

Good Environmental Choice Australia Environmental Performance Standard

Adhesives, Fillers and Sealants



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USE OF GECA STANDARDS

This standard identifies environmental, quality, regulatory and social criteria that the top products sold in the Australian marketplace can meet in order to be recognised by GECA as “environmentally preferable”.

This standard seeks to set the benchmark for environmentally preferable products. The Australian Ecolabel Program is based on the international standard ISO 14024: “Environmental Labels and Declarations - Guiding Principles” which requires environmental labelling specifications to include criteria that are objective, reasonable and verifiable.

This standard may be used by GECA appointed conformity assessment bodies to verify whether a product fully conforms to the criteria set by this standard. Where a product is certified under the Australian Ecolabel Program, it may display the GECA ecolabel (the “Environmental Choice Australia Mark”) to show that the product has been independently audited and demonstrates conformance with the environmental and social criteria detailed in this standard.

The purpose of voluntary environmental labels and declarations is the communication of verifiable and accurate information for the numerous environmental aspects of goods and services. As required by the Trade Practices Act the information cannot be misleading. Such information encourages the demand for, and supply of, those products that cause less harm to the environment, thereby stimulating the potential for market-driven continuous environmental improvement. Where a company has a product certified as conforming to this standard, it may gain a marketing advantage in government and business procurement programs, as well as greater market recognition in general because of its independently verified environmental attributes.

The principles of life cycle management have been used to set criteria to address relevant environmental loads typical in a product category. As such, this standard may also offer guidance for Australian producers to reduce the environmentally harmful impacts of their product(s). Producers may use the environmental criteria in this standard to design and refine the processing, manufacturing and delivery of their product(s). In addition producers may find other environmental issues and more measures along the product’s life cycle, which are beyond the content of this standard. Producers are encouraged to include and adapt improvements in their environment programs and designs to aim for even better environmental results where technically possible. GECA welcomes feedback where this has been achieved.

While all GECA ecolabelling standards are voluntary, nevertheless they contain criteria that address compliance with specific laws. In addition, a GECA standard may recognise specific Australian Standards. A prerequisite for certification under the GECA ecolabel is to satisfy the relevant Australian or International Standard, where it is required by law. However, Australian Standards typically define “fit-for-purpose” criteria and usually do not provide assurance of environmental preferability. GECA ecolabelling standards go beyond Australian Standards and define an environmental benchmark for the product category.

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Adhesives, Fillers and Sealants

DOCUMENT HISTORY

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| 3.2 | January 2007 | |
| 4.0 | September 2014 | Revision: Change of name from Adhesives to Adhesives, Fillers and Sealants (scope widened). Addition of DoCs. Several criteria updated or added; new criteria added for titanium dioxide, ozone depleting ingredients, raw materials sourcing, product classification, crystalline silica/mica, formaldehyde, ecotoxic substances, heavy metals, biocides, manufacturing processes (waste emissions, air emissions, energy management, EMS, chemical storage); criteria updated for banned substances, plasticisers, VOC limit, packaging, product information. |

HOW TO APPLY FOR GECA CERTIFICATION

Manufacturers or service suppliers interested in GECA certification using the Environmental Choice Australia Ecolabel are encouraged to read carefully through the entire standard and to evaluate whether their products are likely to conform to the standard and to pass the assessment process.

To launch an application, please contact GECA by phone, email or via the GECA website (www.geca.org.au). The completed application form can be sent to GECA either by mail, fax or email.

After receiving the completed application form and the application fee, GECA refers the verification process to an appointed auditing body. The auditing body contacts the applicant and gives a clear overview of the steps needed to achieve certification for their particular product type.

STRUCTURE OF THE STANDARD

Each section within this standard contains criteria and Demonstration of Conformance (DoC). The criteria state the requirements for the product and applicant company with respect to its environmental performance. The DoCs list the information required to verify compliance to the criteria. Selected sections also contain introductory text which outlines the purpose behind the criteria or the reason for its inclusion in the standard.

REQUESTING ADDITIONAL EVIDENCE

Demonstration of Conformance items are listed for each criterion. The GECA approved auditor/s will request additional information to ensure conformance on a case by case basis. Hence, the conformance items listed below are considered a guide to the minimum Demonstration of Conformance items that will be required from the applicant company.

DEFINITIONS & ACRONYMS

% w/w: Percent weight/weight, equivalent to percent by mass.

ADG: Australian Dangerous Goods.

APEO: Alkylphenol ethoxylate and other alkylphenol derivatives.

AS: Australian Standard.

ASTM: American Society for Testing and Materials.

Aromatic substance: In the context of this standard, aromatic substances are chemicals which contain a planar unsaturated ring of atoms that is stabilized by an interaction of the bonds forming the ring. Such compounds are typified by benzene and its derivatives.

Bioaccumulative: A substance is classified as potentially bioaccumulative if the log K_{ow} (log water/octanol partition coefficient) is equal to or greater than 3.

Biodegradable: Organic substances that decompose in the natural environment due to the action of living organisms.

CAB: Conformity Assessment Body as described by GECA's Scheme Rules. CABs are often referred to as 'auditors', however only CABs accredited by JAS-ANZ, to audit against the GECA Scheme, may be used to obtain GECA certification.

Carcinogenic: Capable of causing cancer. The International Agency for Research on Cancer is the internationally accepted body for the classification of carcinogenic substances. See <http://www.iarc.fr>

CAS Number: Chemical Abstract Service number. Unique CAS numbers are assigned to chemical compounds as a means of identification.

Dangerous Goods: Any product classifiable as dangerous according to NOHSC criteria or Code of Practice for Managing Risks of Hazardous Chemicals in the Workplace or Australian Dangerous Goods (ADG) Code, including classification as an Environmentally Hazardous Substance.

Dematerialisation: The reduction of material inputs to increase efficiency of resource use.

Demonstration of Conformance (DoC): Defines sources of evidence acceptable to GECA to demonstrate compliance with each criterion of the standard. An applicant manufacturer must provide documentation to the appointed auditing body in order to demonstrate conformance of its products under assessment. For further information on Demonstration of Conformance requirements see *Appendix A - Evidence of Conformance* at the end of this standard.

EMS: Environmental Management System.

GECA: Good Environmental Choice Australia Ltd.

GECA Mark: The Environmental Choice Australia Mark, the mark awarded to applicants complying with GECA ecolabelling standards after assessment by a GECA appointed auditing body.

Halogen: Any element in Group 17 on the periodic table (previously Group VIIA). Halogens include fluorine, chlorine, bromine and iodine.

Halogenated organic substances / compounds: A substance containing one or more halogens and one or more carbons.

Heavy Metal Elements including antimony (Sb), arsenic (As), cadmium (Cd), chromium (Cr), cobalt (Co), lead (Pb), mercury (Hg), and tin (Sn).

IARC: International Agency for Research on Cancer.

ISO: International Organization for Standardization.

Mutagenic: Any substance that causes mutations or genetic abnormalities. The criteria for classification of a substance as mutagenic are defined by the National Industry Chemical Notification and Assessment Scheme (NICNAS).

Packaging: Materials used for the transport, containment or display of products.

- Primary Packaging constitutes the packaging designed to come into direct contact with the product.
- Secondary Packaging (or group packaging) groups a given number of primary packaging units together into a convenient unit at the point of sale. Secondary packaging typically has one of two roles: it can be a convenient means to replenish the shelves; or it can group primary packaging units into a package for purchase. It can be removed without affecting the product's properties, and generally defines the unit handled by the retailer.
- Tertiary Packaging (or transport packaging) is designed to ensure damage-free handling and transport of a number of sales or grouped packages. The term "transport packaging" does not include road, rail, ship or air containers. Transport packaging is normally a shipping unit such as an outer case, a pallet, or a crate.

Post-Consumer Material: Post-consumer material is generated by end-users (including households, businesses, industries and institutions) from products that can no longer be used for their intended purpose. Post-consumer material also includes the return of material from distribution chains.

Pre-Consumer Material: Pre-consumer (sometimes also referred to as post-industrial) material is recovered from the manufacturing process before it is sold to end consumers.

PREP: Packaging Recyclability Evaluation Portal. www.prep.org.au.

Producer / Manufacturer: For the purpose of this standard these terms comprise both manufacturers of a product as well as service suppliers. These may not necessarily be the companies that apply for GECA certification, since certification can also be awarded to retailers of a product. However, for some criteria it is required that the original manufacturer of the product conforms to particular requirements.

REACH: Registration, Evaluation, Authorisation and Restriction of Chemicals.
<http://echa.europa.eu/web/guest/regulations/reach>.

Recycled Content: Denotes the proportion of a product that is generated from post-consumer and pre-consumer material.

SDS: Safety Data Sheet (formally Material Safety Data Sheet – MSDS). Contains information relating to the composition, classification and risk assessment of the product. To qualify as suitable, the SDS and information therein must not be more than 5-years old.

Teratogenic: Any substance capable of causing heritable genetic damage, producing congenital deformations or causing birth defects. The criteria for classification of a substance as teratogenic are defined by the National Industry Chemical Notification and Assessment Scheme (NICNAS).

VAH: Volatile Aromatic Hydrocarbon. Any hydrocarbon compound containing at least one benzene ring in its molecular structure with a boiling point equal to or less than 250°C measured at 101.3 kPa.

VOC: Volatile Organic Compounds; any organic compound (compound which contains carbon) with a boiling point below 250°C measured at 101.3kPa. VOC content of products will be calculated according to the content of ingredients that fit this definition.

Note: All percentages described in this document are to be measured as percent by mass.

BACKGROUND

GECA standards aim to target the key environmental impacts of products and /or services throughout their life cycle. The standard seeks to set environmental benchmarks for adhesive products. The scope is intended to cover adhesives, fillers and sealants sold in the Australian market. The criteria are used for environmental labelling, implemented by Good Environmental Choice Australia (GECA) as part of the Australian Ecolabelling program. GECA standards are voluntary, and after verification, enable certified products to display an environmental label (ecolabel) as implemented by GECA to show it is environmentally preferable.

Adhesives, fillers and sealants are known for their fumes and odours that may affect installers or building occupants and that are responsible for air emissions to the environment. Adhesives, fillers and sealants can contain a large range of chemicals that ensure superior binding strength for a large range of applications. The chemical components of adhesives, fillers and sealants can include binders, solvents/thinners, plasticisers, fillers/bulking agents, thickeners, anti-foaming agents, preservatives and a large range of other chemical additives whose respective functions add to the products intended purpose.

The standard sets requirements that aim to provide a benefit by:

- reducing the use and subsequent release of environmentally harmful substances to the environment at all stages of the product's life cycle;
- reducing the presence and release of substances harmful to human health;
- reducing impacts from raw material sourcing;
- encouraging more efficient and effective use of energy and materials during production process;
- encouraging recovery, reuse, recycling and responsible disposal of unwanted product and packaging.

STANDARD CATEGORY SCOPE

Criterion 1: The scope of this standard is applicable to adhesives, fillers and joint sealants including:

- General purpose adhesives, fillers and joint sealants for building work including but not limited to:
 - Carpet adhesives
 - Construction joint sealants
 - Cornice cement
 - Flooring adhesives
 - Interior lining finishing products
 - Multipurpose construction adhesives
 - Stud adhesives
 - Tile adhesives
 - Wall covering adhesives
 - Wallpaper pastes

- General purpose adhesives for commercial manufacturing including e.g.:
 - Furniture manufacturing
 - Panel board manufacturing

Exclusions and Notes

This standard excludes coatings, aerosol adhesives, office/consumer all-purpose glues and adhesives, adhesive tapes, adhesives for electronics and adhesives for food packaging.

Water-based coatings are covered by the Paints and Coatings standard.

Solvent-based adhesives, fillers and sealants are not excluded as long as they meet the requirements of this standard.

Demonstration of Conformance

DoC 1.1: A brief description of the product(s) or product range as they apply to the scope of this standard.

FITNESS FOR PURPOSE

To be certified, the product(s) must be fit to perform its intended purpose or application. A minimum level of quality and durability is implicit before the GECA ecolabel can be displayed on the product. The applicant must ensure that the product is fit for its intended purpose.

Criterion 2: The product must meet the performance requirements of relevant Australian or international standards for its intended application, or be tested to relevant ASTM performance standards or equivalent.

Demonstration of Conformance

DoC 2.1: Test reports for all relevant quality and performance tests showing that the product has been assessed by external or internal laboratory testing.

MATERIAL REQUIREMENTS

The criteria in this section are intended to address impacts that may occur over the life cycle of a product that can be avoided or mitigated during the design phase of product development.

Unless otherwise stated, the requirements in this section apply to each type of material contained in the finished product regardless of weight.

Titanium Dioxide, Zinc Oxide and Lithopone Content

The production of these chemicals can involve large amounts of energy or produce large quantities of waste. Limiting the use of energy-intensive products reduces the overall environmental load of the product.

Criterion 3: The level of titanium dioxide (including CAS 13463-67-7, 1317-70-0, 12065-65-5), zinc oxide (CAS 1314-13-2) or lithopone (CAS 1345 05-7) must not exceed 5% w/w in total.

Demonstration of Conformance

DoC 3.1: Documentation showing the weight of titanium dioxide, zinc oxide and lithopone per litre of adhesive, filler and sealant. Reporting a range is acceptable.

Ozone Depleting Substances

Ozone depletion is a significant environmental concern. Although ozone depleting substances have largely been phased out in most countries, some substances have not yet been banned.

Criterion 4: The product must not contain any substances listed in the Montreal Protocol Annexes A, B, C or E including CFCs, HCFCs, hydrobromofluorocarbons, halons, methyl bromide, carbon tetrachloride, 1,1,1-trichloroethane (methyl chloroform) and bromochloromethane.

Demonstration of Conformance

DoC 4.1: Signed declaration that the products do not contain any of the substances listed in the Montreal Protocol Annexes A, B, C or E; and

DoC 4.2: SDS, chemical names and/or CAS numbers for each ingredient.

DoC 4.3: Substances used will be checked against Annexes A, B, C and E of the Montreal Protocol:
http://ozone.unep.org/new_site/en/Treaties/treaties_decisions-hb.php?art_id=59,60,61,62,63

Criterion 5: Substances used to clean production equipment must have an ozone depletion potential of zero, and must not be listed in the Montreal Protocol Annexes A, B, C or E.

Demonstration of Conformance

DoC 5.1: Signed declaration that the products used to clean production equipment do not contain any ozone depleting substances ; and

DoC 5.2: SDS, chemical names and/or CAS numbers for each ingredient and cleaning substance.

Substances used will be checked against Annexes A, B, C and E of the Montreal Protocol:

http://ozone.unep.org/new_site/en/Treaties/treaties_decisions-hb.php?art_id=59,60,61,62,63

Quarried Materials

Quarrying raw materials can have significant impacts on the environment including destruction of habitat, wastewater and surface water discharges, and generation of dust noise and vibration.

Criterion 6: Virgin quarried raw materials (gypsum, limestone etc.) present in >50% in the final product must come from operations:

- With a documented remediation program
- Which have and implement a management system to minimise adverse effects from noise, vibration, dust, and discharges to water and land.

Demonstration of Conformance

DoC 6.1: Information about the virgin quarried material including type of material, supplier and geographical location of mine;

DoC 6.2: Evidence of a documented mine remediation program

DoC 6.3: Evidence of the relevant management plans.

Cement

Cement production is both resource and energy-intensive. Significant amounts of carbon dioxide are released from the limestone during the calcinations process and from the combustion of fuels in the kiln.

This criterion applies to products with a cementitious component of >50%.

Criterion 7: The binder used in the cement component in the product shall consist of at least 20% 'supplementary cementitious materials' (SCM) (processed by-products such as fly ash or slag or silica fume).

Demonstration of Conformance

Information about the type and amount of SCM in the cement component that is used.

HAZARDOUS MATERIALS

The criteria in this section are intended to address some of the main hazardous substances found across this product category which may be added to the final product or to product ingredients during manufacturing. The intention is to reduce the use of hazardous materials and to prevent pollutants entering the environment and to protect human health.

Classification of the Product

Products classified as hazardous or dangerous can affect the health of manufacturing staff and users of the finished product as well as negatively impact the environment and may restrict the recyclability of the packaging.

Criterion 8: Product classification.

- The product as used must not be classifiable as hazardous according to Safe Works Australia criteria*; and
- The product as supplied and as used must not be classifiable as dangerous according to the Australian Dangerous Goods (ADG) code, including classification as an Environmentally Hazardous Substance.

*The product can be classified according to the ASCC Approved Criteria for Classifying Hazardous Substances or according to the Globally Harmonised System of Classification and Labelling (GHS) criteria.

Demonstration of Conformance

DoC 8.1: Product SDS showing all hazard identification including dangerous goods classifications and relevant supporting documentation.

Banned Substances

The use of harmful chemicals can affect the health of manufacturing staff and users of the finished product as well as negatively impact the environment.

Criterion 9: The final product formulation, including all intentionally added ingredients, must not, unless expressly derogated, contain substances or mixtures classified as toxic, respiratory or skin sensitisers, or carcinogenic, mutagenic or toxic for reproduction in accordance with Risk-phrases and Hazard Statements listed in Table 1 and below.

Table 1 Hazard statements and R-phrases for banned substances

| Acute toxicity and specific organ toxicity | | | | | |
|---|--|------------------------|------|---|--|
| H300 | Fatal if swallowed | R28 | H301 | Toxic if swallowed | R25 |
| H310 | Fatal in contact with skin | R27 | H311 | Toxic in contact with skin | R24 |
| H330 | Fatal if inhaled | R23/26 | H331 | Toxic if inhaled | R23 |
| H304 | May be fatal if swallowed and enters airways | R65 | H370 | May cause damage to organs | R39/23, R39/24, R39/25, R39/26, R39/27, R39/28 |
| H371 | May cause damage to organs | R48/20, R48/21, R48/22 | H372 | Causes damages to organs | R48/25, R48/24, R48/23 |
| Respiratory and skin sensitisation | | | | | |
| H317 | May cause allergic skin reaction | R43 | H334 | May cause allergy or asthma symptoms or breathing difficulties if inhaled | R42 |
| Carcinogenic, mutagenic or toxic for reproduction | | | | | |
| H340 | May cause genetic defects | R46 | H341 | Suspected of causing genetic defects | R68 |
| H350 | May cause cancer | R45, R49 | H351 | Suspected of causing cancer | R40 |
| H360 | May damage fertility or the unborn child | R60, R61 | H361 | Suspected of damaging fertility or the unborn child | R62, R63 |
| H362 | May cause harm to breast-fed children | R64 | | | |

or

- EU C/M/R; or
- IARC Group 1* and 2A.

Exemptions

*Ethanol is classed by IARC as a Group 1 carcinogen only in the context of alcoholic beverages. This ruling is not considered relevant to the product category covered by this standard. Therefore, ethanol as used in adhesives, fillers and sealants will not be considered carcinogenic based on the IARC classification. This exception will not be extended to other chemicals.

Substances (carrying the above classifications) present as contaminants shall not exceed 0.01% by weight of the product.

Formaldehyde is exempt from this criterion. Specific requirements for formaldehyde are given in Criterion 13.

Biocides/Preservatives are exempt from this criterion when they are used to preserve the product and they are not subject to any of the risk phrases H373, H334, H370, H341(R33, R42, R39, R68) or combinations of these. Specific requirements for biocides are given in Criterion 16.

Crystalline Silica (Quartz) and MICA are exempt from this criterion. Specific requirements for Crystalline Silica (Quartz) and MICA are given in Criterion 15.

DoC 9.1: SDS, chemical names and/or CAS numbers for each ingredient.

Criterion 10: The following substances must not be intentionally added or used during the manufacturing process:

- Isocyanates;
- Bisphenol A;
- Toluene and toluene compounds;
- APEO - Alkylphenolethoxilates and other alkylphenol derivatives;
- Persistent, bioaccumulating and toxic organic compounds (PBTs); or
- Substances of Very High Concern (REACH Candidate List, <http://echa.europa.eu/web/guest/candidate-list-table>)

Substances present as contaminants shall not exceed 0.01% by weight of the product.

Demonstration of Conformance

DoC 10.1: Signed declaration that the products do not contain any of the substances listed.

DoC 10.2: SDS, chemical names and/or CAS numbers for each ingredient.

Limited Substances

Certain substances may be environmentally harmful to flora and fauna.

Criterion 11: The product must not contain more than 1% by weight of any substances carrying the risk phrases or hazard statements H400 (R50), H410 (R50/53), H411 (R51/53), H412 (R52/53), H413 (R53):

Biocides are exempt from this criterion. Specific requirements for biocides are given in Criterion 16.

Demonstration of Conformance

DoC 11.1: Full ingredients list and SDS of each ingredient.

Criterion 12: Halogens, halogenated compounds and volatile aromatic hydrocarbons (VAHs) must not be added except as preservatives or biocides.

Halogens, halogenated compounds and volatile aromatic compounds may only be used as preservatives or biocides if the substance(s) complies with the criterion for Biocides.

Demonstration of Conformance

DoC 12.1: Full ingredients list and SDS of each ingredient.

Formaldehyde

Formaldehyde is a toxic and allergenic substance that can have carcinogenic effects.

Criterion 13: Formaldehyde (CAS-number 50-00-0) or formaldehyde-shedding substances must not be intentionally added to products. Formaldehyde is permitted in newly produced polymer in a concentration of no more than 250 ppm (0.025 weight %, 250 mg/kg) provided that the content of free formaldehyde in the toughened product does not exceed 10 ppm (0.001 weight %, 10 mg/kg).

Demonstration of Conformance

DoC 13.1: Signed declaration from an Executive Officer of the manufacturer stating that no formaldehyde has been intentionally added to the product.

DoC 13.2: Test results or worst case calculations that show clearly that the formaldehyde requirement is fulfilled.

Heavy Metals

Certain heavy metals are toxic to humans and the environment.

Criterion 14: Toxic heavy metals and their compounds, or ingredients containing heavy metals and their compounds, including lead (Pb), cadmium (Cd), mercury (Hg), chromium (Cr), arsenic (As), selenium (Se), cobalt (Co), tin (Sn) and antimony (Sb), must not be deliberately added or used.

Barium must not be used, except in the form of barium sulphate. Barium sulphate is only permissible at concentrations below 20% by weight.

Exemption

Heavy metals may be present as contaminants. Contaminants are defined as residues from raw material production present in the finished product, but not substances that are added to a raw material or product for a purpose, irrespective of quantity. Heavy metals present as contaminants shall not exceed 0.01% by weight of the product.

Demonstration of Conformance

DoC 14.1: Full ingredients list for each product and SDS for each ingredient.

Crystalline Silica (Quartz) and MICA

Inhalation of crystalline silica dust particles can result in Silicosis, a form of occupational lung disease, and is classified as a lung carcinogen.

Criterion 15: Products which may lead to the release of respirable powders/dust (e.g. products such as fillers which may be sanded) must not contain any added Crystalline Silica (Quartz) or Mica.

If crystalline silica is used in the production, effective measures must be in place to control exposure of workers to crystalline silica.

Demonstration of Conformance

DoC 15.1: A short description of the product showing whether it may release respirable powders/dust during application or use, and SDS of the product;

DoC 15.2: If applicable, documentation of measures in place to control exposure during manufacturing.

Biocides

Although valuable, certain biocides are harmful to human and environmental health.

Criterion 16:

- The product must only contain substances which are:
 - authorised under Directive 98/8/EC of the European Parliament and of the Council and Regulation (EC) No 528/2012 of the European Parliament and of the Council for the applicable product type (see http://ec.europa.eu/environment/chemicals/biocides/active-substances/approved-substances_en.htm); or
 - substances for which a dossier has been submitted for evaluation for the applicable product type pending a decision on authorisation or non-inclusion (see http://echa.europa.eu/documents/10162/17287015/active_substance_suppliers_en.pdf). These substances may be used in the interim period up until the adoption of the Decision.
- The total content of isothiazolinone compounds in adhesives, fillers or sealants must be below 300 ppm (0.03 weight %, 300 mg/kg).
- The content of a mixture of 5-chloro-2-methyl-2H-isothiazol-3-one (CAS-No. 26172-55-4) and dimethyl-2H-isothiazol-3-one (CAS-No. 2682-20-4) (CMIT/MIT) must be below 15 ppm (0.0015 weight %, 15 mg/kg).
- The sum total concentration of preservatives classified with any of the R-phrases listed in Criterion 12 and Criterion 13 shall not exceed 0.2%.
- No biocide or preservative added to the product may be bioaccumulative.

Demonstration of Conformance

DoC 16.1: SDS for each preservative used in the final product, and calculation by the applicant/licensee of the concentration of the preservative in the final product.

Residual Monomers

Residual monomers in polymers can cause negative health effects, for example due to the allergic and carcinogenic properties of the monomers.

Criterion 17: The final product may as a total maximum contain up to 300 ppm (0.03%) residual/unreacted monomers classified as Very toxic, Toxic or Harmful.

Demonstration of Conformance

DoC 17.1: Declaration from the suppliers of any relevant ingredient (polymer) stating the monomer content.

Plasticisers

Many phthalates have negative effects on health and the environment and have already been identified as endocrine disruptors.

Criterion 18: The following phthalates shall not be intentionally added as plasticisers:

- DEHP (Bis-(2-ethylhexyl)-phthalate)
- BBP (Butylbenzylphthalate)
- DBP (Dibutylphthalate)
- DMEP (Bis2-methoxyethyl) phthalate
- DIBP (Diisobutylphthalate)
- DIHP (Di-C6-8-branched alkylphthalates)
- DHNUP (Di-C7-11-branched alkylphthalates)
- DHP (Di-n-hexylphthalate)

Demonstration of Conformance

DoC 18.1: List of all phthalates used in the final product or declaration that no phthalates are used.



EMISSIONS OF THE FINAL PRODUCT

Volatile Organic Compounds

Volatile organic compounds (VOC) may contribute to air pollution and poor indoor air quality. Adhesives, Fillers and Sealants with low VOC content will help lower VOC emissions, thereby reducing environmental pollution.

Criterion 19: The total content of volatile organic compounds in the product must not exceed those stated in the following table. These limits reflect the final product ready to use inclusive of water and tints. TVOC content results must be reported in grams of VOC per litre (g/L) of ready to use product.

| Adhesive, Filler and Sealant Type | VOC limits g/L |
|--|----------------|
| General adhesives, sealants and fillers | 65 |
| Acoustic sealants, architectural sealant, waterproofing membranes and sealant, fire retardant sealants and adhesives | 250 |
| Structural glazing adhesive, wood flooring and laminate adhesive | 100 |

Any adhesive, filler or sealant that does not fit into the categories outlined in the table above must not have a VOC content greater than 65 g/L.

Where an adhesive, filler or sealant may fit into more than one category it must comply with the category with the lower VOC limit.

Demonstration of Conformance

A VOC data sheet is required to establish compliance of adhesives, fillers and sealants. Compliance must be demonstrated using one of the following options:

DoC 19.1: Laboratory testing: ASTM D3960, which is comprised of four individual testing procedures that measures TVOC (D2369) as well as density (D1475) and water content (D4017). Exempt compounds (D4457) must not be subtracted in the calculation of VOC content. Emission levels must be established by a National Association of Testing Authorities (NATA) or another ISO/IEC17025 accreditation laboratory.

DoC 19.2: Product Safety Data Sheets (SDS): SDS stating the TVOC numerical result in g/litre of ready product; the test method used to obtain the results; and for tinted products, also confirming the TVOC value is inclusive of tints.

DoC 19.3: Measurement by content: Theoretical TVOC statement prepared by the manufacturer in an appropriately signed letter containing the following: Numerical TVOC results expressed in g/litre of product; and Statement that the results have been obtained based on the subtotal of the known TVOC values of the product's raw ingredients.

MANUFACTURING PROCESS

Water Emissions

Improperly managed water and air emissions can have harmful effects to the receiving environment.

Criterion 20: Water emissions from the manufacturing site must not be damaging to the receiving environment. Manufacturers must report the amount and destination of all water emissions resulting from the manufacturing process.

Demonstration of Conformance

DoC 20.1: Declaration of the destination of effluent (e.g. sewer), the volume discharged and the frequency of discharge.

Air Emissions

Criterion 21: The manufacturer must have effective policies and procedures in place to control emissions to air from the manufacturing process, including relevant substances (e.g. dust and SO₂).

Demonstration of Conformance

DoC 21.1: Signed declaration that describes the emission control policies, procedures and programs.

Waste Minimisation

Reducing total waste reduces the generation of hazardous waste, encourages reduced consumption of resources through dematerialisation and increases production efficiency.

Criterion 22: The manufacturer must have effective policies and procedures in place, including:

- Waste minimisation policies and procedures to reduce the amount of waste generated;
- Waste recovery procedures to capture and reuse as much waste as is practical; and
- Efficient use of resources through dematerialisation.

Demonstration of Conformance

DoC 22.1: Documentation of policies and procedures in place, and of relevant material flows, details of manufacturing processes, and waste recapture methods.

Energy Management

The energy usage depends on raw materials used. The manufacturing process will be significantly different for e.g. gypsum-based products compared to polymer-based compounds. Effective energy management procedures can help reduce energy usage.

Criterion 23: The applicant / manufacturer must have effective energy management policies and procedures and / or an energy management program (including energy conservation through minimised energy use).

Demonstration of Conformance

DoC 23.1: Signed declaration of compliance, supported by

- documentation that describes the energy management policies, procedures and program; and
- reports on energy use and management, and origin of energy used.

Environmental Management System

An Environmental Management System (EMS) integrates procedures and processes for training of personnel, monitoring and reporting of environmental performance information to stakeholders of an organisation.

Criterion 24: The applicant / manufacturer must have an Environmental Management System in place.

Demonstration of Conformance

DoC 24.1: Documentation showing an Environmental Management System is in place.

Chemical Storage

Improper storage of chemicals can lead to environmental harm via leaks, spills and emissions to water and air.

Criterion 25: The manufacturer must properly store chemicals including ingredients and the finished product, in a manner which minimises risk of harm to the environment through leaks, spills and emissions to water or air.

Demonstration of Conformance

DoC 25.1: Chemical storage will be inspected at a site visit conducted by a GECA approved CAB (auditor); and

DoC 25.2: Copies of storage handling requirements and procedures for control and remediation of chemical spills or

DoC 25.3: Evidence of ISO 14001 certification (or equivalent EMS certification).

DESIGN FOR ENVIRONMENT

Product Information

Product information allows customers to use products in a responsible and sustainable manner.

Criterion 26: Suitable information must be supplied with the product or made available to the public.

Information that must be shown on the label includes or accompanies the product:

- Instructions for preparation, application and care of the product;
- An instruction for users to read the SDS; and
- Storage and disposal instructions.

Information that must be available to the public includes:

- Safety data sheet;
- Technical data sheets or product data sheets;
- Coverage guide for material when applied as directed.

Information will be considered publicly available if it is supplied with all products or available on the company website and the information provided to customers or the product label directs users to that website.

Demonstration of Conformance

DoC 26.1: Copy of labels, care instructions and other information provided with the product;

DoC 26.2: A current safety data sheet for each product; and

DoC 26.3: Technical data sheets, web pages and any other information freely available to customers or the public.

Packaging

Packaging may present a significant contribution to the environmental load of a product at several points throughout the product life cycle, including material inputs and disposal.

Criterion 27: Packaging must not be halogenated.

Demonstration of Conformance

DoC 27.1: Information regarding composition of packaging materials including chemical names, CAS numbers, technical data sheets or SDS where applicable.

Criterion 28: All plastic bottles and other major or primary packaging must be marked with a plastics identification code. It is not mandatory for small components including e.g. caps.

Demonstration of Conformance

DoC 28.1: Visual inspection of each plastic component of the packaging. If claiming an exemption for small components, the applicant must provide samples to be weighed or a declaration listing the weights of each individual component.

Criterion 29: Packaging must comply with at least one of the following:

- Each material constituting >20% by weight of the total primary and secondary packaging used, must contain at least 50% recycled content by weight;
- Each material constituting >20% by weight of the total primary and secondary packaging used, must be derived from plant-based materials (e.g. PLA plastics); or

- Each separable item constituting >20% by weight of the total primary and secondary packaging, must be recyclable in Australia. This may be demonstrated using the Australian Packaging Covenant's Packaging Recyclability Evaluation Portal (PREP)¹.

Paper and cardboard packaging must be either certified under recognised forest certification scheme (e.g. FSC or PEFC) or contain at least 30% recycled content by weight.

Material used for the transport of products (tertiary packaging) and whose disposal is not the responsibility of the end consumer may be exempt from the above requirements if they are re-used by the applicant, or are recyclable in specialist recycling facilities.

Packaging aimed to minimise packaging material usage (for example 'sausage packs' where the product is applied using reusable applicators) is exempt from this criterion.

Demonstration of Conformance

DoC 29.1: Details of materials used in the product and their manufacture, including information on the input of recycled and virgin materials reported by weight if applicable. The recycled content can be averaged over a 12-month period to find the amount or range of recycled content; and / or

DoC 29.2: Evidence of recyclability or copy of PREP Assessment Report; and/or

DoC 29.3: Evidence of certification under relevant forest certification scheme; and/or

DoC 29.4: Details of re-use programs for transport materials within the applicant company.

¹www.prep.org.au

ENVIRONMENTAL CLAIMS

Environmental claims are one of the tools utilised by consumers when attempting to make environmentally preferable choices and therefore it is essential that such claims are true and substantiated.

Criterion 30: Any environmental claims beyond the scope of this Standard that have been applied to a product must comply with ISO 14021, and the applicant must be able to verify these claims to GECA.

Any product making greenhouse related claims must comply with ISO 14064-3 "Specification with guidance for the validation and verification of greenhouse gas assertions" and be able to verify these claims to GECA.

For claims outside the scope of ISO 14021 or ISO 14064, clear statement of the test method and the conditions under which the product was tested is required, along with a clear explanation of the relevance of the test method to the environmental claim.

The applicant or manufacturer must not claim that the product is 'odour free', 'low odour', 'no odour' or similar if odour-masking agents are used.

Demonstration of Conformance

DoC 30.1: A copy of any relevant advertising material currently in use; and

DoC 30.2: Relevant documentation confirming the grounds of the claim and its compliance with this criterion.

SOCIAL AND LEGAL COMPLIANCE

This section addresses compliance with law and the societal attributes of the manufacturer and the applicant company. Criteria for social aspects of the product are required under the international standard on ecolabelling (ISO 14024), and this section is common to all GECA standards. Equivalent sections are included in standards of all other GEN member ecolabelling bodies around the world. The social aspect partially addresses the third dimension of sustainability - Society. This was first understood by manufacturers under the name Corporate Social Responsibility (CSR). In this standard social criteria include laws for equal opportunity, safety and protection of workers. GECA certification cannot be given to any company that illegally exploits workers or their families.

Environmental Legislation

Criterion 31: The manufacturer(s) of the product and the applicant company are required by law to comply with relevant environmental legislation and government orders at the Local, State and Commonwealth levels (if these have been issued). Where a manufacturer is from an overseas jurisdiction, it is that jurisdiction's environmental regulations that apply. Where the manufacturer has been found guilty of a breach of any environmental legislation or permit(s) within the last 2-years there must be evidence of corrective action.

Demonstration of Conformance

DoC 31.1: Signed declaration from an Executive Officer of the organisation stating compliance to environmental legislation and government orders; as well as declaration of any breaches of environmental legislation or permits and the date of the breach. Applicant must:

- provide a Legal Register listing applicable environmental legislation (including applicable Regulations under that legislation) in, or as an attachment to, this declaration. The Legal Register must, for each applicable Act and Regulation listed, state whether the manufacturer and applicant company comply; or
- have a certified ISO 14001, Eco-Management and Audit Scheme (EMAS) or equivalent environmental management system in place; and

DoC 31.2: Any relevant permits granted by the EPA or an equivalent national body; and

DoC 31.3: Evidence of corrective action following a guilty verdict, if applicable.

In this criterion, 'Regulation' means an entire regulatory instrument (for example, the Environmentally Hazardous Chemicals Regulation 2008) and not the individual sections, provisions or clauses of a regulatory instrument.

Fair Pay

Criterion 32: All employees must be covered by a Federal or State award; a certified industrial agreement or a registered agreement as determined by the Australian Government Workplace Authority, or a State or Territory Workplace Relations Agency; or a workplace agreement in compliance with Workplace Relations Act 1996 Part 7 - The Australian Fair Pay and Conditions Standard. Where a manufacturer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply.

Demonstration of Conformance

DoC 32.1: Signed declaration of compliance from an Executive Officer of the organisation;

DoC 32.2: Text or template of a typical workplace agreement offered to employees of the company; and

DoC 32.3: Sample payslips.

Workplace Safety

Criterion 33: A manufacturer / applicant company must demonstrate general compliance with State or Territory Legislation concerning Occupational and Workplace Health and Safety and / or the Commonwealth Safety, Rehabilitation and Compensation Act 1988, where applicable. Where a manufacturer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a manufacturer / applicant company has been found guilty of a breach of relevant legislation within the last 2-years, there must be evidence of corrective action.

Demonstration of Conformance

DoC 33.1: Signed declaration from an Executive Officer of the organisation stating compliance to workplace legislation and government orders, as well as declaration of any breaches of legislation and the date of the breach. Applicants must list all applicable legislation in, or as an attachment to, this declaration;

DoC 33.2: Copy of the company Occupational / Workplace H&S policy and procedures;

DoC 33.3: Copy of employee induction records, training records, meeting records and risk assessments; or current OHSAS 18001, AS/NZS 4801 or equivalent certification; or third party certification stating compliance to OH&S Act 2004 and the OH&S Regulations 2007 or equivalent jurisdiction specific legislation; and

DoC 33.4: Evidence of corrective action following a guilty verdict, if applicable.

Equal Opportunity

Criterion 34: The manufacturer and / or applicant company must demonstrate general compliance with the requirements of the Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Equal Opportunity for Women in the Workplace Act 1999 and complementary State Legislation. The manufacturer cannot be in the list of 'named' or non-compliant employers under the Equal Opportunity for Women in the Workplace Act 1999. Where a manufacturer / applicant company is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a manufacturer has been found guilty of a breach of relevant legislation within the last 2-years, there must be evidence of corrective action.

Demonstration of Conformance

DoC 34.1: Signed declaration of compliance from an Executive Officer of the organisation;

DoC 34.2: Copy of relevant company policies and procedures;

DoC 34.3: Evidence of corrective action following a guilty verdict, if applicable; and

DoC 34.4: The auditor will verify that the company does not appear on the following list: www.wgea.gov.au/report/compliance

Lawful Conduct

Criterion 35: The manufacturer / applicant company must not have been convicted of any breach of criminal law, any breach of the Trade Practices Act 1974 or the Corporations Act 2001, including prosecution or de-listing by the Australian Stock Exchange (ASX) or international equivalent. Where a manufacturer is from an overseas jurisdiction, it is that jurisdiction's equivalent regulations that apply. Where a manufacturer has been found guilty of a breach of relevant legislation within the last 2-years, there must be evidence of corrective action.

Demonstration of Conformance

DoC 35.1: Signed declaration from an Executive Officer of the organisation; and

DoC 35.2: Evidence of corrective action following a guilty verdict, if applicable.

EVIDENCE OF CONFORMANCE

Demonstration of Conformance (DoC)

This section lists the sources of evidence which may be considered during an audit to establish conformance against GECA's standards. This list is provided in order to guide the applicant manufacturer through the requirements of the standard and to facilitate the preparation of an application.

The DoC requirements as specified, along with each criterion in the standard, define specific sources of evidence acceptable to GECA. In cases where criteria offer several DoC requirements, it is the sole decision of the GECA appointed CAB to choose the appropriate option in the preliminary stage of the assessment. Where specific standards or test methods are required, it is intended that the most recent version of the applicable standard or method are used. If none of the recommended DoC requirements stipulated for a particular criterion in the standard is applicable for a product under assessment, then the GECA appointed CAB may choose an alternative but equivalent source of evidence. In cases where alternative sources of evidence are accepted for the verification of the product, the GECA appointed CAB will inform GECA by providing a report on the details as far as appropriate. GECA will use this information to continuously improve the DoC requirements stipulated by each standard.

The DoC requirements are summarised in Appendix A to assist applicants in preparing documentation for the verification process with a GECA appointed CAB.

APPLICATION CHECKLIST

The Application Checklist is intended to guide the applicant company through the application and verification process. The company may collect all information that is required for the verification of the product and attach the relevant documents to their application. The table below summarises the DoC requirements for each criterion in the standard.

| Criterion Number | Criterion Content | Demonstration of Conformance See standard body for details | Evidence Attached | Complies Y/ N or NA |
|---|--|---|--------------------------|---------------------|
| Standard Category Scope | | | | |
| Criterion 1 | General purpose adhesives, fillers and joint sealants for building work; General purpose adhesives for commercial manufacturing | Brief description of the product (range). | <input type="checkbox"/> | |
| Fitness For Purpose | | | | |
| Criterion 2 | Demonstrated performance | Test reports for all relevant quality and performance tests showing that the product has been assessed by external or internal laboratory testing | <input type="checkbox"/> | |
| Titanium Dioxide, Zinc Oxide and Lithopone Content | | | | |
| Criterion 3 | Limits on titanium dioxide, zinc oxide and lithopone content. | Documentation showing weight/L paint. | <input type="checkbox"/> | |
| Ozone Depleting Substances | | | | |
| Criterion 4 and Criterion 5 C | Contribution to sustainable and responsible production | List of all ingredients. | <input type="checkbox"/> | |
| | | SDS, chemical names and/or CAS numbers for each ingredient and cleaning substance | <input type="checkbox"/> | |
| | | Signed declaration of conformance | <input type="checkbox"/> | |
| Quarried Materials | | | | |
| Criterion 6 O | Mine remediation and management plans for virgin quarried raw materials (gypsum, limestone etc.) present in >50% in the final product. | Information about the virgin quarried material including type of material, supplier and geographical location of mine. | <input type="checkbox"/> | |
| | | Evidence of a documented mine remediation program. | <input type="checkbox"/> | |
| | | Evidence of relevant management plans. | <input type="checkbox"/> | |
| Cement | | | | |
| Criterion 7 | Supplementary cementitious materials' (SCM) (for products with >50% cementitious materials). | Information about the type and amount of SCM in the cement that is used in the product. | <input type="checkbox"/> | |

| Criterion Number | Criterion Content | Demonstration of Conformance See standard body for details | Evidence Attached | Complies Y/ N or NA |
|---|---|--|--------------------------|---------------------|
| Classification of the Product | | | | |
| Criterion 8 | No classification as hazardous or dangerous good | Product SDS showing all hazard identification | <input type="checkbox"/> | |
| Banned Substances | | | | |
| Criterion 9 | No ingredients classified as toxic, respiratory or skin sensitisers, or carcinogenic, mutagenic or toxic for reproduction | SDS, chemical names and/or CAS numbers for each ingredient | <input type="checkbox"/> | |
| Criterion 10 | List of prohibited substances | Signed declaration that the products do not contain any of the substances listed. | <input type="checkbox"/> | |
| | | SDS, chemical names and/or CAS numbers for each ingredient | <input type="checkbox"/> | |
| Limited Substances | | | | |
| Criterion 11 | Limit on ecotoxic substances. | Full ingredients list and/or SDS of each ingredient. | <input type="checkbox"/> | |
| Criterion 12 | No addition of halogens, halogenated compounds and volatile aromatic hydrocarbons | Full ingredients list and/or SDS of each ingredient. | | |
| Formaldehyde | | | | |
| Criterion 13 | No intentional addition. Limits on free form aldehyde in product. | Signed declaration from an Executive Officer that no formaldehyde added | <input type="checkbox"/> | |
| | | Test results or worst case calculations | <input type="checkbox"/> | |
| Heavy Metals | | | | |
| Criterion 14 | No deliberate addition. Limits on Barium sulphate. | Full ingredients list for each product and SDS for each ingredient | <input type="checkbox"/> | |
| Crystalline Silica (Quartz) and MICA | | | | |
| Criterion 15 | Use of Crystalline Silica (Quartz) or Mica | A short description of the product showing whether it may release respirable powders/dust during application or use, and SDS of the product; | <input type="checkbox"/> | |
| | | If applicable, documentation of measures in place to control exposure during manufacturing | <input type="checkbox"/> | |
| Biocides | | | | |

| Criterion Number | Criterion Content | Demonstration of Conformance See standard body for details | Evidence Attached | Complies Y/ N or NA |
|--|--|--|--------------------------|---------------------|
| Criterion 16 | Biocide use | SDS for each preservative used in the final product, and calculation by the applicant/licensee of the concentration of the preservative in the final product. | <input type="checkbox"/> | |
| Residual Monomers | | | | |
| Criterion 17 | Limits on very toxic, toxic or harmful monomers | Declaration from the suppliers of any relevant ingredient (polymer) stating the monomer content | <input type="checkbox"/> | |
| Plasticisers | | | | |
| Criterion 18 | List of phthalates not to be added | List of all phthalates used in the final product | <input type="checkbox"/> | |
| Volatile Organic Compounds | | | | |
| Criterion 19 | Limit on VOC content | Laboratory testing: ASTM D3960; or SDS stating the TVOC numerical result in g/litre of ready product (including test method used); or theoretical TVOC statement prepared by the manufacturer | <input type="checkbox"/> | |
| Water Emissions | | | | |
| Criterion 20 | Water emission reporting | Declaration of the destination of effluent (e.g. sewer), the volume discharged and the frequency of discharge. | <input type="checkbox"/> | |
| Air Emissions | | | | |
| Criterion 21 | Control of emissions | Signed declaration that describes the emission control policies, procedures and programs | <input type="checkbox"/> | |
| Waste Minimisation | | | | |
| Criterion 22 | Policies and procedures around waste minimisation | Documentation of policies and procedures in place, and of relevant material flows, details of manufacturing processes, and waste recapture methods. | <input type="checkbox"/> | |
| Energy Management | | | | |
| Criterion 23 | Policies and procedures around energy use and management | Signed declaration of compliance, supported by documentation that describes the energy management policies, procedures and program; and reports on energy use and management, and origin of energy used. | <input type="checkbox"/> | |
| Environmental Management System | | | | |
| Criterion 24 | EMS in place | Documentation showing an Environmental Management System is in place | <input type="checkbox"/> | |

| Criterion Number | Criterion Content | Demonstration of Conformance See standard body for details | Evidence Attached | Complies Y/ N or NA |
|----------------------------------|---|---|--------------------------|---------------------|
| Chemical Storage | | | | |
| Criterion 25 | Proper storage for chemicals | Copies of storage handling requirements and procedures for control and remediation of chemical spills; and inspection at site visit | <input type="checkbox"/> | |
| Product Information | | | | |
| Criterion 26 | Information supplied with the product or made available to the public. | Copy of labels, care instructions and other information provided with the product | <input type="checkbox"/> | |
| | | A current safety data sheet for each product | <input type="checkbox"/> | |
| | | Technical data sheets, web pages and any other information freely available to customers or the public. | <input type="checkbox"/> | |
| Packaging | | | | |
| Criterion 27 | No halogenated packaging materials | Information regarding composition of packaging materials including chemical names, CAS numbers, technical data sheets or SDS where applicable. | <input type="checkbox"/> | |
| Criterion 28 | Marking with plastic identification code | Visual inspection of each plastic component of the packaging | <input type="checkbox"/> | |
| Criterion 29 | Requirements for different packaging materials in primary and secondary packaging including usage of PREP tool as an option | Details of materials used in the product and their manufacture, including information on the input of recycled and virgin materials reported by weight if applicable.; and / or | <input type="checkbox"/> | |
| | | Copy of PREP Assessment Report; and/or | <input type="checkbox"/> | |
| | | Evidence of certification under relevant forest certification scheme; and/or | <input type="checkbox"/> | |
| | | Details of re-use programs for transport materials within the applicant company. | <input type="checkbox"/> | |
| Environmental Claims | | | | |
| Criterion 30 | Public claims made by applicant | Copy of relevant advertising material. | <input type="checkbox"/> | |
| | | Documentation confirming claims. | <input type="checkbox"/> | |
| Environmental Legislation | | | | |
| Criterion 31 | Applicable environmental legislation and government orders | Statement of conformance signed by EO, with declaration of breaches and applicable legislation and Legal Register listing applicable environmental legislation or certified environmental management system | <input type="checkbox"/> | |

| Criterion Number | Criterion Content | Demonstration of Conformance See standard body for details | Evidence Attached | Complies Y/ N or NA |
|--------------------------|---|--|--------------------------|---------------------|
| | | in place | | |
| | | Applicable permits granted by EPA | <input type="checkbox"/> | |
| | | Evidence of corrective action (if applicable). | <input type="checkbox"/> | |
| Fair Pay | | | | |
| Criterion 32 | Coverage of employees under certified agreements | Statement of conformance signed by Executive Officer | <input type="checkbox"/> | |
| | | Sample workplace agreement | <input type="checkbox"/> | |
| | | Sample payslips | <input type="checkbox"/> | |
| Workplace Safety | | | | |
| Criterion 33 | Compliance with state or territory legislation | Statement of conformance signed by EO, with declaration of breaches and applicable legislation | <input type="checkbox"/> | |
| | | Copy of Occupational and Workplace H&S policies and procedures | <input type="checkbox"/> | |
| | | Copy of employee induction, training, and meeting record and risk assessments; or current OHSAS 18001, AS/NZS 4801 or equivalent certification; or other third party certification | <input type="checkbox"/> | |
| | | Evidence of corrective action (if applicable) | <input type="checkbox"/> | |
| Equal Opportunity | | | | |
| Criterion 34 | Racial Discrimination Act, Sex Discrimination Act, Disability Discrimination Act, Equal Opportunity for Women in the Workplace Act and complementary State Legislation and Regulations. | Statement of conformance signed by Executive Officer | <input type="checkbox"/> | |
| | | Copy of relevant policies and procedures. | <input type="checkbox"/> | |
| | | Evidence of corrective action (if applicable) | <input type="checkbox"/> | |
| | | Does not appear on list of non-compliant organisations | <input type="checkbox"/> | |
| Lawful Conduct | | | | |
| Criterion 35 | No breaches of Trade Practices Act or Corporations Act. | Statement of conformance signed by Executive Officer | <input type="checkbox"/> | |

| Criterion Number | Criterion Content | Demonstration of Conformance See standard body for details | Evidence Attached | Complies Y/ N or NA |
|------------------|-------------------|---|--------------------------|---------------------|
| | | Evidence of corrective action, if applicable | <input type="checkbox"/> | |