

OCEAN BOUND PLASTIC

CERTIFICATION PROGRAM CERTIFICATION BODIES APPROVAL GUIDELINES



Copyrights

This document, the Zero Plastic Oceans, Ocean Bound Plastic and Ocean Bound Plastic Neutral trademarks and certification stamp are protected by Copyright laws. All rights are reserved to Zero Plastic Oceans organization and no reproduction of this material is allowed without previous written consent by Zero Plastic Oceans.

Disclaimer

This document has been developed by the authors with all possible care and best of intentions, however Zero Plastic Oceans and any third parties involved in the creation of this document hereby state that the document is provided without warranty, either expressed or implied, of accuracy or fitness for purpose, and hereby disclaim any liability, direct or indirect, for damages or loss relating to the use of this document.

Revisions and Updates

This document shall be revised as deemed necessary. Please send any comment you have regarding the document to [contact\(at\)obpcert.org](mailto:contact(at)obpcert.org)

Revision history

Date	Version	Changes
8 th Sept. 2021	V1	Initial Release



TABLE OF CONTENTS

1. GENERAL INFORMATION	3
1.1. INTRODUCTION	3
1.2. PURPOSE OF THIS DOCUMENT	4
1.3. SCOPE	4
1.4. REFERENCE DOCUMENTS	4
1.5. TERMS AND DEFINITIONS	5
1.6. SUMMARIZED STEPS OF APPROVAL PROCESS	5
2. APPROVAL PROCESS	5
3. SPECIFIC REQUIREMENTS	7
3.1. ACCREDITATION	7
3.2. DEFINITION OF PROGRAM RESPONSIBLE PERSONNEL	7
3.3. RECOGNITION OF OTHER APPROVED CERTIFICATION BODY SCOPE CERTIFICATES	8
3.4. PUBLIC INFORMATION	8
3.5. ZPO ACCESS TO APPROVED CERTIFICATION BODIES' INFORMATION	8
3.6. OBP FEES	8
3.7. APPROVAL PROCESS FEES AND ANNUAL ZPO FEES	9



1. GENERAL INFORMATION

1.1. INTRODUCTION

The aim of Zero Plastic Oceans is to protect oceans from the continuous leakage of Plastic waste from land-based activity by developing incentives and models that promote the collection of Ocean Bound Plastic¹ (OBP).

The **OBP Certification Program** was designed to encourage the removal of OBP from the environment by adding value in effectively collecting and treating it before it reaches oceans. The scheme is composed of two subprograms; the **OBP Recycling Subprogram**, and the **OBP Neutrality Subprogram**.

When OBP is commercially recyclable², its collection and Recycling can be encouraged by certifying its origin and traceability, giving it a higher market value. This model is certified using the OBP Collection Organization Standard and the OBP Recycling Organization Standard, for the OBP Recycling Subprogram.

When OBP is not commercially recyclable³, its collection and final treatment can be encouraged by certifying this process through the Ocean Bound Plastic Neutrality model. In this model, Plastic producers or users can offset their Plastic consumption or production, by removing a determined volume from the environment through the acquisition of OBP Credits. This model is certified using the OBP Neutralization Services Provider Standard and the OBP Plastic Producers & Users Standard, for the OBP Neutrality Subprogram.

Organizations may certify themselves for one, or both subprograms as they are complementary solutions. Working with both subprograms makes sense in terms of economic efficiency, given all OBP is collected and marketed at once. It also makes sense from the environmental perspective, since it is only by addressing both, Commercially and Non-Commercially Recyclable OBP, that we will be able to make a real impact.

¹ Ocean Bound Plastic, is, as defined in OBP-DEF-GUI, Plastic litter that will be carried away to oceans in particular by the effects of currents, winds, river flows or tides.

² Commercially recyclable OBP as defined in OBP-DEF-GUI, means that OBP is technically recyclable and that it can be sold locally to recyclers for a price that renders its collection attractive to waste pickers or collection organizations. Currently, especially in countries where OBP is leaking into the oceans, a significant portion of technically recyclable OBP is unfortunately not commercially recyclable.

³ Not commercially recyclable OBP as defined in OBP-DEF-GUI, means that OBP cannot be sold for an attractive price but also includes products or packaging which are technically not recyclable (because of the resin used, the mix of different materials or because they are too damaged).



1.2. PURPOSE OF THIS DOCUMENT

This document provides guidance and specifies requirements for Certification Bodies (CB) interested in getting approved by ZPO in order to carry out third party Audit assessments and issue Scope Certificates for the OBP Certification Program.

1.3. SCOPE

This document is applicable globally and for any Standard of the OBP Certification Program. Interested Certification Bodies may apply to be approved for one or several of the OBP Standards, globally or for a defined geographical area.

The OBP Standards available are the following:

For the OBP Recycling Subprogram

- OBP Collection Organization Standard
- OBP Recycling Organization Standard

For the OBP Neutrality Subprogram

- OBP Neutralization Services Provider Standard
- OBP Plastic Producers and Users Standard

Certification bodies may apply to work on the geographical scope that they feel pertinent with regards to their international presence and Audit capabilities by regions. The final geographical scope will be negotiated between the Certification Body and ZPO.

1.4. REFERENCE DOCUMENTS

- ISEAL Code of Good Practice for Assuring Compliance with Social and Environmental Standards
- ISO/IEC 17065:2012 - Conformity Assessment — Requirements for bodies certifying products, processes and services
- ISO 17021/IEC:2015 - Conformity assessment - Requirements for bodies providing audit and certification of management systems
- The OBP Certification Program documentation
 - OBP-COL-STD: OBP Collection Organization Standard
 - OBP-REC-STD: OBP Recycling Organization Standard
 - OBP-NEU-STD: OBP Neutralization Services Provider Standard
 - OBP-PRO-STD: OBP Plastic Producers & Users Standard
 - OBP-DEF-GUI: OBP Program Definitions & Annexes
 - OBP-TEM-GUI: OBP Program Templates
 - OBP-LOG-GUI: OBP Logo Uses and Claims Guidelines
 - OBP-FEE-GUI: OBP Fees Guidelines



- OBP-FAQ-GUI: OBP Frequently Asked Questions
- OBP-REM-GUI: OBP Remote and Supervised/Shadow Audit Guidelines
- OBP-ROS-GUI: OBP Recognition of other Standards and Audits
- OBP-CBA-GUI: OBP Certification Body Approval Guidelines (this document)
- OBP-COL-PRO: OBP Collection Organization Audit Protocol
- OBP-REC-PRO: OBP Recycling Organization Audit Protocol
- OBP-NEU-PRO: OBP Neutralization Services Provider Audit Protocol
- OBP-PRO-PRO: OBP Plastic Producers & Users Audit Protocol

1.5. TERMS AND DEFINITIONS

Capital letters are used throughout the document to signal the words that are included in the definitions available in OBP-DEF-GUI. Acronym's significance is also available in the same OBP-DEF-GUI document.

1.6. SUMMARIZED STEPS OF APPROVAL PROCESS

- a. Submission of application form (OBP-CBA-APF) with relevant requested documentation.
- b. Review of submitted documentation and offer letter to CB by ZPO.
- c. Payment of approval process fee by CB.
- d. ZPO-CB Training.
- e. Submission of CB's OBP Certification Program documentation (CB's program manual and audit protocols) for ZPOs revision.
- f. Approval agreement signature formalizing CB's license to start auditing and certifying the OBP program.
- g. Registration of Approved CB in the OBP program website.

2. APPROVAL PROCESS

2.1 APPLICATION

Certification Bodies interested in getting approval by ZPO to offer the OBP Certification Program shall request the application form from ZPO at the following email: contact@obpcert.org, or through the OBP Certification Program website (www.obpcert.org). Requirements for approval are specified in this document. The completed application form shall be submitted by email and shall be accompanied by the required supporting documents.



2.2 DOCUMENT REVISION AND OFFER LETTER

Once the submitted documentation has been revised and found in compliance with ZPOs requirements in the application form, ZPO will send an offer letter for the approval and license fees, along with the contract terms for being an approved certification body for the OBP Certification Program.

ZPO reserves the right to require additional documentation not listed in the application form or request additional evidence to support/clarify the submitted documentation before sending the offer letter.

2.3 OFFER LETTER APPROVAL AND FEE PAYMENT

Once the applying Certification Body agrees with the offer letter and the terms of contract for being an Approved CB, the CB shall send the signed offer letter and pay the corresponding fee to continue with the approval process.

2.4 TRAINING

ZPO in coordination with the CB shall prepare and impart the required training sessions. The content and length of the training sessions shall be adapted to the scope of application of the CB.

Relevant program personnel need to successfully complete the required training sessions. All trainings should be attended by the proposed OBP program manager. Proposed Auditors and certifiers can attend specific trainings in relation to their applicable scope.

2.5 SUBMISSION OF CB'S OBP PROGRAM MANUAL AND REVISION BY ZPO

Once relevant CB personnel has been trained, the CB shall develop their own OBP Certification Program manual, where they shall detail how they will operate the program. This should include all relevant information for issues applicable to their selected scope such as for example personnel qualifications, making offer letters and quotations, auditor/certifier trainings, audit planning, non-conformities, logo approvals, OBP fees payment, etc., using as guideline the relevant Standard Audit protocols and other documents of the OBP Program. The program manual needs to be submitted to ZPO for revision and approval.



2.6 APPROVAL AGREEMENT

Once all requirements are met the approval agreement will be signed between the Certification Body and ZPO. The validity period of the approval agreement is of three years. An update and revision of the application process shall be required in order to extend the approval agreement for three further years.

2.7 CB REGISTRY

Once the approval agreement is signed, the Approved CB and contact details will be published in the OBP Certification Program website, in the section “getting certified”, “approved certification bodies”. The CB is ready to start auditing and certifying on behalf of ZPO for the OBP Certification Program.

3. SPECIFIC REQUIREMENTS

3.1. ACCREDITATION

The OBP Certification Program shall only be audited and certified by Certification Bodies whose auditing and certification processes are competent, consistent, and impartial, with quality management of auditors, reporting and evaluation as defined and specified in ISO norms ISO 17021 and ISO 17065.

It is therefore a minimum requirement that Interested Certification Bodies supply evidence of accreditation of ISO 17021 Conformity assessment - Requirements for bodies providing audit and certification of management systems, and evidence of accreditation of ISO 17065 Conformity assessment – Requirements for bodies certifying products, processes and services, by an IAF accreditation member.

Approved Certification Bodies will lose their approval to carry Audit inspections and issue Scope Certificates for the OBP Certification Program if they lose the accreditation of any of the above ISO norms. CBs shall inform ZPO immediately in case this occurred.

3.2. DEFINITION OF PROGRAM RESPONSIBLE PERSONNEL

Interested certification bodies shall submit a list of names, contact details and experience for the different program responsible personnel they want to propose. These include:

- Responsible OBP program manager and contact person between the CB and ZPO. This person will receive all information regarding the OBP Certification Program, and will be in charge of handling and managing the program internally



within the CB, making sure all requirements of the relevant Standard Audit protocols are complied.

- A minimum of one proposed available Auditor
- A minimum of one proposed available Certifier

The minimum requirements for Auditors and Certifiers are specified in the relevant Standard Audit protocols.

3.3. RECOGNITION OF OTHER APPROVED CERTIFICATION BODY SCOPE CERTIFICATES

Approved Certification Bodies shall recognize other Scope Certificates issued by other Approved Certification Bodies as equivalent to their own, unless they have reasons to suspect they are fraudulent or were improperly issued. In such cases, the Certification Body shall contact ZPO.

3.4. PUBLIC INFORMATION

Approved Certification Bodies shall make available on their own website as a minimum the following public information:

- The scope for which the Certification Body is approved (OBP Standards and Geographical Area).
- A link to the OBP Certification Program website.
- Information for potential clients on how to get certified.
- The list of companies certified by the CB against the OBP Standards holding a valid Scope Certificate.

3.5. ZPO ACCESS TO APPROVED CERTIFICATION BODIES' INFORMATION

Approved Certification Bodies shall allow ZPO access to any information relevant to the OBP Certification Program that ZPO may request, and shall also be prepared to receive random audits on behalf of ZPO of their procedures, offices, and personnel interviews at any time during the approval agreement

3.6. OBP FEES

Approved Certification Bodies shall collect OBP fees on behalf of ZPO from their client Organizations (according to the OBP-FEE-GUI document), additionally to their own auditing and certification fees. These fees need to be paid to ZPO following the terms of contract.



3.7. APPROVAL PROCESS FEES AND ANNUAL ZPO FEES

Applying Certification Bodies shall pay an approval process fee of EURO 350 upon signature of offer letter for each Standard they want to include in their scope.

Additionally, Approved Certification Bodies shall pay an annual maintenance fee of EURO 300 per Standard included in their scope. This fee will not be invoiced the first year and will start only from the second year.

Approved Certification Bodies will not incur in any approval fees when renewing their approval after the first three year period, for Standards they were already approved for. They will only have to pay the annual maintenance fees.

Fees will be discounted for CBs applying for a limited geography in the following manner:

- 50% discount for single country scope
- 30% discount for a single area scope (an area being defined as a single continent or a geographically coherent region such as for example, South East Asia, Latin America, etc).

