far fronte alle spese sostenute, tra l'altro, per l'accREDITAMENTO dei verificatori ambientali;
- il Regolamento EMAS, nell'articolo 25 comma 10, stabilisce che i verificatori accreditati o abilitati in uno Stato membro possono esercitare le attività di verifica e convalida in qualsiasi altro Stato membro e che tali attività sono soggette alla sorveglianza dell'organismo di accreditamento o di abilitazione dello Stato nel quale esse si svolgono, secondo quanto previsto dall'articolo 24 del Reg. stesso;

Considerato che:

l'ISPRA, in qualità di supporto tecnico al Comitato per l'Ecolabel e l'Ecoaudit, svolge le istruttorie relative all'accREDITAMENTO dei verificatori ambientali impegnandosi ad attenersi alla procedura per l'accREDITAMENTO e la sorveglianza dei verificatori ambientali stabilita dal Comitato per l'Ecolabel e l'Ecoaudit - Sezione EMAS Italia,

Tutto ciò premesso e considerato,

il Comitato per l'Ecolabel e l'Ecoaudit - Sezione EMAS Italia, nella seduta del 22 febbraio 2011

ADOTTA

la presente Revisione 2 della

“PROCEDURA PER LA SORVEGLIANZA DEI VERIFICATORI AMBIENTALI ACCREDITATI O ABILITATI IN UN ALTRO STATO MEMBRO UE [Reg. CE n. 1221/09, Articolo 25, Comma 10]”

titolo in inglese

title in english

“SUPERVISION OF FOREIGN ENVIRONMENTAL VERIFIERS ACCREDITED OR LICENSED IN OTHER EU MEMBER STATES [Reg. EC n. 1221/09, Article 25, Clause 10]”



I. GENERAL ASPECTS

Environmental verifiers accredited or licensed in other EU Member States shall announce their intention to perform EMAS verification and validation activities in Italy, **at least four weeks in advance**, to the Italian Accreditation Body – “Comitato per l’Ecolabel e l’Ecoaudit” [herein called “Committee”]. Such notification shall be addressed for each verification in accordance to Art. 24, clause 1 of Regulation EC n. 1221/09.

For this purpose, verifiers shall provide the Committee, together with the completed form in Annex 1 to this procedure, the following information:

- details of their EMAS accreditation or licence (Accreditation or Licensing Body, date of accreditation or licensing, scope of accreditation or licensing);
- details of all the individual members of the audit team (competence, education and experience in technical field as well as in the field of environmental verification);
- measures taken to acquire knowledge of the Italian legislation relating to the environment and working language;
- when and where the verification will occur; address and contact details of the organisation;
- evidence of communication with the organisation concerning possible supervision from the National Accreditation Body.

The notification - and the above information - shall be sent before each intended activity related to verification and validation of environmental statement for the purpose of the EMAS registration in Italy.

II. SUPERVISION ACTIVITIES

For the purpose of supervision the Committee will act through the National Institute for Environmental Protection and Research (ISPRA).

The Accreditation Sector of ISPRA is responsible for the technical issues concerning supervision.

The extent and method of supervision depends on the complexity of the information received and on the results of previous supervision of the same verifier.

Supervision may consist of:

- reviewing the documentation;
- supervision in organisations during the verification and validation process;
- reviewing the final version of the EMAS statement and the verifier’s report.



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In general, supervision of verifiers during the verification and validation process will take place:

- at the time of the first verification and validation activity in Italy;
- if the previous on-site supervision goes back to a period exceeding two years;
- if the quality of the work of the verifier already done in Italy does not satisfy the National Accreditation Body.

Notified verifiers shall provide, if requested by ISPRA, the following documentation:

- draft of the environmental statement;
- verifier's report concerning the results of its preliminary review of the organisation's documentation;
- the environmental audit programme.

During supervision of a notified verifier, ISPRA's assessors will focus on the correctness of performance of the verification activity and on the knowledge of the national environmental legislation as well as understanding of the Italian language.

In any case, the final audit report shall be transmitted to ISPRA after each verification.

ISPRA's assessor will provide a report to the Committee with conclusions of the performance of the verification. The report may additionally include information on:

- any possible reservations as to (not) knowing the language, the Italian environmental legislation or the technical field;
- independence and impartiality of the EMAS verifier or its team;
- any doubts/dilemmas/information important to the National Accreditation Body, the Competent Body or FALB (Forum of Accreditation and Licensing Bodies).

In the case of any non conformity, the Committee shall inform by writing the concerned EMAS verifier, the Accreditation or Licensing Body which granted the accreditation or licence, the Competent Body, and – in the case of any further dispute – also FALB.

III. APPLICABLE FARES TO NOTIFIED VERIFICATION ACTIVITIES

This section specifies applicable fares for the supervision activities performed by the Italian National Accreditation System while supervising EMAS notified verifiers. Time will be calculated for the following activities:

1. office review of accreditation/licensing documentation;
2. assessment of pre-audit verifiers report including the draft of the environmental statement;
3. supervision during the verification process (if applicable);



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4. final document analysis (verifiers report and final statement) and report to the Committee.

The following reference time allocation table is used (as a framework):

Type of assessment	Time & Costs (1 man day = € 750,00)
(A) Documentation review before verification and validation activities	min. 0.25 - max 2 man days
(B) Supervision in organisation	<ol style="list-style-type: none">1. Days effectively spent at organisation (travel time excluded)2. Documented travel costs, accommodation and allowances
(C) Final documentary review and report to the Committee	min. 0.25 – max 2 man days

Proposed fares applicable for each verification activity shall be accepted by the verifier by writing before the activity is performed.

The amount will be determined on the basis of the audit plan, of the previous activities performed by the verifier in Italy and on the basis of real costs related to the supervision of ISPRA's personnel involved.

Fares shall be paid as follows:

1. ISPRA will make out a specific invoice with details of the assessment (A – B – C see table);
2. Bank transfer c/o BNL SpA – Roma (Banca Nazionale del Lavoro)
IBAN: IT67P0100503382000000218550, SWIFT CODE: BNLITRR.



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ANNEX I

Al Comitato per l'Ecolabel e per
l'Ecoaudit - *Sezione EMAS Italia*
c/o ISPRA
Settore Accreditamento
Via Vitaliano Brancati, 48
00144 Roma

NOTIFICATION FORM
To be sent by mail or FAX (+39 0650072078)

SECTION 1 – Name and reference of the verifier

<i>Name</i>	
<i>Address</i>	
Street/square & n.	
Zip & town	
Country	
<i>Phone</i>	
<i>Fax</i>	
<i>e-mail</i>	
Reference person	
Accreditation or Licence	
	Individual
	Organization
Other Accreditation	QMS EMS Other _____



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Section 2 - Accreditation or licence details

<i>National Accreditation or Licensing Body</i>		
<i>Scope (s) of EMAS accreditation or licence (list all)</i>		
Applied Restrictions	YES NO	
	Size and related NACE	
	Complexity and related NACE	
	Other Limitations	

Section 3 - Competences and audit team

<i>Name of team member</i>	<i>Role in the team</i>	<i>Competence</i>

Please include qualification documentation



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Section 4 – Information of the organization to be verified

<i>Name</i>	
<i>Address</i>	
Street/square & n.	
Zip & town	
Country	
<i>Phone</i>	
<i>Fax:</i>	
<i>e-mail</i>	
Reference person	
Other Certificates	QMS (UNI EN ISO 9000) EMS (UNI EN ISO 14001) Combined audit with EMS
NACE code(s)	
Date (s) of audit	

Please include evidence of information to the organization that this audit could be under the supervision of the Accreditation Body and acceptance of this requirement by the verified organization.



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Section 5 – Measures taken to deal with legal and language knowledge, if necessary

<i>Arrangements to ensure competence in Environmental Law of the Country</i>	
<i>Proposals to address language problems</i>	

Section 6 – Other information

Section 7 – Attached documents

- 1.
- 2.
- 3.

Date & Signature