



Association Internationale de la Savonnerie, de la Détergence et des Produits d'Entretien
International Association for Soaps, Detergents and Maintenance Products

A.I.S.E. CHARTER FOR SUSTAINABLE CLEANING

Procedure for the Charter Entrance Check by an Accepted Verifier

(Version 1.0, 13 May 2005)

I. Introduction

Companies wishing to participate in the A.I.S.E. Charter for Sustainable Cleaning are required to pass an entrance check. This on-site check is performed by an **accepted** independent verification agency. The purpose of this entrance check is to determine if the applicant company has implemented the Charter Sustainability Procedures (CSP's) or equivalent management processes to the standard required by the Charter. The entrance check does not require any checking of the Key Performance Indicators (KPI's).

The Charter contains eleven (11) CSP's, six (6) of which are essential and have to be in place at the time of the entrance check, and five (5) non-essential which have to be implemented within three (3) years of the company joining the Charter. The six essential CSP's have to be checked by the accepted verifier during the entrance check. Three years after the company has officially become a participant in the Charter a second on-site check will be performed, covering all CSP's, including the 5 remaining ones.

Once the company has joined the Charter it is required to report each year on its individual sustainability performance, on the basis of a set of ten (10) Key Performance Indicators (KPI's). Here again, the accepted verifier will be asked to verify from time to time (at least once per three years) whether the company is reporting to the Charter Extranet reporting system in a correct way. The procedure for these at random KPI checks will be explained in a separate annex to this document (under development).

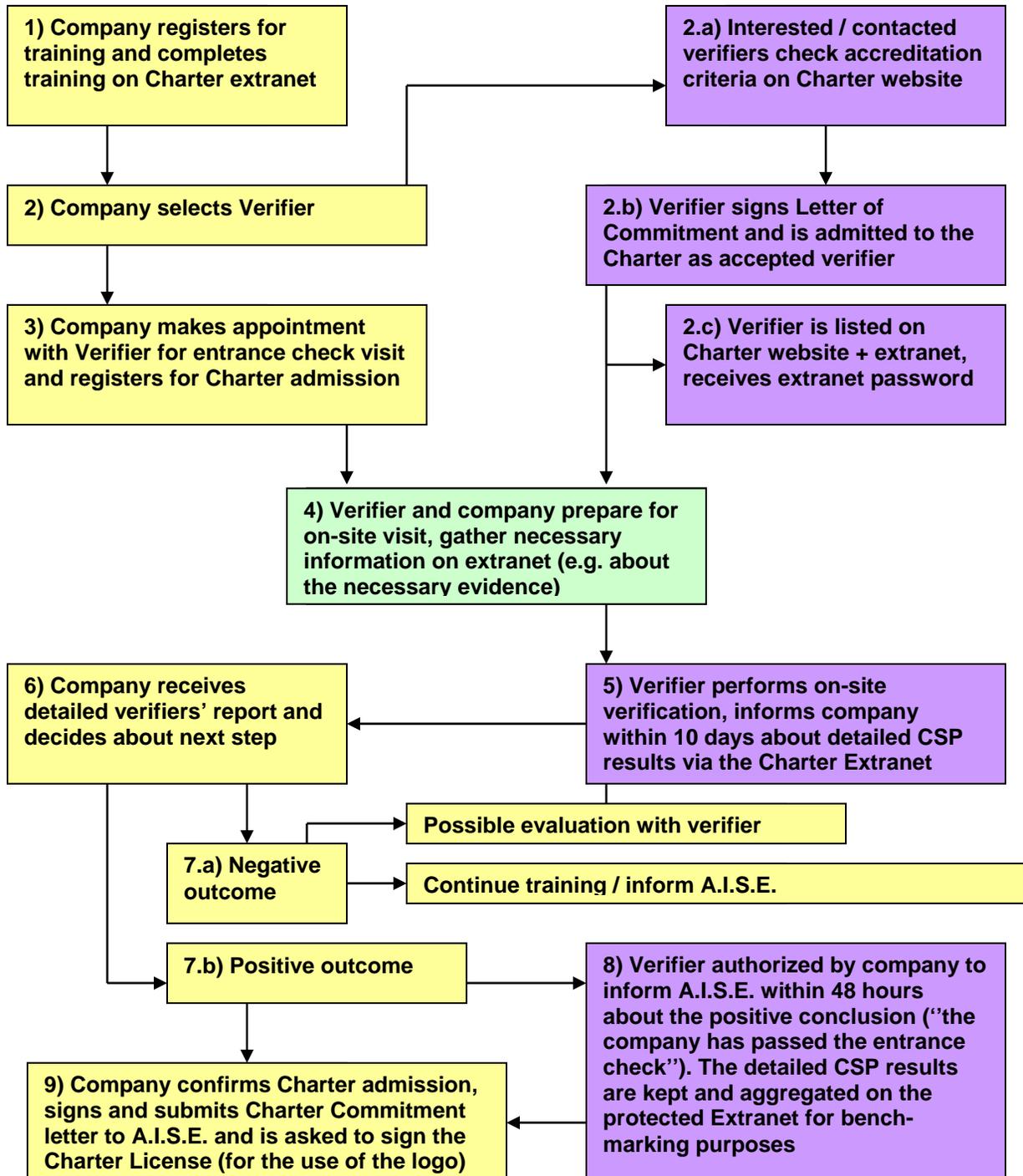
II. How can a verifier join the panel of AISE-accepted verifiers?

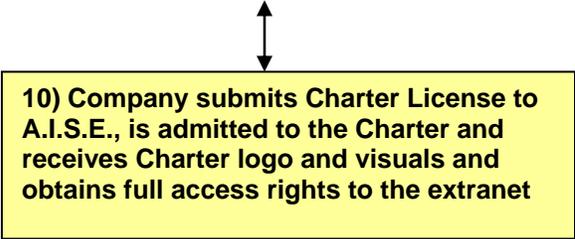
In order to join the panel of AISE-accepted Verifiers you need to be officially accredited by a government-recognised national accreditation service and sign the Verifier's "Letter of Commitment" (see annex), to be sent to the A.I.S.E. Secretariat. Subsequently the verifier will be listed as Accepted Verifier ("Verifier") on the Charter website (public part – name only) and on the Charter extranet (protected – full contact details including if possible information about tariffs per country).

When a company applies for admission to the Charter, it will be asked to select a Verifier from the panel to perform the on-site entrance check.

III. Overview of the procedure

This chapter explains the step-by-step (1-10) procedure to become a Charter participant and clarifies the role of the Verifier.





10) Company submits Charter License to A.I.S.E., is admitted to the Charter and receives Charter logo and visuals and obtains full access rights to the extranet

1) Company completes training

Before companies can apply to participate in the Charter they have to visit the training area of the Charter website and register for training.

The training is provided through the Charter's web-based system. It helps companies to evaluate in advance whether they are well enough prepared for the Charter in general and the entrance check in particular.

The training allows the applicant company to go through the complete entrance check procedure, which is identical to the one performed by the selected Verifier on-site. The company needs to answer a set of questions and the web-based system automatically turns the answers into scores for each Charter Sustainability Procedure (CSP).

The extranet also contains detailed information about the evidence the company has to provide in order to demonstrate to the Verifier that the CSP's are in place and being implemented as part of the company's management systems.

Applicant companies are strongly recommended to complete the training procedure by filling in all questions with actual or provisional company data. Once completed, the company can calculate its own score.

A minimum score of 60% or more for each of the six essential CSP's will be sufficient for joining the Charter. Three years after joining the company will need to score 60% or more for all eleven CSP's.

2) + 3) Company selects a Verifier and applies for admission

Once the company feels ready for the on-site verification, they can apply for admission. In order to start the admission procedure, the company needs to contact a Verifier and make an appointment for the on-site visit. The Charter's web-based system includes a search engine that allows the company to find a Verifier that is active in the company's region.

The company is free to choose any Verifier that is listed on the "accepted verifiers" panel. If the company would like to work with a verifier that is not yet listed, they need to ask the verifier to sign the "Verifiers Letter of Commitment" and submit it to A.I.S.E. The new Verifier will be listed on the Charter's web-based system shortly after A.I.S.E. receives the letter and sufficient proof of its official accreditation.

Immediately after the appointment with the Verifier has been fixed, the company has to fill in an admission form on the Charter' web-based system.

The company should not only fill in the company details but also the selected Verifier, as

well as the appointment date for the on-site check.

After the company has submitted the form, the Verifier automatically receives - via the Charter extranet system - an e-mail invitation for the on-site check. NB: the Verifier should only perform the on-site visit upon receiving the official e-mail invitation!

4) Verifier prepares the on-site visit

Normally, 'on-site' will mean a visit to the head office of the company. It does not require a factory visit. Where a company operates in more than one country or has more than one head office it will nevertheless conduct the verification in one location. Not every on-site check is the same. There are (small) differences between the entrance check questions for Household and I&I (Industrial & Institutional) companies.

The Charter's web-based system helps the Verifier to gather the necessary information to prepare the on-site check (see: Guidance to the Charter Entrance Check). For example, the extranet provides the Verifier and the company with an overview of kind of evidence the visited company needs to prepare for the entrance check.

Each accepted Verification Company receives a personal username and password that allows the Verifier to log in to the Charter extranet.

After authorisation the Verifier will be able to access a new tab in the top navigation menu labelled "Administration". Within this chapter the Verifier will find a menu item in the left navigation called: "Entrance Check Report". This screen will display a list of the companies that have chosen the Verifier in question to perform their entrance check.

5) Verifier performs the on-site verification

The entrance check has been designed in such a way that the on-site visit can be performed in one day, certainly if the company is well prepared to provide the Verifier with immediate and correct evidence.

Usually the verifier will be invited at the company's headquarters. There should be no need to visit individual production sites unless records or files are kept there.

6) Verifier fills in the verification results and informs the company first

The Verifier has to make use of the electronic calculation and reporting files published on the protected 'Verifiers part' of the Charter extranet. These look very similar to the forms the company has been able to use during the training period.

The Verifier has to inform the company *first* about the detailed outcome of the visit. The Verifier should send its report to the company within 10 working days after the visit has been performed.

7) Company is informed about their result

If the outcome is **positive** the company authorises the Verifier to pass on the overall conclusion to A.I.S.E., without the details of the results per CSP but with the message that “the visited company has passed the entrance check”.

If the outcome of the entrance check is **negative** the company can continue its training exercise and apply for a second entrance check.

NB: it is up to the company to inform A.I.S.E.

No one but the Verifier and the visited company will have access to the detailed results of the entrance check, through the protected extranet. However, the company can decide to share the results - under confidentiality agreement - with A.I.S.E.

8) A.I.S.E. receives information about the success of the entrance check, admission of the company to the Charter

Subject to authorisation by the visited company, the verifier will report the end-result to A.I.S.E..

As indicated before, this report will only consist of the conclusion whether the visited company has passed the entrance check. No reference is made to the details of the overall score, nor to the scores per question. The detailed CSP results are kept on the extranet for aggregation and benchmarking purposes.

The Verifier should be able send its conclusion to A.I.S.E. **immediately (within 48 hours)** after authorisation of the company.

9) + 10) Company confirms admission and receives Charter logo

The company has to re-confirm its interest to join the Charter and signs and submits the Charter Commitment Letter to A.I.S.E.

Subsequently, A.I.S.E. will send the Charter logo license agreement. The licence document needs to be signed and returned to A.I.S.E. by mail and the company is authorized to start using the Charter logo on its promotion material (website, brochures, etc.) and on-pack. The company will also obtain full access to the extranet.

The company's scoring information remains confidential, but is nevertheless held on the secure website and will be aggregated with other company data when a minimum of four other companies have recorded their data. By this means it will be possible for each company to compare its own scores with the average of all those that have submitted data. This ability for a company to benchmark its individual performance with the overall industry performance under the condition that at least 4 other companies belonging to the same sector (Household or I&I) have submitted their reports as well, is seen as a valuable tool for promoting adoption of the Charter.

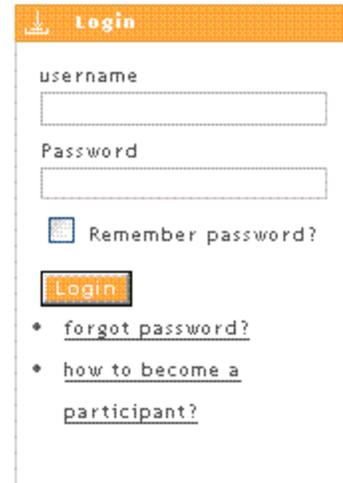
IV. Detailed instructions for the Verifier on how to use the Charter’s web-based system

As these website pages contain highly confidential information the identified Verifier only has access to this part of the extranet; individual company data will only be accessible to the company itself and the Verifier.

A. Authorisation on the extranet

Go to www.sustainable-cleaning.com, and enter you username and password on the login box.

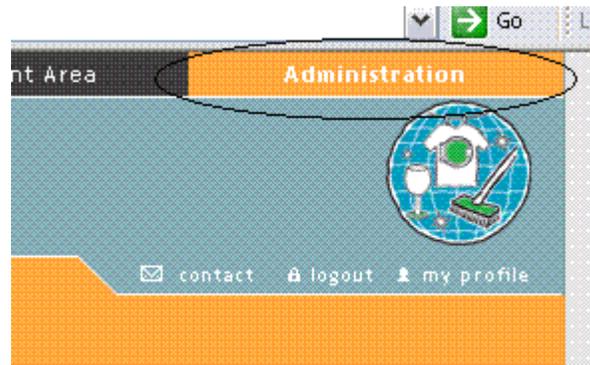
Note that the “Remember password” box should never be used on a public computer.



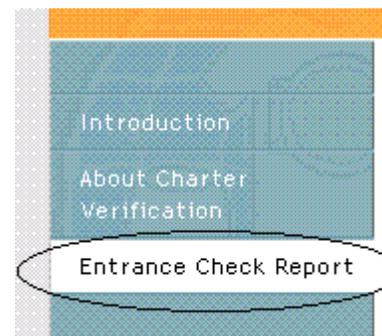
The screenshot shows a web browser window with the title "Login". It contains a form with the following elements: a "username" label above a text input field, a "Password" label above a password input field, a checkbox labeled "Remember password?", an orange "Login" button, and two links: "forgot password?" and "how to become a participant?".

B. Go to the Administration area

Move your mouse to the top-right of the screen, and click on “Administration”.



C. Select “Entrance Check Report” in the left navigation



D. Company overview screen

This screen displays an overview of the companies that have chosen you to perform their entrance check.

List of companies

The following companies have selected you to perform a Charter Entrance Check. Click the "View" button next to a company to continue.

Planned verification date	Company	Status	
03 May 2005	Demo Company	Requested	<input type="button" value="start"/>

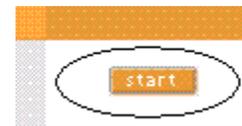
The "Planned verification date" is the date that the company has entered for the on-site verification. Normally, this appointment should have been agreed between the company and the Verifier in advance.

The "Status" indicates the status of the entrance check. We distinguish the following statuses:

- *Requested*: The company has requested the on-site verification;
- *Open*: The Verifier has started to fill-out the entrance check on the web system, but did not complete it yet;
- *Completed*: The Verifier had completed the entrance check report. The result of the report has been submitted to A.I.S.E.

E. Select a company

You can start to fill-out the entrance check results by clicking the "Status" button on the right of a company that is in "Requested" status.



If the company status is "Open", you can click the "Continue" button to continue the report.

If the company status is "Completed", you can click the "View" button to review or print the already submitted report.

F. Download PDF Report

This screen allows you to download a printable PDF report that contains the information needed to perform the online visit.

We highly recommend you to print this report and use it during the visit. The document has been created in such a way that you can mark/write the results of the visit directly on the document.

After the visit, you will use the notes on the printed document as the source for reporting the result of the entrance check in the online system. To start filling in the results, click on "*Enter the Entrance Check Results*".

Demo Company

To perform the on-site verification you have the choice to:

- work online, immediately entering the scores and results in the extranet system
- work offline, using the PDF document below. This document allows you to perform the on-site visit without internet connection, in which case you are required to enter the results in the extranet at a later moment.



[Download PDF Report for: Demo Company](#)

It can take up to 30 seconds before the download starts.

[Enter the Entrance Check Results](#)

Click here to proceed and enter the scores and results online. You are required to submit the entrance check results using this form within 10 days after the on-site visit.

G. Report the entrance check results - Step 1: General information

* required

Step 1: Complete General Information

Company	Demo Company
Verifier	Demo Verifier
Auditor who performed the visit *	<input type="text" value="John Doe"/> <i>First & Last name</i>
Actual visit date *	<input type="text" value="3/05/2005"/> <input type="button" value="..."/> <i>If the visit took more than one day, enter the first visiting date.</i>
Comments	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p><i>These comments will be shared with the company you visited. A.I.S.E. will be able to read these ONLY if the company decides to disclose the results of the Entrance Check.</i></p>

This screen allows you to enter general information about the on-site verification. If necessary, you can correct the name of the company and the person who has performed the on-site visit. You can also adjust the date of the on-site visit.

The general comments field allows you to enter general comments about the on-site visit (e.g. information about the way the visit was carried out, suggestions for improvement, etc.)

Press the “Next” button to save the changes and continue to the next step.

H. Verification overview screen (select a CSP)

This screen displays an overview of the CSP's. The status shows if the reporting for the CSP has been completed. We distinguish the following statuses:

- *Open*: Reporting for this CSP is not yet completed
- *Completed*: Reporting for this CSP is completed (but can still be changed).

You can click on the button "Domains" to open the CSP.

Please note that the structure of the on-site check and the report is the following:

CSP > Domain > Control Activity > Check

Onsite visit date: 03 May 2005

Demo Company

Please enter all the results of the onsite-visit Entrance Check. When all CSP's have been "completed", click the button "Review Entrance Check Results" on the bottom of the page. This will allow you to review and fine-tune all scores before submitting.

<input type="checkbox"/> Essential CSP	Status	
CSP A: Raw material selection and safety evaluation	Open	domains →
CSP D: Resource Use Policy	Open	domains →
CSP E: Occupational Health and Safety Management	Open	domains →
CSP F: Environmental Management System	Open	domains →
CSP H: Product Recall	Open	domains →
CSP I: Finished Product Safety Evaluation	Open	domains →

All CSP's have to be completed before the report can be submitted

I. CSP overview screen (select a domain)

This screen provides an overview of the domains of the chosen CSP. A CSP can have one or more domains. Every domain has a weight and a status. The weighted percentages indicate how the score of the domain relates to the total score of the CSP.

The status indicates if the reporting on the domain has been completed or not.

CSP A: Raw material selection and safety evaluation

Raw Material Selection: Companies will work to continually improve, balanced across the three sustainability pillars (social, economic and environmental) by: Setting and reviewing specifications for individual raw materials, Selecting raw materials, opportunities to use specific recycled materials where these are available and to use specific renewable raw-materials. Raw Material Safety Evaluation: companies will progressively and systematically perform or otherwise obtain appropriate safety evaluations for relevant raw materials used in their products.

[Click to see the full description of this CSP.](#)

Please select a domain to enter the report scores.

Domain	Weight	Status	
1. Raw material specification procedure	25%	Open	control activities →
2. Raw materials ordering procedure	25%	Open	control activities →
3. Raw materials receiving procedure	25%	Open	control activities →
4. Raw materials handling in production	25%	Open	control activities →

[CSP Overview](#) [Next CSP](#)

J. Control Activities screen (enter verification scores)

This screen gives an overview of the control activities and checks within the chosen domain.

The “Management & Testing” check is scored globally for the domain. The other checks (Documentation / Initiation / Accessibility, Availability and Modifiability / Communication & Training) are scored per control activity.

One domain can contain one or more control activities. In the screen below, the control activity is “Specifications”.

The control activities do not have a weighted percentage and count equally in the score calculations.

The next step is to click on the  icons and pick the score.

Each control activity contains a comment box, which allows you to enter notes that are important to take into account when evaluating the score of the entrance check. These notes will be visible for the company that is being checked.

CSP A: Raw material selection and safety evaluation

Domain: Raw material specification procedure

Important Note: Changes to this page are only saved after clicking the buttons "domain overview" or "next domain".

Domain level check

 Management & Testing

A: Not done



Specifications

Specifications for each raw material are set and agreed with each of the key company functions involved (for example purchasing, technical, formulation, manufacturing, distribution, safety and environmental)

 Documentation

A: No records / documentation



 Initiation

A: Control activity not undertaken



 Accessibility, Availability and Modifiability

A: Random access - no control over change the informatio



 Communication & Training

A: None



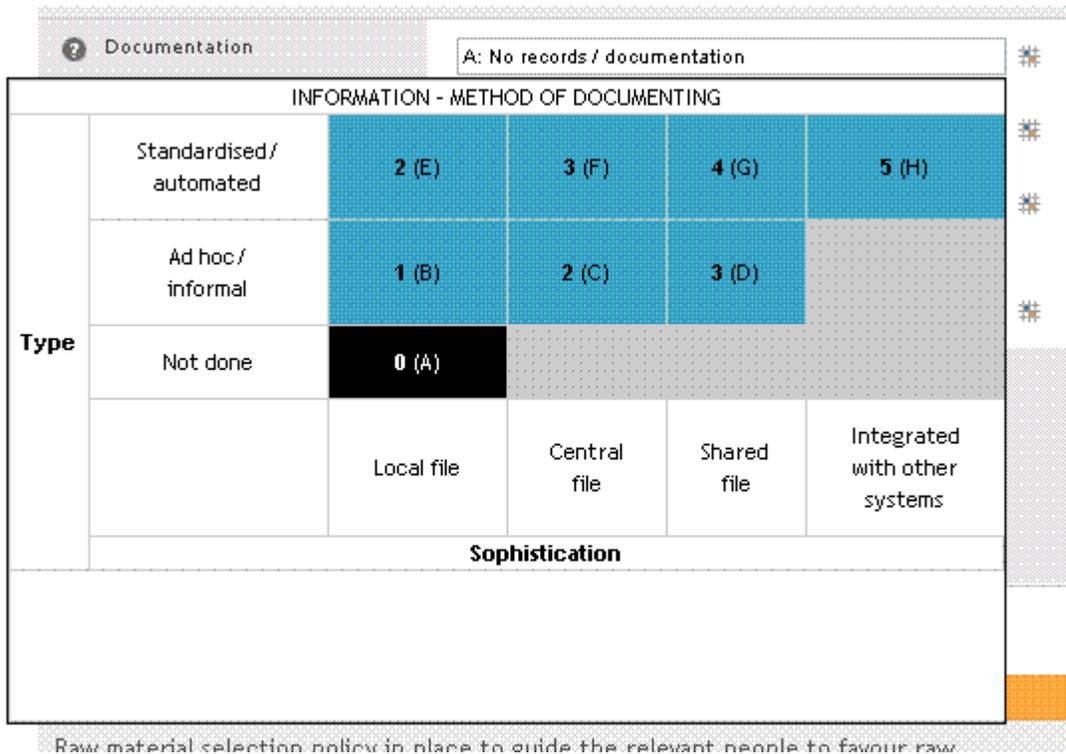
K. Select a score for each check within the control activity

When you click on an  icon, a popup grid will appear. This will allow you to select the most appropriate score for the check. On top, the name of the check appears (“Information – Method of Documentation”).

When you combine the words in the left column and bottom row, you will find the appropriate answer for the check. By moving your mouse over the possible answers (colour blocks), an informative text will appear in the bottom of the screen. This text will help to determine if the selected answer truly corresponds with the check.

When you click on one of the boxes, the popup will disappear and the answer will be displayed in the textbox next to the check.

You can change the answer by clicking on the  icon again.



Documentation A: No records / documentation

INFORMATION - METHOD OF DOCUMENTING

Type	Standardised/automated	2 (E)	3 (F)	4 (G)	5 (H)
	Ad hoc/informal	1 (B)	2 (C)	3 (D)	
	Not done	0 (A)			
		Local file	Central file	Shared file	Integrated with other systems
Sophistication					

Raw material selection policy in place to guide the relevant people to favour raw

Please note that you can find detailed information about the check by clicking on the



L. Navigate to the following domain

You can use two buttons to navigate from one domain to the other:

- *Domain Overview*: will bring you back to the overview of the domains in the current CSP.
- *Next Domain*: will bring you to the next domain in the CSP.

Domain Overview

Next Domain

M. Review the verification report.

Once you have completed all the domains in all CSPs, a new button will appear in the CSP overview page “Review entrance check results”.

CSP I: Finished Product Safety Evaluation

Completed

domains

Review entrance check results

N. Verification Report Confirmation

After clicking the “Review entrance check results” button, you will be able to download an updated PDF report containing all the results you have entered. This PDF does not yet contain the calculated scores, nor the Positive/Negative result of the entrance check. These calculations will only be performed AFTER you have confirmed the data.

Demo Company

Please review the entrance check results carefully using the PDF Report below. The PDF does not yet contain scores. Scores are calculated automatically by the system after you confirm using the button below.



Download PDF Report for: Demo Company

It can take up to 30 seconds before the download starts.

What happens when I click "Confirm & Calculate Result"?

The system will calculate the final result of the A.I.S.E. Entrance Check. This result can no longer be altered. You will be able to download the PDF report containing the outcome of the entrance check and all the scores.

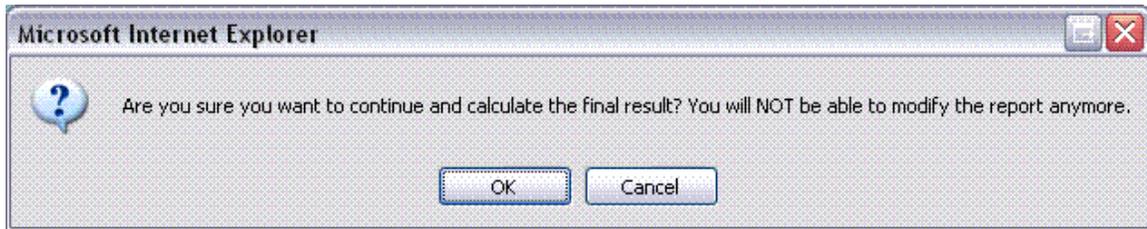
Return & change results

Confirm & Calculate Final Result

On the bottom of this screen you will find the following buttons:

- *Return & change results:* allows to return to the CSP overview screen and to make modifications to the report;
- *Confirm & Calculate the Final Result:* by clicking this button, you confirm the data entered in the verification report. The report will then be closed and saved in the system.

When you click the button, you will have to confirm:



O. Result of the Entrance Check

The extranet system calculates the scores per CSP and the final result. Once the entrance check scores have been saved in the system they cannot be modified anymore.

You can download the full PDF report, including all the scores and final result. Please inform the company as soon as possible about the report, and include the PDF report in your communication.

Confirmation Successful

The scores have been successfully calculated by the system and the result of the entrance check for Demo Company is **NEGATIVE**.



Download the full Entrance Check Report for: Demo Company

It can take up to 30 seconds before the download starts.

The company is not yet aware of this result. We urge you to inform them of this result, including the PDF Report in your communication.

It is the decision of the company whether to inform A.I.S.E. of the outcome and/or disclose the full report details.

Thank you for your cooperation.

The A.I.S.E. Team

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