BS 8902:2009

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Responsible sourcing sector certification schemes for construction products – Specification

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Contents

Summary of pages

This document comprises a front cover, an inside front cover, pages i to ii, pages 1 to 12, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard is published by BSI and came into effect on
31 October 2009. It was prepared by Subcommittee SDS/1/6, *Responsible
sourcing of construction products*, under the authority of Technical
Committee SDS/1, *Sustainability*. A list of organizations represented on
this committee can be obtained on request to its secretary.

Relationship with other publications

This standard is a "daughter" standard of BS 8900, *Guidance for
managing sustainable development*. As such, this standard has been
written in such a way as to reflect the spirit of BS 8900, and the
principles described in the standard are designed to be compatible
with BS 8900.

However, whereas BS 8900 has the broadest application to
organizations (and individuals) and is independent of the nature of
their activities, this standard focuses more specifically on bodies that
certify construction products.

Certification scheme accreditation

Users of this British Standard are advised to consider the desirability
of accreditation of certification schemes in conformity with this
British Standard.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright)
type. Its requirements are expressed in sentences in which the principal
auxiliary verb is "shall".

*Commentary, explanation and general informative material is presented
in smaller italic type, and does not constitute a normative element.*

Contractual and legal considerations

This publication does not purport to include all the necessary provisions
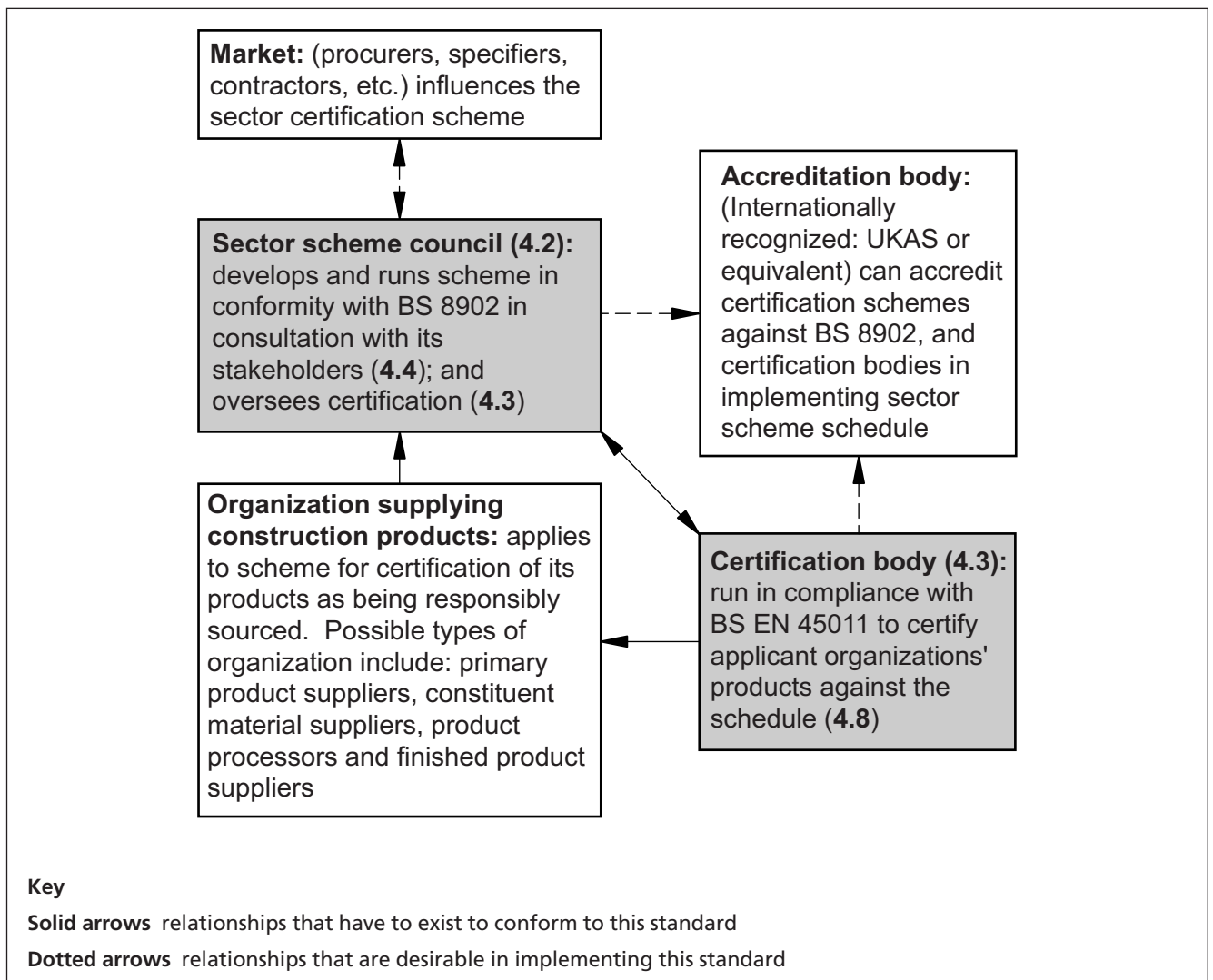of a contract. Users are responsible for its correct application.

**Compliance with a British Standard cannot confer immunity from
legal obligations.**

Introduction

This standard provides a framework for the development of sector certification schemes for responsible sourcing of construction products. It does so in alignment with the guidance given in BS 8900, *Guidance for managing sustainable development*.

The relationship between the standard, any sector certification schemes developed in conformity with it and the organizations likely to be involved is shown in Figure 1. Note that, although accreditation of certification schemes is desirable, accreditation is not and cannot be a requirement of this standard.

Figure 1   **Overview of the relationships between BS 8902, sector certification schemes and organizational bodies**

Market: (procurers, specifiers, contractors, etc.) influences the sector certification scheme

Accreditation body: (Internationally recognized: UKAS or equivalent) can accredit certification schemes against BS 8902, and certification bodies in implementing sector scheme schedule

Sector scheme council (4.2): develops and runs scheme in conformity with BS 8902 in consultation with its stakeholders (**4.4**); and oversees certification (**4.3**)

Organization supplying construction products: applies to scheme for certification of its products as being responsibly sourced. Possible types of organization include: primary product suppliers, constituent material suppliers, product processors and finished product suppliers

Certification body (4.3): run in compliance with BS EN 45011 to certify applicant organizations' products against the schedule (**4.8**)

Key

Solid arrows relationships that have to exist to conform to this standard

Dotted arrows relationships that are desirable in implementing this standard

1 Scope

This standard gives requirements for the management, development, content and operation of sector certification schemes for responsible sourcing and supply of construction products.

NOTE 1   *Sector certification schemes can cover single (primary) materials, composite (processed) materials, and/or manufactured items.*

NOTE 2   *It is the scheme that conforms to this standard and not a company or product.*

2 Normative references

The following referenced document is indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS EN 45011, *General requirements for bodies operating product certification systems*

3 Terms and definitions

For the purposes of this standard, the terms and definitions given in BS EN 45011 and the following apply.

3.1 certification body
body that certifies products against the requirements of a scheme schedule (**3.8**)

3.2 construction product
product intended for incorporation in the structure of a building or in civil engineering works

3.3 issue
potential area of influence/impact by the sector on sustainability

3.4 objective
intended long-term influence of the scheme on an issue

3.5 product
material or manufactured item produced (extracted, grown, processed, reprocessed, recycled or made) for sale

3.6 requirement
measurable level of achievement and/or action demanded of an organization seeking certification for its product(s)

NOTE   *Requirements may also include aspirational/non-obligatory goals.*

3.7 responsible sourcing
management of sustainable development in the provision or procurement of a product

3.8 scheme schedule
documented set of requirements defined by a sector scheme council, setting out the obligations of an organization in managing the supply of a defined group of construction products, and the associated procedures for certification (**4.3**) to determine compliance grant, maintain, withdraw and, if applicable, suspend certification

3.9 **sector certification scheme**

certification system for relevant responsible sourcing scheme for a defined range of products (**3.5**)

NOTE 1   Sectors are likely to be defined by commonality and limited by the practicality of standardizing their responsible sourcing procedures.

NOTE 2   Sectors might be based around a single material, a group of composite materials or a group of complex products.

3.10 **sector scheme council**

panel responsible for the development, management and progress of a sector certification scheme (**3.9**)

3.11 **sustainable development**

an enduring, balanced approach to economic activity, environmental responsibility and social progress

[BS 8900]

3.12 **target**

timebound actions for, and effects of, successful implementation of a scheme towards an objective

NOTE   Targets may be descriptive or quantitative.

4 Sector certification scheme – Requirements

4.1 General

The sector scheme council (**4.2**) shall be responsible for establishing and maintaining the scheme schedule(s) and for overseeing the activity of certification of organizations against the schedule (**4.3**). The schedule(s) shall be freely and publicly available.

The development of the schedule shall involve a process of stakeholder identification (**4.4**) and engagement (**4.5**), with a defined policy for responsible sourcing (**4.6**), from which relevant issues and objectives are identified with realistic but challenging targets (**4.7**), which in turn are translated into requirements for organizations participating in the scheme (**4.8**).

The sector scheme council shall review the schedule at least biennially to ensure continuous improvement against relevant issues, and shall ensure continuous improvement against sustainable development principles (**4.9**).

The sector scheme council shall ensure regular and relevant public reporting of the sector certification scheme and its activities (**4.10**).

4.2 Sector scheme council

A sector scheme council shall be established to develop, manage and progress the sector certification scheme. The sector scheme council shall:

a)   have balanced representation of the types of organization for whom the scheme has been established, ensuring that no single interest predominates, and including both producers and clients, both within and external to the sector supply chain (e.g. procurers, specifiers and contractors);

   *NOTE   A sector scheme council may also include other stakeholders (see **4.4** and **4.5**).*

b)   identify the management (committee, group or person) which shall have overall responsibility for:

　　1)   performance of testing, inspection, evaluation and certification as defined in this standard;

　　2)   formulation of policy matters relating to the operation of the sector certification scheme;

　　3)   supervision of the finances of the sector certification scheme;

　　4)   delegation of authority to committees or individuals as required to undertake defined activities on its behalf;

c)   ensure that the scheme is transparent;

d)   have a documented structure which safeguards impartiality including provisions to ensure the impartiality of the operations of the sector certification scheme; this structure shall enable the participation of all parties significantly concerned in the development of policies and principles regarding the content and functioning of the scheme;

e)   have policies and procedures for the resolution of complaints, appeals and disputes received from suppliers or other parties about the handling of certification or any other related matters.

4.3   Certification

Certification shall be undertaken by bodies complying with BS EN 45011. The schedule shall clearly state where the authority for certification rests and detail the procedures involved. Certification shall be undertaken either directly by the sector scheme council or by external certification bodies appointed by the sector scheme council.

Certification shall be open to all organizations within the scope of the scheme.

NOTE   In the UK, certification bodies are accredited by UKAS as being competent to operate particular scheme schedules in compliance with relevant British Standards. Outside the UK it is advisable to obtain similar or equivalent accreditation.

4.4   Stakeholder identification

The sector scheme council shall define and identify stakeholders and their representative organizations. This process shall firstly identify the different stakeholders and secondly clarify their interest and relationship with the sector.

Stakeholders shall include those essential to an organization for it to perform its activities, e.g. specific employees, customers/clients and suppliers of goods or services.

NOTE 1   Other stakeholders have a relationship with the organization that is more strategic in its nature, e.g. special interest groups and government agencies.

Stakeholders shall be selected as specific to the scale, nature, spatial and temporal aspects of activities. In particular, they shall include those impacted by the activities of the sector.

NOTE 2   Those individuals who are identifying the stakeholders in the activity will differ in their view on whom to include as a stakeholder. This is dependent upon aspects such as their role within the sector, their knowledge, experience and commercial interests.

NOTE 3   The precision with which stakeholder identification is carried out will have a considerable effect upon the ability of an organization to engage and develop relationships.

If stakeholders identify themselves, the sector scheme council shall consider the legitimacy of their claim and be transparent in that process to ensure accountability for its decisions.

4.5   Stakeholder engagement

The sector scheme council shall establish and maintain a process of stakeholder identification and engagement to establish and review the sector scheme's responsible sourcing issues, objectives, targets (**4.7**) and schedule(s) (**4.8**).

The sector scheme council shall engage with its stakeholders and their representatives to understand the economic, environmental and social impact of its activities, products and services and the risks involved.

When engaging with stakeholders, the sector scheme council shall take the following into account.

- The method of engagement shall be commensurate with the importance of the stakeholder and the issues identified to the sector scheme council.

- The aim at all times shall be to develop trust between the sector scheme and its stakeholders.

    NOTE 1   Trust is developed through a combination of performance and transparency and is, therefore, a test of the integrity of the sector scheme.

- The sector scheme council shall take full accountability for the decisions that it makes.

- The sector scheme council shall ensure a continual process of stakeholder engagement. There shall be a cycle of dialogue and feedback between the sector scheme and its stakeholders.

- The sector scheme council shall, through feedback, enable stakeholders to understand how the scheme has responded to their views.

NOTE 2   Meaningful engagement with stakeholders is not simply an isolated activity; it is a decision-making method that can involve a degree of cultural and procedural change within the sector scheme.

NOTE 3   Further guidance is given in BS 8900.

4.6   Sector scheme policy

The sector scheme council shall draft and approve a policy, describing its commitment to the principles of sustainable development and to promote those principles in scheme activities.

4.7   Establishing responsible sourcing issues, objectives and targets

The sector scheme council shall consider each of the issues listed in Table 1 and identify the relevance of each to the sector under consideration. The sector scheme council shall summarize the issues relevant to its schedule. Comment justifying the decision, particularly where no requirement is considered appropriate for a given issue,

shall be maintained and shall be publicly available. Each issue shall be included unless there is a valid and verifiable reason to exclude one. A sector scheme council shall consider other issues if they deem them relevant.

The sector scheme council shall set objectives and challenging but deliverable targets for each relevant issue agreed in consultation with industry, to be used in setting requirements within the schedule.

NOTE   An environmental assessment may take existing environmental profiling systems or lifecycle analyses into consideration. For example, the Green Guide [1], BS EN ISO 14040, BS EN ISO 14044.

Table 1   **Relevant sustainability issue identification and reporting**

Field	Issue	Relevant Certification schedule requirement and clause number	Not Relevant Justification
Environmental	Recyclability and recycled content		
	Renewability		
	Harvesting or extraction impacts		
	Greenhouse gas emissions		
	Energy usage		
	Water usage		
	Transport impacts		
	Biodiversity		
	Eco toxicity		
	Land remediation		
	Waste management		
Social	Workers' conditions		
	Safe and healthy working conditions		
	Slave labour		
	Child labour		
	Fair wages		
	Working hours and holidays		
	Freedom to join trade unions (freedom of association)		
	Equality in respect of gender, ethnicity, religion, political persuasion		
	Complaints and prosecutions		
	Skills and training		
	Community relations		
Economic	Contribution to the built environment		
	Ethical business practice		
	Contribution to diversity and stability of the local economy		
	Long-term financial viability		
Other issues considered relevant to the sector			

4.8 Responsible sourcing scheme schedule(s)

4.8.1 General

The sector scheme council shall establish certification schedule(s) through the process of stakeholder engagement. Certification schedule requirements shall be coherent, shall provide minimum criteria, and shall be objectively verifiable.

NOTE 1   Certification schedule requirements may also include aspirational requirements to assist organizations to improve their sustainable development performance.

NOTE 2   Responsible sourcing schemes may be established with levels of certification relevant to requirements at or above the minimum criteria.

The sector certification scheme shall be formulated such that organizations are enabled and required to make objective declarations about the responsible sourcing of specific products.

4.8.2 Procedural control mechanisms

The scheme schedule(s) shall include a requirement for managing and tracking products to be certified, fulfilling the required objectives and targets and documenting the processes followed. The systems for procedural control shall be readily auditable by the certification body.

NOTE   This requirement may be fulfilled using management systems such as BS EN ISO 9001, BS EN ISO 14001 and BS OHSAS 18001, and these may be called up and made requirements of sector schemes. Other effective means may also be developed and adopted by the sector scheme council.

4.8.3 Chain of custody

The scheme schedule(s) shall include a requirement that the chain of custody for *significant* constituents, from the sourcing of raw materials to the point of sale, including processing and transport, is mapped. The significance or insignificance of a particular product constituent shall be set and justified by the sector scheme council.

The scheme schedule(s) shall define how responsible sourcing requirements are applicable to the entire chain of custody.

Materials and products certified to another scheme that conforms to BS 8902 shall be considered acceptable for inclusion in a certifiable product, if downstream stakeholder needs have been taken into consideration, without further analysis of its chain of custody to the point of purchase.

4.8.4 Declarations and product marking

The scheme schedule shall include clear requirements for product declarations and marking. These shall ensure that declarations of conformity with the scheme, including product marking and labelling, are made only for products which fully conform and which have been handled in compliance with the requirements of the scheme.

4.8.5 Documentation and records

The scheme schedule shall define requirements for logging sources of data, and for setting the time periods for retaining copies of specific records and documents.

4.8.6   Auditing

The scheme schedule shall include clear requirements for the initial and subsequent frequency and nature of audits for certification to the scheme.

4.8.7   Organizational maturity

The scheme schedule shall include a requirement for an organization to periodically assess its level of performance against sustainable development principles, using a maturity matrix.

NOTE 1   The sector scheme schedule may require use of the maturity matrix in Table A.1.

NOTE 2   The sector scheme council may prepare and maintain its own maturity matrix for organizations based on the outline in Table A.1 and taking into consideration the principles and practices that are relevant to its scheme.

4.9   Scheme development

4.9.1   Continuous improvement

The sector scheme council shall establish a method of re-appraising the issues and targets set by the scheme, with a full re-appraisal at least every two years in consultation with stakeholders.

4.9.2   Scheme maturity improvement

As part of the re-appraisal, the sector scheme council shall assess the level of performance by the scheme against sustainable development principles, including inclusivity, integrity and transparency. The sector scheme council shall ensure that the scheme steadily improves this level of performance.

4.10   Sector certification scheme reporting

The sector scheme council shall provide a public statement of the policy, objectives, targets, scheme schedule(s) requirements and how they were selected, achievements and its performance against sustainable development principles at least annually. Where appropriate, more frequent and more specific public reports shall also be provided.

Stakeholders shall be notified of any potentially relevant statements and reports.

5   Conformity declarations

Statements of conformity to this standard may be made for sector certification schemes that meet all the relevant requirements of Clause **4**, and shall take the form:

"NAME OF SECTOR CERTIFICATION SCHEME conforms to BS 8902:2009."

NOTE   It might be desirable to seek accreditation for the certification scheme.

Annex A (normative)

Review and follow up – Creation and use of a maturity matrix

The sector scheme council shall require an organization to routinely track and review its progress in relation to continuously improving its sustainable development capabilities and outcomes. BS 8900 proposed an outline development maturity matrix framework to assist organizations to perform the review; the sector scheme council shall require the organization to implement this tool in order to establish their level of development in terms of sustainable development along a scale ranging from "immature" to "full engagement".

NOTE   *The main principles of sustainable development management such as inclusivity, integrity, stewardship and transparency are reflected in practice by characteristics/criteria appropriate to an organization at different stages of its maturity with regard to sustainable development. For example, an organization might consider itself to have achieved full engagement in key management issues such as supply chain by fully recognizing the community of interest and providing assistance to lower tiers where necessary.*

The organization shall be required to determine its current position in its maturity matrix, by identifying the most applicable criteria; this process will produce a maturity profile. Particular attention shall then be given to areas that the organization has identified as weaknesses or potential growth areas.

The position of the organization depicted by the matrix shall be used in the review process and/or used to demonstrate its sustainability progress by level of engagement to stakeholders.

Table A.1   Sustainable development maturity matrix for continual improvement of organizations seeking certification of their products

Principles and practice		Characteristics of the approach to sustainability in developing organizations		
		Immature	Adequately engaged	Maturity / Full engagement
Inclusivity	Stakeholder engagement and issue identification	• No issue identification.	• Issues that create a competitive advantage are addressed and used for publicity.	• Relationships with stakeholders nurtured through continued engagement and issues are clearly addressed.
Integrity	Key drivers	• Reactive: driven by regulatory, NGO, shareholder and/or investor pressures, and cost/return decisions.		• Proactive planning and seeking out opportunities.
	Leadership	• Adhere to at least one sustainable development standard.	• Stay appraised of changes in practice, standards and legislation.	• Lead the market sector on sustainability issues. • Sustainable development policy and objectives integrated with organizational purpose, vision and values.
	Managing risk	• Compliance by the book.	• Main risks identified and managed but possibly not integrated with sustainable development management system.	• Sustainable development policies fully integrated with risk management system. • Seek to adhere to the principles of risk management rather than simply do the minimum for compliance.
Stewardship	Sustainable development culture	• See sustainable development as a PR issue only. • Only implement sustainable development initiatives with low cost/impact.	• See a business advantage in sustainable development but still PR/marketing focused. • Develop internal/external education programme.	• Culture of sustainable development embedded at all levels. • Share know-how outside organization.
	Building capability	• Grant employees statutory rights only.	• Stimulate innovative learning and empower employees.	• Continual reappraisal and training, including training that builds capability for future expansion. • Recognize and reward innovation in sustainable development.
	Supply chain	• Lowest price suppliers. • Latest possible payment.	• Supplier rating based on technical compliance, cost and delivery time, and possibly sustainable development factors.	• Recognize that the supply chain has common long-term interests and take those into account. • Assistance given to lower tiers where necessary.
	Environmental assessment	• Minimal awareness. • Defensive posture.	• Education and training. • Apply environmental policies and external standards.	• Comprehensive environmental impact/risk assessment/audit, integrated in decision making and valued. • Prevention rather than cure approach.
Transparency	Review	• Conventional reporting only.	• Needs of stakeholders analysed.	• Periodic review and adjustment.
	Building confidence	• Minimal communication with stakeholders.	• Selective reporting to pre-determined ends.	• Stakeholders receiving regular and appropriate reporting. • Building understanding in the stakeholder community.

Bibliography

Standards publications

For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 8900, *Guidance for managing sustainable development*

BS EN ISO 9001, *Quality management systems – Requirements*

BS EN ISO 14001, *Environmental management systems – Requirements with guidance for use*

BS EN ISO 14040, *Environmental management – Life cycle assessment – Principles and framework*

BS EN ISO 14044, *Environmental management – Life cycle assessment – Requirements and guidelines*

BS OHSAS 18001, *Occupational health and safety management systems – Requirements*

Other publications

[1]   BRE, *The Green Guide to Specification.* 2008. (www.thegreenguide.org.uk)

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