



COMITATO ECOLABEL ED ECOAUDIT
SEZIONE EMAS ITALIA

**“PROCEDURA PER LA SORVEGLIANZA DEI
VERIFICATORI AMBIENTALI ACCREDITATI IN
ALTRO STATO MEMBRO DELL’UE
*[Regolamento CE n. 761/01, Articolo 4, Comma 5]”***

Rev. 0

Roma, 20 ottobre 2005

Premesso che:

- il Regolamento (CE) n. 761/2001 del Consiglio del 24 aprile 2001, in seguito chiamato Regolamento EMAS, istituisce un sistema comunitario di ecogestione e audit per la valutazione e il miglioramento delle prestazioni ambientali delle Organizzazioni e fornire al pubblico ed agli altri soggetti interessati informazione pertinente;
- il citato Regolamento stabilisce all'articolo 4 che ciascuno Stato membro designa l'organismo di accreditamento cui spetta l'esecuzione dei compiti previsti dal regolamento stesso in materia di accreditamento dei verificatori ambientali;
- il decreto del Ministro dell'ambiente 2 agosto 1995, n. 413 e successive modifiche e integrazioni istituisce il Comitato per Ecolabel ed Ecoaudit e che al Titolo III - Sezione Ecoaudit attribuisce al Comitato la funzione di organismo nazionale competente;
- ai sensi dell'art. 13 del decreto del Ministro dell'ambiente 2 agosto 1995, n. 413, l'Organismo Competente svolge anche le funzioni di accreditamento e controllo dei verificatori ambientali in attuazione di quanto previsto all'art. 4, punto 1 del Regolamento EMAS.
- in conformità a quanto stabilito all'articolo 14 del citato decreto del Ministro dell'ambiente n. 413, l'Organismo Competente stabilisce un sistema di quote per far fronte alle spese sostenute, tra l'altro, per l'accREDITAMENTO dei verificatori ambientali;
- il Regolamento EMAS, all'allegato V, definisce le esigenze per l'accREDITAMENTO e la sorveglianza dei verificatori ambientali ed in particolare stabilisce le modalità per la sorveglianza dei verificatori accREDITATI in altro Stato membro dell'Unione Europea;

Considerato che:

l'APAT, in qualità di supporto tecnico al Comitato per l'Ecolabel e l'Ecoaudit, svolge le istruttorie relative all'accREDITAMENTO dei verificatori ambientali impegnandosi ad attenersi alla procedura per l'accREDITAMENTO e la sorveglianza dei verificatori ambientali stabilita dal Comitato per l'Ecolabel e l'Ecoaudit - Sezione EMAS Italia,

Tutto ciò premesso e considerato,

il Comitato per l'Ecolabel e l'Ecoaudit - Sezione EMAS Italia, nella seduta del 20 ottobre 2005

ADOTTA

la presente Revisione 0 della

“PROCEDURA PER LA SORVEGLIANZA DEI VERIFICATORI AMBIENTALI ACCREDITATI IN ALTRO STATO MEMBRO DELL'UE [Regolamento CE n. 761/01, Articolo 4, Comma 5]”

titolo in inglese

“SUPERVISION OF FOREIGN ENVIRONMENTAL VERIFIERS ACCREDITED IN OTHER EU MEMBER STATES” [Regulation CE n. 761/01, Article 4, clause 5]”



SUPERVISION OF FOREIGN ENVIRONMENTAL VERIFIERS ACCREDITED IN OTHER EU MEMBER STATES

[Regulation CE n. 761/01, Article 4, clause 5]

Rev. 0 – 20 October 2005

GENERAL ASPECTS

EMAS verifiers from other EU Member States shall announce their intention to perform verification and validation activities in Italy, at least four weeks in advance, to the Italian Accreditation Body – “*Comitato per l’Ecolabel e l’Ecoaudit*” [Herein called “Committee”]. Such notification shall be addressed for each verification in accordance to Art. 4 clause 5 of Regulation CE n. 761/01 and Annex V - 5.3.2.

For this purpose verifiers shall provide the Committee, together with the completed form in annex 1 to this procedure, the following information:

- details of their EMAS accreditation (Accreditation Body, date of accreditation, scope of accreditation);
- details of all the individual members of the audit team (competence, education and experience in technical field as well as in the field of environmental verification);
- measures taken to acquire knowledge of the Italian legislation and working language;
- details and plans of the verification;
- evidence of communication with the organization concerning possible supervision from the national accreditation system;

The notification - and the above information - should be sent before each intended activity related to verification and validation of environmental statement for the purpose of the EMAS registration in Italy.

SCOPE AND REQUIREMENTS

For the purpose of determining the level of supervision of an EMAS verifier from an EU Member State performing environmental verification activities in Italy the Committee will act through the Italian Agency for the Protection of the Environment and for Technical Services (APAT).

The Accreditation Sector of APAT is responsible for the technical issues concerning supervision. Notified verifiers shall provide, at least two weeks in advance of the verification activities, the following documentation:

- draft of the environmental statement;
- verifier's report concerning the results of its preliminary review of the client's documentation (Regulation, Annex V, clauses 5.5.3–5.5.4);
- the environmental audit programme.



NOTIFICATION OF FOREIGN ENVIRONMENTAL VERIFIERS PROCEDURE
ACCREDITED IN OTHER EU MEMBER STATES
(REGULATION (EC) NO. 761/2001, ARTICLE 4, CLAUSE 5)
rev. 0 - 20 October 2005

The extent and method of supervision depends on the complexity of the information received and on the results of a previous supervision of the same EMAS verifier. The decision, taken by the designed assessor based on his professional judgment, shall be justified in his report to the Committee.

The supervision may include:

- reviewing the documentation;
- witnessing of the foreign EMAS verifier's performance of environmental audit;
- reviewing the final version of the EMAS statement and the verifiers report.

The first supervision of the foreign EMAS verifier should always include witnessing of the verifier when performing verification activity in Italy. APAT will try to accommodate to an already planned environmental verification. During witnessing of a notified verifier, APAT's assessors will focus on the correctness of performance of the verification activity, and on the knowledge of the national environmental legislation as well as understanding of the Italian language.

APAT's assessor shall send a report to the Committee with conclusions of the performance of the verification in any case (witness assessment, document review, final documentary review).

The report should additionally include information on:

- any possible reservations as to (not) knowing the language, the Italian environmental legislation or the technical field;
- independence and impartiality of the EMAS verifier or its team;
- any doubts/dilemmas/information important to the National Accreditation Body, the competent body or the FAB.

In the case of any non conformities the Committee shall inform the accreditation service who granted accreditation to the respective EMAS verifier, the competent body, and –in the case of any further dispute – also FAB.

APPLICABLE FARES TO NOTIFIED VERIFICATION ACTIVITIES

This Section specifies applicable fares for the supervision activities performed by the Italian National Accreditation system while supervising the EMAS notified verifiers acting in our country. Time will be calculated for the following activities:

1. office review of accreditation documentation;
2. assessment of pre-audit verifiers report including the draft of the environmental statement;
3. witness assessment (if applicable);
4. final document analysis (verifiers report and final statement);
5. final APAT report to the Committee.



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rev. 0 - 20 October 2005

The following reference time allocation table is used (as a framework):

Type of assessment	Time & Costs
Documentation review before verification and validation activities	Min. 0.25 - max 2 man days
Witness assessment	1. Days effectively spent at organization (<i>travel time excluded</i>) 2. Documented travel costs, accommodation and allowances
Final documentary review and report to the Committee	Min. 0.25 – max. 2 man days

Proposed fares applicable for each verification activity shall be accepted by writing before the activity is performed by the verifier. The amount will be determined on the basis of the audit plan, of the previous activities performed by the verifier in Italy and on the basis of real costs related to the witness supervision of APAT's personnel involved.

Fares shall be paid as follows:

1. in the local (provincial) branches of "Bank of Italy" ("Tesoreria Provinciale dello Stato");
2. Within the Euro monetary system through the TARGET (Trans European Automated Real Time Gross Settlement Express Transfer) international system may also be used to address the due amount to "*Banca d'Italia – Tesoreria Centrale dello Stato*" specifying the BIC Code (Bank Identification Code) **BITA-IT-R1-343**;
3. Out of the Euro monetary system, through "Ufficio Italiano Cambi" (Italian Exchange Office – see also www.uic.it) which performs foreign treasury services on behalf of government administrations. For specific information on the local UIC offices, APAT will provide details upon request.

In all the above cases, it shall be specified that the amount is referred to "*Capo XXXII – Capitolo 2594 delle entrate dello Stato: diritti partecipazione sistema ecogestione e qualità ecologica ed altri introiti*".



NOTIFICATION OF FOREIGN ENVIRONMENTAL VERIFIERS PROCEDURE
ACCREDITED IN OTHER EU MEMBER STATES
(REGULATION (EC) NO. 761/2001, ARTICLE 4, CLAUSE 5)
rev. 0 - 20 October 2005

ANNEX I

Al Comitato per l'Ecolabel e per
l'Ecoaudit - *Sezione EMAS Italia*
c/o APAT
Settore Accreditamento
Via Vitaliano Brancati, 48
00144 Roma

NOTIFICATION FORM
To be sent by mail or FAX (+390650072078)

SECTION 1. – Name and reference of the verifier

<i>Name</i>	
<i>Address</i>	
Street/square & n.	
Zip & town	
Country	
<i>Phone</i>	
<i>Fax</i>	
<i>e-mail</i>	
Reference person	
Accreditation	
	Individual
	Organization
Other Accreditation	QMS EMS Other _____



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rev. 0 - 20 October 2005

Section 2 - Accreditation details.

<i>National Accreditation organization</i>		
<i>Scope (s) of EMAS accreditation (list all)</i>		
Applied Restrictions	YES NO	
	Size and related NACE	
	Complexity and related NACE	
	Other Limitations	

Section 3 - Competences and audit team

<i>Name of team member</i>	<i>Role in the team</i>	<i>Competence</i>

Please include qualification documentation



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rev. 0 - 20 October 2005

Section 4 – Information of the organization to be verified

<i>Name</i>	
<i>Address</i>	
Street/square & n.	
Zip & town	
Country	
<i>Phone</i>	
<i>Fax:</i>	
<i>e-mail</i>	
Reference person	
Other Certificates	QMS (UNI EN ISO 9000) EMS (UNI EN ISO 14001) Combined audit with EMS
NACE code(s)	
Date (s) of audit	

Please include evidence of information to the organization that this audit could be under the supervision of the accreditation body and acceptance of this requirement by the verified organization.



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rev. 0 - 20 October 2005

Section 5 – Measures taken to deal with legal and language knowledge, if necessary

<i>Arrangements to ensure competence in Environmental Law of the Country</i>	
<i>Proposals to address language problems</i>	

Section 6 – Other information

Section 7 – Attached documents

- 1.
- 2.
- 3.

Date & Signature