

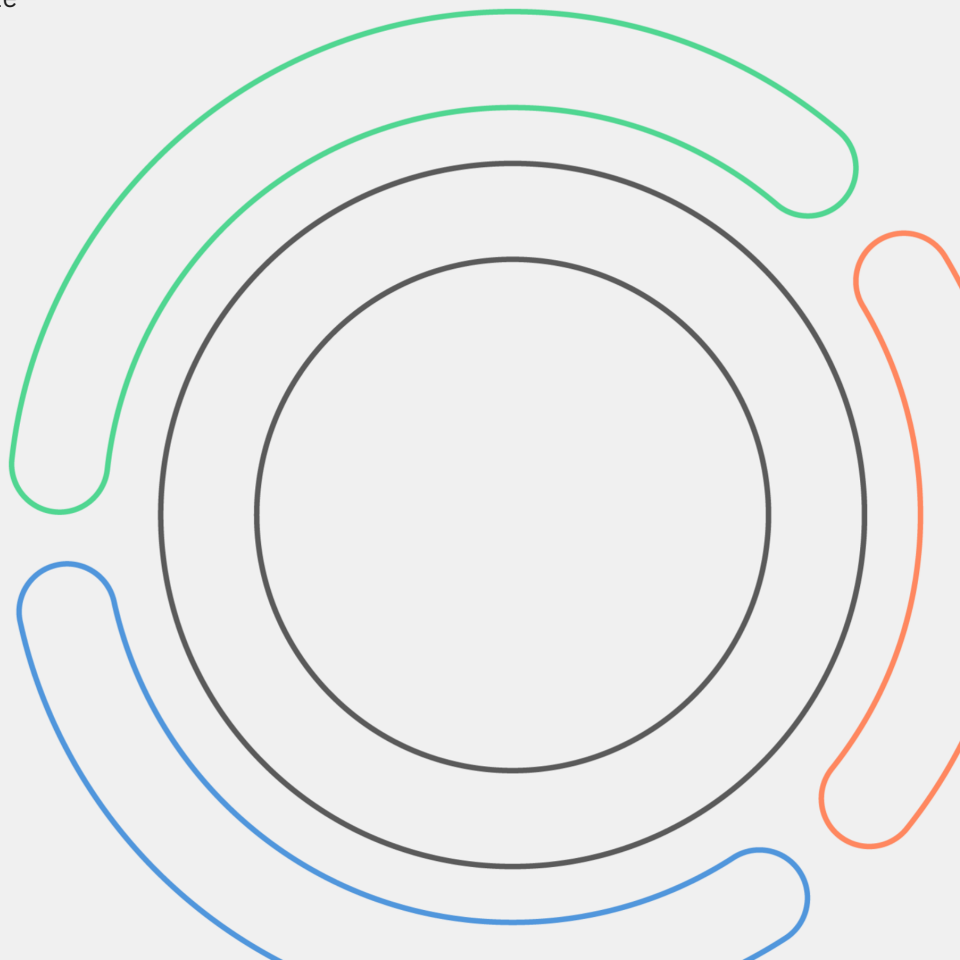
Z 7

Requirements for Certification Bodies and Assessors

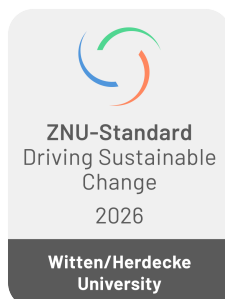
ZNU-Standard Driving Sustainable Change 2026

Kesta Ludemann, Christian Geßner,
Axel Kölle, Maike Dilly, Melina Heinze
Jona Nelson

As of 20/03/2026 | Rev. 3.0



The ZNU - Centre for Sustainable Leadership is the standard provider / programme owner of the ZNU-Standard Driving Sustainable Change.



This document is to be used together with the current versions of the ZNU-Standard Driving Sustainable Change (in short: ZNU-Standard) Z 1 to Z 3 and Z 5 to Z 9. The German version serves as the original reference document. The documents including all their parts are protected by copyright. Any use or dissemination is not permitted without the consent of the standard issuer - the ZNU - Centre for Sustainable Leadership at the University Witten/Herdecke. This applies in particular to reproductions, translations and microfilming.

The ZNU strives to use gender-appropriate language in order to avoid discrimination and exclusion. Where possible, we use gender-neutral terms. However, in technically related cases, gender-specific forms may occur. Nevertheless, we would like to emphasise that we include and recognise all genders.

ZNU - Centre for Sustainable Leadership
Private Universität Witten/Herdecke gGmbH
Alfred-Herrhausen-Straße 50
D-58448 Witten

Phone: +49 2302 926-545,
E-Mail: znu@uni-wh.de,
Homepage: www.znu-standard.com

Publication: 20/03/2026

Content

Normative Documents and References to Definitions	4
Z 7-1.0 General	5
Z 7-1.1 Normative Documents and References to Definitions	5
Z 7-2.1 Admission and Retention of Admission	8
Z 7-2.2 Responsibilities of Certification Bodies	10
Requirements for Assessors	13
Z 7-3.1 Requirements and Admission	14
Z 7-3.2 Maintenance and Withdrawal of the Admission	16
Z 7-3.3 Responsibilities of Assessors	18
Guidelines for Certification Body Personnel with Review and Decision-Making Authority	19
Z 7-4.1 Guidelines for Certification Body Personnel	20

Z 7-1

Normative Documents and References to Definitions

Z 7-1.0 General

To ensure the success of the certification system, the quality of the independent certification bodies, their assessors and the certification bodies' decision-makers play a central role. This document is therefore aimed in particular at certification bodies and their assessors who wish to be or are approved for the ZNU-Standard Driving Sustainable Change and who apply it in practice. Together with all other Z documents, document Z 7 forms the basis for the certification 'ZNU-Standard Driving Sustainable Change' and is binding for its users.

In addition, the international standard DIN EN ISO/IEC 17065 applies to the ZNU-Standard. It forms the framework for this document Z 7 and, together with the following additions and explanations, serves as a basis for certification bodies and assessors to ensure correct assessments and certification of the ZNU-Standard. The further regulations listed in Z 7-1.1 are applicable pursuant to clause 6.2.1 of DIN EN ISO/IEC 17065 for the evaluation (referred to as 'assessment' in the ZNU-Standard, cf. Z 8). The admission requirements include in particular the necessary competences, consistent working methods and the impartiality of certification bodies. In addition, the following is also regulated: the responsibility to review sufficient objective evidence, the disclosure of information and the handling thereof in a trustworthy manner, and the handling of complaints using a systematic, risk-based approach, in order to ensure confidence in conformity assessment activities.

Z 7-1.1 Normative Documents and References to Definitions

The following normative documents are to be applied in their current version:

- DIN EN ISO/IEC 17065, Conformity assessment – Requirements for bodies certifying products, processes and services
- DIN EN ISO/IEC 17020, Conformity assessment – Requirements for the operation of various types of bodies performing inspection
- DIN EN ISO/IEC 17021-1, Conformity assessment – Requirements for bodies providing audit and certification of management systems – Part 1: Requirements
- DIN EN ISO/IEC 17021-3, Conformity assessment – Requirements for bodies providing audit and certification of management systems – Part 3: Competence requirements for auditing and certification of quality management systems
- as well as the applicable mandatory IAF MD documents in the context of DIN EN ISO/IEC 17021:
 - IAF MD 1 – Mandatory Document for the Auditing and Certification of a Management System Operated by a Multi-Site Organisation
 - IAF MD 2 – Mandatory Document for the Transfer of Accredited Certification of Management Systems

- IAF MD 4 – Mandatory Document for the Use of Information and Communication Technology (ICT) for Audit/Assessment Purposes
- IAF MD 5 – Mandatory Document for Duration of QMS and EMS Audits
- DIN EN ISO 19011, Guidelines for auditing management systems
- ZNU-Standard Driving Sustainable Change 2026 – Z 1 to Z 9

While Z 1 primarily provides an overview of the standard, the core content of which is Z 2 'Requirements with Means of Compliance', Z 3 deals with the scope of application. Reference is also made here to Z 4 'Your Path to Certification', Z 5 'Multi-Site Certification' and Z 6 'Rules of Communication', which are necessary as a basis for the certification bodies and their employees for the certification of the ZNU-Standard. Z 8 'Definitions, Fundamentals and Index' explains the terminology used, and Z 9 explains the quality assurance of the standard.

Z 7-2

Admission and Responsibilities of Certification Bodies

Z 7-2.1 Admission and Retention of Admission

The following requirements must be met to be admitted as a certification body for the ZNU-Standard Driving Sustainable Change:

1. A signed cooperation agreement with the ZNU – Centre for Sustainable Leadership at the University Witten/Herdecke (standard setter).
2. Proof of DAkkS accreditation for the ZNU-Standard in accordance with DIN EN ISO/IEC 17065. For the transition to accreditation for the ZNU-Standard Driving Sustainable Change 2026, the certification body may issue a maximum of 10 certificates if the certification body has already submitted an application for accreditation to the DAkkS. This means that a maximum of 10 certification procedures may be carried out without accreditation until the accreditation of the ZNU-Standard Driving Sustainable Change 2026 is submitted (cf. the following section).
3. The person(s) conducting assessments or deciding on certification in the certification body have sufficient competences (cf. Z 7-3 & Z 7-4).¹
4. The ZNU-Standard is integrated within the framework of the certification body's general quality management system and reviewed and evaluated accordingly (in line with DIN EN ISO/IEC 17065). The management system of the certification body governs, among other things, the requirements for the competences of personnel, legal and contractual matters, compliance with impartiality, liability and financing, as well as structures and responsibilities.

If all these requirements are met, admission as a certification body is granted.

The following requirements must be met **for a certification body to maintain its admission**:

- Annual exchange with the ZNU of the University Witten/Herdecke as standard setter: Participation of the responsible contact person of the certification body for the ZNU-Standard in at least one ZNU-Standard certification body workshop per year.
- 2 certification procedures per year for the ZNU-Standard Driving Sustainable Change.
- Unsolicited submission of the current DAkkS report on the ZNU-Standard accreditation assessment.
- Compliance with the transition periods for the 2026 revision: The transition to the new revision may take place in the course of the ongoing certification cycle and does not require a new initial certification. Exactly 2 years after the publication of the 2026 revision, no further initial certifications or re-certifications may be carried out under the 2018 version. 3 years after the publication of the 2026 revision, all certificates under the 2018 version will lose their validity.

¹ In accordance with DIN EN ISO/IEC 17065, clause 6, DIN EN ISO/IEC 17020, clause 6, and for the assessment method 'interview' in accordance with DIN EN ISO/IEC 17021-1, clause 7, DIN EN ISO/IEC 17021-3 and DIN EN ISO 19011

- Following a positive accreditation decision, the non-accredited certificates under the ZNU-Standard Driving Sustainable Change 2026 must be immediately converted into accredited certificates. In doing so, certification bodies must observe the requirements of clause 7.10 of DIN EN ISO/IEC 17065. 3 years after the publication date of the 2026 revision, no non-accredited certificates may be in circulation and only accredited certification bodies may certify the ZNU-Standard.
- Documentation and unsolicited submission to the standard setter of an overview of current proof of competence (e.g. in the form of a certificate of admission) of the persons conducting assessments and involved in the certification process, at the beginning of the year until the end of the year or during the year before a ZNU-Standard certification (e.g. due to a sector expansion). Within the framework of the quality management system, the certification body systematically governs and documents the selection, training and formal admission of those deployed in the context of ZNU-Standard certification activities.

The admission of a certification body is withdrawn if the accreditation in accordance with DIN EN ISO/IEC 17065 has not been granted or has been withdrawn by the DAkkS (this refers to the general assessment and the assessment under the ZNU-Standard).

In addition, the admission may be withdrawn by the ZNU if:

- the certification body deliberately fails to comply with the rules of the ZNU-Standard,
- objectivity or independence is not (or no longer) guaranteed,
- there is a lack of cooperation / violation of the cooperation agreement with the ZNU, or
- fewer than 2 ZNU-Standard assessments are carried out per year.

Before a decision is made on the withdrawal of the ZNU-Standard admission, the certification body is given the opportunity to explain in writing and in a personal meeting why the conditions for maintaining the admission could not be fulfilled (hearing). The ZNU then decides on the further course of action and ultimately on the retention or withdrawal of the ZNU-Standard admission.

Z 7-2.2 Responsibilities of Certification Bodies

In addition to the minimum requirements set out in the above-mentioned regulations, the responsibilities of the certification body include the following:²

- Appointment of a responsible contact person (including a deputy arrangement) for all activities related to the ZNU-Standard, who participates in the annual standard setter and certification body workshops and is responsible for seamless communication with the standard setter.³
- Assessment planning (preparation and review of offers, selection of the assessor/assessment team taking into account the admission requirements and the company's language⁴, scheduling, preparation of an assessment programme (see Annex II of the report), coordination of the assessment plan with the company, data transfer to the ZNU) as part of defined processes.
- A legally enforceable agreement for the certification under the ZNU-Standard with the company/companies⁵ (clients) and the transfer of the annual turnover-related fees to the standard setter.
- In the legal relationship with the companies, it must be ensured that the certification body has access to all necessary documents and information and access to the site. This also applies to accompanying persons (e.g. experts or the ZNU as standard setter), who may accompany the (on-site) assessment in order to assess the certification body or to verify and validate the contents and the evaluation of the ZNU-Standard (cf. Z 9), as well as by the DAkkS as accreditation body.
- In the legal relationship with the companies, it must be ensured that these may be published by name and with a link on the homepage of the standard setter (www.znu-standard.com).
- Provision of information about an upcoming certification (assessment period, assessor, company, etc.) to the standard setter at least 4 weeks before the start of the certification, otherwise at the beginning of the quarter.

² In accordance with DIN EN ISO/IEC 17065, in particular clause 7, in accordance with DIN EN ISO/IEC 17020, in particular clause 7, and in accordance with DIN EN ISO/IEC 17021-1, in particular clause 9

³ All information is passed on to the standard setter in accordance with this document or DIN EN ISO/IEC 17065. The ZNU reserves the right to manage this via a database in the future to facilitate the process.

⁴ If necessary, decision on the use of recognised and independent interpreters and/or external experts.

⁵ The ZNU-Standard is applicable to manufacturing companies, service companies as well as other organisations such as associations, universities, public authorities, etc. For the sake of readability, 'company' is used as a collective term.

- Proof of contractual rules to be complied with, including confidentiality and independence for the personnel involved in the ZNU-Standard certification process. For this personnel, the certification body must maintain, within its quality management, a competence management system that defines, documents and applies the criteria for the knowledge and skills required to conduct assessments and evaluate results, in line with the regulations referred to in Z 7-1.1.⁶ This is also used in particular to identify training needs and to ensure that the personnel involved in the ZNU-Standard certification process correctly apply the current ZNU-Standard. The competence management system covers both internal and freelance assessors (subcontracts must be legally binding) and the certification committee.
- Proof of handling of so-called 'critical locations' as the office(s) of the certification body.⁷
- Execution of an assessment (preliminary document review or pre-assessment in the context of initial certification, on-site assessment, determination of assessment results).⁸
- Assessment follow-up (complete and detailed reporting, certification decision and, if applicable, issuance of the certificate, timely submission of the information to the ZNU).
- Monitoring and ensuring compliance with deadlines or, if necessary, suspension/withdrawal of certificates (cf. Z 4-3, Z 7-2.1 and Z 8-1).
- Maintenance of a register (at least with the name, address and registration number of the certified company).
- There is at least one person who is independent from the evaluation process who reviews all information and results of the assessment. This person is trained (internally) at least once a year (cf. Z 7-4).
- There is at least one person (certification committee) who makes the certification decision independently of the evaluation process. This person is trained (internally) at least once a year (cf. Z 7-4).
- Retention of information (certification results, reports and associated documents, certificates) for the period specified in the applicable accreditation standard; data protection in accordance with (inter-)national law must be ensured.
- New requirements and documents of the ZNU-Standard must be forwarded to the already certified companies. The requirements of clause 7.10 of DIN EN ISO/IEC 17065 must be observed by the certification bodies.
- In the event of a crisis at a company (danger to people, animals, the environment, assets or to the reputation of the ZNU-Standard itself), information about this must be forwarded immediately to the ZNU (and, if necessary, to the competent authorities). The crisis management system established by the certification body supports the prevention and management of crises. The contact details of the person responsible for crisis

⁶ In particular DIN EN ISO/IEC 17065, clause 6, DIN EN ISO/IEC 17020, clause 6, DIN EN ISO/IEC 17021-1, clause 7 and DIN EN ISO/IEC 17021-3, as well as DIN EN ISO 19011

⁷ A 'critical location' is a site of the certification body where key activities in accordance with DIN EN ISO/IEC 17011 or IAF/ILAC-A5 are carried out, which must be subject to the central management system of the certification body.

⁸ In accordance with DIN EN ISO/IEC 17065, clause 7.4

management at the certification body, including a telephone number that is also valid outside business hours, must be communicated to the ZNU.

- A complaints procedure is in place and accessible to all stakeholders. If there are complaints or objections regarding the ZNU-Standard procedure, these must be evaluated, processed and communicated to the standard setter.
- The ZNU reserves the right to check compliance with the certification requirements within the framework of office assessments. For this purpose, the certification body ensures that the ZNU or a person commissioned by the standard setter has access to all documents necessary for the ZNU-Standard certification.
- Credible, appropriate and content-correct communication in connection with the ZNU-Standard and the associated certification process must be ensured (cf. Z 6). The certification body is responsible for regulating and verifying that the company no longer uses any certification marks or advertising materials containing any reference to ZNU-Standard certification in the event of suspension, withdrawal or termination of the certification (cf. Z 8-1).
- In order to use the ZNU-Standard logo and other ZNU-Standard marketing materials, a cooperation agreement with the standard setter must be in place. Compliance with the communication rules from that agreement and from the present ZNU-Standard must be ensured, as well as the immediate notification of the ZNU about any incorrect and/or misleading use of the ZNU-Standard logo or false statements about the ZNU-Standard certification by a client (cf. Z 6 and Z 9).
- If the client changes the certification body, all relevant information and documents from the previous or ongoing certification cycle must be made available to the next certification body and the transfer of the certification must be carried out in accordance with IAF MD 2, Mandatory Document for the Transfer of Accredited Certification of Management Systems. The new certification body informs the standard setter about the change immediately after the signing of the contract. Depending on the assessment of the new certification body, a special assessment may take place before the actual ZNU-Standard assessment to ensure that all open deviations have been resolved.

Z 7-3

Requirements for Assessors

Z 7-3.1 Requirements and Admission

For assessors, the following general admission requirements apply for participation in the training and examination to become a ZNU-Standard assessor, taking into account the above-mentioned internationally applicable standards:

5. Affiliation to an approved certification body (permanent or freelance), recognition of the regulations of the certification body and the ZNU-Standard, and
6. Language proficiency, if the assessment is to be carried out in a language other than the native language. The evidence must demonstrate fluency in the respective language, and
7. Durchführung Conducting an analysis of the status quo of an organisation using a ZNU Sustainability Check (ZNU-NachhaltigkeitsCheck) or a Quick Check on Sustainability Management (15-minute variant, www.check-nachhaltigkeit.de), which must subsequently be presented to the responsible contact person for the ZNU-Standard,⁹ and
8. Approval as a qualified assessor for a holistic and recognised sustainability standard or approval for at least one accredited standard from the areas of environment, economy (quality) or social with a minimum of 10 conducted evaluations in the last 2 years, and
9. Technical expertise in the sector¹⁰ in which the certification takes place.

The following skills must be demonstrated to prove the technical expertise required for the sector in which the ZNU-Standard certification is to take place:

- Practical experience including product and process knowledge in the sector to be certified, to be demonstrated by at least one year of sector-specific professional experience or by at least 2 (accompanied) evaluations in the sector, **and**
- Knowledge of the material issues and legal requirements of the (sub-)sector, to be demonstrated by appropriate training or professional experience.

To extend the respective admission of the assessor for a further, new sector, the above-mentioned points must always be fulfilled. The evidence (such as training, educational or work records, technical discussions) is collected, evaluated and recorded in writing by the

⁹ The certification body reviews, decides on and confirms in writing the successful completion of the exemplary sustainability check. Either the Quick Check on Sustainability Management (15-minute variant), which is freely available at www.check-nachhaltigkeit.de, can be used, or the more detailed ZNU Sustainability Check, which is used exclusively for this purpose and can be requested from the standard setter. A client or the certification body itself can be selected to subsequently present the results to the person responsible for the ZNU-Standard.

¹⁰ The sector classification is made according to the EA-Code of the 'European co-operation for Accreditation' (EA). Depending on the complexity of the sector or the processes of the company, these are further subdivided into sub-sectors taking into account the specific technology and product or process risks, based on the product classification (GPC) of GS1 in families (see also <https://gpc-browser.gs1.org/>). The decision on this is made by the respective certification body, if necessary in consultation with the ZNU. If the assessment is conducted by a team, it is sufficient for the lead assessor to demonstrate the required sectoral competences.

certification body (usually by the responsible contact person). Submission to the ZNU is mandatory for the extension of the admission prior to conducting the assessment. All evidence must be documented and submitted to the standard setter before admittance to the training or examination.

If the above-mentioned requirements are met, registration for the training to become an assessor of the ZNU-Standard Driving Sustainable Change may take place. After participating in the training (for the contents see 'Assessor Training and Examination', available for download on the ZNU-Standard website), the assessor is admitted by the ZNU to the admission examination to become a co-assessor (written and oral). After successfully passing the examination and for further familiarisation, at least 2 trainee assessments must be accompanied by an experienced and qualified ZNU-Standard assessor and a monitoring report must be prepared for each within 2 years of passing the admission examination, so that the standard setter can grant the admission as ZNU-Standard co-assessor.

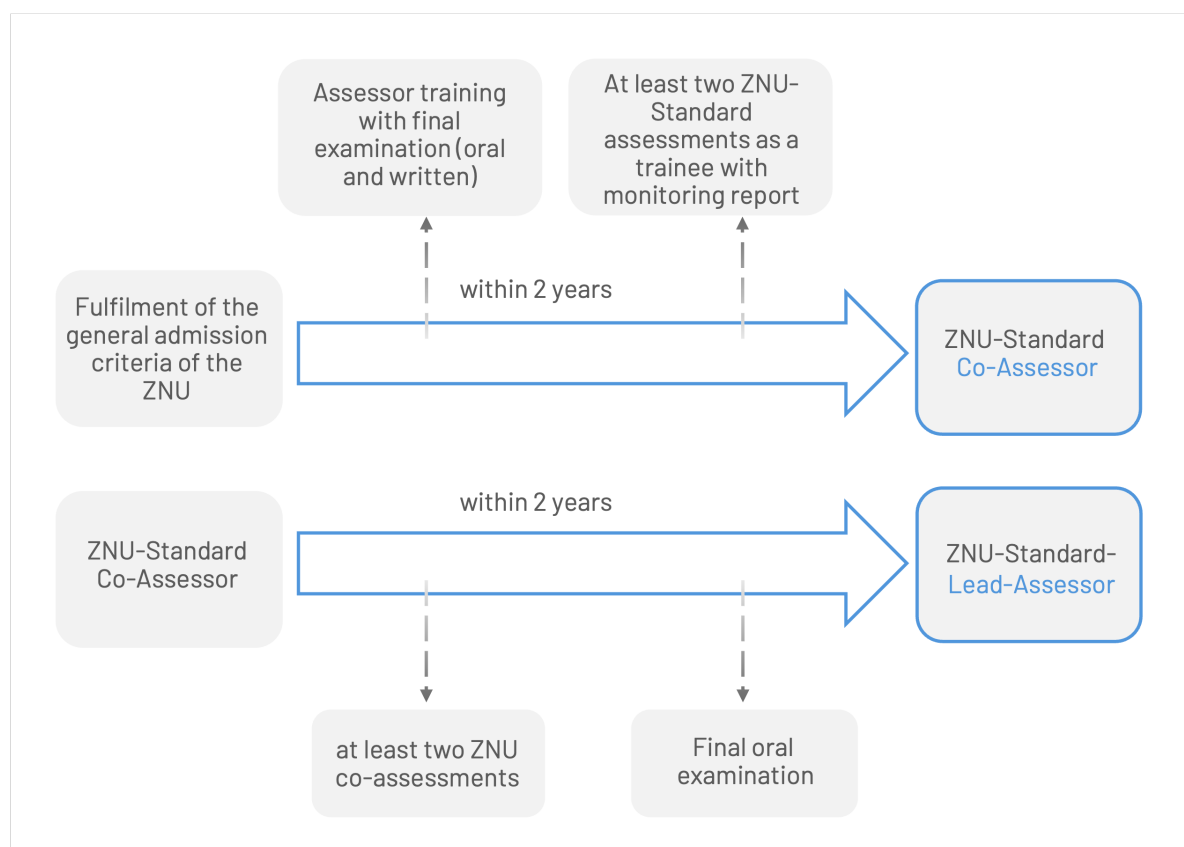


Figure 1 (Z 7-3): Your path to becoming a ZNU-Standard Assessor, own figure

To receive full recognition by the ZNU as a lead assessor, at least 2 co-assessments of the ZNU-Standard must be carried out with an experienced and qualified ZNU-Standard assessor within 2 years of being admitted as a ZNU-Standard co-assessor. A further oral examination at the ZNU must then be completed and passed.

If trainee or co-assessments are not possible due to a new admission or lack of expertise, at least one accompanied assessment must be carried out by the standard setter at the expense of the certification body (cf. Annex 1 'ZNU-Standard Fee Schedule' of the cooperation agreement).

The certificate confirming admission as a ZNU-Standard assessor relates to the respective version of the ZNU-Standard Driving Sustainable Change (e.g. 2018 or 2026), documents the approved sector(s) in addition to personal data, and is issued by the standard setter in accordance with the latest revision. ZNU-Standard assessors who are already qualified under an expiring revision of the ZNU-Standard Driving Sustainable Change do not require a new examination by the standard setter. In this case, following submission of the necessary proof of competences by the certification body,¹¹ a current certificate confirming admission as a ZNU-Standard assessor may be issued by the ZNU.

Whether the above-mentioned minimum requirements are sufficient to authorise the independent conduct of ZNU-Standard assessments is at the discretion of the certification body and may be expanded if necessary. This decision is documented and communicated to the ZNU with the request for approval, so that the assessor can be registered as a ZNU-Standard assessor.

Z 7-3.2 Maintenance and Withdrawal of the Admission

To maintain admission as a ZNU-Standard assessor, the following evidence must be provided by the certification body:

- Valid certificate as ZNU-Standard assessor in the respective sector.
- Participation in the workshops for assessors organised by the ZNU for exchange and calibration. Participation in at least one calibration per calendar year is required.
- At least 2 complete assessments in the first 2 years as part of different certification procedures, then 5 assessments within the last 3 calendar years. For certification bodies that have fewer than 3 ZNU-Standard certified organisations, the assessments do not need to be carried out at different organisations.
- Participation in regular internal training courses (conducted by the certification body at least once a year on current or amended legal requirements, assessment practices and knowledge sharing, and where applicable changes to the ZNU-Standard and the associated certification process, e.g. due to a revision) and submission of all other relevant information for the admission as ZNU-Standard assessor.
- Optional but announced accompanied assessments by the ZNU or by the certification body itself for evaluation (cf. Z 4-4 or DIN EN ISO/IEC 17065). The frequency of the accompanied assessments is risk-based and documented by means of an appropriate system.

Failure to provide evidence without justification will result in the loss of the assessor's admission to the ZNU-Standard or the loss of the respective sectoral admission.

The admission of an assessor to the ZNU-Standard or to a sector is withdrawn if there is an indication of:

¹¹ The certification body must ensure that the assessors are well prepared for the content of the new revision.

- insufficient qualifications, i.e. the necessary competence can no longer be demonstrated in certain regulatory areas or sectors,
- insufficient assessment quality, i.e. the assessment is conducted incorrectly,
- serious breaches of duty, unethical conduct or violation of principles such as integrity, objectivity or confidentiality,
- fraudulent activities such as false statements or manipulation of assessment results, and/or
- violation of the (accreditation) rules of the certification procedure as prescribed to the assessor by the certification body, or in the event that one of the requirements referred to in Z 7-3.1 for admission as a ZNU-Standard assessor lapses, e.g. if the admission certificate is not renewed by the standard setter ZNU following the publication of a new revision.

In the event of the above-mentioned indications or violations, the certification body decides whether the assessor is obliged to participate in supplementary continuing education measures, or whether the admission is to be withdrawn temporarily or permanently. Before a decision is made, the assessor should be given the opportunity to explain in a personal conversation and/or in writing why the conditions for maintenance could not be met (hearing). The ZNU as standard setter may be consulted and, if necessary, verify the success of previous measures through a new assessment or an accompanied assessment. The costs incurred are to be borne by the assessor or the certification body.

The standard setter must be informed immediately about the temporary or permanent withdrawal of the admission certificate, and no further assessments for the ZNU-Standard may be carried out.

Z 7-3.3 Responsibilities of Assessors

The responsibilities of assessors include (in addition to the minimum requirements set out in the above-mentioned regulations) the following:

- Preparation of an assessment plan (in coordination with the certification body, cf. Z 7-2) and in coordination with the company, in order to allow sufficient time at the beginning of the assessment for an overview of the company's processes for systematic sustainability orientation and the progress made compared to the previous year (cf. Z 4-1).
- Preliminary document review in advance of the assessment, in particular in order to be able to assess the certifiability of the company prior to initial certification within the framework of a pre-assessment (cf. Z 4). The evidence must be requested and evaluated in a timely manner, and any need for action must be communicated to the company. If the certifiability is called into question due to serious deficiencies, postponement of the on-site assessment should be considered. A report on the results of the pre-assessment must in all cases be made available to the company in a timely manner so that the weaknesses can be properly resolved prior to the first on-site assessment.
- During the assessment, all necessary information is collected, documented and evaluated as far as possible using document reviews, observations and interviews (cf. Z 8 Assessment). The explanations in Z 8 'Random sample, risk-oriented selection of evidence' serve as the basis for the sampling-based determination of compliance with requirements. The scope of the sample is to be taken from Z 4-2.1.a 'Sampling for Assessments'.
- The assessment results are handed over to the company in the form of a report and, if applicable, an action plan within 2 working days and explained if necessary (cf. Z 4 Annex 4).¹² In the course of the assessment process described, evidence must be gathered to verify the company's compliance with the requirements (checklist(s)).
- Review of the corrective measures and deadlines in the action plan in order to assess whether the measures and planned corrections are adequate to bring about the necessary improvement or to effectively resolve the deviations. No later than 4 weeks after receipt of the action plan accepted by the certification body (or after the assessment if no action plan was required), the assessment report is released by the certification body and sent to the company. The deadlines are set out in Z 4-2.3.
- Provision of all relevant information about the certification process and one's own current qualifications.

¹² The results of the pre-assessment may be made available to the company in a simplified form.

Z 7-4

Guidelines for Certification Body Personnel with Review and Decision- Making Authority

Z 7-4.1 Guidelines for Certification Body Personnel

To guarantee independent control, the certification body must ensure that the review of the assessment as well as the certification decision and the release of assessment reports is carried out by competent person(s) or by a certification committee that is contractually bound as described in Z 7-2. The person/certification committee who reviews the evaluation results or makes the certification decision must not have conducted the assessment themselves, so that a dual control principle is guaranteed.

In order to be approved as a person for the review and the certification decision for the ZNU-Standard, the following requirements must be met:

- At least 1 previous ZNU-Standard assessment must have been conducted or accompanied, and
- Proof of technical expertise in the respective sector must be available (cf. Z 7-3), and
- Admission as a ZNU-Standard assessor for the respective sector must exist, or
- Participation in at least one training course for ZNU-Standard assessors must have taken place. Prior to this training, proof of sufficient competences in the area of sustainability and approval activities in certification bodies must be submitted to the ZNU.

Once these requirements have been reviewed by the standard setter, reviewers and decision-makers are approved and receive an approval document for the ZNU-Standard.

To maintain admission as a person for the review and the certification decision for the ZNU-Standard, at least two ZNU-Standard certification procedures must be reviewed or two ZNU-Standard certification decisions must be made per year. In addition, an internal ZNU-Standard training must be conducted annually by the certification body in order to guarantee the quality of the certification process. This can also be replaced by annual participation in the workshop for ZNU-Standard assessors.

Both the training and competence records and the certification decision process must be documented by the certification body so that it is comprehensible for third parties.

Failure to provide evidence without justification will result in the loss of admission to the review or decision-making authority for the ZNU-Standard or for the respective sectoral admission. It is therefore one of the responsibilities of the person with authority to conduct reviews or make certification decisions to submit the evidence to the associated certification body for documentation so that it can be forwarded to the ZNU as the standard setter.



Contact

If you have any questions or suggestions –
feel free to get in touch with us!

ZNU – Centre for Sustainable Leadership
University Witten/Herdecke
Alfred-Herrhausen-Str. 50
D-58448 Witten

Web: www.uni-wh.de/znu
www.znu-standard.com
Tel.: + 49 2302 926-545
Mail: znu@uni-wh.de

Copyright

All ideas, recommendations, suggestions, sub-concepts, names, communication suggestions, etc. listed in this concept are the intellectual property of the ZNU of Witten/Herdecke University and are protected by copyright. Any use is only permitted with the written authorisation of the ZNU



**Centre for Sustainable
Leadership**
University Witten/Herdecke