

The present document explains how providing accurate information in an application for an OK compost®, Seedling®, OK biodegradable® and/or OK biobased® certification improves the efficiency of the application process.

This document does not describe the full Application & Certification Process, this document can be found on our website. [[Application & Certification Process](#)]

Our online application form can be found on our website. [[Online Application Form](#)]

TÜV AUSTRIA requires detailed and often confidential information from our customers. As such we can engage in an NDA even before an offer is set up. With or without an NDA we treat all information from our customers as strictly confidential.

What administrative information should I provide?

- **Complete company name and address**
- **Number** and address(es) of the production site(s) (*if applicable*)
- **Contact information**
 - o contact details
 - o invoicing address
- **Purchase order** requirements if applicable
- **VAT** number for EU clients
- Can the certificate be published on our online database once the certification is complete? [[Database of certified products](#)]

What technical information should I provide?

A complete product description is necessary to provide an accurate offer:

- **Tradename** of each product to be certified
- **Product category** of the product to be certified [[List of product categories](#)]
- **Tradename and manufacturer** of each component / constituent
- **Technical documentation** for each component / constituent (safety data sheet, technical data sheet or similar)
- **Mass percentage** of each component / constituent
- Dry mass percentage for OK compost®, Seedling®, OK biodegradable®
- Wet mass percentages for OK biobased®
- Whether the composition is a **fixed composition or a range**
- **The certificate number** if a component is OK compost®, Seedling®, OK biodegradable® and/or OK biobased® certified

A clear description of the **purpose of the product**. In order to avoid greenwashing, the possibility of certification for certain types of products may have to be assessed by the certification committee before starting the certification process.

The **structure** information usually applies to the finished or intermediate products. They are necessary to assess the disintegration characteristics of a product.

- **Dimensions, thickness, grammage**
- **Technical drawings** for 3D products (coffee capsules, cups, cutlery, etc)
- **Volume and surface** of 3D product: volume of material subject to certification, surface area corresponds to the entire surface (including outside parts, inside parts, rim, etc.)
- Specify if the product is a **multi-layer structure** or a **blend**

Which name will appear on the certificate?

- ✓ **The name and address of the company that accepts the contract will be the name and address of the company that will appear on the certificate.**

The contract for an OK compost®, Seedling®, OK biodegradable® and/or OK biobased® certification is an acceptance of our General Product Certification rules and hence the name on the certificate and on the contract have to be identical. [[General Product Certification Rules](#)]

What is a sublicense?

- ✓ A sublicense is issued for an already certified product which is sold by a third party who wishes to obtain his own certification.

If you are selling an already certified product and do not modify it in any matter (printing, sealing, folding, etc.) you may apply for a sublicense certification which is an easier and faster certification process. The original licensee will have to give his authorization for this. If you do the final manufacturing step yourself, you cannot apply for a sublicense. Sublicenses of sublicenses are not allowed.

Where can I get my products tested?

- ✓ As an independent certification body TÜV AUSTRIA does not perform the laboratory testing for the green mark certificates itself in order to maintain a neutral position towards the test results.

Once a contract is set up between the applicant and TÜV AUSTRIA a Conformity Assessment Officer will set up a “pre-analysis report” if laboratory tests are necessary. This report details the necessary laboratory tests which can be carried out by one of our registered laboratories that have been approved by TÜV AUSTRIA. [[Registered Laboratories](#)]

- ✓ If you wish to test your product at a laboratory that is not one of our registered laboratories, this lab has to be independent and ISO 17025 accredited for the concerned test standard. These are exceptional and have to be confirmed on case-by-case basis by TÜV AUSTRIA.

Products that are already certified for another certification scheme than the one that I apply for.

- ✓ Existing test, assessment reports and/or certificates from other certification bodies or different certification schemes may be used but the complete certification report and relevant laboratory reports are required and have to be evaluated and approved.

While certifications from other certification bodies can be used for your certification this information has to be assessed by TÜV AUSTRIA, we cannot issue certificates based on information that has not been thoroughly reviewed.

How does this make the process more efficient?

- ✓ An accurate product description is necessary in order to set up an accurate certification scope. An accurate description will allow us to set up the correct certification process, avoiding a later revision and associated delays.

The contract and pre-analysis report for an OK compost®, Seedling®, OK biodegradable® and/or OK biobased® certification will depend on the number and complexity of the submitted product(s) and as such an accurate product description is necessary. Otherwise a revision of the certification process may be needed or the scope (products covered by) of the certificate may not meet the applicant's expectations.

- ✓ Providing detailed information facilitates the assessment of your products

Once the contract is set up and signed the project will be assigned to a Conformity Assessment Officer. The first step will be to set up a pre-analysis report which determines the necessary laboratory tests for the submitted product(s). Certain materials are exempted from tests, which is assessed by the Conformity Assessment Officer. This allows for significant time and costs savings as some products based on certified materials can be totally exempted of laboratory tests.

Without a complete product disclosure, it is not possible to determine which tests can be avoided.