



REMADE[®] TECHNICAL REGULATIONS

Requirements for REMADE[®] certification

CERTIFICATION SCHEME OF A PRODUCT UNDER ACCREDITATION

Document title	Requirements for the issue of REMADE® certification (REMADE TR Producers)
Issue	REMADE® Management
Check	REMADE® Technical Scientific Committee Chairmanship
Approval	REMADE® Board of Directors
Contact details	REMADE® www.remade.it info@remade.it
Edition	Ver. 01_2023

Prohibition of reproduction

No part of this document protected by copyright may be reproduced or copied in any form (graphic, electronic or mechanical, including photocopying, recording) without the permission of REMADE®.

REMADE® is a certification scheme recognised by ACCREDIA (Italian Accreditation Body), developed in an open and widely participatory process of the Companies belonging to the sector, within the owner association of the same name, founded by Institutions and Subjects competent in the field of recycling and Circular Economy, among which CONAI (Italian Packaging Consortium).

The certification allows a company to communicate environmental information on the recycled content of its product and is compliant with regulations on Green Public Procurement and on tax incentives (e.g., plastic tax) aimed at products obtained from recycling. The certification allows consumers to obtain reliable information on the origin and type of material obtained from recycling. REMADE® is a certification, it is independent and open to any interested Company that meets the requirements.

The Regulations are subject to periodic review, in order to adapt them to legislation and market requirement. Any qualified and interested party may participate in the review process.

www.remade.it

TABLE OF CONTENTS

1.	PURPOSE AND SCOPE	5
2.	TERMS, DEFINITIONS AND ABBREVIATIONS	6
3.	REGULATORY FRAMEWORK OF REFERENCE	8
4.	PRODUCT CERTIFICATION	10
4.1	CERTIFICATION PROCEDURE	10
4.2	GENERAL REQUIREMENTS OF THE ORGANISATIONS	10
4.2.1	Scope of the certification	10
4.2.2	Product related documents	10
4.2.3	REMADE® certification manager	11
4.2.4	Human Resources	11
4.2.5	Documentation	11
4.2.5.1	Records	11
4.2.5.2	Instructions and operating procedures and other documentation	11
4.2.5.3	Documentation storage	11
4.2.6	Internal audits	11
4.2.7	Periodic review by Management	12
4.3	MONITORING THE PERCENTAGE OF RECYCLED MATERIALS AND BY-PRODUCTS IN THE PRODUCTION PROCESS	12
4.3.1	Monitoring of suppliers	12
4.3.1.1	List of suppliers	12
4.3.1.2	Qualification criteria	12
4.3.2	Input material	12
4.3.2.1	Documentation relating to input material	12
4.3.2.2	By-products	13
4.3.2.3	Input material inspection	13
4.3.2.4	Identification of input materials	13
4.3.3	Mass balance and traceability	13
4.3.3.1	Product composition	13
4.3.3.2	Register	14
4.3.3.3	Traceability plan	14
4.3.3.4	Mass balance	14
4.3.4	Output products	14
4.3.4.1	Identification and storage	14
4.3.4.2	Certified product sales documents	14
4.3.5	Subcontracting	14
4.3.5.1	Contract	15
4.3.5.2	List	15
4.3.5.3	Risk analysis	15
4.3.6	List of necessary documentation	15
4.3.7	Definition of the percentage of recycled, recovered material and by-products	16
4.3.8	Rebranding	16
5.	RECOGNITION OF PRODUCTS WITH OTHER CERTIFICATIONS	16
6.	AUDITS	17
6.1	SAMPLING AND DURATION OF AUDITS	17
6.2	INCREASE AND REDUCTION IN AUDIT TIME	18

1. PURPOSE AND SCOPE

The purpose of these Technical Regulations is to set out the requirements, conditions and procedures for the voluntary certification of the content of recycled and recovered material and by-products present in materials, semi-finished or final products.

In particular, the audit procedures of the accredited Conformity Assessment Bodies for the REMADE® conformity assessment service and the general requirements of the Organisations manufacturing REMADE® certified products, including their subcontractors, are described below.

The focus of the REMADE® certification is the preparation of a model for the traceability of material flows in the production process and the transparency of the operations carried out and the relevant documentation. It is an effective tool to respond to the growing attention paid to materials obtained from recycling, recovery and by-products built around the recent global model of sustainable development known as Circular Economy, characterised by maintaining, for as long as possible, the value of products, materials and resources in the system, which are returned in the product cycle at the end of their use, so that the generation of waste is reduced to a minimum, to help develop a sustainable, low-carbon, resource-efficient and competitive economy.

In addition, products made with materials obtained from recycling, recovery and by-products are increasingly required by public administrations. The European provisions on Green Public Procurement, adopted by several Member States and mandatory in some of them (e.g., Italy), have spread the introduction of Minimum Environmental Criteria (in Italian, “CAM”) in public tenders, issued by the competent national authorities (e.g., in Italy CAM are adopted by decree of the Ministry of Environment for the different categories of products and services). The REMADE® product certification is a means of proof of the content of recycled, recovered material and by-products and is accepted at the tender and at the award stage, in accordance with the provisions of the public procurement legislation and the CAM.

The provisions below apply only to the possibility of including materials qualified as recycled, recovered and/or by-products for the purposes of the issue of REMADE® certification and do not in any way relieve the declarant from the mandatory requirements and consequent responsibilities as set out in the regulations in force.

2. TERMS, DEFINITIONS AND ABBREVIATIONS

In accordance with the terminology used in this document, the definitions provided in UNI EN ISO 9000:2015, UNI EN ISO 19011:2018, UNI CEI EN ISO/IEC 17065:2012 apply, with particular reference to the following definitions.

Audit: a systematic, independent and documented process for obtaining audit evidence and assessing it objectively to determine the extent to which the audit criteria have been met.

Auditor: a qualified assessor who is competent to audit operators, suppliers and subcontractors under the REMADE® scheme.

Organisation: an ordered set of people and means, with defined responsibilities, authorities and interrelationships. The organisation can be public or private. For the purposes of these Technical Regulations, we refer to the subject, natural or legal entity, who professionally develops, manufactures, transforms, processes, sells or imports products that it intends to certify according to the REMADE® scheme.

Client: Organisation that requests the audit activity to certify the production of a product with certain specifications within the REMADE® supply chain.

Subcontractor: organisation that operates under subcontract on behalf of an operator within the supply chain. **Non-compliance:** deviation of the product from the specified requirements, or the absence of, or failure to implement and maintain one or more necessary elements of the management system provided for in these Technical Regulations.

OTHER DEFINITIONS

For the purposes of these Technical Regulations, the following definitions are used.

By-product: it is a by-product and not a waste any substance or object that meets all the following conditions:

- a) the substance or object is derived from a production process, of which it is an integral part, and whose primary purpose is not the production of that substance or object;
- b) it is certain that the substance or object will be used, during the same or a subsequent production or use process, by the producer or a third party;
- c) the substance or object can be used directly without any further processing other than normal industrial practice;
- d) the further use is legal, i.e., the substance or object fulfils, for the specific use, all relevant product, health and environmental protection requirements and will not lead to overall adverse environmental or human health impacts.

Circular Economy: an economy that is regenerative by design, both in terms of biological and technical flows. From the point of view of materials, a Circular Economy is achieved by implementing actions to improve efficiency in the use of resources and to prevent or reduce the negative impact due to waste generation and management, through the recycling of waste as well as the reuse of production and processing waste, allowing its continuous development and innovation. These actions are considered effective in reducing Europe's dependence on imports of raw materials and improving the overall environment and the well-being of citizens.

Content of recycled and recovered material and by-products: proportion, in mass, within a product, of material obtained from recycling and/or recovery and/or reuse of by-products.

End of waste: waste that ceases to be waste when it has undergone a recycling or other recovery operation, if it meets the following conditions:

- a) the substance or object is intended to be used for specific purposes;
- b) there is a market or demand for that substance or object;
- c) the substance or object meets the technical requirements for the specific purposes and complies with existing legislation and standards applicable to products; and
- d) the use of the substance or object will not lead to overall adverse environmental or human health impacts.

European List of Waste (ELoW): list of the different types of waste, specifically defined by means of the six-digit code for each individual waste and the corresponding four-digit and two-digit codes for the respective chapters (Decision 2000/532/EC as amended and supplemented).

Family: set of products having the following characteristics:

- they belong to the same product category, with the same production process;
- they are made up of the same components relevant to the content of recycled material (e.g., additives, paints, dyes etc. without recycled material content are not to be considered);

No more than 20 products may belong to a family.

Green public Procurement: the approach according to which Contracting Authorities implement environmental criteria in all phases of the purchasing process, encouraging the diffusion of environmental technologies and the development of environmentally valid products, through the research and the choice of results and solutions that have the least possible impact on the environment throughout the entire life cycle. It is an environmental policy instrument that aims to encourage the development of a market of products and services with reduced environmental impact by means of public demand. Green Public Procurement is based on Minimum Environmental Criteria fixed by national authorities and within which environmental product certifications, with high reliability requirements, are recognised as a means of proof.

Industrial symbiosis: interaction between different production plants aimed at maximising the reuse of resources normally considered waste (waste and by-products). From an industrial symbiosis perspective, waste produced by a company is reused by another to replace production inputs or to be transformed into new products for the end-user market.

Material recovery: any recovery operation, other than energy recovery and reprocessing to obtain materials that are to be used as fuels or other means to produce energy.

Preparation for reuse: recovery operations which consist of the check, cleaning, dismantling and repair through which products or components of products that have become waste are prepared so that they can be reused without any further pre-treatment.

Process: a set of related or interactive activities that transform inputs into outputs.

Product: it is the result of a process and it is the good subject to REMADE® certification, whose components are made in whole, or in part, of recycled, recovered material and by-products. The certified product can be a material, a semi-finished or final product. Packaging used to contain and protect certain goods, to allow their handling and delivery from the producer to the consumer or user, and to ensure their presentation, as well as disposable items used for the same purpose are not part of the product; the packaging may be a product subject to certification.

Product category: one or more group(s) of goods having the same function in terms of use or in terms of functional characteristics with respect to the methods of application and/or use. A product category may have subcategories that define its functions or methods of use in a more precise way than the general product category.

Rebranding: process whereby a product or service developed and distributed under a name, a trademark, a brand or under a company name is reintroduced into the market under another name or a different identity, without its composition and production process being altered in any way.

Recycling: any recovery operation through which waste is processed to obtain products, materials or substances to be used for its original function or for other purposes. It includes the processing of organic material but does not include energy recovery or reprocessing into materials to be used as fuels or for backfilling operations.

Reuse: any operation by which products or components that are not waste are used again for the same purpose for which they were conceived.

Traceability: a process that keeps track of the origin and provenance of materials and recycled, recovered material and by-products during manufacture and up to the release of the final REMADE® certified product, as well as the subsequent ways in which the product is identified in distribution and sale. The traceability of a REMADE® certified product must be verifiable by any external party at any time during the period of validity of the certification.

Waste: any substance or object which the holder discards, intends to discard or is required to discard.

Waste oil regeneration: any recycling operation to produce base oils by refining waste oils, involving in particular the separation of contaminants, oxidation products and additives contained in such oils.

Waste sorting: the collection in which a flow of waste is kept separate according to the type and nature of the waste in order to facilitate its specific treatment.

ABBREVIATIONS

For the purposes of these Regulations, the following abbreviations shall apply.

CAB: Conformity Assessment Body.

REMADE TR Producers: Technical Regulations “Requirements for REMADE® certification” (in the latest updated version, as published on www.remadeitaly.it).

REMADE TR CABs: Technical Regulations “Requirements for the recognition of Conformity Assessment Bodies and their accreditation for the purposes of REMADE® certification” (in the latest updated version, as published on www.remadeitaly.it).

REMADE TR Trademarks: Technical Regulations “Regulations for the use of REMADE® logos and trademarks” (in the latest updated version, as published on www.remadeitaly.it).

REMADE IN ITALY TR Trademarks: Technical Regulations “Regulations for the use of REMADE IN ITALY® logos and trademarks” (in the latest updated version, as published on www.remadeitaly.it).

REMADE organisation: Remade in Italy, the owner of this certification scheme.

3. REGULATORY FRAMEWORK OF REFERENCE

These Technical Regulations are part of the regulatory framework in force (of international, EU, national and regional source) consisting of the rules on protection of the environment, waste management, recycling, recovery and use of by-products, including, but not limited to:

“Circular economy package”

- Directive 2018/851/EU of the European Parliament and of the Council – Directive amending Directive 2008/98/EC on waste
- Directive 2018/852/EU of the European Parliament and of the Council – Directive amending Directive 94/62/EC on packaging and packaging waste
- Directive 2018/849/EU of the European Parliament and of the Council – Amending Directives 2000/53/EC on end-of-life vehicles, 2006/66/EC on batteries and accumulators and waste batteries and accumulators, and 2012/19/EU on waste electrical and electronic equipment
- Directive 2019/904/EU of the European Parliament and of the Council – Directive on the reduction of the impact of certain plastic products on the environment – Reduction of single-use plastic (so-called called SUP Directive – Single-Use Plastic)

“End of waste” regulations

- Regulation 715/2013/EU – Regulation establishing criteria determining when copper scrap ceases to be waste
- Regulation 1179/2012/EU – Regulation establishing criteria determining when glass cullet ceases to be waste
- Regulation 333/2011/EU – Regulation establishing criteria determining when certain types of scrap metal cease to be waste (iron, steel and aluminium scrap)
- Regulation 2019/1009/EU – Rules on the making available on the market of EU fertilising products
- Ministry of Ecological Transition Decree no. 152 of 22 September 2022, Regulation on the end-of-waste status of inert construction and demolition waste and other inert waste of mineral origin
- Ministry of Environment Decree no. 188 of 22 September 2022, Regulation on the end-of-waste status of paper and cardboard
- Ministry of Environment Decree no. 78 of 31 March 2020, Regulation containing “End of Waste” rules for vulcanised rubber deriving from end-of-life tyres (EOLT)
- Ministry of Environment Decree no. 62 of 15 May 2019, Regulation on the end-of-waste status of absorbent hygiene products (AHP)
- Ministry of the Environment Decree no. 69 of 28 March 2018, Regulation on the end-of-waste status of bituminous conglomerate

Green Public Procurement

- Directive 2014/24/EU of the European Parliament and of the Council – Directive on public procurement (conditions for the use of environmental labels in tenders are contained in Article 43)
- Directive 2014/25/EU of the European Parliament and of the Council – Directive on procurement by entities operating in the water, energy, transport and postal services sectors (conditions for the use of environmental labels in tenders are contained in Article 61)
- “Public procurement for a better environment”, European Commission Communication no. 400/2008
- EU GPP criteria, adopted by the European Commission
- Legislative Decree no. 36 of 31 March 2023, Public Contracts Code
- Ministry of Environment Decree of 3 August 2023, approval of the new National Action Plan for environmental sustainability of consumption in the Public Administration (new Pan Gpp)
- Minimum environmental criteria (CAM), adopted by the Ministry of Environment and Energy Security

Below are the reference technical standards on which these Technical Regulations are based:

- UNI CEI EN ISO/IEC 17065:2012 Conformity assessment – Requirements for bodies certifying products, processes and services
- UNI CEI EN ISO/IEC 17065:2013 Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes
- UNI EN ISO 19011:2018 Guidelines for auditing quality management and/or environmental management

system

- UNI EN ISO 9001:2015 Quality management systems
- UNI EN ISO 14001:2015 Environmental management systems
- UNI EN ISO/IEC 14021:2016 Environmental labels and declarations. Self-declared environmental claims
- UNI EN ISO 14025 Environmental labels and declarations – Type III environmental declarations – Principles and procedures
- UNI EN 15343:2008 Plastics recycling traceability and assessment of conformity and recycled content

The certification scheme under REMADE® accreditation consists of:

- REMADE TR – Producers: REMADE® Technical Regulations: “Requirements for REMADE® certification” (in the latest updated version, as published on www.remadeinitaly.it).
- REMADE TR – CABs: REMADE® Technical Regulations “Requirements for the recognition of Conformity Assessment Bodies and their accreditation for the purposes of REMADE® certification” (in the latest updated version, as published on www.remadeinitaly.it).
- REMADE TR – Trademarks: REMADE® Technical Regulations “Regulations for the use of REMADE® logos and trademarks” (in the latest updated version, as published on www.remadeinitaly.it).
- REMADE IN ITALY TR – Trademarks: REMADE® Technical Regulations “Regulations for the use of REMADE IN ITALY® logos and trademarks” (in the latest updated version, as published on www.remadeinitaly.it).
- Explanatory notes and other documentation published on www.remadeinitaly.it/technical-regulations/

The prerequisite of REMADE® certification is the compliance with the applicable mandatory regulations, which are therefore not subject to verification.

4. PRODUCT CERTIFICATION

4.1 CERTIFICATION PROCEDURE

The procedure for the issue of REMADE® certification is carried out by the CAB accredited and recognised by REMADE®, or provisionally recognised by REMADE®, and includes the following steps:

- a) submission of the application for certification to the CAB, by the applicant Organisation;
- b) review of the application for certification;
- c) planning of assessment activities;
- d) assessment of compliance with these Regulations, including verification of the quantification of the content of recycled, recovered material and by-product used, carried out by the CAB by means of analysis of the documentation submitted and field audits;
- e) review of all information and results concerning the assessment;
- f) decision on the issue of REMADE® certification;
- g) in case of positive outcome, issue of the certificate with assignment of the REMADE® class (see REMADE® TR Trademarks);
- h) assessment of continued compliance with these Regulations.

The certificate issued by the CAB is valid for three years and must be reviewed at least once a year.

4.2 GENERAL REQUIREMENTS OF THE ORGANISATIONS

4.2.1 Scope of the certification

The Organisation must define the scope of the certification, i.e., it must unambiguously identify the products it intends to have certified according to these Regulations.

It must also identify the physical size to which the percentage of recycled, recovered material and by-products should be referred, where weight cannot be used.

Changes to the products included in the scope of certification (e.g., the class to which they belong, see REMADE TR Trademarks, point 4.2), must be promptly notified to REMADE® and the CAB.

4.2.2 Product related documents

For the certification of a product, the Organisation must prepare a technical data sheet, constantly updated, in which the components and the percentage by weight of these components are clearly indicated, with specific indication of those coming from recycling and by-products.

A single technical data sheet can also be prepared for all the products to be certified.

The technical data sheet must include the following information:

- a) name and identification data of the Organisation which issues this document;
- b) trade name and type of product;
- c) minimum unit of reference, and relevant physical size, for the declaration of percentage of recycled, recovered material and by-products, as per sales specification (e.g., piece, kg, m²);
- d) weight of the certified product and total percentage of recycled, recovered material and by-products contained;
- e) description of product components;
- f) indication of the percentage by weight with respect to the certified product of the components containing recycled, recovered material and by-products;
- g) for each component containing recycled, recovered material and by-products, the name and type of the raw materials used for its production;
- h) European waste codes from which the recycled, recovered material and by-products are obtained;
- i) the references of the contract and/or the technical data sheet for the qualification of by-products (paragraph 4.3.2.2).

For products subject to continuous processing, the declared percentages may be indicated as six-month averages.

For each certified product, a flow chart must be attached to the technical data sheet, specifying the different units of the process of which the production system is composed, describing all material inputs, all material flows and all material outputs.

4.2.3 REMADE® certification manager

Within the Organisation, a person must be appointed who is responsible for ensuring compliance with these Regulations.

The person of the Organisation in charge for compliance with these Regulations is responsible for:

- a) implementing the actions necessary for the Organisation to comply with these Regulations;
- b) reporting to the Management on the implementation of these Regulations;
- c) ensuring check of the documentation necessary for compliance with the Regulations;
- d) maintaining relations with REMADE® and the CAB.

4.2.4 Human Resources

Personnel involved in any capacity in compliance with these Regulations must be competent and aware of their role in the implementation of the same.

The Organisation shall provide training and education to the personnel involved in compliance with these Regulations to ensure their competence and awareness and shall keep record of these activities.

The Organisation shall also periodically assess training and education needs and ensure that such activities have been effective in terms of the objectives to be achieved.

4.2.5 Documentation

4.2.5.1 Records

Up-to-dated and complete records concerning all relevant points of these Regulations must be kept and stored.

4.2.5.2 Instructions and operating procedures and other documentation

The Organisation shall prepare the necessary instructions, operating procedures and other documentation, including computerised documentation, to ensure the effective implementation of the requirements of these Regulations.

This documentation should be checked and periodically updated.

4.2.5.3 Documentation storage

All documentation relating to the implementation of these Regulations, and in particular the documentation proving the declaration of the percentage of recycled, recovered material and by-products within the certified products must be kept for the minimum time during which the product is on the market and for a reasonable period thereafter, taking into account the life of the product and, in any case, for a minimum of 3 years.

4.2.6 Internal audits

The Organisation must define a programme that includes, at least annually, internal audits to ensure the correct compliance with the REMADE® Regulations.

This programme shall take into account all applicable points in these Regulations, including the activities of subcontractors.

In particular, a traceability test and a mass balance must be carried out as described in requirements 4.3.3.3 and 4.3.3.4, respectively.

Note: the audit plan and programme must be developed taking into account the status and importance of the processes and areas to be audited and the results of previous audits.

The selection of auditors should ensure product competence and the conduct of audits shall ensure the objectivity and impartiality of the audit process.

Records of the results of the audit, including any corrective actions resulting from findings made during the audit, must be kept and reported to the Management, as well as made known to the personnel concerned by the findings.

4.2.7 Periodic review by Management

The Management must review the system of compliance with the Regulations at least annually, or whenever the production processes of the REMADE® certified product are changed.

On the basis of this review, the necessary corrective or improvement actions must be taken.

This review must include at least the following:

- a) the results of the traceability tests and the mass balance concerning each certified product;
- b) the results of internal and external audits (e.g., of the CAB);
- c) process changes;
- d) information relating to the certified product, its components or raw materials;
- e) assessment of the Organisation's need for resources;
- f) corrective actions to problems and non-conformities related to traceability and internal and external audits.
Note: corrective actions are those actions aimed at eliminating the causes of the problems and non-conformities;
- g) any feedback from REMADE® organisation and clients, including complaints;
- h) new or amended laws and regulations affecting traceability or impacting on the certified product or parts thereof with particular attention to the recycled component;
- i) the actions taken after previous periodic reviews.

4.3 MONITORING THE PERCENTAGE OF RECYCLED MATERIALS AND BY-PRODUCTS IN THE PRODUCTION PROCESS

4.3.1 Monitoring of suppliers

4.3.1.1 List of suppliers

The Organisation must define, and keep updated, a list of its suppliers and the recycled, recovered materials and by-products supplied by them that make up the REMADE® certified product.

The supplier list must always include the following information:

- a) name and address of the supplier;
- b) type of product supplied;
- c) any authorisations required to carry out the activity;
- d) whether the product supplied is derived from recycling, recovery activities and by-products in whole or in part;
- e) any REMADE® certifications, or equivalent certifications, i.e., having the same subject as REMADE® certification, issued by an accredited CAB for the specific certification scheme by an Accreditation Body signatory to the EA-IAF/MLA multilateral agreements for the field of accreditation of interest (see paragraph 5).

4.3.1.2 Qualification criteria

Criteria must be defined and applied for the selection, assessment and periodic re-assessment of suppliers to ensure their effective monitoring for the purposes of these Regulations.

The presence of a fully valid REMADE® certification is a sufficient criterion for the qualification of the supplier and the product to which this certification refers.

4.3.2 Input material

4.3.2.1 Documentation relating to input material

The Organisation must be in possession of the documentation provided by the supplier proving the content of recycled, recovered material and by-products in the material used, in the semi-finished or final product it intends to certify.

Examples of such documentation may be:

- a) binding documentation such as waste accompanying forms;
- b) compliance documentation required by EU or national standards on the so-called "End of waste";
- c) declarations by authorized waste recyclers to certify the characteristics of the recycled material;
- d) declarations by entities authorised to perform the activity of preparation for re-use, to certify the characteristics of the recovered material;

- e) documentation suitable to qualify a substance or material as a by-product, in accordance with the regulations in force and as indicated in paragraph 4.3.2.2;
- f) REMADE® certification or equivalent certification recognised by REMADE®, i.e., with the same subject of certification and issued by an accredited CAB for the specific certification scheme.

A list of certifications allowed under point f) above is published in the Annex to these Technical Regulations and on the remadeinitaly.it website (Technical Documentation Section). The list, which is constantly updated, is not to be regarded as exhaustive and may be checked on a case-by-case basis.

If the product to be certified is a semi-finished or finished good, the Organisation may extend the REMADE traceability system to the suppliers of the recycled, recovered material and by-products. For this purpose, the Organisation shall produce the documentary evidence necessary to identify the incoming materials of the suppliers and their recycled content; the CAB shall carry out an annual on-site audit visit to the suppliers.

If no documentation as described above is available, the relative amount of material shall be considered as non-recycled, non-recovered and not containing by-products.

4.3.2.2. By-products

For the qualification of a by-product, within the scope of the purpose of these Technical Regulations, the CAB shall obtain the following documentation:

1. in the case of by-products of external and internal origin, a declaration certifying the timely verification of the existence of each condition with reference to the provisions of Article 184-bis “By-product”, paragraph 1) of Legislative Decree 152/2006 (as per Definition reported in Chapter 2);
 - a) in the case of by-products of external and internal origin, technical data sheet and declaration of conformity, signed by the legal representative, containing the information indicated in Annex 2 to the Ministry of Environment Decree 264/2016, necessary to allow the identification of the by-products whose use is envisaged and the identification of their technical characteristics, as well as the sector of activity or the type of plants suitable for their use. The technical data sheet also indicates the appropriate timing and methods for the storage and handling of by-products, from the production of the waste to its use in the destination process. In case of substantial changes in the production or destination process of the by-product, such as to involve changes in the information yielded, a new technical data sheet must be prepared. The data sheets are sent, without economic burden for the producer, to the territorially competent Chambers of Commerce, according to the provisions of the Ministry of Environment Decree 264/2016; documentation must be provided to prove the sending.
 - b) in the case of by-products of external origin, a contract between the waste producer, any intermediaries and the users, from which information on the technical characteristics, the methods of use and the conditions of transfer of by-products must be obtained, which must be advantageous and ensure the production of an economic or other benefit.

The issued certificate shall explicitly state the content of by-product of external origin and the content of by-product of internal origin.

4.3.2.3 Input material inspection

The Organisation must verify, upon receipt or before further use, that the material supplied corresponds to what is specified in the supplier’s documents, and to the order placed, and that it is therefore considered suitable both in nature and origin, so as to guarantee its correct use for the purposes of REMADE® certification.

4.3.2.4 Identification of input materials

In order to ensure that their characteristics are maintained, products supplied for the manufacture of products subject to REMADE® certification must always be clearly identified so that they cannot be confused or miscible with other stored products.

4.3.3 Mass balance and traceability

Certified products and their components must be identified and traceable throughout all stages of their manufacture.

4.3.3.1 Product composition

The Organisation must define, for each product falling within the scope of REMADE® certification, the raw materials necessary to produce it, specifying their percentage in the product, in absolute terms and in terms of weight. If the certified product is composed of more than one raw material/component, the percentage of recycled raw material present must be specified and demonstrated for each of them, as provided for in the technical data sheet (see point 4.2.2 above).

4.3.3.2 Register

A registration system shall be in place, for each certified product, to allow for the monitoring of the declarations concerning the percentage of recycled, recovered material and by-products in each production batch.

4.3.3.2 Traceability plan

To ensure the traceability of the materials used in the manufacture of the certified product, the Organisation must establish and implement a traceability plan.

This plan must consider the requirements relating to input raw materials (see point 4.3.2 above) and output products (point 4.3.4) in order to ensure the correct application of these Regulations.

4.3.3.4 Mass balance

Periodically or at least once a year (six months for products subject to continuous processing), the Organisation, for each product falling within the scope of REMADE® certification, must verify, by calculating the mass balance, that the quantities of products manufactured and the declared percentage of recycled, recovered material and by-products used are consistent with the raw materials used.

Any conversion factors may be used in the calculation, provided that their validity can be demonstrated by the Organisation itself.

The flows of by-products of internal origin must also be quantified through measurements and budgets mass. In this case the mass balance must be ensured with evidence of the absence of double counting.

4.3.4 Output products

4.3.4.1 Identification and storage

In order to ensure that their characteristics are maintained, output certified products must be clearly identified so that they cannot be confused or miscible with other stored products.

4.3.4.2 Certified product sales documents

The Organisation shall ensure that the sales and delivery documents include at least the following information:

- a) name and address of the Organisation;
- b) date of issue of the certificate and related code;
- c) description and quantity of the certified product;
- d) indication of the percentage of recycled, recovered material and by-products contained in the certified product.

4.3.5 Subcontracting

The Organisation may subcontract a process included in the manufacture of the products subject to certification. The Organisation is responsible for all activities subcontracted related to the manufacture of REMADE® certified products.

4.3.5.1 Contract

The Organisation must prepare a written agreement with all subcontractors involved in the manufacture of REMADE® certified products to ensure that:

- a) the material used for the manufacture of REMADE® certified products can be traced and checked and cannot be mixed with other materials;
- b) the subcontractor keeps records of inputs, outputs and delivery documentation for the products involved in the agreement;
- c) it is forbidden to subcontract again the process to subcontractors who do not have a written agreement with the Organisation or who are not certified by REMADE®;
- d) the subcontractor cannot use the REMADE® trademarks, or make any communication, for promotional purposes with reference to REMADE® certification;
- e) the Organisation reserves the right to carry out and/or have carried out, by the accredited CAB, audits on the process.

4.3.5.2 List

The Organisation shall draw up a list including:

- a) name of the subcontractor;
- b) subcontracted activities;
- c) risk analysis.

4.3.5.3 Risk analysis

The Organisation must carry out a risk analysis on its subcontractors, who are not REMADE® certified for the required processing. This analysis is aimed at identifying the activities at risk that require auditing in order to ensure that the product complies with the requirements of these Regulations.

Note 1: subcontractors who have one or more of the following characteristics are considered to be at risk:

- a) the subcontractor classifies the input material, i.e., manages materials made up of different percentages of recycled material and by-products that are not clearly identifiable;
- b) the production site is in a different country than that of the Organisation;
- c) the subcontractor does not make the material available to the Organisation at the end of its process, i.e., sends the product directly;
- d) the subcontractor affixes the REMADE® label to the product.

4.3.6 List of necessary documentation

The Organisation shall prepare and keep updated the following documentation:

- a) organisation chart identifying the roles and responsibilities of the subjects involved in the REMADE® certification and the related job description;
- b) procedure for the qualification of the supplier of products related to REMADE® certification;
- c) procedure for the control and acceptance of the incoming product;
- d) procedure for the identification of the product during storage and processing;
- e) procedure for the verification and traceability and for the calculation of the annual mass balance;
- f) procedure for the labelling of certified products;
- g) the Register indicated in point 4.3.3.2;
- h) the Traceability Plan indicated in point 4.3.3.3.

4.3.7 Definition of the percentage of recycled, recovered material and by-products

Recycled, recovered material and by-products content declarations concerning REMADE® certified products must always be made stating the percentage of recycled, recovered material and by-products contained therein.

The content of recycled, recovered material and by-products must be expressed quantitatively as a percentage, calculated as follows. As there are no methods available for the direct measurement of the content of recycled, recovered material and by-products in a product, the mass of the material obtained from the recovery process should be used, after calculating losses and other deviations.

$$X (\%) = (A/P) \times 100$$

X is the recycled material content, expressed as a percentage
A is the mass of recycled, recovered material and by-products
P is the mass of the product

4.3.8 Rebranding:

In the event that the subject of the certification are already REMADE certified products subject to rebranding in accordance with the definition in these TR, the Organisation must be in possession of the documentation useful for identifying the products and proving identity with the already certified products, and in particular:

- REMADE certificates in force for the products intended to be certified with rebranding;
- technical data sheets of the products subject to rebranding (with the contents referred to in point 4.2.2 of these TR);
- calculation of the mass balance referred to in point 4.3.1.4;
- purchase and sale documents between the supplier and the company wishing to certify with rebranding and transport documents showing the identity and quantities of the products purchased;
- declaration signed by the legal representative (of the company that intends to certify with rebranding) certifying that the products subject to certification have not been altered;
- table of correspondence with the different product names.

The sales documentation for the rebranded products must contain the information set out in point 4.3.4.2 of these TR.

The rebranding feature must be evident from the Certification Report and the certificate issued.

5. RECOGNITION OF PRODUCTS WITH OTHER CERTIFICATIONS

For the purposes of the REMADE® certification, other product certifications may be recognised as proof of some of the requirements of these Regulations, in particular those set out in point 4.3. The certifications assessed and approved by REMADE® for this purpose can be found in the Annex “Recognised certifications”, published on the website www.remadeitaly.it, where it will be indicated, in addition to the identifier, also the specific point considered fulfilled by the relative possession.

6. AUDITS

6.1 SAMPLING AND DURATION OF AUDITS

The duration of the audits for the issue of the REMADE® certification depends on the number of samples to be taken, determined as follows.

During the audits, which must be carried out at least once a year, all the requirements of this document must be assessed; for sampled products, the implementation of the requirements of the previous chapter 4.3 must be fully verified.

The documents analysis must be carried out every time products to be certified are evaluated for the first time; during inspections, in the absence of new products or significant changes to the production process, only the field audit is carried out.

For the determination of the number of samples, the following instructions apply:

- according to the number of families subject to certification, the number of samples is determined as follows (Table 1):
- the sampling must be representative of all product categories, provided that the production processes of the products subject to certification are different, during the three-year period of validity of the certification.

TABLE 1 – SAMPLING BY FAMILY, AUDIT DURATION AND FEE

NUMBER OF FAMILIES SUBJECT TO CERTIFICATION	MINIMUM NUMBER OF FAMILIES* TO BE SAMPLED	MINIMUM AUDIT DURATION				FEE**	
		MINIMUM DOCUMENTARY ANALYSIS DURATION		MINIMUM FIELD ANALYSIS DURATION			
		ITALY	EXTRA ITALY	ITALY	EXTRA ITALY	ITALY	EXTRA ITALY
from 1 to 5	1	0.5 days	1.0 days	1.0 days	2.0 days	FEE x 2	FEE x 3
from 6 to 10	2	0.5 days	1.0 days	1.0 days	2.0 days	FEE x 2.5	FEE x 3,5
from 11 to 20	3	0.5 days	1.0 days	1.5 days	2.0 days	FEE x 3.0	FEE x 4
from 21 to 30	4	0.5 days	1.0 days	2.0 days	3.0 days	FEE x 3.5	FEE x 4,5
from 31 to 45	5	0.5 days	1.0 days	2.5 days	3.0 days	FEE x 4	FEE x 5
Over 45	The $\sqrt{}$ approximated by excess	0.5 days	1.0 days	previous range, over 0.5 days every 2 families sampled	previous range, over 0.5 days every 2 families sampled	To be determined	To be determined

NOTES

Multi-site companies:

- 1) Production sites must all be audited in the first year. For subsequent years, the $\sqrt{}$ approximated by excess must be audited.
- 2) FEE increase by 0.5 for each production site beyond the 1st. The production site must be indicated in the certificate.

* See definition of “Family” in Chapter 2 of these Regulations.

** FEE are collected by the Conformity Assessment Body on behalf of REMADE. The economic value in Euro of the FEE is set out in the Agreement signed by REMADE with the Conformity Assessment Body (ref. Point 6.6 TR RMI_CABs).

In the case of an extension of the audit at suppliers (referred to in point 4.3.2.1) the minimum duration of the field audit is 0.5 days. The FEE will be increased by 1 for each supplier audited.

*** FEE applicable if production takes place in production sites outside the Italian territory.

6.2 INCREASE AND REDUCTION IN AUDIT TIME

Audit time may be reduced or increased, according to the assessment of the Conformity Assessment Body, in the cases listed below. Any increase or reduction in the duration of the audit, that may be applied by the Conformity Assessment Body according to the indications given in this paragraph, do not affect the determination of the FEE, for which reference is made to in Table 1 and the notes below.

The reduction in duration referred to in the following points cannot be cumulated. In any case, the minimum duration of the field audit is 1 day.

Reduction (optional)

- 1) for Organisations holding an ISO 14001 certificate issued under accreditation, by bodies that are signatories to the EA/MLA agreements for such schemes, and whose scope is the manufacture of the products for which certification has been requested: reduction in the duration of field audit by 0.5 days. In this case the CAB, in making its decisions, during the entire certification process, must also evaluate the results of the ISO 14001 audits;
- 2) for Organisations holding the certifications given in Section 5: reduction in the duration of field audit by 0.5 days;
- 3) for Organisations that manufacture products with all REMADE certified recycled components: reduction in the duration of field audit by 0.5 days;
- 4) in case of rebranding: only the documentary phase aimed at verifying the actual correspondence of the certified products will be possible. In this case the minimum duration of the audit and the FEE are determined according to the Table below without the possibility to reduce audit time (Table 2).

TABLE 2 – SAMPLING BY FAMILY, AUDIT DURATION AND FEE FOR REBRANDING

NUMBER OF FAMILIES SUBJECT TO CERTIFICATION	MINIMUM NUMBER OF FAMILIES TO BE SAMPLED*	MINIMUM AUDIT DURATION		FEE**
		MINIMUM DOCUMENTARY ANALYSIS DURATION	MINIMUM FIELD ANALYSIS DURATION	
from 1 to 5	1	0.5 days	-	FEE x 1.5
From 6 to 10	2	0.5 days	-	FEE x 1.5
from 11 to 20	3	1 days	-	FEE x 2
from 21 to 30	4	1 days	-	FEE x 2
from 31 to 45	5	1.5 days	-	FEE x 2.5
Over 45	The √ approximated by excess	1.5 days	-	To be determined

Increase

- 1) For multi-site Organisations: increase in the duration of field audit by 0.5 days for each production site.
- 2) In cases of subcontracting, the CAB must assess the qualification and control criteria of the subcontractors used by the company: increase in the duration of the audit by 0.5 days for each subcontractor audited.