



## **Guidance on applying for the ‘Recognised – Environmental Credentials Scheme’ for commercial cleaning products**

*Date: March 2020*

*Supersedes: April 2019*

*Revision date: March 2021*

This document summarises the application process for the Accord ‘Recognised – Environmental Credentials Scheme’.

The responsibilities of the Applicant, the administering body Accord, and third-party scientific assessor Davoren Environmental are described in Table 1 (page 2) and the Process Flowchart (Page 4).

For further information, please refer to the following.

*For general information and documentation:*

<https://www.accord.asn.au/sustainability/recognised>

<https://www.davorenenvironmental.com.au/accord-recognised.html>

*Regarding administration of the Scheme:*

Contact Accord on 02 9281 2322 or [recognised@accord.asn.au](mailto:recognised@accord.asn.au)

*Regarding the third-party scientific assessment:*

Contact the third-party assessor Davoren Environmental on 0447 079 022 or

[de.recognised@davorenenvironmental.com.au](mailto:de.recognised@davorenenvironmental.com.au)

**TABLE 1 RESPONSIBILITIES OF PARTIES IN APPLICATION PROCESS FOR THE ACCORD ‘RECOGNISED – ENVIRONMENTAL CREDENTIALS SCHEME’**

	<b>Applicant responsibilities</b>	<b>Accord/Third-party assessor responsibilities</b>
1	Obtain information regarding the costs, criteria and process at <a href="http://www.accord.asn.au/sustainability/recognised">www.accord.asn.au/sustainability/recognised</a> and <a href="https://www.davorenenvironmental.com.au/accord-recognised.html">https://www.davorenenvironmental.com.au/accord-recognised.html</a>	Maintain up-to-date online documentation.
2	Lodge Application with the third-party assessor at <a href="https://www.davorenenvironmental.com.au/accord-recognised.html">https://www.davorenenvironmental.com.au/accord-recognised.html</a> Include all supporting data. Provide clarification on data, if necessary.	The third-party assessor confirms lodgement of application and supporting data and provides unique application reference number via <i>Application Submission Receipt</i> . The third-party assessor screens Application, seeking data clarification if necessary. The third-party assessor notifies Applicant and Accord re screening outcome: A – Accept ( <i>go to 3</i> ) B – Reject ( <i>go to 4</i> )
3	<i>In the case of A:</i>  Pay Screening Fee (\$480 ex GST) and Technical Assessment Fee (\$1430 ex GST).	The third-party assessor sends <i>Acceptance Notification to Proceed to Assessment</i> to notify Accord and Applicant of outcome. The third-party assessor invoices Applicant for Screening and Technical Assessment Fees. The third-party assessor receipts monies and notifies Accord of payment. Application proceeds to full technical assessment by the third-party assessor ( <i>go to 5</i> )
4	<i>In the case of B:</i> Pay Screening Fee (\$480 ex GST).	The third-party assessor sends <i>Screening Failure Notification to Applicant</i> , and issues Screening Fee invoice.

5	Provide clarification/information if requested by the third-party assessor via <i>Remedy Notification for Missing Assessment Information</i> .	The third-party assessor undertakes full technical assessment of Application, which may include request for additional information from Applicant. The third-party assessor prepares internal report and undertakes peer review. The third-party assessor prepares advice to Applicant and Accord re technical assessment outcome: A – Accept ( <i>go to 6</i> ) B – Reject ( <i>go to 7</i> )
6	<i>In the case of A:</i>	The third-party assessor sends <i>Conformance Notification</i> to Applicant and notifies Accord. Accord sends <i>Licence Agreement</i> and <i>Licence Fee Invoice</i> to Applicant: <ul style="list-style-type: none"> <li>• Accord members – \$250 per Application</li> <li>• Non-members – \$1000 for initial Application and \$500 for subsequent Applications</li> </ul> ( <i>Go to 8</i> )
7	<i>In the case of B:</i>	The third-party assessor sends <i>Rejection Notification</i> to Applicant. No licence may be issued, and Applicant may not use the ‘Recognised – Environmental Credentials Scheme’ logo in any manner, make any reference to the Scheme, or otherwise hold itself out as being involved or accredited in respect of the Scheme.
8	Return the signed <i>Licence Agreement</i> to Accord and pay the applicable licence fee to Accord.	Accord confirms receipt of the Agreement and payment. Accord emails the ‘Recognised – Environmental Credentials Scheme’ logo and posts a product Certificate to the Applicant. Accord adds the licensed product/s to the online register.
9	Return <i>Annual Confirmation Notice</i> to Accord by the anniversary of the initial Licence date for the duration of the 5 year licence.	The Licence may be terminated should the annual Compliance Statement not be received within 10 business days after the anniversary of the initial Licence date, for the duration of the licence. Accord will send one reminder notice prior to, and one reminder notice following the date on which the Compliance Statement should have been received.

