



LCACP Management system

Management System for Certification of LCA Professionals

1. Preamble

- 1.1. This document describes how the Australian Life Cycle Assessment Society (ALCAS) and the Life Cycle Association of New Zealand (LCANZ) will manage their programs for certification of individual LCA Certified Professionals (LCACP) in conformance with ISO 17024.
- 1.2. ALCAS is a not-for-profit organization incorporated under the laws of Australia and the State of Victoria. Its principal place of business is in Melbourne, Victoria. LCANZ is a not-for-profit organization incorporated under the laws of New Zealand.
The mission of ALCAS and LCANZ is to cause rapid and broad based development and use of LCA throughout the Australian and New Zealand economies and consistent with international development of LCA.
- 1.3. Building on international development of LCA practitioner certification, ALCAS and LCANZ have reached agreement with the American Center for Life Cycle Assessment (ACLCA) to adopt the existing ACLCA Certification scheme in Australia and New Zealand. Until further notice, ALCAS will administer the program in both Australia and New Zealand.
 - 1.3.1.(a) ACLCA performed a survey to determine whether a certification was desired. The survey was conducted via the internet and had participation from those conducting and commissioning LCA's as well as those using LCA results for decision-making. Over 100 respondents indicated widespread support for a certification (only 17 percent opposed certification).
 - (b) The Boards of ALCAS and LCANZ have determined there is a need for certification in Australia and New Zealand as well. Various stakeholders from the building sector in Australia have approached Board members with a request for such a scheme.
- 1.3.2. The formation of this management system was developed by a management committee composed of interested parties. These included representatives of industry, academia, consulting firms, and NGO's, and had participation from both individuals in the USA as well as other countries.
- 1.3.3.(a) The criteria for certification were developed by a Criteria Committee, with similar representation. The ongoing functions of these committees were combined into a single committee, the Certification Committee, effective since 2009, one year from initial implementation of this system.
As part of the agreement with ACLCA, both ALCAS and LCANZ have and will continue to have representation on this committee.

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2. Definitions

- 2.1. LCA: Environmental Life Cycle Assessment
- 2.2. LCA Professional: an individual with the knowledge and skills to perform an LCA
- 2.3. LCA Certified Professional (LCACP): An LCA professional whose skills have been verified through the ACLCA/ALCAS/LCANZ certification procedure.
- 2.4. ACLCA: American Center for Life Cycle Assessment.
- 2.5. Criteria: objective standards used to judge the competence of LCA professionals.
- 2.6. ISO 17024 The international standard Conformity assessment — General requirements for bodies operating certification of persons
- 2.7. NGO: Non-governmental organization
- 2.8. ALCAS: Australian Life Cycle Assessment Society
- 2.9. LCANZ: Life Cycle Association of New Zealand
- 2.10. LCACP: Life Cycle Assessment Certified Professional

3. Roles and Responsibilities

3.1. Certification Criteria

- 3.1.1. The technical criteria for the certification are developed and maintained by the Certification Committee.

3.2. Criteria for participation on the Certification Committee

- 3.2.1. The Certification Committee must include representatives of the following stakeholders in the process:
 - Producers of LCA's
 - Consumers of LCA's
 - Interested parties

- 3.2.2. Terms of participation on this committee are for 3 years, staggered and renewable.

3.3. Role of the Certification Committee

- 3.3.1. The Certification Committee is responsible for maintaining and updating certification criteria and ongoing updating of the certification management system.

3.4. Financial Issues

- 3.4.1.(a) In the USA, all financial issues are the responsibility of the Board of ACLCA, implemented through ACLCA staff and volunteers. The ACLCA board is responsible for hiring, firing and reviewing the ACLCA executive director, and approving the budget annually. It also receives reports on the status of the certification program at least annually, and makes suggestions for improvement.
- (b) In Australia and New Zealand, financial issues connected with the LCACP Certification scheme are the responsibility of the ALCAS and LCANZ Boards.

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(c) Budgets and fees are set in each jurisdiction separately. Each jurisdiction has the ability to implement changes to the budget and financial management of their program without requiring approval from other jurisdictions to do so.

3.5. Implementation

3.5.1. All implementation of this certification is the responsibility of the Executive director, directly or through any staff, volunteers or contractors. The ACLCA Executive director has delegated responsibility of these tasks to the Australian representative on the Certification Committee for matters relating to Australia and New Zealand.

Implementation includes:

- Managing all documentation, including procedures
- Hiring reviewing and replacing any staff, contractors, affiliates or volunteers
- Assuring that examinations are performed in an impartial manner
- Making the certification decision and providing certificates of certification
- Monitoring the function of the program
- Reporting to the ACLCA, ALCAS and LCA NZ Boards on program status
- Taking corrective action to improve the program as necessary.

3.5.2.(a) ACLCA will not undertake direct training of LCA professionals, although it may facilitate the development of training materials to be used by colleges and universities to train LCA professionals.

(b) ALCAS and/or LCA NZ may undertake training of LCA professionals, directly or indirectly through its members.

3.6. Complaints

3.6.1. From time to time, ACLCA, ALCAS or LCA NZ may receive complaints about the performance of a certified individual, or someone falsely claiming certification. These complaints will be investigated and a decision made for corrective or disciplinary action, (including potential revocation of certification and legal action). The body receiving such complaints is the ACLCA Executive Committee or ALCAS Executive Committee or LCA NZ Executive Committee respectively, in accordance with their procedure, which is posted on the ACLCA, ALCAS and LCA NZ websites.

3.6.2.(a) In the USA, all LCA Certified Professionals are required to sign a document indicating they adhere to the ACLCA ethics statement, as posted on the ACLCA website.

(b) In Australia and New Zealand, all Certified Professionals are required to sign a document indicating they adhere to the ALCAS and LCA NZ Code of Conduct for Members and in addition the ALCAS and LCA NZ Code of Conduct for LCA Certified Practitioners, as posted on the ALCAS and LCA NZ websites.

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4. Certification Criteria

4.1. Prerequisites

4.1.1. Candidates for certification must meet the prerequisites by one of the methods outlined on the ACLCA, ALCAS and LCA NZ websites. From time to time these prerequisites and mechanisms for meeting prerequisites may be altered by the Certification Committee.

4.2. Examination

4.2.1. The applicant must pass a written examination in English, demonstrating knowledge of the criteria for LCACP. These criteria are available on the ACLCA, ALCAS and LCA NZ websites, and may be changed from time to time by the Certification Committee.

4.3. Maintenance of Certification

4.3.1. The LCACP certification is valid for three years, beginning in the year in which certification was achieved. Certification is maintained through the accumulation of continuing educational units or re-examination.

4.3.2. The details of the recertification process are described in the LCACP Certification renewal guidelines, which are posted on the ACLCA, ALCAS and LCA NZ websites. These guidelines may be changed from time to time by the Certification Committee.

5. Mechanics of the Certification

5.1. Physical Examination Facilities

5.1.1. Facilities for physical examination will be quiet, provide adequate level writing space and adequate lighting for the candidates. The candidates will be placed at least four feet (1.25 meters) apart or will have visual barriers between candidates. Upon request, facilities will be sought to accommodate the needs of individuals with disabilities.

5.2. Advertisement of the Certification Examinations

5.2.1. In order to assure that the examinations are available to all, the examinations will be advertised in the following locations

- The ACLCA, ALCAS and LCA NZ websites, including a website that includes all relevant testing information
- The ACLCA email list and ALCAS and LCA NZ Newsletters
- Potentially, relevant journals and list-servers
- Via brochures or flyers at relevant trade shows and conferences.

5.2.2. The advertisement shall include, at a minimum

- The date, time, duration and location of the examination
- The certification to which the examination refers
- Any prerequisites for the examination
- A person and contact details to obtain further information.

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5.3. Documentation Control

- 5.3.1. ACLCA and ALCAS maintain all certification documents for at least two years after the expiry of LCACP applicability. These documents include
 - 5.3.1.1. Versions of all procedures
 - 5.3.1.2. Documentation of qualifications of proctors and examiners
 - 5.3.1.3. Certification applications
 - 5.3.1.4. Testing materials
 - 5.3.1.5. Completed tests
 - 5.3.1.6. Documents showing certification decisions
 - 5.3.1.7. Complaints documentation and resolution
 - 5.3.1.8. A current list of all certified professionals
 - 5.3.1.9. Monitoring & corrective & preventive action reports
- 5.3.2. All documents containing personal information shall be maintained confidential, and shared only with the written permission of the person.
- 5.3.3. All documents are stored in a secured location. Documents are stored as either electronic documents or as hard copies, with electronic copies preferred. At regular intervals all electronic copies will be backed up and stored in a secure location.

5.4. Application Documents

Application forms for certification will be available on the ACLCA, ALCAS and LCA NZ websites. The forms collect information about the candidate including:

- 5.4.1. Name
- 5.4.2. Address and other contact information
- 5.4.3. Affiliation
- 5.4.4. Any assistance needed to undertake the examination
- 5.4.5. Confirmation of commitment to the ACLCA code of ethics or ALCAS Code of Conduct and compliance with the relevant provisions of the certification scheme
- 5.4.6. Commitment to make claims regarding certification only with respect to the scope for which certification has been granted
- 5.4.7. Commitment not to use the certification in such a manner as to bring the ACLCA and/or ALCAS and/or LCA NZ into disrepute, and not to make any statement regarding the certification which ACLCA/ALCAS/LCA NZ may consider misleading or unauthorized
- 5.4.8. Commitment to discontinue the use of all claims to certification that contains any reference to ACLCA, ALCAS and/or LCA NZ or certification upon suspension or withdrawal of certification, and to return any certificates issued by the ACLCA, ALCAS or LCA NZ
- 5.4.9. Commitment not to use the certificate in a misleading manner, and
- 5.4.10. A recent passport-style photograph.

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5.5. Certification Documents

5.5.1. LCACP Certificates contain the following information:

- the name of the certified person and a unique certification number;
- the name of the relevant certification body (ACLCA, ALCAS or LCANZ);
- a reference to the competence standard or other relevant documents, including issue, on which the certification is based;
- the scope of the certification, including validity conditions and limitations;
- the effective date of certification and date of expiry.

5.6. Qualification of Proctors/examiners

5.6.1. All certifications are based solely on the information gathered during the application and examination process.

5.6.2. All proctors are trained on how to maintain document control and examination conditions per the LCACP Proctor Procedure. Proctors will sign a document that confirms they understand the relevant procedures, and that includes

- their name
- affiliation & job title
- contact information

5.6.3. All examiners will be trained on the document control procedure and must sign a document that includes their name, affiliation and background and confirms them to

- Be familiar with the ACLCA / ALCAS / LCANZ certification scheme,
- Have a thorough knowledge of the relevant examination methods and examination documents,
- Be appropriately competent in the field of LCA,
- Be fluent (both in writing and orally) in English, and
- Be free from any interest so that they can make impartial and nondiscriminatory judgments

5.6.4. In the event that an examiner has a potential conflict of interest with a particular candidate, efforts will be taken to address the potential conflict, and those efforts documented.

5.6.5. Written examinations will be stripped of personal identifiers prior to being evaluated.

6. Monitoring, Corrective and Preventive Action

ACLCA and/or ALCAS/LCANZ will review the certification program at regular intervals and as needed. These reviews will take place

- 6.1. At the completion of each examination event. ACLCA and/or ALCAS/LCANZ will discuss the event with the examiner and seek ways to improve the events.
- 6.2. Annually, an internal audit to review the overall program. A report will be submitted to the ACLCA Board and copies to the ALCAS and LCANZ Boards, including any suggestions for improvement. The audit will review documentation of examination events, certification statistics and all open corrective actions.

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- 6.3. In the event of complaints being raised. Resolutions of the complaint will include a report to be shared with the source of the complaint.
- 6.4. Complaints will be addressed with the view to permanently correct any problem, and may require modifications of procedures or the management system itself. In the event of the management system being changed, ACLCA and/or ALCAS/LCANZ will notify the Certification Committee who may intervene.

7. Use of Certification Mark

7.1. Approved Certification Mark

- 7.1.1.(a) ACLCA Certified individuals may use the following approved ACLCA certification mark to emphasize ACLCA Certification on business media such as letterheads, business cards, website and other appropriate business communication media.
- (b) Australian Certified individuals may use the following approved ALCAS certification mark to emphasize ALCAS Certification on business media such as letterheads, business cards, website and other appropriate business communication media.
- (b) New Zealand Certified individuals may use the following approved LKANZ certification mark to emphasize LKANZ Certification on business media such as letterheads, business cards, website and other appropriate business communication media.



7.2. Guidelines of Use

These guidelines must be followed when using any of the approved (ACLCA/ALCAS/LKANZ) certification marks:

- 7.2.1. The certification mark may not be revised or altered in any way. It must be displayed in the same form as produced by ACLCA/ALCAS/LKANZ and cannot be reproduced unless such reproduction is identical to the certification mark provided by ACLCA/ALCAS/LKANZ.
- 7.2.2. The ACLCA/ALCAS/LKANZ certification mark may be used only on business cards, stationary, forms of certificate holders, letterhead, websites, inspection tags, and similar documents on which names and addresses of businesses are prominently displayed.
- 7.2.3. The ACLCA/ALCAS/LKANZ certification mark may not be used in any manner that detracts from the intent of use espoused by ACLCA/ALCAS/LKANZ.
- 7.2.4. The certification mark may not be used in any manner which would tend to imply a connection between ACLCA/ALCAS/LKANZ and the certification which, in fact, may not exist. This includes any use of the certification mark that the public might construe as an endorsement, approval or sponsorship by ACLCA/ALCAS/LKANZ of a certification holder's

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business, or which might be taken to support or encourage a certification holder's sale of a product or services. You are allowed to print the certification mark on an advertisement or product literature.

- 7.2.5. Without limiting the foregoing restrictions, the certification mark may in no case be shown larger than 4 inches or 100 millimeters in size on a full A4 page (8.5"x 11") or proportionally on a smaller page.
- 7.2.6. No person gains any rights whatsoever in the logos or their use; they remain the property of ACLCA/ALCAS/LCANZ. ACLCA/ALCAS/LCANZ reserve the right in their sole discretion to require the certification mark's removal from any location or object ACLCA/ALCAS/LCANZ feels does not comply with these guidelines, or which could or does discredit ACLCA/ALCAS/LCANZ. Use of the certification mark is prohibited if the ACLCA/ALCAS/LCANZ Certification is expired.
- 7.2.7. It is understood and acknowledged that use of ACLCA/ALCAS/LCANZ's certification mark is a privilege. Permission to use ACLCA/ALCAS/LCANZ's certification mark is granted at the discretion of ACLCA's Board of Directors, or its designee, for permissible uses only. Those persons who have been granted permission to use the certification mark do so pursuant to the rules and guidelines established by ACLCA's Board of Directors and ALCAS/LCANZ. Persons granted permission to use ACLCA/ALCAS/LCANZ's certification mark must familiarize themselves with the established rules and guidelines for use and must execute approved agreements setting forth the rules and guidelines for use as set out in this section.
- 7.2.8. ACLCA/ALCAS/LCANZ retain the right, at their sole discretion, to suspend or revoke any person's permission to use its certification mark. In most circumstances, when ACLCA/ALCAS/LCANZ is informed that a person is misusing the certification mark, ACLCA or ALCAS/LCANZ will provide the person notice of the misuse and a reasonable opportunity to comply with these rules and guidelines. However, ACLCA/ALCAS/LCANZ retain the right to suspend or revoke privileges without notice and an opportunity to correct, particularly when the violation is of a gross nature and more immediate action is necessary to stop misuse.
- 7.2.9. Actions by ACLCA and/or ALCAS/LCANZ to suspend or revoke use of the certification mark will be communicated in writing to the person whose privileges are being suspended or revoked and to all other persons affected by the decision. ACLCA and/or ALCAS/LCANZ may also publicize its actions on its website and/or any other of its publications. Should any person continue use of ACLCA/ALCAS/LCANZ's certification mark after notice of suspension or revocation, ACLCA and/or ALCAS/LCANZ shall seek full equitable and/or legal remedies through a court of competent jurisdiction.