



Environmental Certification Services level™ - Furniture Sustainability Certification Manual

Thank you for your interest in Scientific Certification Systems' **level**[™] - Furniture Sustainability certification services. SCS offers exceptional transparency and credibility, conformance with major green building specifications, competitive rates, attentive service, and value for your money. We have a dedicated team of professionals ready to assist you with all your **level** certification needs.

The first step in pursuing certification is to complete a **level** Application, which can be found on the SCS website at www.scscertified.com/gbc/level.php. When we receive your Application, we will scope the assessment requested by your company and provide you with a proposal and quote.

level certification recognizes companies that are on a path toward greater sustainability over time. Based on the *BIFMA e3-2008 Furniture Sustainability Standard*, certification addresses all three aspects of sustainability (environmental, economic, and social), and includes criteria for evaluating human and ecosystem health, energy, natural resources, and corporate social responsibility impacts. Evaluation for **level** certification involves:

- Review of specific corporate policies and guidelines
- Assessment of product(s) and associated supply chain(s)
- Audit of associated manufacturing facilities

We recommend that you review the certification requirements in the *BIFMA e3-2008 Furniture Sustainability Standard*, publicly available for download at <http://levelcertified.org/>. This standard is an open, consensus-based method to evaluate the social and environmental attributes of furniture products.

First year certification assessment usually takes three to five months, depending on the complexity of the assessment. Timing also depends on communication with your assigned auditor regarding:

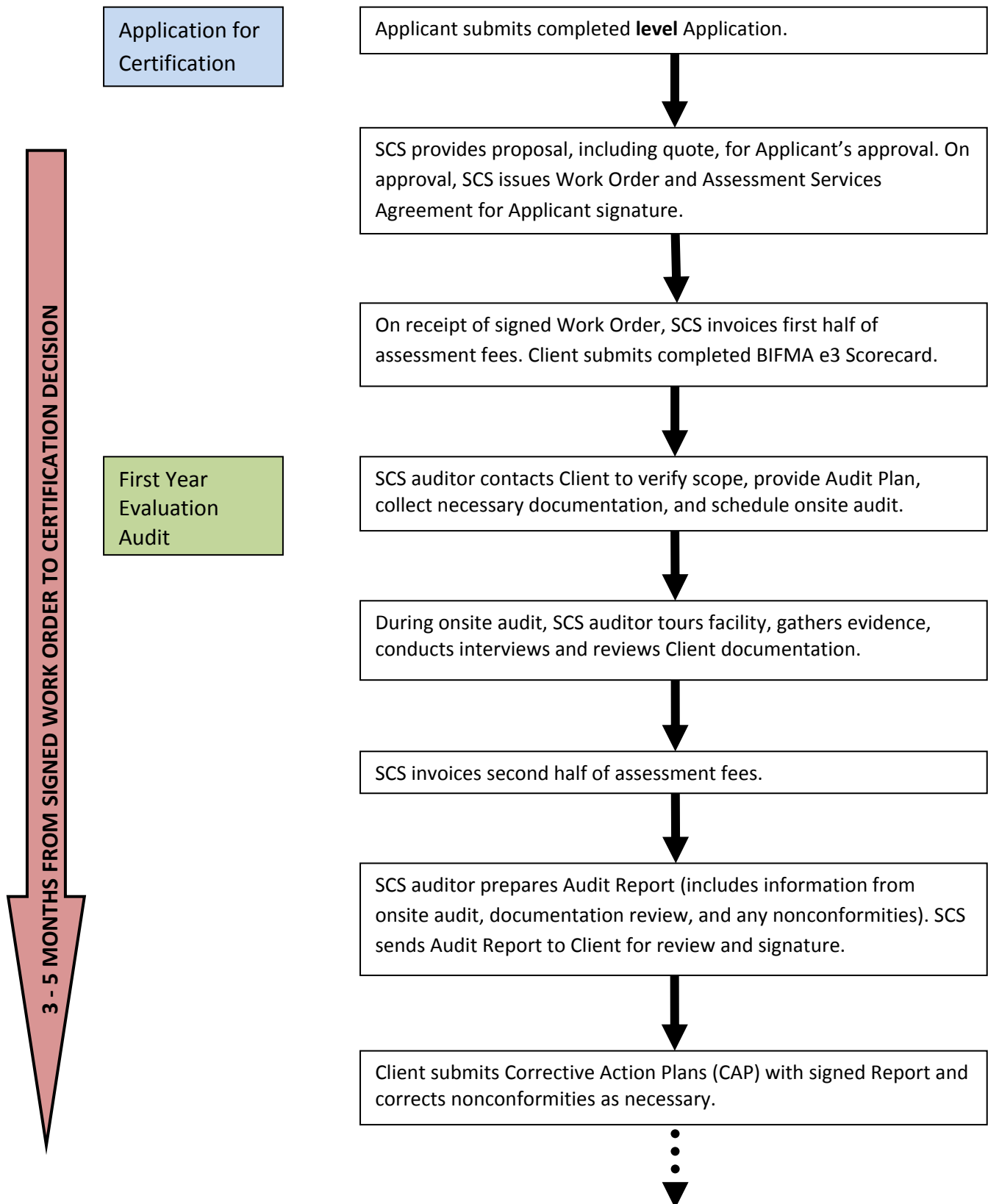
- Submission of a completed BIFMA e3 Scorecard
- Preparation of written procedures for auditor review
- Setting an audit date

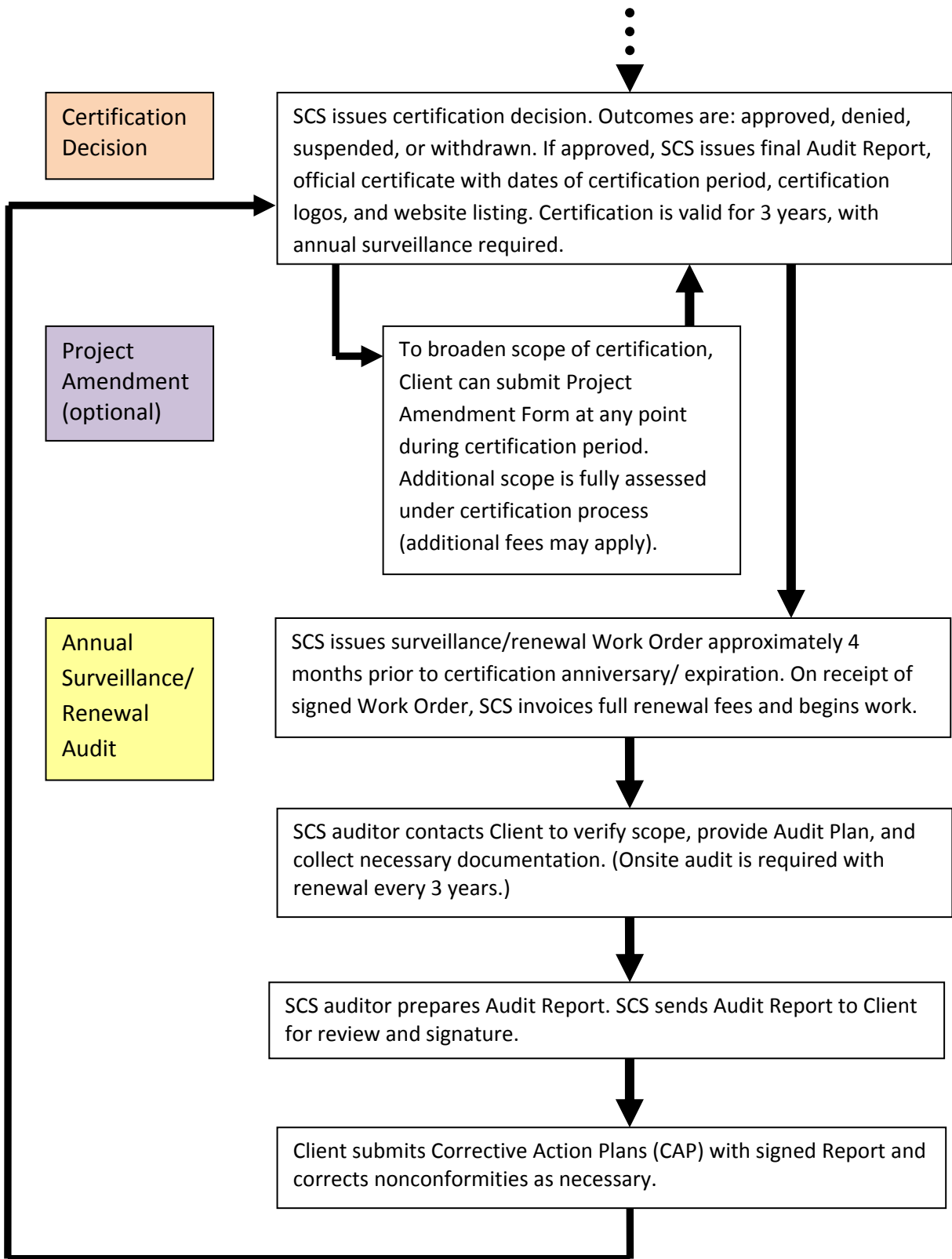
There is a base fee for SCS **level** certification assessment, with additional fees based on the scope of work, including but not limited to the numbers of product categories, facilities, project amendments, and certificates involved.

For more information about the certification process, or if you have any other questions, please contact us.

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level™ Certification Process Diagram





Key Terms & Resources

BIFMA e3 Scorecard: Evaluation form to assess the Client's conformance with certification requirements as defined in the *BIFMA e3 Standard*.

Certification Assessment: The process of determining whether a client complies with the requirements of a Standard. The determination is made by SCS staff based upon review of the Audit Report, client documentation, and evidence.

Corrective Action Plan (CAP): Plan prepared by Client detailing corrective actions to resolve nonconformities and preventive actions to ensure the problem will not reoccur.

Nonconformity: A case where the Client is not in conformance with the requirements of the Standard. Nonconformities must be addressed within the timeframe specified by the Auditor.

Standard: The written requirements that a distributor or manufacturer must meet in order to qualify for citing specific claims about certified products sold in the marketplace.

Rights & Responsibilities

SCS Clients have a right to non-discriminatory policies and procedures. Procedures shall not be used to impede or inhibit access to applicants. SCS shall make its services available to all applicants whose activities fall within our declared field of operation. Access shall not be conditional upon the size of the Client's operations, nor shall certification be conditional upon the number of certificates already issued. The criteria against which the products of a Client are evaluated shall be those outlined in specified Standards. **level** certificates are valid for three (3) years subject to annual surveillance audits. SCS shall confine requirements, evaluation and decision on certification to matters specifically related to the scope of the certification scheme(s) being considered. SCS reserves the right to suspend, withdraw or terminate certificates as an accredited body. Reasons for suspension, withdrawal and termination include, but are not limited to: unwillingness or inability to correct nonconformities, unwillingness or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the SCS or relevant governing body trademarks; intentional violation of requirements; or association with fraud. For additional information concerning SCS Client rights and responsibilities, please visit: http://www.scscertified.com/services_and_fee_policies.php.

Website: www.SCScertified.com