

Application form for Certification bodies to carry out verification against LESS

Dear Sir or Madam,

Thank you for your interest in carrying out verification against LESS.

Please notice the approval requirements for certification bodies to carry out verification against LESS. The requirements are outlined in section 4 of the “Certification body guidelines for the Low Emission Steel Standard (LESS)”, see attachment. To ensure that the certification body fulfils all requirements, LESS aisbl will carefully check the necessary documentation. We therefore ask you to submit the completed application form (Annex 1) and the following documents in electronic form to info@less-aisbl.org:

- ✓ An extract from an official register showing the legal form of your organisation. Proof of accreditation by an accreditation body that is a member of the International Accreditation Forum (IAF) according to ISO 17021 with a relevant scope. Accepted are ISO 9001 (quality management systems) and/or ISO 14001 (environmental management systems).
- ✓ Proof of accreditation according to ISO 17029 and ISO 14065 with a relevant scope, e.g. for EU ETS verification with relevant scope.
- ✓ Proof that your organization has sufficient personnel - at least 3 people - who have been qualified in accordance with ISO 14064-3 and are authorized to carry out EU ETS audits with the corresponding scope.
- ✓ Proof that the auditors act in an impartial manner.
- ✓ Proof of at least one completed audit within the framework of the EU-ETS with relevant scope in each of the last three years preceding the application for LESS approval.
- ✓ Proof of having completed at least one EU ETS or carbon footprint (e.g. ISO 14067 or EPD) audit at steel producing companies in each of the past three years preceding the application for LESS approval.
- ✓ Relevant information and documents about the implementation of the management system requirements.
- ✓ Proofs must be submitted in a certified English translation.
- ✓ Commitment to operate in accordance with the requirements of Certification body guidelines for the Low Emission Steel Standard (LESS) and to report outlined obligations.
- ✓ Agreement to reporting obligations.
- ✓ Approval for LESS aisbl to carry out office assessments at the certification body in justified cases, with announcement and only limited to documents or information directly linked to LESS.

- ✓ Consent that representatives of LESS aisbl may be present at verifications.
- ✓ Agreement to pay the relevant fees to LESS aisbl (see LESS Fee Catalogue).
- ✓ Statement to verify against LESS and follow the rules of the standard.

The LESS aisbl will only review complete applications. After a detailed review and if all requirements are fulfilled, LESS aisbl will provide a signed contract to formally approve the certification body.

With kind regards,



Dr. Martin Theuringer for LESS aisbl
(Secretary general)

Annex 1 (application form)

Organisational information of the certification body	
Name	
Adress	
Legal representative(s) of the certification body	
Name	
Position	
Name	
Position	
Contact person for LESS aisbl	
Name	
Position	
Representatives in the LESS Certification Committee	
Name	
Position	
Name (Deputy)	
Position (Deputy)	

Annex 2

We hereby declare that:

Consent that representatives of LESS aisbl may be present during on-site verification audits

We agree that employees of LESS aisbl may be present during the verification audit against LESS. This consent relates to activities on our premises as well as activities at our customers' premises, whereby in these cases LESS aisbl must obtain the client's consent. LESS representative shall retain impartiality, shall only play a role of an observer, and shall maintain confidentiality. The consent refers to the entire verification process against LESS or parts thereof.

Agreement to pay the relevant fees to LESS aisbl (see LESS Fee Catalogue).

We recognise the membership fee obligations set by LESS aisbl. We are aware that this application will be only processed when the admission fee has been transferred, and all documents or information required are shared with the LESS aisbl secretariat.

Statement to verify against LESS and follow the rules of the standard

We undertake to understand the requirements and fully comply with the following standards for verifications against LESS:

- Rulebook for the classification system for the Low Emission Steel Standard (LESS)
- Certification body guidelines for the Low Emission Steel Standard (LESS)

Statement to follow the certification body guidelines

We undertake to work and carry out the audits according to the rules and requirements of the "Certification body guidelines for the Low Emission Steel Standard (LESS)". We also commit to report on the obligations imposed.

Office assessments

We authorize LESS aisbl to carry out office assessments at the certification body as described in the "Certification body guidelines for the Low Emission Steel Standard (LESS)". The costs for the office assessments are covered by LESS aisbl.

Company

Place:

Date:

Name of legal representative(s):

Signature: