



COMITATO ECOLABEL ED ECOAUDIT  
SEZIONE EMAS ITALIA

**PROCEDURE FOR THE SUPERVISION OF  
ENVIRONMENTAL VERIFIERS LICENSED IN  
OTHERS EU MEMBER STATES AND  
PERFORMING EMAS VERIFICATION AND  
VALIDATION ACTIVITIES INDIVIDUALLY**  
[Regulation (EC) n. 1221/09, Article 25, Clause 10]

*PROCEDURA PER LA SORVEGLIANZA DEI VERIFICATORI AMBIENTALI ABILITATI IN  
UN ALTRO STATO MEMBRO UE E CHE SVOLGONO LE ATTIVITA' DI VERIFICA E  
CONVALIDA A TITOLO INDIVIDUALE*  
[Regolamento (CE) n. 1221/09, Articolo 25, Comma 10]

**Rev. 3**

*Roma, 24.03.2015*



**SUPERVISION OF FOREIGN ENVIRONMENTAL VERIFIERS  
LICENSED IN OTHER EU MEMBER STATES**  
(REGULATION (EC) NO. 1221/09, ARTICLE 25, CLAUSE 10)  
rev. 3

*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 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 controllo dei verificatori ambientali in attuazione di quanto previsto dal Regolamento EMAS;
- 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 attività di sorveglianza sui verificatori singoli – compresi i notificati – impegnandosi ad attenersi alla procedura per 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 24 marzo 2015

**ADOTTA**

la presente revisione 3 della

**“PROCEDURA PER LA SORVEGLIANZA DEI VERIFICATORI AMBIENTALI ABILITATI IN UN ALTRO STATO MEMBRO UE E CHE SVOLGONO LE ATTIVITA' DI VERIFICA E CONVALIDA A TITOLO INDIVIDUALE**

[Reg. CE n. 1221/09, Articolo 25, Comma 10]”

**“PROCEDURE FOR THE SUPERVISION OF ENVIRONMENTAL VERIFIERS LICENSED IN OTHER EU MEMBER STATES AND PERFORMING EMAS VERIFICATION AND VALIDATION ACTIVITIES INDIVIDUALLY” [Reg. EC n. 1221/09, Article 25, Clause 10]**



## **I. GENERAL ASPECTS**

Individual Environmental verifiers 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 Licensing 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 set in Annex 1 to this procedure, the following information:

- details of their EMAS licence (Licensing Body, date of licensing, scope of licensing);
- 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 Licensing 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 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 previously done in Italy does not satisfy the National Licensing Body.

Notified verifiers shall provide, upon request from 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 plan.

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 provided 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 issue concerning the knowledge of Italian language and environmental legislation or the technical field;
- independence and impartiality of the verifier;
- any other relevant information to the National Licensing Body, the Competent Body or FALB (Forum of Accreditation and Licensing Bodies).

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

In case the notification is not fully documented:

- if some information (e.g. licence details, time and place of the verification, address and contact details of the organisation, knowledge of legal requirements relating to the environment and official language) is not provided, or is not on time, the verifier will be informed about the missing information or the failure to respect the obligatory notification periods in order to avoid recurrence in the future. If the Committee considers that the missing information does not preclude satisfactory supervision activities (e.g. incomplete address or contact details), the notification shall be considered as satisfactory,



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- if some key information has not been received (e.g. necessary information on the client, validity of licensing) or has not been received in due time or its evaluation shows serious deficiencies and issues reported to the verifier are not corrected within the agreed period of time - *and thus supervision is not possible* - the Committee shall inform the verifier that it considers the notification as unsatisfactory, and that it may recommend to the Competent Body not to register the organisation (\*).

(\* ) *the Committee is also appointed as EMAS Competent Body*

### III. APPLICABLE FARES TO NOTIFIED VERIFICATION ACTIVITIES

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

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

<b>Type of assessment</b>	<b>Time &amp; Costs (1 man day = € 750,00)</b>
(A) Documentation review before verification and validation activities	min. 0.25 - max 2 man days
(B) Supervision in organisation	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 activities.



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Fares shall be paid as follows:

1. ISPRA will issue a specific invoice with details of the assessment;
2. Bank transfer c/o BNL SpA – Roma (Banca Nazionale del Lavoro)  
**IBAN: IT67P0100503382000000218550, SWIFT CODE: BNLIITRR.**



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**ANNEX I**

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

**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>	
<i>Street/square &amp; n.</i>	
<i>Zip &amp; town</i>	
<i>Country</i>	
<i>Phone</i>	
<i>Fax</i>	
<i>e-mail</i>	

Section 2 - Licence details

<i>National Licensing Body</i>	
<i>Scope and validity of EMAS licence</i> <i>(list all NACE codes)</i>	
<i>Applied Restrictions</i>	YES



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	NO	
	Size and related NACE	
	Complexity and related NACE	
	Other Limitations	

*Section 3 – Organization to be verified*

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

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





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**Section 4 – Measures taken to deal with legal and language knowledge**

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

**Section 5 – Other information**

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**Section 6 – Attached documents**

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- 2.
- 3.

Date & Signature