



---

## Global-Mark P/L

Management Document      G-88

Title: **Carbon NEUTRAL**

Type: **Program Information Brochure**

---

Carbon · NEUTRAL



Global-Mark.com.au®

This Document Is External





#### Document Information and Revision History

Document Number	G-88
Original Author(s)	Joe Fernandes
Current Revision Author(s)	Laurent Michoux

#### Revision History

Revision	Date	Author(s)	Notes
1	24/8/2007	Joe Fernandes	Original Release
2	18/2/2007	Herve Michoux	Updated to add the definition of Carbon Neutral
3	18/8/2009	Laurent Michoux	Update Fax number, ISO standard references, Schedule of fee.
4	12/10/2011	Vanessa Mostyn	Updated Accreditation Levy, Certificate Charge & formatting
5	12/5/2017	Meilyn Michoux	Updated formatting
6	4/04/2023	Cassie Davies	Updated accreditation levy

## 1 Why Do We Have This Document?

This document describes the Certification Program offered by Global-Mark Pty Ltd to Clients seeking independent audit, verification and third party certification of carbon neutrality.

The program is open to any site, organisation: either product manufacturer or service provider.

This document is subject to change without notice. The latest version is on our web site: [www.global-mark.com.au](http://www.global-mark.com.au).

## 2 Overview: supports and demonstrates your “Carbon Neutral” status

Under the principles of the Kyoto Protocol a number of Greenhouse Gases have been considered and recognised as impacting the earth’s climate.

Our program requires organisations to catalogue and summarise the full inventory of the GHG emissions and calculate all their CO2 equivalence. This should be completed in line with the provisions of the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard (GHG Protocol) developed by the World Resources Institute (WRI) together with the World Business Council for Sustainable Development (WBCSD). The quantification process must follow the rules and methods published in the “Australian Greenhouse Office Factors and Methods Workbook” and attachments. However Global-Mark will accept other internationally or Government backed methods of quantification.

Under the above protocol, emissions are categorised into 3 scopes:

- Scope 1: all direct emissions generated by the company (typically petrol, diesel, refrigerant leaks, process waste and emissions)
- Scope 2: emissions from purchased energy (typically electricity)
- Scope 3: emissions from other indirect sources (typically from purchased material, products or services): these emissions are direct emissions of the suppliers/subcontractors and can be controlled by supply chain management criteria requiring these suppliers/subcontractors to also be Carbon Neutral.

Our Certification program requires that Clients follow the ‘operational control approach’ and include emissions from scopes 1 and 2 in their inventory (as a minimum).

Today more and more organisations are aiming to minimize their carbon “foot print” and develop sustainability practices and indicators as part of their planning and reporting systems. Our certification program undertakes to:

- Review and confirm the validity of GHG emission calculations;
- Review and confirm the carbon management strategies implemented by the organization (based on the hierarchy of control), including:
  - Avoidance
  - Reduction
  - Containment
  - Assessment and,



- Offsetting (only from recognised and accredited source, refer to State or Commonwealth programs).

This approach reviews both sides of the inventory (generation of emissions, reductions and offsets), and importantly **provides independent verification** so that consumers, regulators and directors can **have assurance** that claims made are verified and verifiable.

The program is based on key international standards:

- ISO 14065:2007, Greenhouse gases - Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition
- ISO 14064:2006 standards for greenhouse gas accounting and verification

The program includes a break down and assessment of GHGs including the six gases covered by the Kyoto Protocol, which are measured in carbon dioxide equivalents (CO<sub>2</sub>-e):

- Carbon dioxide (CO<sub>2</sub>),
- Methane (CH<sub>4</sub>),
- Nitrous oxide (N<sub>2</sub>O),
- Hydrofluorocarbons (HFCs),
- Perfluorocarbons (PFCs), and
- Sulphur hexafluoride (SF<sub>6</sub>).

### 3 Definition

For the purpose of this program the following definition applies (based on the EPA Victoria Carbon Management Principles):

**Carbon neutral** is a concept where entities measure their full carbon footprint and then implement measures such as energy efficiency, sourcing renewable energy and offsetting residual GHG emissions so that their net greenhouse impact is zero.

### 4 In Simple Terms “You will be surprised how effective it is”

In order to make a Carbon Neutral claim, it is important to have a sound and robust inventory methodology which is supported by credible reporting systems. Once the inventory has been completed, it needs to be converted into CO<sub>2</sub> equivalent. Reduction (preferred) and offset strategies then come into the equation.

Because organisations continuously change, their inventory needs to be updated regularly and reviewed. Commitment to reducing GHG emissions and sustainability is increasingly important in today's trading conditions.

This program offers a truly independent certification of the claims.

The Certification process includes an audit of the inventory, reduction and offset strategies. Our audits include testing in the field the cataloguing of emissions and contributors.

The Certification Mark can be used in promotional material, sustainability report or annual reports to provide further support that the “carbon claim is assured”.

## 5 Specific Program Conditions

- Compliance with the provisions of the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard (GHG Protocol) and the “Australian Greenhouse Office Factors and Methods Workbook” and attachments
- Acceptable Offset: only from recognised and/or accredited source, refer to State, Commonwealth or other National programs.
- Certification can only be granted once Carbon Neutrality can be demonstrated.

## 6 What Documents/Records Are Needed To Understand This Program

In order to understand our program, you should also access and be aware of the following documents:

- G-00: Welcome Pack
- MSP-00: Introduction to our Management Systems
- MSP-01: Nomenclature and Definitions
- MSP-24 Appeals

### Program Summary Card

Issue	Program Rules/Comments
Standards	ISO14065 and 14064
Any other relevant documentation	Nil
Target Audience	Any organisation
Global-Mark output document	Certificate of Approval
Other Global-Mark output document	Certification Schedule
Certificate Validity Period	3 years
Certification Mark that can be used by the Client	Carbon Neutral
Can this mark be used on product?	Yes
Periodicity of Post-Certification Reviews?	12 monthly
Periodicity of Re-certification Review	5 years
<b>Steps to and Post-certification</b>	
Application	✓
Document Review	✓
Pre-certification Review	✓
Certification Review	✓
Technical File Review	Nil
Follow-up Review	✓
Post-certification Review	✓

## 7 Schedule of fees R5

Activity	Fee in Australian Dollar and Excl. GST (for Aus-NZ based Clients)	Comment
Application fee	\$1000	
Document review fee	\$2000	Off site
Certification review fee	Charged on the basis of \$1900 per auditor day	Plus ½ to 1 day for planning and reporting Durations are dependent on the size and complexity of the company, product or process
Post-certification yearly fee	\$2000 per year per site (payable at certification, and thereafter on the anniversary of certification)	Plus auditing time, on the basis of \$2000 per auditor day. Plus ½ to 1 day for planning and reporting
Variations to scope of certification, or follow ups reviews fees	Charged on the basis of \$250 per hour	Minimum 3 hours for Australian based Clients, 1.5 days for others.

### Conditions

- Fees are in Australian Dollars, and GST is payable for Australian based clients. Fee subject to yearly review.
- This document should read in conjunction with the Welcome Pack, available on our web site: [www.global-mark.com.au](http://www.global-mark.com.au), which presents the full terms and conditions, certification rules and process, certification programs, and rules governing certification marks.
- Travel cost and expenses: travel cost and expenses to and from the city where each team member or client manager is based will be charge at cost, unless directly organized by the client. It is our aim to minimize travel expenses by forward planning, and whenever possible sharing travel with another client (s).
- Travel time: Global-Mark does not charge for travel time.
- Variations to scope of certification, or follow ups reviews fees if needed will be charged on the basis of \$250 per hour plus GST (minimum 3 hours for Australian based clients, 1.5 days for others)
- The accreditation levy is charge per year per certificate. Currently set at \$140 per year, per program.
- Hard copy certificate fee (per Certificate): \$50 plus GST. An electronic copy of your Certificate of Approval will be issued at no cost. This fee relates to printed copies.
- This document can be used as a Tax Invoice when making and paying an Application Fee (mentioned above). Global-Mark Pty Ltd ABN is: 55 108 087 654



# Client Agreement Form

## Application to Carbon NEUTRAL Program

### Your Company Undertakings

This is to confirm that our Company:

- Wishes to apply for Certification with Global-Mark Pty Ltd.
- Has read and agrees to comply with the procedures, processes, Terms and Conditions presented in Global-Mark's document: Welcome Pack.
- Agrees to pay its bills within 14 days from receipt of an invoice in line with the above-mentioned Schedule of Fees, or Fee Proposal.
- Agrees not to bring Global-Mark into disrepute and to continue to comply with the requirement of the standard to which it seeks or has certification and to provide Global-Mark full access to records, people, processes and systems.
- Commits to being truthful and transparent in its relationship with Global-Mark, and will advise Global-Mark should any circumstance arise which may affect compliance to the standard to which it seeks or has gained certification.

We are aware that the above-mentioned documents are available at [www.global-mark.com.au](http://www.global-mark.com.au) and are subject to change by Global-Mark.

We have read, understood and agree with the Fee Proposal or Schedule of Fees

### Your Company Details

Are you a current Global-Mark Client?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registered Company Name:		
Trading Name of your Company:		
Company Registration Number (ABN or ACN)		
Site/Operation (s) seeking Certification		

### Your Company People

Key Technical Contact Person			
Name:		Position:	
Telephone:		Email:	
Financial Contact Person			As above? Yes <input type="checkbox"/>
Name:		Position:	
Telephone:		Email:	

### Declaration and Signature

I am authorised by the Company applying for Certification to sign this form, and to commit the Company to the Terms and Conditions of the Agreement with Global-Mark Pty Ltd.

Signature: \_\_\_\_\_ Name of Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE FAX TO: +61 +2 9886 0200

End of Document