

**TÜVNORD**

**Description of the certification  
procedure for the ENplus® scheme**

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Rev.06/01.25

Valid from 17.01.2025.

Originally created by:  
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Approved:  
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Certification and inspection of products on the requirements set out in ENplus® ST 1002:2022 individually consists of the phase of application, offering and contracting service with the client, preparing the inspection, conducting inspection, product testing, evaluation of the inspection report, issuance of certificates and supervision / recertification.

TÜV NORD Adriatic is also a certification and inspection body, and it contracts product testing with an accredited laboratory.

TÜV NORD Adriatic must select only registered inspectors for inspection tasks in accordance with their approvals and their qualifications ( [www.enplus-pellets.eu](http://www.enplus-pellets.eu) ).

## 1. CLIENT REGISTRATION, OFFERING, CONTRACTING

The client sends a query to the Certification Body TÜV NORD Adriatic for product certification according to the ENplus scheme.

TÜV NORD Adriatic sends a questionnaire to the client via e-mail for the preparation of the offer for inspection and certification according to the ENplus scheme and a link for the current version of ENplus® ST 1002:2022, first edition.

After receiving a completed and certified questionnaire for the preparation of the offer for inspection and certification according to the ENplus scheme, the client is submitted an offer with the Description of the certification procedure, ENplus ST 1001 and ENplus ST 1003

The client accepts the conditions defined in the offer by the certification body

After that, the client is submitted an application form to the ENplus database (Application form), which, after completing, the certification body submits the International Licensor no later than two weeks from the receipt of the complete application. As part of the application review, the ENplus® certification body shall verify with the relevant ENplus® scheme management whether the applicant company has been previously ENplus® certified with outstanding non-conformities or been involved in ENplus® trademarks fraud.

International Licensor enters the client in the Radix database and reports about this by e-mail to the certification body, which then sends an invitation to the client to establish communication via e-mail, after which the database is open for data exchange between the client, the certification body and the International Licensor

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## 2. INITIAL CERTIFICATION AND INSPECTION

The client ensures the fulfillment of all certification requirements related to documentation, ENplus education of quality representatives and other employees, machines, pellet testing devices, and additionally ensures the fulfillment of the requirements related to the storage of samples and manufactured pellets, and other requirements specified in ENplus® ST 1001:2022 and ENplus® ST 1003:2022

TÜV NORD Adriatic sends the client a proposal for an inspection appointment in accordance with the available inspector's appointments and upon receipt of a certified application for inspection, informs the inspector via an inspection order.

The inspector prepares an inspection plan and delivers it to the certification body for further dispatch to the client. The client should receive an inspection plan at least two weeks before the inspection.

The inspection body shall carry out inspections including sampling of pellets for laboratory testing that are delivered to the contracted laboratory for testing.

The task of the inspector is to assess the fulfillment of the requirements defined in ENplus® ST 1001:2022 and ENplus® ST 1003:2022. This is achieved through employee testing, reviewing relevant documents, records, orders and guides, and visiting and reviewing the relevant areas of the organization.

In the event that minor type nonconformities are identified during the inspection, the client must remedy the non-compliance within the deadlines given in the inspection report.

In the event that major type nonconformities are identified during the inspection, the inspection body shall carry out a new inspection or new sampling after these non-compliances have been remedied. Repeated inspection is carried out even in cases where the client does not remedy minor type nonconformities within the set deadlines.

Upon completion of the inspection and after the completion of the testing of pellets and non-compliance solutions of type Major and Minor, the inspector prepares an inspection report and submits to the certification body a report on laboratory testing of pellets.

The certification body evaluates the inspection report and, if the client meets the ENplus® requirements, issues a conformity report in which it must additionally include any identified non-compliances and observations.

The certification body shall prepare a conformity report consisting of both the inspection and laboratory reports that shall provide an accurate, concise, and clear record of the evaluation activities to enable an informed certification decision to be made.

The conformity report and laboratory test report shall be submitted to the International Management and to the client no later than three months from the date of the inspection or additional collection of samples for testing.

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The client must secure his logo and approval for the design of the bags prior to the issuance of the certificate.

If the client meets all the requirements for ENplus certification and after all fees have been paid and International Management assigns the client ID number, the certification body will issue a certificate with a validity period of three years from the date of approval of the documentation.

The person who participated in the inspection must not review and approve the procedure.

### **3. SURVEILLANCE INSPECTION**

Supervisory inspection must be carried out once a year during the period of validity of the certificate (3 years).

Supervisory inspections must be carried out annually to maintain the status of the certificate, and shall be carried out for a period of 6 months before the date relating to the date of issue of the certificate.

The implementation of the supervisory inspection is carried out according to the same procedure as for the initial certification and inspection, except for the issuance of a certificate that is not the subject of supervisory inspection and certification.

In the event that non-compliances are found during the inspection and if the client does not eliminate them in defined terms, the certificate is suspended and the client is given a new deadline for closing the non-compliance. In the event that the new deadline for closing the non-compliance is not met, the certificate is withdrawn.

The certification body will carry out one additional unannounced annual sampling and pellet testing. Unannounced sampling date will be performed depending on date of surveillance / recertification inspection during the year. If the on date of surveillance / recertification inspection take place in the first half of the year, unannounced inspection will be performed in the second part of the year. In case when surveillance / recertification inspection take place in the second half of the year, unannounced inspection will be performed in the first part of the year

Unannounced annual sampling and testing of pellets applies to companies that have the following scope of business activities: Producer, Trader with pellet packaging activities in bags, Service providers with pellet packaging activities in bags

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## 4. RECERTIFICATION INSPECTION

The recertification inspection must be carried out before the expiry of the certificate or not earlier than 6 months before the expiry of the certificate to ensure that the renewal of the certificate is completed before the expiry of the certificate.

The implementation of the recertification inspection is carried out according to the same procedure as for the initial certification and inspection.

The client retains the ID number.

In the event that non-compliances are found during the inspection and if the client does not eliminate them in defined terms, the certificate is suspended and the client is given a new deadline for closing the non-compliance. In the event that the new deadline for closing the non-compliance is not met, the certificate is withdrawn.

## 5. RENEWAL OF CERTIFICATION

The ENplus® certification body shall conduct an evaluation and review in compliance with 7.3 and 7.4 ENplus® ST 1002 prior to renewal of certification. The recertification inspection shall be conducted before the certificate expires but not more than six (6) months before the expiry date.

If the ENplus® certification body has not completed the recertification inspection, or if the certification body is unable to verify corrections and corrective actions for any major non-conformity prior to the expiry date of the certification, then recertification shall not be granted and the validity of the certification shall not be extended.

Following the expiration of certification, the ENplus® certification body can issue a new certificate within 6 months, provided that any outstanding recertification activities are complete. Otherwise, a new evaluation shall be conducted.

## 6. ADDITIONAL INSPECTION

It may be necessary to carry out additional inspections to close non-compliances, conduct resampling, check equipment before commissioning, or in other special situations, In these cases, the certification body will define the conditions under which the additional inspection will be carried out.

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## 7. TAKING CERTIFICATES FROM OTHER CERTIFICATION BODIES

As a rule, only certificates from certification bodies notified in the ENplus® database can be downloaded.

The download of the certificate is possible only according to the program that is valid at the time of taking over the certificate and is carried out according to the same procedure as for the initial inspection and certification.

Certificates that have been suspended, or there is a risk of suspension, cannot be retrieved. The client must provide a conformity report, a laboratory test report and a copy of the valid certificate.

The following supervisory program is determined on the basis of the program that was valid at the time of receipt of the certificate.

## 8. CERTIFICATION OF MULTI-SITE ORGANIZATIONS

The inspection and certification procedure is carried out according to the same procedure as the initial inspection and certification.

The certification body will assess the eligibility of a multi-site company based on the requirements in the ENplus® ST 1001.

Multi-site companies will be identified and certified separately for activities covered by the terms "producer", "trader" and "service provider".

The certification body will provide information to the multi-site company on the eligibility criteria before the start of the assessment process and will not proceed with the assessment if any of the eligibility criteria for multi-site companies are not met. Before the assessment process, the certification body will notify the multi-site company that the certificate will not be issued if non-compliances are identified in relation to the eligibility criteria during the assessment.

The certification body will ensure through the Contract with a multi-site company the complexity and scope of activities that are subject to ENplus® certification.

The central function of a multi-site company that is a contractual partner for performing certification will be identified. The contract will enable the certification body to conduct certification activities at all locations of a multi-site company.

The certification body will apply to the relevant ENplus® scheme management to approve the eligibility of a company with multiple locations.

If more than one inspection team is involved in evaluating a company with multiple locations, the certification body will appoint a lead inspector whose responsibility it is to consolidate the findings of all inspection teams and produce a summary report.

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When non-compliances are detected at any individual location, whether through the internal control of a multi-site company, a complaint investigation or an assessment by a certification body, a check will be carried out to determine whether they can affect other sites. Therefore, the certification body ENplus® will require a multi-site company to review non-compliances to determine whether they indicate a general deficiency applicable to all locations or not. If they are found to do so, corrective action should be taken both at the central office and in individual locations. If it is determined that they do not, the multi-site company must be able to prove to the certification body the justification of the restrictions on its subsequent actions.

The certification body will require evidence of these actions. Where site sampling is applied, the certification body will increase its sampling frequency until control is restored.

A single certificate is issued with the name and address of the central office of the multi-site company, separately for the activity of the manufacturer, trader and service provider. A list of all locations to which the certificate refers will be issued, either on the certificate itself or in the annex. The scope of the certification or other reference on the certificate must clearly indicate that the certified activities are carried out by a network of sites on the list. If individual locations carry out different tasks and processes as defined by ENplus® ST 1001 (including the difference between the tasks of the manufacturer, merchant and service provider), this will be clearly stated on the certificate and any accessories for individual locations.

The certificate will be withdrawn in its entirety, if the central office or any of its locations do not meet the necessary ENplus® requirements in maintaining the certificate and do not remedy successfully established non-compliances.

The certification body will update the list of sites in accordance with requirements to reduce or expand the scope of certification. To this end, the certification body will require the organization to notify it of the closure, establishment or change of location activities. Failure to provide such information will be considered by the certification body to be an abuse of the certificate and will act in accordance with the procedures.

Additional locations may be added to an existing certificate as a result of supervision/recertification activities or additional evaluations.

The certification body will carry out a review of all locations of the multi-site company in accordance with Annex D Standard ST 1002. In the case of production and bag packing lines, the certification body will collect samples from all locations and conduct pellet quality testing separately for each location.

The certification body may apply sampling of storage points for delivery to the end-user only for recertification and supervisory inspections provided that:

all warehouse sites are inspected on site at least once during the certification cycle; and  
no additional storage site is added to an existing certificate without an on-site inspection or remote inspection. If the warehouse is added on the basis of a remote inspection, an on-site inspection shall be carried out as part of the next supervisory inspection.

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## 9. MANAGING OF NON-COMPLIANCES

A cause analysis must be carried out for each individual non-compliance and appropriate corrective action must be carried out. Depending on the seriousness of the non-compliance, the organisation is obliged to inform the certification body either of the established corrective actions and the date of application thereof or of the corrective actions carried out. If these deadlines are not met, the inspection is considered unsuccessful. In this case, the certificate cannot be issued or the existing certificate will be suspended. If the organisation do not successfully resolve identified non-conformities in defined time, the certificate will be withdrawn