

A.I.S.E. Charter for Sustainable Cleaning

Letter of Commitment of the Verifier

(Version 1.2, 5 August 2015)

A COMMITMENT

By:

.....("the Verifier")

With a principal place of business at:

.....("Address Headquarters")

To the **CHARTER FOR SUSTAINABLE CLEANING** ("the Charter") of the Association Internationale de la Savonnerie, de la Détergence et des Produits d'Entretien ("A.I.S.E.") with its legal seat at Bd du Souverain 165, 1160 Brussels, Belgium, dated

WHEREAS

The Verifier has applied to the A.I.S.E. to be recognized as being a "**Accepted Verifier**" to the Charter and has agreed to make the commitments set out below;

Following due investigation by A.I.S.E., the A.I.S.E. is satisfied that the Verifier currently meets the requirements of Accepted Verifier to the Charter;

The Verifier **HEREBY COMMITS** to the Charter in respect of his ability to carry out the necessary verification services on deadlines as specified by the Charter;

WHEREBY the Verifier shall

Deliver proof of recognition by a national and / or European competent authority as "Accredited Verifier" (annex: criteria);

Accept that the name of his company (and relevant website address is mentioned on the public website of the Charter;

Publish on the protected Charter Extranet his company details, the names of the contact persons involved and preferably also a range of tariffs of the verification visits, if possible all grouped per country in the Charter area (EU 25 + Iceland, Norway and Switzerland) (see annex – registration form);

Comply in all material respects with the legal requirements applicable to its services as "Accredited Verifier";

With regard to the Charter Verification Procedures of the Charter:

- a) Carry out the verification visits and submit assessment reports for each visited company to A.I.S.E. via the protected Charter Extranet concerning the essential Charter Sustainability Procedures (CSP's) installed by the companies which have applied to the Charter;
- b) Carry out verification visits and submit assessment reports for each visited company to A.I.S.E. via the protected Charter Extranet concerning the non-essential CSP's installed by the participating companies within 3 years of the date of their admittance to the Charter;

- c) Carry out verification visits and submit assessment reports for each visited company to A.I.S.E. via the protected Charter Extranet about the verification results on the correct reporting of the participating companies concerning the Charter Key Performance Indicators (KPI's);

In order to perform the Charter Entrance Check visit the company, which has officially applied for the Charter within twenty (20) business days of its official application;

Submit within ten (10) business days after the visit a detailed report to the company containing the verification results on each essential / non-essential CSP installed, respectively each KPI report submitted;

Upon authorisation of the visited company submit immediately (within 48 hours) a report on the overall outcome of the verification to A.I.S.E. via the protected Charter Extranet, allowing the applicant company to become participant of the Charter, respectively confirming that the company is allowed to continue their participation, all in line with the independent decision procedure as outlined in the Charter and published on the public Charter Website.

This Commitment shall remain in full force and effect until either terminated:

- a) by the Verifier at any time serving not less than six (6) months prior written notice upon A.I.S.E. or;
- b) by A.I.S.E. serving not less than six (6) months prior written notice upon the Verifier, following the Verifier's failure to meet material requirements under the Charter and/or this Commitment, provided, however, that A.I.S.E. must provide the Verifier with written notice to

..... ("Address Headquarters")

specifying the Verifier's material failure or material breach. If such failure and/or breach is cured by the Verifier within twenty (20) business days from receipt of such notice the termination by A.I.S.E. for the respective failure or breach shall be null and void.

This Commitment and the rights, duties and responsibilities of the Verifier and A.I.S.E. under the Charter shall continue in full force and effect during any notice period.

Date:.....

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(Name and signature of the verifier)

The Verifier has enclosed the following proof(s) of accreditation (see annex, point 4):

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ANNEX

Acceptance of Verifiers for the A.I.S.E. Charter for Sustainable Cleaning

Relevant points

- 1) Providing assurance reports on sustainability programmes is a developing field. There are a number of standard setting and observatory bodies who provide useful guidance to the field and whose status is respected by regulators, Non Governmental Organisations, industry, etc. Many companies follow these standards and many verifiers also work on their requirements.
- 2) However, there are no formal national or international catch-all-accreditations available for the broad sweep of sustainability verification (covering a scope equivalent to the Charter, for example). The purpose of this document is to find a way to judge whether verifiers meet the minimum quality standards that A.I.S.E. requires.
- 3) One proxy could be ISO standards. However, even ISO 14001 does not cover the full scope of the Charter. It is, however, a good level which will provide stakeholders with confidence.

Criteria for acceptance

- 4) Verifier firms applying for accepted verifier status must meet the following requirements:
 - a) Hold ISO 14001 accreditation;

Or:

 - b) Hold external sustainability accreditation of an official accreditation body, and submit details of
 - their accreditation
 - their track record in the various areas of activity covered by the Charter to A.I.S.E. under a standard form (see "Letter of Commitment")
- 5) A.I.S.E. will then decide to accept them or not. If necessary, A.I.S.E. may enlist advice from GRI, Accountability or other specialized agencies.
- 6) This mechanism will ensure that only verifier firms with external accreditation are accepted, but will take also into account point 1 above and allow the Charter to follow the developments in the field of sustainability reporting.

Registration Form

TO BE SENT TO

A.I.S.E.
Bd du Souverain 165
B – 1160 Bruxelles
E-mail: info@sustainable-cleaning.com

A) General Information

Company name:

Website:

B) Contact Information for A.I.S.E.

Please, specify below the person who is responsible for the communications with A.I.S.E. This information will not be displayed on the Charter website / extranet.

Full name:

Function / job title:

Email address:

Phone number:

Fax number:

Postal address (street, + nr., postal code, city and country):

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C) Contact Information for the Charter Companies

Companies applying for the entrance check are able to browse through a list of accepted verifiers on the Charter extranet. Please, specify below the contact person(s) of your organization who can be contacted by applicant companies. You can indicate more than one contact person, in combination with the country / countries for which he is responsible.

Full name (1st contact person):

Function / job title:

Email address:

Phone number:

Fax number:

Postal address (street, + nr., postal code, city and country):

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Is responsible for the following country / countries:

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Full name (2nd contact person):

Function / job title:

Email address:

Phone number:

Fax number:

Postal address (street, + nr., postal code, city and country):

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Is responsible for the following country / countries:

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Full name (3rd contact person):

Function / job title:

Email address:

Phone number:

Fax number:

Postal address (street, + nr., postal code, city and country):

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Is responsible for the following country / countries:

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D) Tariffs

In order to give interested companies an idea about the costs of a one-day verification visit you are asked to give below some indication about the tariffs of such visits. These tariffs may vary by country or region (group of countries) and can also depend on a possible combination with other auditing services carried out for the same company (e.g. ISO 14001). Please, specify by country or region, in Euro:

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