

For Future Generations Pty Ltd GECA Assessment Manual

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for
future
generations

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1. Overview

Thank you for your interest in Good Environmental Choice Australia (GECA) certification with For Future Generations Pty Ltd (FFG). Our specialist auditing and assessment services provide a detailed evaluation of your processes, products or services against GECA standards and legislative obligations, and enable continual improvement.

With a high level of technical expertise and a customer-focused approach, FFG provides our clients with an effective, competitive and attentive assessment service. Our assessors and technical experts are dedicated to assess your products' performance and business systems to enable your certification outcomes to be achieved.

We achieved approved GECA Assurance Provider status in March 2019 and offer assessment services for all GECA standards in Australia and around the world.

The first step in pursuing GECA certification for your product or service is to complete a quote request and application form, through GECA, which you can find online at: <http://www.geca.eco/get-certified/>. GECA will request a quotation from one (1) or more approved assurance provider (including FFG). Upon receipt of the quotation request from GECA, we will determine the scope of the assessment services requested by your company and prepare a Work Order (proposal). The Work Order defines the scope of the assessment, and all relevant professional and administrative fees. The assessment process commences after you accept our proposal by returning the signed Work Order and Professional Services Agreement and pay the Application Fee to GECA.

We also recommend that you review the Certification Standards listed on the GECA website at <http://www.geca.eco/our-standard-list/> to determine the Standard applicable to your scope. The website also contains other important information, including case studies, newsletters and FAQs.

In pursuing certification, key determinants of timely processing include your reviewing these documents, your preparation of required documentation (procedures, processes and records), and coordinating closely with GECA, FFG and your assigned assessor to confirm the conformance assessment plan.

Our professional fee for GECA certification is based on the time required for assessors to complete the assessment as well as their travel costs and competitive overhead rates, which cover the necessary time our personnel devote to each Client.

Please contact our offices if you have any questions regarding the assessment process or any other aspect of GECA certification.

For Future Generations Pty Ltd
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2. GECA Assessment Process Diagram

Application (Managed by GECA)

- Applicant enquires about GECA assessment
- GECA sends information pack and relevant GECA Standard
- Applicant completes the Quote Request and Application Form
- GECA requests a quote from the approved list of Assurance Providers

Proposal - Work Order

- FFG provides Applicant with a proposal (Work Order) and Professional Services Agreements
- Applicant reviews and accepts FFG's proposal by returning signed copies of the Work Order and Professional Services Agreement.

Conformance Assessment Plan

- FFG provides Applicant with the Conformance Assessment Plan, outlining audit approach, scope and timeframes

Conformance Assessment

- FFG Assessor performs assessment of the product or service
- FFG Assessor prepares the Conformance Assessment Report and submits to the FFG Technical Reviewer for review and certification decision

Technical Review

- FFG Technical Reviewer reviews the Conformance Assessment Report and determines adequacy of the assessment outcomes as a basis for making a certification decision

Assessment Decision

- FFG prepares the Certificate of Conformance and submits the Certificate and Conformance Assessment Report to GECA and Applicant

GECA Licensing (Managed by GECA)

- Applicant supplies to GECA the Turnover Declaration Form and signs the Brand Guidelines and Licence Agreement, including agreement to pay annual fees
- GECA issues Licence and Fee Invoice

Surveillance Audit

- FFG Assessor performs the Re-certification Assessment every 36 months following the initial conformance assessment
- Note that unannounced assessment may be requested at GECA's discretion and will be completed for an assessment fee by the Licensee

3. Rights and Responsibilities

Our clients have a right to non-discriminatory policies and procedures and as a result, our Quality System will not impede or inhibit access to our clients. Our services are available to all applicants whose activities fall within our field of operation and are conditional neither upon the size of the client's operations, nor upon the number of certificates already issued. The criteria against which the products of a Client are evaluated are outlined in the applicable GECA Standards.

A Certificate of Conformance is issued following compliance with the relevant GECA Standard, in which the client is subject to three (3) yearly re-certification assessment (36 months following the initial conformance assessment).

FFG ensures that the assessment relates to the scope of the assessment scheme(s) being considered. Assessment under the GECA Scheme is reliant on the combined evidence of product conformance through evaluation and existence of appropriate and implemented product documentation.

As an approved Assurance Provider, FFG reserves the right to suspend or terminate Certificates of Conformance. Reasons for suspension and termination include, but are not limited to misuse by a licensee, breach of GECA Scheme Rules, breach of the conditions of a Certificate of Conformance, a non-conformance to the applicable GECA standard that is not closed out within the specified timeframe, significantly changing a characteristic of the product without prior notification to FFG, failure to pay any fees, costs or charges associated with issuing the Certificate of Conformance, or failure to comply with the obligations stated in the Professional Services Agreement of FFG.

According to the regulations dictated by the GECA Assessment Scheme Rules, Applicants/Licensees shall:

- Apply to the GECA Scheme;
- Comply with relevant rules and procedures, including the GECA Scheme Rules, assessment body requirements and obligations specified in the GECA Licence Agreement;
- Notify the GECA Assurance Provider and GECA about product changes;
- Notify the appropriate Assurance Provider and GECA about contact detail changes and providing turnover declarations;
- Notify customers, distributors and appropriate regulatory agencies, if applicable, within 10 days of any suspension or withdrawal of a GECA licence;
- Discontinue the use of the GECA Ecolabel within 10 days of when a licence has been suspended or withdrawn; and
- Market GECA certified products according to the GECA Licensing Agreement and Brand Guidelines.

In addition, Applicants/Licensees shall comply with FFG assessment requirements, including:

- Not making any forward claims prior to issuance of a GECA Certificate of Conformance;
- Always conform with the relevant provisions of the assessment program;
- Make all necessary arrangements for the conduct of the evaluation, including provision for examining documentation and access to all areas, personnel and records for the purposes of evaluation (e.g. testing, inspection, assessment and reassessment) and resolution of complaints; and
- Endeavor to ensure that neither certificate or report nor any part thereof is used in a misleading manner.

For additional information concerning clients' rights and responsibilities, please contact the FFG Program Manager.