



Guidance on Application and Licensing

Date: January 2026

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This document summarises the Application and Licensing processes for Accreditation under the Recognised Ecolabel program.

The responsibilities of the Applicant, the Program Owner (Accord Australasia) and the Third-party Assessor are described in Table 1 (page 2). The Process Flowchart is attached as Annex I and the current fee schedule is attached as Annex II.

Key terms in this document are defined in the *Recognised Ecolabel Rules*.

For further information, please refer to the following.

For general information and documentation:

www.accord.asn.au/sustainability/recognised

www.davorenenvironmental.com.au/recognised

Regarding the administration of Recognised:

Contact Accord on recognised@accord.asn.au

Regarding the Third-party Assessment:

Contact the third-party assessor Davoren Environmental on

de.recognised@davorenenvironmental.com.au

Table 1: Application and Licensing processes under the Recognised ecolabel program

Stage	Step	Action
1. Pre-application	1	<ul style="list-style-type: none"> • Applicant obtains information regarding the Recognised ecolabel costs, criteria and process via the links/contacts on page 1 of this document. • Accord and Third-party Assessor maintain up-to-date online documentation and provide additional information, as required. <p>→ Applicants <i>WITHOUT</i> a current Whole-of-business (WOB) Verification OR renewing their WOB Verification, go to Stage 2.</p> <p>→ Applicants <i>WITH</i> a current WOB Verification, go to Stage 4.</p>
2. Whole-of-business (WOB) Screening	2.1	Applicant submits a WOB Application via the online form, providing all required evidence/information (see Section 7 of <i>Recognised Standard</i>)
	2.2	Third-party Assessor confirms receipt, assigns a WOB Application number, and notifies Accord that a WOB Application has been lodged.
	2.3	Third-party Assessor reviews Application to determine whether it passes or fails Screening.
	2.3a	If information is missing, Third-party Assessor requests additional information; Applicant has 20 business days to provide it.
	2.3b	If missing information is not supplied within the timeframe, WOB Application fails Screening.
	2.4	Third-party Assessor notifies both Applicant and Accord of the Screening outcome.
	2.4a	If WOB Application fails Screening, Third-party Assessor provides feedback to Applicant and invoices Applicant for Screening Fee.
	2.4b	If WOB Application passes Screening, it proceeds to Assessment (see Stage 3); Third-party Assessor notifies Applicant and Accord and invoices Applicant for both Screening Fee and Assessment Fee.
3. Whole-of-business (WOB) Assessment	3.1	Third-party Assessor evaluates WOB Application against WOB Criteria (Section 7 of <i>Recognised Standard</i>).
	3.2	Third-party Assessor prepares WOB Assessment Report summarising Screening and Assessment outcomes, then submits Report to Independent Expert for Independent Review.
	3.3	Independent Expert reviews WOB Assessment Report and either upholds or disagrees with the outcome. If they disagree, they will provide feedback to Third-party Assessor, who reconsiders their decision. If a discrepancy remains, WOB Application fails Assessment.
	3.4	Third-party Assessor notifies both Applicant and Accord of Assessment outcome, including a summary of the Independent Review outcome. Third-party Assessor confirms to Accord when all Screening and Assessment fees have been paid.
	3.4a	If WOB Application fails Assessment, Third-party Assessor provides feedback to Applicant.

	3.4b	If WOB Application passes Assessment, Accord issues 'Whole-of-business Verification' to the Applicant once the fee payment to the Third-party Assessor is confirmed.
	3.6	Whole-of-business Verification is valid for 6 years, during which Applicant may submit Product Applications (see <i>Stage 4</i>).
4. Product Screening	4.1	Applicant submits Product Application via the online form, providing all required evidence/information (see Section 6 of the <i>Recognised Standard</i>).
	4.2	Third-party Assessor confirms receipt, assigns Product Application number, and notifies Accord that Product Application has been lodged.
	4.3	Third-party Assessor reviews Product Application to determine whether it passes or fails Screening.
	4.3a	If information is missing, Third-party Assessor requests additional information; Applicant has 20 business days to provide it.
	4.3b	If missing information is not supplied within the timeframe, Product Application fails Screening.
	4.4	Third-party Assessor notifies both Applicant and Accord of Screening outcome.
	4.4a	If Product Application fails Screening, Third-party Assessor provides feedback to Applicant and invoices Applicant for Screening Fee.
	4.4b	If Product Application passes Screening, it proceeds to Assessment (see <i>Stage 5</i>); Third-party Assessor notifies Applicant and Accord and invoices Applicant for both Screening Fee and Assessment Fee.
5. Product Assessment	5.1	Third-party Assessor evaluates Application against Product Criteria (Section 6 of the <i>Recognised Standard</i>).
	5.2	Third-party Assessor prepares Product Assessment Report summarising Screening and Assessment outcomes.
	5.3	Third-party Assessor notifies both Applicant and Accord of Assessment outcome. Third-party Assessor confirms to Accord when all Screening and Assessment fees have been paid.
	5.3a	If Product Application fails Assessment, Third-party Assessor provides feedback to Applicant.
	5.3b	If Product Application passes Assessment, Accord commences Licensing process for Accreditation under the Recognised ecolabel program (see <i>Stage 6</i>).
6. Licensing	6.1	Accord sends Applicant blank <i>Recognised Licence Agreement</i> and Licence Fee invoice.
	6.2	Applicant completes and returns signed <i>Recognised Licence Agreement</i> to Accord and pays Licence Fee.
	6.3	When Accord confirms receipt of Licence Fee and that Third-party Assessor has received all Screening and Assessment fees, Accord countersigns the <i>Recognised Licence Agreement</i> and sends the fully executed version to the Applicant, who now becomes the Licence Holder. The Licence is valid for 3 years, subject to Licence Holder compliance with the <i>Recognised Licence Agreement</i> , including the ongoing obligations (see <i>Stage 7</i>).

7. Ongoing obligations

6.3a	Accord issues a Product Certificate stating the Licence Commencement Date, Expiry Date, and the version of the Recognised Standard used for assessment.
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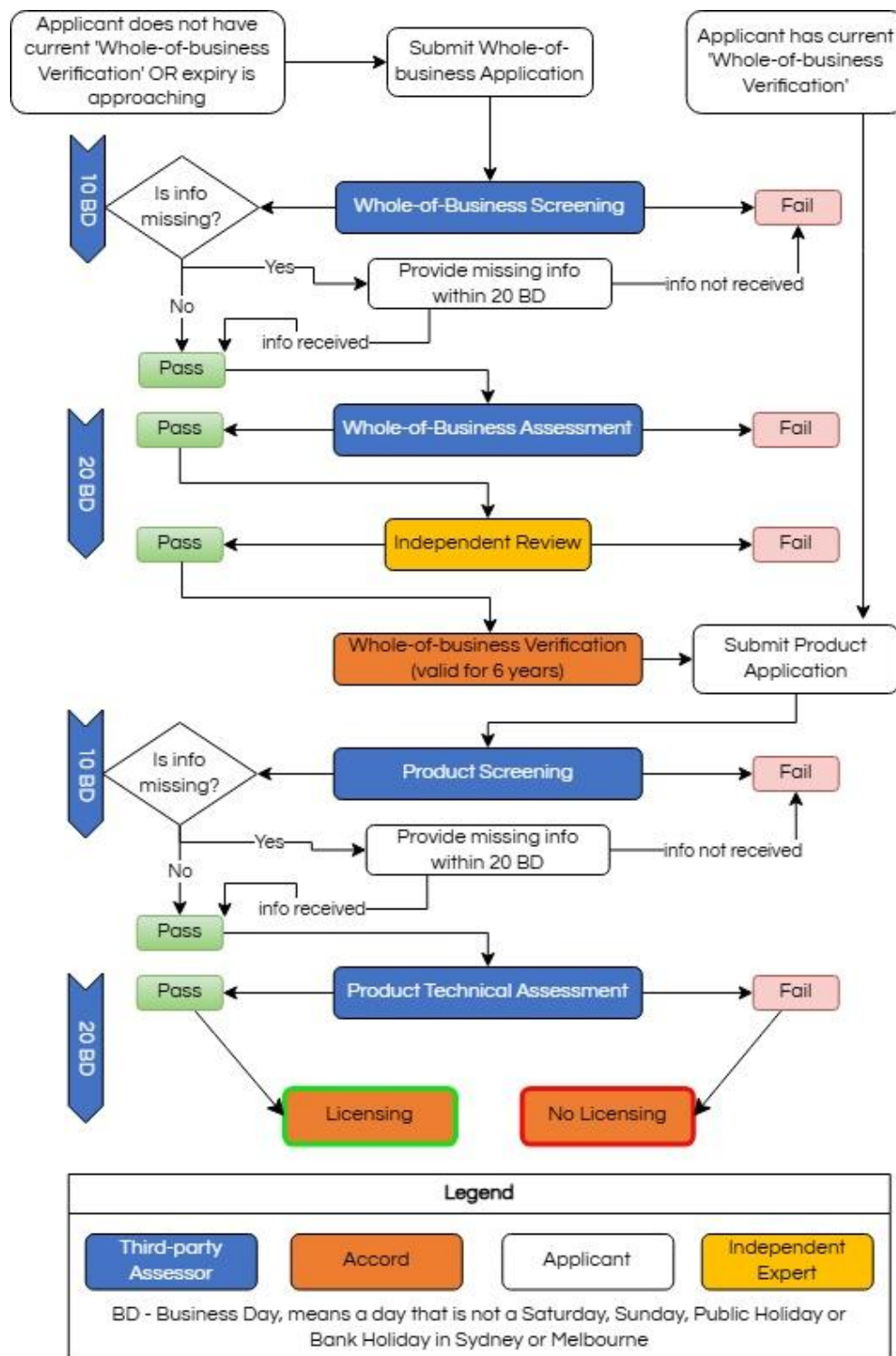
6.3b	Accord adds the Product to the online Recognised Product Register.
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7.1	Licence Holder returns <i>Annual Confirmation Notice</i> to Accord by the anniversary of the Licence Commencement Date for the duration of the 3-year licence. Accord sends one reminder prior to, and one reminder following the date on which the Confirmation Notice should have been received, if required.
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7.2	Refer to <i>Guidance on variations to products licenced under the Recognised ecolabel program</i> for guidance on variations to Licenced Products—what is permitted without requiring reassessment, what qualifies for streamlined assessment, and when a new Application is required.
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7.3	Refer to <i>Guidance on Recognised ecolabel licence renewal</i> for guidance on when a streamlined renewal assessment process applies, prior to Licence Expiry.
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Annex I: Summary of application, assessment and licensing processes



Annex II: Recognised fees

Assessment Fee & Licensing Fee Schedule for the Recognised Ecolabel program

Name of fee	Payable by	Payable to	Amount	Frequency
Whole-of-business Screening fee	Applicant	Third-party Assessor	\$500	Every 6 years
Whole-of-business Assessment fee	Applicant	Third-party Assessor	\$1,750	Every 6 years
Product Screening fee	Applicant	Third-party Assessor	\$500	Per product application
Product Technical Assessment fee	Applicant	Third-party Assessor	\$1,000	Per product application
Licence Fee	Applicant (Accord Member)	Accord	\$1000	Per product application, if it passes assessment (one-off fee for duration of 3-year licence)
	Applicant (Accord Non-member)		\$2000	

Renewal and Variation Assessment Fee schedule for the Recognised Ecolabel program

Name of fee	Payable by	Payable to	Amount	Frequency
Renewal Assessment fee ¹	Applicant	Third-party Assessor	\$500	Per licence renewal application
Variation Assessment fee ²	Applicant	Third-party Assessor	\$500	Per variation application

¹ Refer to *Guidance on Licence Renewal under the Recognised Ecolabel Program* to determine eligibility for streamlined licence Renewal Assessment.

² Refer to *Guidance on Variations to Products Licensed under the Recognised Ecolabel Program* to determine eligibility for streamlined Variation Assessment.