



CERTIFICATION REGULATIONS RELATED TO THE PLASTIC SECOND LIFE SCHEME

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1 PURPOSE AND FIELD OF APPLICATION

This regulation defines the rights and duties, as well as the operating methodology that regulates the relations between Kiwa Cermet Italia s.p.a. (hereinafter referred to in short as Kiwa Italia or Kiwa) and Customer Organization (hereinafter referred to in short as Organization) in the provision of Product Certification services

This Regulation shall apply to Product Certification activities in accordance with the scheme Plastics Second Life (PSL), which is the exclusive property of IPPR.

IPPR, Istituto per la Promozione delle Plastiche da Riciclo, owner of the Plastic Second Life brand, was founded on the initiative of the plastic supply chain (producers, processors, recyclers) to offer a visibility platform to all manufacturers and distributors of recycled plastic and related products.

This document defines the rules for certifying and maintaining the Second Life Plastic and PSV-By-Product brand certification.

Furthermore, the existence of a declaration of conformity of the material to the UNIUNIPLAST 10667 specifications is a prerequisite for the PSL certification of secondary raw materials and products made with them.

The brand can be issued only to those who formally request a license for the use of the PSL brand, whether they are IPPR members or not.

The PSL brand is an environmental product certification system dedicated to materials and products obtained by the enhancement of plastic waste coming from selective waste collection or from other post-consumer circuits and to materials and products obtained from industrial waste with the following descriptive entries:

- PSL from selective waste collection
- PSL from industrial waste
- PSL MixEco
- PSL Food
- PSL Bag

the detailed characteristics are defined in the Regulation IPPR PSL §1.2

The requirements expressed in this Regulation are an integral part of the contract concluded with Kiwa Italia (economic offer, *Kiwa Regulation for the Certification and General Terms and Conditions of Kiwa Cermet Italia for the performance of assignments* - hereinafter in short *General Terms and Conditions*). These requirements refer only to aspects specifically related to the scope of the required certification.

It is expressly excluded from the subject of the contract concluded with Kiwa Italia any form of consultancy to the Customer, which may undermine the nature of independence in the assessments carried out.

This regulation is also available on the Kiwa Italia website (www.kiwa.it)

2 GENERAL PRINCIPLES AND GUARANTEES FOR THE CUSTOMER

In its certification activity, in addition to the *General Terms and Conditions*, Kiwa Italia applies the following principles:

- a) No discrimination: access to certification services is allowed to any Organization that requests it, in compliance with this Regulation, without any discriminatory commercial conditions, financial or membership of any associations
- b) Impartiality and independence: ensured through formalized rules and controls, including:
 - Carrying out the certification activities assigned to personnel having no interest in the Organization subject to certification, which must comply with the rules of conduct and independence established by Kiwa Italia; on this point Kiwa Italia undertakes to accept any reasoned reports by the Customer, regarding the existence of incompatibility of assignment, which could compromise the impartiality or independence of judgment;
 - Timely application of formalized rules and procedures, in use by all staff of certification services and periodic consultation with appropriate stakeholders involved in certification;

- Clear separation between the staff performing the audit activities and those participating in the certification decision;
 - Total abstention from carrying out activities of assistance in the definition and application of the requirements for obtaining the Certification.
- c) Timely handling of complaints and appeals, as defined in §7 of this Regulation;
- d) Confidentiality: In addition to what is regulated in the General Terms and Conditions and in the *Kiwa Certification Regulation*, Kiwa Italia shall ensure that all staff, including its Auditors, sign a commitment to confidentiality, as well as a document in which the staff undertakes to process any data in their possession in compliance with the provisions of the Privacy Law;
- e) Accreditations: Kiwa Italia undertakes to inform the Customer of any waiver, suspension or revocation of accreditation, as well as to support the Customer in the phase of transition to another accredited Body; in such cases Kiwa Italia is not in any way responsible for any damage caused to the customer by the waiver, suspension or revocation of the accreditation; in the aforementioned cases, the Customer may waive the contractual relationship with Kiwa Italia, without prior notice and without additional charges.

3 DOCUMENTARY AND REGULATORY REFERENCES

UNI CEI EN ISO/IEC 17065	Conformity assessment Requirements for bodies certifying products, processes and services
IPPR Regulations	Certification and maintenance of PSL certification
	Use of the PSV brand
UNI EN ISO 14021: 2012	Environmental labels and declarations-Self-declared environmental claims (Type II environmental labelling)
"Plan for the environmental sustainability of consumption in the public administration sector" (PAN) and consequent Minimum Environmental Criteria	Interministerial Decree of 11 April 2008 Ministerial Decree of 10 April 2013 Minimum Environmental Criteria Decrees in force: https://www.mite.gov.it/pagina/i-criteri-ambientali-minimi#1
Environmental Ministerial Decree 8/5/2003 n.203	Public Administration's purchases-Percentage of products from recycled material
Ministerial Memo 4/8/2004	Recycled content in materials and products
Ministerial Decree 5/2/1998 As amended by: M. D. 9/1/03 - M. D. 27/7/04 - M. D. 5/4/06 D.Lgs. 16/1/08	Identification of non-hazardous waste subjected to simplified recovery procedures.
Procurement code	
UNI-UNIPLAST series 10667	Qualification of secondary raw materials
EN 15343	Plastics Recycling - Plastics recycling traceability
EN 15344	Plastics - Recycled Plastics - Characterisation of Polyethylene recyclates.
EN 15345	Plastics - Recycled Plastics - Characterisation of Polypropylene recyclates.
EN 15346	Plastics - Recycled Plastics - Characterisation of PVC recyclates.
EN 15347	Plastics - Recycled Plastics - Characterisation of plastics wastes
EN 15348	Plastics—Recycled plastics—Characterization of Poly(ethylene terephthalate) (PET) recyclates.

CEN/TR 15353	Plastics - Recycled plastics - Guidelines for the development of standards for recycled plastics.
Dlgs 152/2006 s.m.i.	

Note: With regard to technical and/or binding dated references to the legislation, only the aforementioned edition applies. For undated references, the latest edition of the referenced document is valid (including updates).

4 GUIDE TO PSL CERTIFICATION

The requirements to be met by the organization that intends to apply for PSL certification are defined in the PSL Trademark Regulation of IPPR.

4.1 General requirements for certification

For the purposes of PSL certification, the applicable binding regulations are to be considered as prerequisites, therefore not subject to verification. Any evidence of a violation of a law binds the Certification Body to issue a major non-conformity.

To obtain the PSL certification, the company must set up and implement an organizational system able to provide evidence of the requisites defined in the Rules how to get and maintain the PSL certification in § 2.1.

4.2 Specific requirements for certification

The specific requirements are defined in the following paragraphs in IPPR PSL

§ 2.2 Specific requirements - Recycled content imposed by technology

§ 2.3 Preparation of the technical report

In case of application for the "PSL - Food" brand, a copy of the authorization issued by the EU Commission following the favorable opinion of EFSA - European Food Safety Agency, must be attached to the technical report described in the following chapters, as required by EC Regulation 282/2008.

Furthermore, the technical report must also contain:

1. the results of the tests required for compliance with Ministerial Decree 21/3/73 and subsequent updates and with EU Regulation No. 10/2011;
2. from a declaration of conformity in accordance with EU Commission Regulation no. 10/2011 of 14/01/2011 concerning plastic materials and objects intended to come into contact with foodstuffs and EC Regulation 282/2008

5 CERTIFICATION PROCESS

5.1 General Rules

The Organization, before embarking on the certification process with Kiwa Italia, must meet the following requirements:

- Have verified the conformity of the product to the requirements for which certification is requested and undertake to maintain compliance with these requirements
- Accept the conditions laid down in this Regulation;
- Grant access to the premises, establishments, areas and information necessary to carry out the Audit;
- Provide full cooperation to the Audit Group, making the necessary documentation available;
- Designate one of its Representatives as the main interlocutor of the Audit Group and have any consultants present during the Audit play the role of observer;
- Be responsible for the application of the requirements of the current rules on safety in the workplace. In the absence of mandatory provisions, the Organization undertakes to provide Kiwa Italia with complete and detailed information, relating to the specific risks existing in the environment in which Kiwa Italia personnel are intended to operate, and the PPE necessary for the performance of the assignment, informing the personnel of Kiwa Italia on

their correct use. In this regard, the Customer Organization must provide the staff appointed by Kiwa Italia with the company's documentation on safety at work (Risk assessment document, safety plan, procedures, etc.) limited to items of specific interest. In the event of such omissions, injury or illness, no charges may be made against Kiwa Italia for any reason;

- Accept, at no additional cost and allow access, to its headquarters of Accredia inspectors, IPPR or other accreditation bodies accompanying the inspectors of Kiwa Italia, which will be notified by Kiwa Italia with clear illustration of roles. The purpose of this presence is to verify that the evaluation procedures adopted by Kiwa Italia comply with the accreditation requirements. Failing to grant certification or suspension/revocation of the certification granted.
- The manufacturer must also allow access to its plants to personnel appointed by Kiwa Italia to periodically monitor its inspectors.
- Accept, for accredited schemes, any checks of the Accreditation Body. In fact, in order to ascertain that the evaluation procedures adopted by Kiwa Italia comply with the reference standards, the Accreditation Body may request a visit, called Market Surveillance Visit, to the Certified Organization, directly through the use of its own staff. This possible visit is communicated by the Accreditation Body to Kiwa Italia with 7 working days' notice. Upon receipt of this communication, Kiwa Italia will inform the Customer Organization. The plan of the visit is prepared by the Accreditation Body, which will make it available in Kiwa Italia, then Kiwa Italia will send it to the Customer Organization. If the Organization does not grant its approval, the validity of the certificate is suspended, until the approval of the visit is granted, for a maximum period of three months.

After 3 months, without approval for the visit, the certification is revoked. The Organization must make available to the Accreditation Body the documentation that Kiwa Italia has taken as reference during the previous audits. The Market Surveillance Visit does not replace the standard certification maintenance audits required by the audit program. For the modalities of the Market Surveillance Visit, please refer to the IAF document ID 04 (free download from the IAF website: www.iaf.nu). Other control methods may be adopted by the accreditation body, to verify the operation of Kiwa Italia e.g., unannounced audits at the premises of the certified entities, requests for information from Organizations or consultancies, or other control methods established by the accreditation body itself.

During each inspection, the Kiwa Italia must:

- In addition to the verification of the annual mass balance (calendar year) referred to in paragraph 2.1 of the IPPR PSL Regulation "The general requirements for certification", a mass balance for sampled products shall be carried out and documented in the audit report. Kiwa Italia verifies by means of a mass balance that the quantities of products produced and the relative percentages of recycled material used are compatible with the raw materials used, taking into account the losses suffered during all the phases.
- Perform and document in the audit report a traceability test, following the various stages of the transformation process from acceptance of materials to the finished product;
- Document in the inspection report the evidence gathered about compliance of the materials with standards of the UNI 10667 series (or, if applicable, the standards set out in § 2.1 point 10 and point 12).

At the beginning of the inspection, the inspectors hold a meeting with the manufacturer's management in order to reach a good understanding of the certification procedure, to clarify any aspects not fully understood and establish a climate of mutual trust. In this phase it is possible to redefine any particular needs.

5.2 Certification application

An organization associated with IPPR or any other organization officially applying to IPPR for PSL certification may apply for a license for the use of the mark.

The Organization that intends to request a certification send the " Fact sheet - PSL request for quotation" to Kiwa Italia.

Kiwa Italia, after collecting the necessary technical information, checking the availability of the means to perform all the evaluation activities and checking to have the competence and the ability to perform it, processes the economic offer.

Together with the offer, Kiwa Italia sends to the Organization "Certification request Kiwa Cermet Italia PSL", including "IPPR Regulation", the "Rules of use Brand PLASTIC SECOND LIFE" and this Regulation.

The organization sends the certification application to Kiwa Italia, simultaneously accepting the rules set out in the Regulations and in the documents referred to therein.

Kiwa Italia examines the documentation sent by the applicant and in particular checks that the applicant has complied with the certification requirements and there are no differences of interpretation. If there are no differences, after verifying the regularity of the Organization's obligations with IPPR, Kiwa Italia accepts the certification request.

The possible non-acceptance of the application must be communicated in writing with adequate motivation to the Organization and to IPPR.

The application for certification must be accompanied by the following documents:

- Certification request Kiwa Cermet Italia PSL signed by the legal representative or his delegate
- Fact sheet (in case of changes from the initial document sent to Kiwa Italia)
- Chamber of Commerce registration certificate or equivalent document
- IPPR Rules of use Brand PLASTIC SECOND LIFE signed for acceptance
- A copy of the financial offer signed for acceptance relating to the amounts to be paid to Kiwa Italia as stipulation of the certification contract;
- Technical Report.
- Copy of the IPPR Trademark License Application Form*

* Form to be requested directly from IPPR and related to costs attributable to IPPR and not to Kiwa Italia

In the absence of the documentation described above, we will not be able to start the certification process.

If the offer is changed again by the customer, Kiwa will ask for further clarification before activating the certification process.

In the event that the Company intends to withdraw from the contract before obtaining the Certificate of Conformity, it will be required to pay any expenses already incurred (e.g., audits or tests already performed).

5.3 Documentary examination - Technical Report

The document review takes place before the certification inspection in the field. The inspector in charge will report to Kiwa Italia if the requirements to proceed with the inspection are met, it being understood that only the field inspection makes it possible to confirm the contents of the technical report. Confirmation of the adequacy of the Technical Report and compliance with the requirements set forth for the product will be documented in the inspection report.

Further examinations of the technical report are necessary only if any changes are made.

Once the certification has been completed, the technical report must be systematically updated and verified by Kiwa Italia in relation to the products listed on the certificate of conformity.

5.4 Audit planning

Kiwa Italia agrees with the Company on the date of the initial certification audit and sends the audit plan to the Customer, with a minimum of 3 days' notice, communicating the names of the Audit Group; if there are conflicts of interest, the Company may request the replacement within 3 working days of a member or of the entire Audit Group, stating the reasons.

5.5 The audit of the certification

The first certification inspection is carried out, with production in progress, after the successful closure of the document examination and takes place with the production process in progress.

The inspector carries out the audit at the production site (even if outsourcer) of the applicant to verify the accuracy of the information submitted in the relevant Technical Report when applying for certification and the applicant's actual capacity to produce in compliance with the rules of these specifications.

At the end of the inspection, the inspectors fill out a report that must state any non-conformities found.

The content of this report will subsequently be confirmed by Kiwa Italia through written communication. In the absence of such communication within 15 working days from the date of the inspection, the report is considered confirmed.

5.6 Examination of the results of the certification verification

For each NC notified to the organization, the corresponding page of the inspection report form must be filled in, indicating in the appropriate space, the corrective action that it intends to undertake, and the time required for its implementation. The organization, having received the confirmation of the audit report from Kiwa Italia, must send the corrective action plan within 10 days indicating the treatment (correction) of the non-compliance, the analysis of the cause, corrective action and related implementation time.

Kiwa Italia checks the adequacy of the proposed actions received, requesting the appropriate additions where necessary. These proposals are considered accepted if within 10 working days, the manufacturer does not receive any written communication from Kiwa Italia.

Having verified the above, we proceed as follows:

1. **MAJOR NCs:** In case of major NCs, the certification process is suspended, and the organization is notified that an additional inspection must be carried out within three months, in the field or, where possible, on a documental basis, aimed at ascertaining the correct implementation of the proposed corrective actions. Upon completion of this inspection, the certification process is resumed.

However, in situations where this objective cannot be achieved, at the express request of the organization, Kiwa Italia, after hearing IPPR, can allow a further delay of up to three months. After an unsuccessful six months period, Kiwa Italia reserves the right to definitively close the certification process. In such cases, the organization wishing to continue the certification must submit a new formal application and repeat the process.

2. **MINOR NCs:** If there are minor NCs, the organization will send a corrective action plan within 10 days from the date of the inspection. The closing inspection will be verified during the subsequent audit.
3. **RECOMMENDATIONS:** Companies are not required to accept recommendations, although they are required to analyze them.

5.7 Deliberation and issue of certification

Kiwa Italia ascertains that the technical conditions required for the issue, maintenance, extension, reduction, modification, suspension or cancellation of the certificate are met, with a specific resolution.

No interference or censorship can be exercised by IPPR on the certification decision, without prejudice to the obligations of the applicant regarding the payment of membership fees (for members) and/or contributions for the PSV brand license.

Based on the conclusions on the assessment of the inspection and technical reports, submitted by the function proposing the certification, Kiwa Italia issues the certification and sends the certificate of conformity to the company.

If Kiwa Italia requests further information or decides not to grant the certification, this will be communicated in writing to the manufacturer stating the reasons.

5.8 Certificate of conformity

In the case of a positive resolution, Kiwa Italia sends the certificate of conformity to the manufacturer, in single copy.

The certificate must specify the products covered by the certification and the addresses of the registered office and/or production sites where the activities connected with the objective of the certification are carried out. The certificate shows the quantities of recycled material used for the specific product.

The first release date, current issue date and expiry date must be stated.

The certificate consists of a general part that shows the general company data, Kiwa Italia logo, number, purpose and an attachment containing the details relative to the certified products (product type, trade name and/or article code, percentage of recycled material for each item).

The purpose of the certification must include the indication of:

- the products;
- the production/processing Technologies;
- the origin of the waste (e.g., selective waste collection) or the secondary raw materials used;

The certificate is drawn up by Kiwa Italia on the format made available by IPPR and is signed by Kiwa Italia Supervisor.

The certificate of conformity is valid for three years.

The validity status of the certificate will be available, together with the indication of the products mentioned in it, in a special section of www.kiwa.it.

It is permitted the reproduction (including color) of the certificates of conformity issued by Kiwa Italia, as long as it reproduces the original in full. Partial reproduction is not permitted.

Kiwa Italia also publishes in an official manner in www.kiwa.it any sanction measures (e.g. suspension) granted to the certified Organization giving formal information to IPPR.

5.9 Maintenance of the certification: surveillance activities

5.9.1 General rules

The manufacturer undertakes to produce products that comply with the requirements of the current legislation, the IPPR PSL Regulation and any rules deriving from the relationship with Kiwa Italia.

During the period of validity of the certification, the following conditions apply.

The manufacturer must promptly notify Kiwa Italia about any significant variation in the production process that changes the characteristics of the product. In relation to the type of changes introduced, Kiwa Italia reserves the right to carry out an additional inspection to assess the influence of the variations on the conformity of the product.

Kiwa Italia will communicate any changes to the certification to IPPR.

5.9.2 Periodic surveillance

Once the certification has been completed, Kiwa Italia performs periodic monitoring by means of audits, at least once a year. Periodic monitoring involves the assessment of all applicable requirements, as in the certification inspection, including the evaluation of the update status of the Technical Report.

The audit program will be developed and may vary based on a continuous analysis of the risks (e.g., status of the processes to be tested, results of previous inspections...) or considerations deriving from the information from the market regarding the actual fulfilment of the specified requirements.

The first surveillance shall be carried out without delay within 12 months of the date of the certification verification, unless otherwise agreed by authorised personnel of Kiwa Italia.

For this purpose, the manufacturer undertakes to guarantee the access of the inspectors appointed by the Kiwa Italia to the production sites and the necessary assistance from the responsible staff.

Where a manufacturer's consultant is present at the inspection, he must strictly observe the role of observer.

The dates of the inspections will be notified sufficiently in advance.

Periodic surveillance is normally carried out with production activities in progress. In exceptional cases, Kiwa Italia may consider proceeding with the verification even when production is not in progress. In this case, the verification will take place on a documentary basis. Kiwa Italia must keep records that justify the carrying out of a non-operational production check.

On the periodic checks, the organization will present an assessment on the quantities of recycled material used in PSV-branded products in the previous calendar year.

In case of impossibility to carry out the checks within the established time limits because of the manufacturer, Kiwa Italia reserves the right to suspend the certification.

At the end of each audit a report is issued describing any non-compliance with the requirements prescribed by the standards. The report issued by the inspector is considered confirmed within 15 days from the date of the visit unless otherwise notified by Kiwa Italia.

For each NC notified to the organization, it is required to fill in the corresponding page of the verification report form, indicating in the space provided, the corrective action it intends to take and the estimated time for the implementation of the same. The organization, having received the confirmation of the audit report from Kiwa Italia, must send the

corrective action plan within 10 days indicating the treatment (correction) of the non-compliance, the analysis of the cause, corrective action and related implementation time.

Kiwa Italia shall verify the adequacy of the proposed actions received and request appropriate additions where necessary. Such proposals shall be deemed to be accepted if, within 10 working days of dispatch, the manufacturer receives no written communication from Kiwa Italia.

In the event of major non-conformities, the manufacturer will be subjected to an additional inspection, documentary where possible, at its own expense, within the time established by Kiwa Italia according to the importance of the non-conformities themselves and in any case no later than three months from the end of the monitoring audit.

If there are minor NCs, the closing inspection will be verified during the subsequent audit.

The last monitoring of the three-year period refers to the renewal of the certification

5.10 Certification change

The manufacturer in possession of the certification can request its modification or extension by submitting a formal request to Kiwa Italia that forwards it to IPPR. Kiwa Italia organizes the appropriate inspection activities to issue the new certificate.

In case of any modification of these Regulations and/or any other document applicable to the PSV brand certification, IPPR will be responsible for forwarding to the Certification Bodies the necessary information to be communicated to the certified firms about the times and methods to implement the changes.

5.11 Timing of the audit

The audits are scheduled taking into account the timing shown in the table below. Product family means the set of products made using the same processing/recycling technology. For the inspection of products made at remote sites of the company or outsourced, 0.5 days/site are added.

In particular:

- a) all product families must be sampled;
- b) sampling is considered significant if a minimum of 2 products are monitored for each family;
- c) a sampling is considered significant if for each family the products made with materials coming from different flows are monitored (e.g., selective waste collection and industrial waste), where applicable;
- d) the inspection times shown in the table below must be supplemented by 0.5 days for the document inspection, initial and final meetings, drafting of the report;
- e) it is considered that up to a maximum of 5 samples can reasonably be carried out in a day's inspection, thus guaranteeing a sufficient level of in-depth verification.
- f) the inspection times shown in the table below must be supplemented by 0.5 days for the verifications at the suppliers' required if the conditions laid down in the IPPR PSL Regulation in paragraph 2.1, point 11 a) and b) are not met.

Based on the above considerations, the following rules apply to define inspection days (VI):

No. of families	Samples	Days
1 product family	between 2 and 3 samples	0.5
2 product families	between 4 and 5 samples	1
3 product families	between 6 and 9 samples	1,5
4 product families	between 8 and 12 samples	2

5.11.1 *Sampling of multi-site companies or with outsourced production*

Sampling can take place only for homogeneous sites and provided that internal audits are performed on 100% of the sites subject to certification. The above checks must be planned and performed annually.

Sampling is extended to sites where outsourced products are made. The outsourced production site, however, will not be included in the formulas for calculating the number of samples below if during the year it has not produced products subject to certification or if the processing outsourced does not envisage the possibility of determining or modifying the recycled content (e.g., painting or assembly of components whose content of recycled material has already been determined). Based on a written agreement between the parties, the subcontractor undertakes to keep the materials subject to certification separate from other materials and to keep track of the processing by means of an entry and exit register of the materials further specifying the possibility of allowing access by the certification body).

The main establishment must be inspected every year.

In the certification inspection: the minimum sample size is the square root of the number of (homogeneous) detached sites rounded to the nearest whole number ($y = \sqrt{x}$).

In the monitoring inspection: the minimum size of the annual sample is the square root of the (homogeneous) detached sites with a multiplier coefficient of 0.6 ($y = 0.6 \sqrt{x}$) rounded to the nearest whole number. Sampling is subject to the successful outcome of the audits after certification. The sample can be increased following major NCs.

5.12 Additional checks

Additional inspections are carried out following the negative result (in the case of a Major NC) of an inspection (either certification or periodic).

They can also be carried out in the following cases:

- complaints or reports from interested parties deemed significant: in this case the correct handling of the complaint will be verified;
- significant changes to the processes of the certified products: in this case the conditions for the issue of the certification will continue to exist;
- presence of major NCs among the results of the audits: in this case the correct management of the non-conformity will be verified in terms of correction, corrective measure and evaluation of the effectiveness of the corrective action.

The additional checks are charged to the company. The relative amount is confirmed by Kiwa Italia when the offer is issued.

5.13 Market monitoring

IPPR monitors the regularity of the use of the PSV brand certification directly on the market and on the web; it also intervenes on the express request and/or documented report by the interested third party.

5.14 Transfer of certification from other accredited ODCs

IPPR can allow the transfer of the certifications issued by ODCs that have not adhered to the PSL scheme, as well as recognize the validity of other certifications on SRM and semi-finished products with which PSL - branded products are produced, after an inspection and technical review documented by Kiwa Italia of the compatibility of the requirements underlying these certifications with respect to IPPR PSL Regulations

5.15 Certification of the supply chain

In order to maintain the continuity of certification, all organizations that acquire ownership of PSL certified materials/products and carry out one or more of the following activities may apply for a license to use the Plastic Second Life brand:

- sell (with or without physical possession) products certified as PSV (also under their own name or a brand attributable to them);
- apply or have the supplier apply labels to the PSL certified product;
- use and/or work without modifying the composition of PSL certified products.

For the purposes of certification of the supply chain, the provisions of this Regulation are applied with reference to traceability. In particular, the organization must be in possession of the certificate issued to the supplier and the relative attachment showing the list of items and their recycled content, which will be valid for the purpose of issuing the final certificate.

In this case, paragraphs § 2.1 (points 1,2,3,5,7,10, 11,12), § 2.2 do not apply.

With reference to paragraphs §5.5 and §5.9, the audits will be carried out with reference to the traceability of the certified products purchased and resold, without the need for ongoing production activities.

With reference to paragraph § 2.12 of IPPR PSL Regulation, the audits will be based on a documentary basis and will last 0.5 days.

5.16 Complaints

The manufacturer undertakes to keep a record of all complaints and related corrective measures taken. Complaints will be subject to specific evaluation during the audits.

If the complaint is forwarded to Kiwa Italia by customers of a certified company or by other parties interested in the certified product, Kiwa Italia informs the certified company within ten working days.

Kiwa Italia carries out the appropriate assessments and may decide whether to carry out an additional inspection.

6 SUSPENSION, CANCELLATION OR WAVING OF THE CERTIFICATION

6.1 Suspension

The validity of the certificate can be suspended in the following cases:

- Infringement of applicable regulations and procedures;
- major non-conformities unresolved within the set time frame and/or failure to adopt corrective actions in the agreed time frame;
- refusal of or objection to inspections within the set time frame;
- incorrect use of the PSV brand and/or certification;
- non-payment of membership fees or other contributions of any kind to IPPR;
- manufacturer's unavailability for inspections, in the presence of observing assessors of accreditation bodies;
- in other cases, regulated by Kiwa Italia in agreement with IPPR.

In the case of proven technical and organizational reasons, the manufacturer can also request a suspension for a period not exceeding 12 months, beyond which the certification is revoked.

The suspension is notified in writing by registered post to the manufacturer, specifying the conditions for restoring the certification and the term within which they must be implemented, in any case within six months from the date of notification of the suspension.

The measure will also be made known by Kiwa Italia by publication in the appropriate section of its website and/ or other communication tools appropriate to the correct dissemination of the measure to the parties concerned.

During the suspension period the manufacturer cannot in any way make use of the PSV brand and the relative Certificate of conformity.

Kiwa Italia is obliged to ascertain that the suspended licensee does not use the PSV brand, preparing the appropriate actions in the case.

All expenses related to the additional checks, necessary because of the discovered breaches, are the responsibility of the manufacturer. The restoration of the certification will be subordinate to the ascertainment of the elimination of the causes that had determined the suspension itself.

Failure to meet the conditions for the certification reinstatement within the prescribed time limit will result in the cancellation of the certificate.

6.2 Revocation of certification

Revocation can be decided in the following cases:

- for the undue continuation of the situations referred to in the paragraph "suspension";
- for failure to comply with the amendments to the applicable legislation within the prescribed time frame;
- manufacturer's bankruptcy;
- due to delays in payments to IPPR and/or Kiwa Italia;
- for evidence that the production control system does not ensure compliance with the applicable regulations and procedures;
- failure to formally accept contractual documents including this Regulation and the IPPR PSL Regulation

The cancellation will be notified in writing by I.P.P.R. to the manufacturer by registered post.

On receipt of the cancellation, the manufacturer must return the relative certificate.

The certification body will also make the provision known by publishing it in a special section of its website and/or with other communication tools appropriate for the correct dissemination of the provision to the interested parties.

The manufacturer cannot use the certificate and the PSV brand when the certification has been cancelled. Kiwa Italia is obliged to ascertain that the revoked licensee does not use the PSV brand by preparing the appropriate actions in the case.

6.3 Waiving the certification

The organization can waive the certification at any time, in the forms and the ways defined by Kiwa Italia, which is required to inform IPPR.

The waiver cannot be considered valid and/or acceptable if the certification is affected by a suspension measure.

By waiving the certification, the manufacturer agrees not to use the PSV brand any longer.

7 COMPLAINTS AND APPEALS

7.1 Complaints

The Organization may file a documented complaint, concerning its reports related to certification activities with Kiwa Italia.

This complaint may arise from incidents that occurred during the certification process, such as, for example, delays in the completion of the various stages and/or incorrect behavior by the Auditor of the Body.

Kiwa Italia shall record the complaints, analyze them and inform the complainant of the actions taken, within thirty days from the date of receipt of the complaint.

Kiwa Italia will determine with the complainant whether and to what extent the content of the complaint and its resolution should be made public.

Complaints are handled by personnel not involved in the activities that are the subject of the complaints.

7.2 Appeals

If the complainant is not satisfied with the reply received or intends to oppose a decision of Kiwa Italia may appeal in writing.

The applicant must state the reasons for his appeal and, if the appeal relates to a decision of Kiwa Italia (e.g., record of Non-conformity Major), it must be submitted to Kiwa Italia within 10 days from the date of notification of the decision.

Appeals are handled by personnel not involved in the activities being appealed.

Kiwa Italia will provide the applicant with a written reply and notify him of any action to be taken within 30 working days of receipt of the appeal.

The detailed procedures for the submission of complaints and appeals are reported on www.kiwa.it.

8 OPTION OF UNILATERAL WITHDRAWAL FROM THE CONTRACT

Kiwa Italia may freely withdraw from this contract by giving written notice to the Customer Organization six months prior to the effective date of the withdrawal. The withdrawal by Kiwa Italia entails the revocation of the certification issued. However, the Organization is required to pay Kiwa Italia the amounts due for services received during the notice period, as set out in the last valid offer.

If the Organization wishes to withdraw from the contract, the unilateral withdrawal during the period of validity of the Certification, provides for compliance with the notice periods provided in the *General Terms and Conditions and in the Kiwa Certification Regulation*.

In case of termination of the contract, Kiwa Italia will issue an invoice for the coverage of the remaining certification period in relation to the costs of closing the certification practice, as established in the last valid offer.