

Annex to Certification Regulation



TÜV AUSTRIA Group – Business Assurance

KFM-002b, Rev.01

Confirmation Regulation for Sustainable Procurement

**Guidance
Standard**

ISO 20400:2017

Accreditation Standard

N/A

**Confirmation
Cycle**

The confirmation is valid for three (3) years. To maintain the validity of the confirmation, an annual evaluation shall be carried out. Before the expiration date of the confirmation, a reconfirmation evaluation is conducted in order to renew the validity of the confirmation for the next three-year cycle.

The initial evaluation is carried out in two (2) stages. Stage 1 may not be implemented at the client's premises. The interval between the two stages may not exceed six (6) months. In the event that this period elapses or significant changes occur that affect the Sustainable Procurement Management System, Stage 1 must be repeated. The results of Stage 1 may lead to the postponement or cancellation of Stage 2.

Evaluation planning and timetable: The annual evaluation process has to be completed with due date the one of the confirmation decision, after the Initial Confirmation evaluation. Correspondingly, the reconfirmation evaluation process has to be completed within the same time frame. Example:

Confirmation Decision	1 st Surveillance	2 nd Surveillance	Reconfirmation evaluation
15/7/2024	15/7/2025	15/7/2026	15/7/2027

In case of exceeding time limits, the confirmation is suspended for six (6) months and after this period is finally withdrawn.

In reconfirmation evaluations, a Stage 1 may be conducted when there have been significant changes in the system of Sustainable Procurement or in the framework within which it operates (e.g. changes in legislation), and the client.

**Evaluation
Criteria /
Characterization
of Non-
Conformities**

1: Full Compliance

2: Opportunities for Improvement: No further action is required by the client

3: Minor Non-Conformity(-ies): reviewed and accepted the client's plan for correction and corrective action. Effectiveness of client's corrective action is reviewed during the next evaluation

4: Major Non-Conformity(-ies): Correction through submission of Documents

5: Major Non-Conformity(-ies): Correction through re-evaluation

**Time allowed to
close Non-
Conformities**

Confirmation Evaluation: 2 months after the completion of the evaluation

Surveillance: 2 months after the date of the evaluation or no later than the due date of the Confirmation Decision

Reconfirmation Evaluation: 2 months after the date of the evaluation or no later than the due date of the Confirmation Decision

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Contractual Duration

The duration of the service and the contractual obligation comes into force upon signature by both parties (TÜV AUSTRIA and Client Organization) and is valid for (3) three years of the relevant offer in cases of initial confirmation or re-confirmation.

In the case of transition to a new version of the guidance, the duration of contractual obligation is valid until the confirmation expiry date mentioned on the relative paragraph of the guidance.