

CARES

Sustainable

Constructional Steel

Scheme Manual



SUSTAINABILITY

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Contents

Section No.	Title	Pages	Issue
1	Introduction	1 to 2	April 2020
2	Definitions	1 to 3	March 2022
3	Objective	1 to 3	April 2020
4	Organisation	1 to 2	March 2022
5	Operating procedures	1 to 4	March 2022
6	Costs	1 to 1	April 2020
7	Regulations	1 to 5	March 2022
8	Application and declaration	1 to 5	March 2022
9	Certificated route for granting and maintaining approval	1 to 1	January 2017

Amendment control sheet

Reference	Amendment	Date of Issue
All Sections	Restructured layout and included paragraph numbering Addition of Preface Additions to sustainability principles and objectives First issue	March 2016
Section 2	Authority's Certification Mark revised Certification route flow chart updated Second issue	January 2017
Section 3	Correction of typing error	January 2017
Section 10	The CARES Board undertook the annual review of fees	January 2017
Annex 1	Sustainable Constructional Steel Workbook	January 2017
Section 5	Reference to logo and prerequisites updated (5.1 & 5.2) Third issue	August 2017
Section 1	Rosette Rating System reference added (1.3)	August 2017
Section 7	7.15.3 "or black and white" added for logo color	August 2017
Section 2	2.12 wording revised, and logo changed Fourth issue	November 2017
Section 10	Removed in line with new terms of Business.	Removed as of November 2017
Annex 1	Sustainable Constructional Steel Workbook – Logos changed, formula corrected	November 2017
Section 5	Updated 5.2.2 b in line with new Terms of Business	January 2018
Section 6	Updated to take account of new Terms of Business which is to be issued separately	January 2018
Preface, Section 1	Added ISO 45001 reference to Scheme Summary Diagram. Remove references to Appendices and added references to new single Operational Assessment Schedule. Version 9	April 2020
Section 2	Updated definitions of: 'Constructional steel' to include 'Other constructional steels defined in accordance to a standard acceptable to CARES.' 'Scheme schedule' to fully align with text of BS8902 'Scheme' to include revised transition date for OHSAS 18001 and ISO 45001	April 2020
Section 2.4	CARES Logo updated with QR code	April 2020

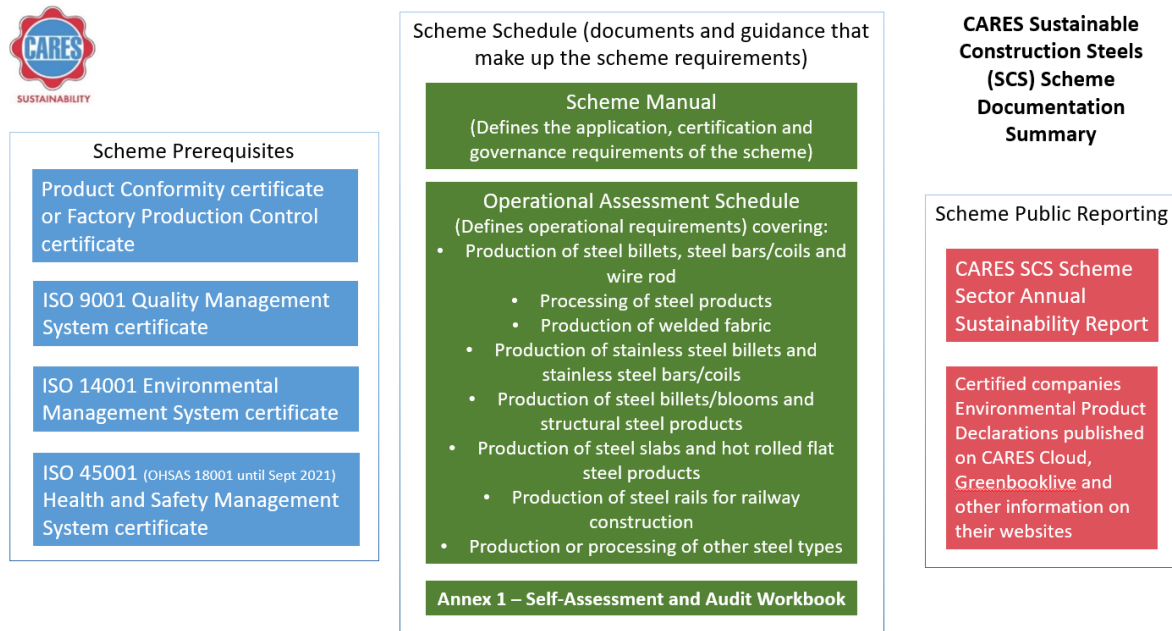


Section 3.1	Edited previous text into a table providing alignment to the referencing, requirements and principles of the Operational Assessment Schedule and Annex 1 Self-Assessment and Audit Workbook.	April 2020
Section 3.2	Added BS ISO 20400 reference to e)	April 2020
Section 4.2	Edited paragraph on governance consistent with changes agreed by members in September 2019	April 2020
Section 5.1	Edited first sentence for clarification. Added text "CARES Sustainability logo and static QR code" where applicable in paragraph	April 2020
Section 5.2.1	Added steel rail producer to constructional steels scope. Added reference to ISO 45001 and withdrawal time for OHSAS 18001 in Clause d)	April 2020
Section 5.4.1	Clarification of certification validity	April 2020
Section 5.4.2	New clause added to cover the eventuality that an approved Firm can provide sufficient evidence and requests an improved Rosette Rating with the certification period.	April 2020
Section 7.5.15	Added additional text 'to facilitate research and development of Standards and Codes and'	April 2020
Section 7.6	Removed certification fee and annual levy (7.6.2 and 7.6.5 in previous version respectively)	April 2020
Section 7.15	Moved sub clauses into new section 'Logo Use and Claims'. Added references to Static QR Code.	April 2020
Section 8.5	Added reference to IAF code	April 2020
Section 8.6	Added reference to ISO 45001	April 2020
Section 8.7	Removed section 'Site specific sustainable constructional steel criteria', including references to Appendices and table.	April 2020
Section 8.8.5	EMS changed to Sustainability Management System.	April 2020
All Headings	CARES Logo updated to use the CARES Sustainability Logo	April 2020
Section 2.4	CARES logo guidelines referred	March 2022
Section 4.2	Updated to remove reference to the number of executive and non-executive directors	March 2022
Section 5.2.1	OHSAS 18001 reference deleted	March 2022
Section 7.15.4	Reference to the crown and tick replaced with UKAS symbol for clarity	March 2022
Section 8.6	Added request for information on consultancy OHSAS 18001 reference deleted UKCA reference added	March 2022

Preface: Scheme Summary Diagram

The diagram below shows the CARES Sustainable Construction Steels (SCS) Scheme documentation and the relationships between them.

This document is shown as the ‘SCS Scheme Manual’.



1 INTRODUCTION

- 1.1 CARES is an independent, multi-stakeholder, not-for-profit certification body, established in 1983 to provide confidence to the users, purchasers and specifiers of constructional steels. CARES operates for the benefit of the construction industry offering certification schemes for firms that produce materials, components or offer services, primarily to the constructional steel industry.
- 1.2 CARES launched its first Certification Scheme for Sustainable Constructional Steel in February 2009 to ensure confidence in the constructional steel performance across all the aspects of sustainability: economic, social and environmental. CARES is helping firms to safely and responsibly improve their sustainability performance with a systematic approach to management systems.
- 1.3 This manual presents the detail of the how the Certification Scheme for Sustainable Constructional Steel operates. The Scheme has been specifically developed for the constructional steel supply chain using the most relevant performance indicators. It provides a method of assessing a baseline of management and performance and of rating approved firms using voluntary performance credit scores referred to as the CARES Rosette Rating System (RRS). Detailed description and rating system is provided in the Guidance section of Sustainable Construction Steel Annex 1: Self-Assessment and Audit Workbook.



Section 1 - Introduction

- 1.4 The Scheme provides a means by which approved firms in the constructional steel supply chain can declare product and organisational level sustainability performance.
- 1.5 The Scheme allows approved firms that produce constructional steel products to label them with the CARES Sustainability logo.
- 1.6 The Scheme enables CARES to collate information and publish a constructional steel sector sustainability report at least annually that demonstrates continuous improvement of the constructional steel supply chain against the relevant issues and sustainability principles.
- 1.7 A review of the Scheme and this manual is maintained by the Board of Management of the Authority, who will arrange for revised versions to be issued as necessary. Each revision of any documents within the schedule will bear the date of issue.

2 DEFINITIONS

The terminology used throughout accords with BS EN ISO 14050 Environmental Management – Vocabulary and BS 8902 Responsible sourcing sector certification schemes for construction products – Specification.

2.1 Appeals Panel

A panel of the CARES Board of Management delegated by the Board to hear and consider appeals relating to the Scheme. The Panel appointed in respect of each appeal shall be selected from members of the Board (other than the Chief Executive Officer) and shall consist of a chairman and two members, none of whom shall have any commercial interest in the subject of the appeal.

2.2 Applicant

An individual, Firm, partnership or body incorporated or unincorporated which has applied for but has not yet been granted a certificate of approval.

2.3 Authority

The UK Certification Authority for Reinforcing Steels (CARES), a company limited by guarantee and registered under the Companies Act 2006 under Number 1762448, originally constituted on 18 October 1983.

2.4 Authority's Certification Mark

The CARES Sustainability Logo and Static QR Code.

Where applicable, the Schemes will include the CARES Logo and Static QR Code for Product Certification and Quality systems. The logos are defined in the CARES Logo Guidance document, the latest issue is available on the CARES website www.ukcares.com. It is strongly recommended that this is regularly reviewed prior to use of any logos. All logos shall be used in accordance with the latest guidance document.

2.5 Board (Sector Scheme Council, as defined by BS 8902)

The Board of Management established as the governing body of the Authority under the Articles of Association and which may, under the articles of Association, delegate certain of its powers to subsidiary committees, which will be comprised of certain members of the Board and invited experts as required.

2.6 Certificate of Approval

A certificate issued under a specific serial number by the Chief Executive Officer on behalf of the Board recognising that the quality management system, environmental management system, health and safety management system, product conformity certification and the Sustainable Constructional Steel Scheme operated by the Firm having been assessed by the Authority or its Agents is in accordance with these Regulations.

2.7 Chief Executive Officer

The member of the permanent staff of the Authority appointed for the time being by the Board to be in executive charge of the Authority's operations.

2.8 Constructional steel

A semi-finished or finished steel product used for the reinforcement of concrete (in accordance with BS 4449, BS 6744, BS 4482 or BS 4483) or a structural steel product (in accordance with BS EN 10025) or hot rolled flat steel product (in accordance with BS EN 10025) or similar Standard(s) or steel for the construction of railways to a standard acceptable to CARES. Other Constructional Steels defined in accordance to a suitable standard.

2.9 Firm

An individual, Firm, partnership or body incorporated or unincorporated which has been granted a Certificate of Approval.

2.10 Group

All subsidiary holding or associated companies or subsidiary undertakings of all such holding companies operating in any capacity within the United Kingdom. For this purpose 'subsidiary', 'holding company' and 'subsidiary undertaking' shall have the meaning set out in the Companies Act 2006 and as amended from time to time 'associated company' shall mean body corporate in which the relevant party has a direct or indirect 20% beneficial interest in that body corporate's share capital.

2.11 Scheme Schedule (as defined by BS 8902)

The schedule is a documented set of requirements defined by a sector scheme council, setting out the obligations of an organisation in managing the supply of a defined group of construction products, and the associated procedures for certification to determine compliance grant, maintain, withdraw and, if applicable, suspend certification.

The Scheme Schedule consists of the Sustainable Constructional Steel Scheme Manual and the Operational Assessment Schedules including Annex 1 – Self Assessment and Audit Workbook.

Sustainable Constructional Steel Scheme Manual

The certification requirements of the Sustainable Constructional Steel Scheme established in accordance with this manual. This Scheme is based on the demonstration of the continuing operation of the sustainability management system consistent with requirements of BS 8902 and requirements detailed in the relevant Operational Assessment Schedule as specified by the Chief Executive Officer.

Operational Assessment Schedule

A document which amplifies and particularizes the requirements of the Scheme in relation to the specific manufacturing operations and processes or services involved in the provision of construction products and/or associated services.

The Scheme schedule includes the Annex 1 - Self-Assessment and Audit Workbook.



Section 2 - Definitions

2.12 Scheme

The certification requirements for the Certification Scheme for Sustainable Constructional Steel established in accordance with this manual which is based on the demonstration of the continuing operation of the sustainability management system consistent with the requirements of BS 8902, ISO 9001, ISO 14001, ISO 45001 and the relevant Operations Assessment Schedule as specified by the Chief Executive Officer.

3 OBJECTIVE

- 3.1 The assessment and certification system employed in the Scheme has been developed around the following principles, which seek to improve sustainability management and performance of constructional steel products and their supply chain:

Operational Assessment Schedule and Self-Assessment and Audit workbook Reference	Principles
1.1. Company Information and Certifications	Approved firms operate to the highest quality, environmental and health and safety and social standards necessary to satisfy end users.
2.1. Sustainability Policy, Principles and Leadership	Inclusivity, integrity, stewardship and transparency. Leadership and accountability Good corporate governance
2.2. Stakeholder identification, engagement and ongoing management	Inclusive engagement with local communities and other stakeholders to understand risks and opportunities. The identification and focus on the most materiality impacts informed by science and organisational context
2.3. Assessing risk and opportunities	Due diligence and compliance. The responsibility for compliance with legal requirements and standards rests absolutely with the Firm.
2.4. Monitoring performance and setting objectives	Performance is to be measured and monitored with objectives and targets set.
2.5. Resource allocation and competence building	Appropriate resources are to be allocated and competences developed to effectively manage material sustainability impacts and performance.
2.6. Achieving progress and review	Development of products that improve the quality and sustainability of the built environment. Assessment of the maturity of the organisation with respect to sustainability management.
2.7. Building confidence through transparency	Transparency and accountability through engagement and public reporting of strategies, management practices, actions, plans and performance of material impacts.
2.8. Product Stewardship and Traceability	Enabling customers to trace a specific product order back to the specific Batch (cast/heat). Understanding the provenance of raw materials.
2.9. Ethical Business Practices	Providing excellent customer service and ethical operations. Access to an effective grievance mechanism.

Section 3 - Objective

2.10. Ethical Supply Chain Practices (Responsible Sourcing)	Enhancement of responsible sourcing in the constructional steel supply chain by providing a means of assessing and improving sustainability performance for Firm's suppliers.
2.11. Closure and decommissioning	Ensuring suitable provision is made for employees and communities in the advent of full or partial closure or decommissioning.
3.1 Harvesting or extraction impacts	Engagement with the supply chain to reduce the negative impacts of extraction of raw materials.
3.2. Primary Material Use, Materials Efficiency, Recyclability and Recycled Content	More efficient use of primary materials, increasing recycled content and the promotion of the recyclability of constructional steel products.
3.3. Energy and Water Use	More efficient use of energy and reduction in energy use. More efficient use of water considering other catchment user needs.
3.4. Biodiversity and Eco-toxicity	Effective understanding and management of Ecotoxicity. Effective understanding, management and enhancement of local biodiversity. Protection and enhancement of the natural environment on site, adjacent to or affected by constructional steel production.
3.5. Global Warming Potential (GWP) and Greenhouse Gas Emissions (GHG)	Reduction in 'global warming potential/ carbon footprint' in line with peer-reviewed climate science informed transition pathways and the Paris Agreement.
3.6. Transport Impacts	Reducing negative impacts of transport.
3.7. Emissions, Waste, Recycling, and By-Product Management	Effective management of all waste streams and minimization of waste disposed to landfill. Minimization of pollution and emissions associated with production and transportation.
3.8. Spills, Leaks and Land Remediation	Effective prevention, detection, mitigation and remedy of spills and leakage that cause harm to communities and/or the environment.
4.1. Human Rights and Ethical Labour Practices	Respect for internationally recognised norms and standards concerning human rights and workers conditions.
4.2. Safe and Healthy Working Conditions	Provision of safe and healthy working environment and support for employee wellbeing. The prevention of work-related incidents, injuries and occupational diseases.
4.3 Skills and Training (Development of Employees)	Provision of appropriate training and incentives to employees so that they may understand how their work impacts on sustainable development.

4.4. Community Relations and Community Initiatives	Minimising negative impacts and maximising positive impacts on local communities in the vicinity of operations.
4.5. Social Management System	Implementation of management systems to effectively manage social impact.
5.1. Contribution to Diversity and Stability of the Local Economy	Support for the local economy.
5.2. Employment Opportunities	Employment including for local people and disadvantaged groups.
5.3. Pursuing Innovation in processes, products and management methods	Innovating to drive continuous improvement in sustainability performance.
5.4. Fair Treatment of Suppliers	Fair Treatment of Suppliers.
5.5. Contribution to the built environment	Provision of more sustainable constructional steels.
5.6. Financial Transparency	Public reporting of audited financial information.

3.2 The Scheme has been specifically developed for the constructional steel supply chain using the most relevant performance indicators and the objectives of the Scheme are as follows:

- a) to provide a means by which construction clients can be assured that approved firms have produced and processed the product in line with the sustainability principles,
- b) to provide a means by which approved firms in the constructional steel supply chain are able to declare product and organisational level sustainability performance,
- c) to undertake a review, at least biennially, to ensure continuous improvement of the constructional steel supply chain against the relevant issues and continuous improvement against the sustainability principles,
- d) to undertake regular and relevant public reporting, at least annually, to ensure continual improvement of the constructional steel supply chain against the relevant issues and sustainability principles,
- e) to facilitate sustainable procurement in accordance with the requirements of BS 8903:2010 Principles and framework for procuring sustainably – Guide and/or BS ISO 20400:2017 Sustainable procurement - Guidance
- f) to provide the means to enable others in the Firms supply chain to improve their assessment and management of sustainability aspects and issues.

3.3 The Scheme is implemented by the Authority and applies to suppliers of construction products and/or associated services who supply to the appropriate and relevant published standards as determined by the Authority.

It is intended that the requirements of the scheme are rigorous, and certification will be an indication of commitment by the firm aimed at continuous improvement against sustainable development principles, in particular economic, social and environmental impacts of materials.

4 ORGANISATION

- 4.1 Administration of the Scheme is by an independent Board of Management, hereafter referred to as the Board. The Board is responsible for policy and all matters arising from the Scheme's operation. The policy of the Authority is to operate this scheme in accordance with the principles and criteria of the United Kingdom Accreditation Service (UKAS) and the requirements of the conformity assessment standard BS EN ISO/IEC 17065:2012 Conformity assessment. Requirements for bodies certifying products, processes and services and the sustainability standard BS 8902:2009 Responsible sourcing sector certification schemes for construction products – Specification. It is aligned to the requirements of ISO/IEC Guide 59:2019 ISO and IEC recommended practices for standardization by national bodies and ISEAL code of conduct and code of good practice for social and environmental standards v6, December 2014.
- 4.2 The Board is composed of executive directors and non-executive directors and is chaired by an independent Chairman. The Members are organisations representing the interests of clients and owners, producers and processors, designers, contractors and specifiers. The Board fulfils the purpose of the Sector Scheme Council as defined in BS 8902. The Board is ultimately responsible for stakeholder identification and engagement, as defined in BS 8902.
- 4.3 The Board is advised by a number of committees, one being the Policy Advisory Committee (PAC). A primary function of the PAC is to ensure the Board is made aware of the views of interested parties regarding policy and strategy and also to receive issues as reported by the Board. It also maintains a review of the finances and financial structure of the Authority and other elements of business as performed by the Authority including the examination and approval of the development of certification schemes and supporting schedules.
- 4.4 The Sustainability Committee is the permanent technical committee which acts on behalf of the Board and reports back as appropriate. The Sustainability Committee is delegated by the Board to contribute to the process of stakeholder engagement, as defined in BS 8902, and to establish and review, at least annually, the Scheme Schedule. The review shall include the Scheme's sustainability principles, responsible sourcing issues, objectives, targets and the CARES operational assessment schedules.
- 4.5 A Chief Executive Officer (CEO), appointed by the Board, is responsible for the granting of, and where necessary, the withdrawal of certificates of approval, in accordance with the operating procedures and regulations of the Authority. He/she is responsible for the routine business activities of the company, direct co-operation with purchasers, suppliers and inspection bodies and the publication of a list of all those Firms holding certificates of approval.
- 4.6 The Chief Executive Officer (CEO) may, from time to time, appoint external inspection bodies to act as agents of the Authority for the purposes of assessment and surveillance. He is an ex-officio member of the Board.



Section 4 - Organisation

4.7 The Authority is based at the following address:

Pembroke House
21 Pembroke Road
Sevenoaks
Kent, TN13 1XR

Tel: 00 44 1732 450000
E- Mail: general@ukcares.com
Website: www.ukcares.com

5 OPERATING PROCEDURES

5.1 General

A Firm which claims to be able to satisfy the qualifying requirements may apply for the recognition of its ability to implement a sustainability management system which enables it to formulate a policy and objectives that take into account the significant and relevant sustainability impacts of their activities. The Authority then assesses each application and when satisfied, issues a Certificate of Approval.

Certification provides the Firm with approval to use the CARES Sustainability logo and static QR code (section 2.4). These shall only be used in conjunction with the serial number of the relevant certificate of approval (section 1.5 and 7.15.2). The CARES certification marks include the CARES Sustainability logo, the UKAS registration number logo, static QR code and the unique CARES mark on the product itself (section 7.15.3). Traceability mechanism is designed to be rigorous and is based on these marks and the system traceability on Quality and Environmental Management System certification. Rules for the use of the CARES certification marks and details of the assessment procedures are contained in Section 7 and 9 of this manual.

5.2 Applying for a Certificate of Approval

5.2.1 Applications for a certificate of approval are made to the Chief Executive Officer stating the Standards for which certification is being sought. The applicant is required to have and be able to demonstrate:

- a) For manufacturers of billets, blooms and slabs, they shall be in a possession of a valid ISO 9001 certificate from CARES or other authorities acceptable to CARES.
- b) For manufacturers of structural and hot rolled flat steels, they shall be in possession of a valid factory production control certificate consistent with BS EN 10025 Annex ZA or certification acceptable to CARES
- c) A valid CARES product conformity certificate for constructional steel manufacturers and/or processors, steel rail producers or a product certification certificate acceptable to CARES.
- d) An environmental management system consistent with the requirements of ISO 14001 together with such operational assessment schedules as defined by the Authority.
- e) An occupational health and safety management system consistent with the requirements of ISO 45001 together with such operational assessment schedules as defined by the Authority.
- f) The technical ability and resources required to meet the requirements of the relevant Operational Assessment Schedule.
- g) A proven ability to satisfy the sustainability policy and objectives.
- h) A public commitment to the sustainability principles.

5.2.2 Applications for CARES approval shall include:

- a) A completed application form including a signed declaration (Section 8)
- b) The appropriate application fee within the Terms of Business
- c) A sustainability management system (in form of a manual in any format and media), and where appropriate, documented information.

Section 5 – Operating Procedures

The procedures for application, assessment and maintenance of approval are detailed in Section 9 of this manual.

5.3 Assessment of application

- 5.3.1 The purpose of the assessment is to establish that the applicant Firm has the capability to and does meet with the Authority's requirements.
- 5.3.2 The Firm's application will be subjected to an initial review by the Authority. This review will be based upon the application documentation, Section 8, and such additional evidence as may be required by the Scheme. The review will include a 'desk-top' study of the application details, followed by a Stage 1 audit at the Firm's works or premises. A favourable review will be followed by a Stage 2 audit to confirm, by examination, that the described arrangements are being worked to and are effective.
- 5.3.3 If, at the stage of the initial review of the application, or at any stage of the assessment thereafter, the Authority takes the view that further work cannot justify the expense of proceeding further; the Firm will be notified and given reasons.
- 5.3.4 The assessment will be conducted by specific management representatives of the Firm and the auditors of the Authority. As a minimum, the Stage 2 audit programme will provide for:
- a) An introductory meeting with the applicant Firm during which the assessment procedures will be explained by the auditors.
 - b) A timetable of activities so that arrangements can be made for appropriate staff to be available during the assessment.
 - c) Full assessment in accordance with Section 9.
 - d) A final (closing) meeting at which the auditors will present their findings to the applicant Firm.
- 5.3.5 A recommendation for approval will be produced when the applicant Firm is considered to be in compliance with the requirements of this Scheme, including when all the reported deficiencies have been addressed to the satisfaction of the Authority.
- 5.3.6 The Firm's application, the Stage 2 audit report, including reports of corrected deficiencies and a recommendation for approval will then be considered by the Chief Executive Officer. When the Chief Executive Officer is satisfied that the Firm meets the requirements of the Scheme, a certificate of approval will be issued.
- 5.3.7 If approval is withheld, the reasons for this will be communicated to the applicant, together with recommendations for any corrective action which needs to be implemented before the application can be reconsidered. Should an applicant wish to appeal against the withholding of the certificate of approval, the appeal will be heard in the manner described in the Regulations of this scheme.
- 5.3.8 From the time of the application through to the time of issue of the certificate of approval, the applicant Firm shall operate in accordance with the requirements of this Scheme. It shall, during this period, refrain from using the CARES name in conjunction with its products or services. Failure to do so may result in invalidating the application and aborting the assessment.

5.4 Certificate of Approval

5.4.1 The certificate of approval is valid for three years with renewal subject to the holder's continuing satisfactory performance. The certificate of approval will state:

- a) The scope of the approval
- b) The name of the Firm and location(s) of the works/premises to which it applies.
- c) The certification number applicable to the Firm.

5.5 Maintenance of certification

5.5.1 It is a condition, of the granting of the certificate of approval, that the Authority shall assess each element of the management system for sustainability at least once every three years. This shall be via surveillance audits, typically conducted annually, the results of which will be reported to the approved Firm. If these audits show that the Firm continues to comply with the requirements of this certification scheme, as amended from time to time, a certificate of approval will be re-issued at the beginning of each year. The Chief Executive Officer reserves the right to request further visits. Firms approved under the Scheme, as appropriate, shall undergo a triennial reassessment of their sustainability management system by the Authority.

5.5.2 Should the Firm believe it has sufficient evidence and wishes to improve its Rosette Rating, prior to the triennial recertification reassessment audit, the Firm shall notify the Scheme Manager at least 15 days prior to any planned surveillance audit and request that the recertification reassessment is brought forward to replace the surveillance audit. A surveillance audit cannot be changed to a recertification reassessment at the time of audit. CARES Standard Terms of Business and rates will be applicable for any recertification reassessment.

5.5.3 If required by the purchaser, the Firm shall provide a copy of its certificate of approval.

5.6 Withdrawal of the Certificate of Approval

The decision to withdraw a certificate of approval is made by the Chief Executive Officer. After the decision, and if the withdrawal is solely at the behest of the Authority, the Firm in question has the right to appeal to the Appeals Panel. A twelve-month period must elapse before any Firm, who has been removed from the approved list due to such withdrawal, can re-apply for approval.

Examples of the reasons for withdrawal of the certificate of approval are:

- a) Frequent non-compliance with any of the specified properties or other criteria specified in the relevant Standard.
- b) Uncorrected deficiencies noted during a surveillance visit.
- c) Misuse of the certification mark or failure to use them.
- d) Refusal to allow the Authority to carry out inspection or hindrance of these activities.
- e) Refusal to produce documentary evidence of monitoring results.
- f) Circumstances which may affect the confidence of the public or authorities on the reliability of the Scheme.



Section 5 – Operating Procedures

5.7 Records

The Authority will maintain confidential records relating to assessment, auditing and approval of applicant and approved Firms. These records are not available for issue to third parties except due to legal requirements or with the expressed permission of the Firm, which must be provided in writing to the Chief Executive Officer. A summary of collated audit findings will be published periodically.



Section 6 - Costs

6 COSTS

- 6.1 Fees are reviewed annually and the CARES Standard Terms of Business, as amended from time to time, shall apply. Adequate notice will be given as to any impending change.

7 REGULATIONS

- 7.1 These Regulations relate to the CARES Sustainable Constructional Steel Scheme, hereinafter called the Scheme.
- 7.2 For the purposes of these Regulations the Definitions of the terms used are set out in Section 2 of this manual.
- 7.3 The Board of Management is the sole authority by which certificates of approval may be granted or withdrawn, and acts through the Chief Executive Officer who, for the purpose of making assessments under these Regulations, may from time to time delegate his functions to individuals whom he may appoint or remove as he may deem necessary subject to such conditions as the Board of Management may from time to time impose.
- 7.4 An applicant Firm which satisfies the Chief Executive Officer that it is capable of compliance with the Scheme and that carries on a bona fide business and provides such undertakings as the Chief Executive Officer may require shall, subject to complying with the conditions of these Regulations as amended from time to time and such undertakings, be entitled to a certificate of approval which shall nevertheless remain the property of the Authority. Approved application procedures are set out elsewhere. Initial certificates are valid from the date of issue until the end of the current calendar year. Thereafter certificates are issued at the beginning of each calendar year and are valid for the following twelve months subject to the terms of these Regulations as amended from time to time. If a Firm does not intend to renew its certification at the end of any year of registration it must inform the Chief Executive Officer in writing with a minimum of one calendar months' notice of its intention not to do so. A Firm's right to use the certificate of approval is not transferable without the permission in writing of the Chief Executive Officer. The certificate of approval shall, unless prior written approval for its transfer has been granted by the Chief Executive Officer, be returned to the Chief Executive Officer at the end of the year of registration if the certificate is not renewed.
- 7.5 **A Firm shall:**
- 7.5.1 at all times comply with these Regulations as amended from time to time.
- 7.5.2 use the Authority's certification marks, in accordance with the conditions defined in Regulation 7.15, only in respect of the operation of processes or the offering of services which are the subject of the certification of approval at or from the addresses stated on the certificate.
- 7.5.3 establish, implement and maintain a management system for sustainability in accordance with this manual, and make available documented information of all or any part of the system should the Chief Executive Officer require it to be lodged with the Authority for reference purposes.
- 7.5.4 report, in writing to the Chief Executive Officer of the Authority, any changes in practice or conditions from those pertaining at the time of a satisfactory assessment leading to approval. The Firm shall have received confirmation, in writing from the Chief Executive Officer, that such variations do not render the certificate invalid.



Section 7 - Regulations

- 7.5.5 discontinue any use of the Authority's certification mark which is unacceptable to the Chief Executive Officer and any form of statement with reference to the authority of the Firm to claim compliance with the Scheme which in the opinion of the Chief Executive Officer might be misleading.
- 7.5.6 give representatives of the Authority access during normal working hours to sites in which work, the subject of the certificate of approval, is being carried out for the purpose of examination of materials, processes, finished articles, methods of test, records, details of internal audits and systems, or establishing that the procedures for the termination of approval described in Regulation 7.5.7 have been carried out if necessary.
- 7.5.7 nominate for the approval of the Chief Executive Officer a management representative and one or more deputies authorized to act in the main nominee's absence (and replacement nominees as may be necessary) who shall be responsible for all matters in connection with the requirements of the certificate of approval and who shall, upon each visit by the representatives of the Authority, sign a declaration to the effect that any changes in production or other information relevant to the conditions under which the certificate of approval is held have been notified to the Authority.
- 7.5.8 upon the withdrawal of the certificate of approval (however determined) forthwith discontinue the use of each of the Authority's certification mark and all advertising matter which contains them or any reference thereto. In addition, any other documents in the possession of the Firm which bear reference to the certificate shall, if the Chief Executive Officer requires, be so treated to erase it.
- 7.5.9 comply with all criteria specified in the relevant Standards. Repeated failure to comply with any of the above specified properties will be cause for withdrawal of the certificate of approval.
- 7.5.10 correct deficiencies noted during a surveillance visit.
- 7.5.11 not conduct its operations in a manner which may affect the confidence of the public or authorities in the reliability of the Scheme.
- 7.5.12 report annually the number of complaints received from external parties and the results of the investigations.
- 7.5.13 report annually the number of incidents reported to external regulators and the results of the investigations.
- 7.5.14 report annually the Firm's performance against the CARES sustainable constructional steel criteria in the format prescribed by the Authority.
- 7.5.15 permit the Authority to use the data submitted against the CARES sustainable constructional steel criteria in a non-attributable way to facilitate research and development of Standards and Codes and to undertake regular and relevant public reporting.
- 7.5.16 provide the means to enable others in the Firms supply chain to improve their assessment and management of sustainability aspects and issues.

7.6 The Firm shall pay:

- 7.6.1 an application fee (to accompany the application for a certificate of approval).
- 7.6.2 a certification and digital activation fee (to cover initial approval).
- 7.6.3 a Triennial Carbon Footprint Report fee or Triennial Environmental Product Declaration Levy.
- 7.6.4 the additional costs of visits, assessment, surveillance and supervision and listing fees (where applicable) incurred by the Board and its agents.
- 7.6.5 any additional costs incurred by the Authority due to the Firm's non-compliance with these Regulations.

7.7 The Chief Executive Officer shall:

- 7.7.1 send a representative to the Firm at his discretion, but in any case, not less than once within a twelve month period in which the Firm is manufacturing goods, operating processes or offering a service for which it holds a certificate of approval for the purpose of verifying that the obligations imposed by the Scheme are being carried out.
 - 7.7.2 notify the Firm of any changes in this manual and give the Firm such time as, in the opinion of the Board of Management, is reasonable in which to adjust its processes and relevant procedures to meet the revised requirements.
 - 7.7.3 not disclose any information concerning the Firm, which is of a confidential nature, other than information which is in the public domain.
 - 7.7.4 notify the Firm at his discretion of complaints relating to the compliance of such processes or services to which the certificate of approval applies.
- 7.8 If a Firm is unable to comply with the requirements of these Regulations as amended from time to time, the Chief Executive Officer may require the Firm to discontinue the use of either or both of the Authority's certification marks or any claim of compliance with the Scheme with immediate effect until he is satisfied that compliance is again achieved or pending the result of an appeal under Regulation 7.11.
- 7.9 If the Firm fails to comply with these Regulations as amended from time to time the Chief Executive Officer may, subject to the provisions in Regulation 7.12, as appropriate:
- 7.9.1 suspend, withdraw the certificate of approval or reduce the scope, or
 - 7.9.2 refuse to grant or renew the certificate of approval or extend the scope.

Such decisions, and the grounds for them, shall be communicated to the Firm in writing.

- 7.10 The Chief Executive Officer may, at his sole discretion, and subject to the provisions in Regulation 7.12, withdraw or refuse to grant or renew a certificate of approval if the Firm becomes subject to a change of ownership, the bankruptcy laws or makes any arrangements or composition with its creditors, or enters into liquidation, whether compulsory or voluntary or has a Receiver appointed. Such decisions and the grounds for them shall be communicated to the Firm in writing. The Chief Executive Officer,

Section 7 - Regulations

before renewing or granting a certificate of approval, may insist the Firm undergoes a re-assessment, resubmitting the information as laid down in Section 8.

- 7.11 In the event of a Firm wishing to appeal against any decision of the Chief Executive Officer under these Regulations, it shall, within 14 clear days after having been officially informed of such a decision, give notice in writing to the Secretary of the Board of Management of its desire to appeal against that decision and grounds for doing so. A meeting of the Appeals Panel shall be held within 30 clear days of receipt of such notice and the appellant shall be given at least 7 clear days' notice of the time and place of such a meeting. The decision of the Chief Executive Officer shall stand, pending any meeting of the Appeals Panel. At such a meeting both the appellant and the Chief Executive Officer shall be entitled to be heard in confidence. The decision of the majority of the Appeals Panel as declared by its Chairman shall be final.
- 7.12 These Regulations may from time to time be altered by the Board of Management. No such alterations shall affect the right of any Firm to use the Authority's certification or claim compliance with the Scheme unless it shall have been given notice in writing of such alterations by the Chief Executive Officer who will notify the Firm of the date by which it must comply with the altered Regulations, which shall not normally be less than six months from the date of notification of the alterations.
- 7.13 A register of approved Firms shall be kept by the Authority and shall be open to inspection by the public at the website or at the registered office of the Authority.
- 7.14 Any notice under these Regulations shall be in writing and signed by or on behalf of the party giving it and may be served by leaving it or sending it by prepaid recorded delivery or registered post at or to its address for the time being (registered office where applicable). Any notice so served by post shall (unless the contrary is proved) be deemed to have been served forty-eight hours from the time of posting; and in proving such service it shall be sufficient to prove that the notice was properly addressed and was posted in accordance with this clause.
- 7.15 Logo use and claims**
- 7.15.1 Approved Firms are encouraged to communicate with their customers and consumers about their certification and support for sustainability management and responsible supply chains. The holder of a certificate of approval approved under this Scheme shall use the relevant CARES certification mark and Static QR Code, as shown in Section 2 of this manual and any Rosette Rating marks if applicable. Approved Firms shall use the mark as follows:
- 7.15.2 The certification mark, Static QR Code and Rosette Rating marks are not transferable and shall only be used in conjunction with the company and works name shown on the certificate of approval.
- 7.15.3 The CARES logo shall at all times incorporate the certificate number allocated to the company and be accompanied by the Static QR Code.
- 7.15.4 Approved Firms can use in advertising and correspondence, where appropriate, the certification marks, Static QR code and Rosette Rating marks with the exception that the UKAS symbol may not be included in promotional goods. The logo Static QR Code and Rosette Rating marks may appear in the colours provided or in black and white.



Section 7 - Regulations

7.16 All Firms shall:

- 7.16.1 notify the Authority of any hazards or risks to which the Authority's representatives may be exposed when visiting the Firm.
 - 7.16.2 provide the Authority's representative with the necessary protective equipment and instruction in its use.
 - 7.16.3 shall be responsible for the Authority's representative's collection from and return to the airport, port or other location and for their safekeeping and well-being during their visit.
- 7.17 The Authority reserves the right to delay, suspend or cancel a Firm's certification where it is thought the health and safety of their representatives may be at risk.



Section 8 – Application and Declaration

8 APPLICATION AND DECLARATION

A completed application, including the declaration, signed on behalf of the Firm, by a director or officer of the company and an application fee, should be sent to the Chief Executive Officer of CARES. The following details must be completed in the English language. Please type your answers, or write in capitals in black pen, and answer all questions. An editable version of this form is available in Microsoft Word from the CARES Office.

8.1 Your Company

Name of ultimate parent company	
Name of company applying	
Address of Head Office	
Town	
County	
Post Code	
Country	
Telephone	
Fax	
Website	
Head Office(Group) Contact: Title e.g. Mr., Mrs.	
Group Contact Full Name	
Position	
e-mail	
Contact number	

8.2 The site to be certificated

Name of site	
Address of the site	
Town	
County	
Post Code	
Country	
Telephone	
Fax	
Website	
Number of employees and number of shifts	
Full name of Management System Representative	
Position	
Contact number	
Email	

8.3 Financial contact details

Name of Contact to send invoice to:	
Address Invoice to be sent to	
Town	
County	
Postcode	
Country	
VAT Registration number (EU countries)	

8.4 Other contact details

Audit Coordinator: Title and Full Name	
email	
Contact number	
Commercial Contact: Title and Full Name	
email	
Contact number	
Website	

8.5 Activities on site

What activities are carried on at the site? Please give number(s) and description(s) of IAF code from guide, if known.	
Scope of application	
Does your company manage all the land included in the application?	
If not, please give brief details	
Approximate size of site (in square metres or hectares - please state which):	
Does your company own or manage any adjoining land which is not included in the application?	
If yes, why is the land not included?	
Is any adjoining land legally designated a Site of Special Scientific Interest (SSSI), national park, area of Natural Heritage or equivalent? If yes, please give further details	



Section 8 – Application and Declaration

8.6 Management systems (all applicants):

Do you currently operate a documented management system(s) to ISO 9001 / ISO 14001 / ISO 45001 / ISO 50001 / SA 8000 / CE and/or UKCA Marking (FPC Requirements of BS EN 10025)? (If yes, please state which one(s))

Which ones, if any, are certificated?

If so, when was certification first achieved for each management system approval?

By which certification body / bodies?

For what scope(s)?

Has certification ever been refused, withheld or withdrawn from you by another certification body? If so, give brief details why:

Has consultancy relating to the product and/or management system (as applicable) to be certified been provided and, if so by whom?



Section 8 – Application and Declaration

8.8. Additional information, please add any relevant information (all Applicants):



Section 8 – Application and Declaration

8.9 Declaration (A copy should be retained by the Applicant)

- 8.9.1 In the event of being accepted for consideration for certification, we undertake to demonstrate our ability to comply with the requirements set out in the Scheme.
- 8.9.2 In the event of being granted a certificate of approval we further undertake to:
- abide by the regulations as amended from time to time by the Board of the Authority
 - pay the fees and costs required by the Board
 - accept periodic inspections by the Board and its agents
 - report immediately to the Chief Executive Officer of the Authority any changes in practice or conditions from those pertaining at the time of the satisfactory assessment leading to approval
 - respect all changes in Standards and scheme requirements for which approval to manufacture and supply has been given
- 8.9.3 The acceptance of our application shall constitute a contract between yourselves and the Authority, but not between ourselves and any other applicant for, or holder of, a certificate of approval.
- 8.9.4 In the event of being granted a certificate of approval, we understand that we are responsible for complying with the Scheme regulations as amended from time to time and ensuring all goods and services supplied under the certificate of approval comply with such regulations and are fit for use. In addition we confirm that we will not make or be involved in, directly or indirectly, any claim against the Authority whatsoever and we undertake to keep the Authority, its Board of Management, officers, employees and agents fully indemnified against any losses, liabilities, costs, claims, actions and demands, which they may incur or which may be made against them as a result of or in relation to any actual or alleged breach by us of the regulations as amended from time to time or as a result of or in relation to any use of the Authority’s certification mark or failing to comply with the assessment requirements of the Authority as amended from time to time.
- 8.9.5 This undertaking and the regulations of the Authority (together with all other documents referred to therein) shall be governed by, and construed in accordance with, English law. We hereby submit to the non-exclusive jurisdiction of the English courts for all purposes connected herewith.

Application Fee enclosed : £.....

Sustainability Management System in form of a manual in any format and media (in the English language enclosed) : Yes/No

Signature (for and on behalf of Applicant) _____

Name (printed) _____

Position _____

Company _____

Date _____

9 CERTIFICATED ROUTE FOR GRANTING AND MAINTAINING APPROVAL

The process by which Applicants for Certification may obtain and maintain a CARES Certificate of Approval is described in Figure 1.

