



Sustainability Process Certification

Certification Body (CB) Rules

First Version
January 2026



TABLE OF CONTENTS

1. INTRODUCTION.....	P3
1.1. Objective and Scope	
1.2. Reference Documents	
2. CERTIFICATION BODY (CB) ACCEPTANCE	P3
2.1. Application	
2.2. General Criteria	
2.3. Peer Assessment of Certification Bodies (CBs)	
2.3.1. Initial Assessment of CBs	
2.3.2. Ongoing Assessments	
2.3.4. Nonconformities And Corrective Actions	
2.3.5. Confidentiality	
2.3.6. Assessment Fees	
2.4. Establishing a New System	
3. GENERIC OBLIGATIONS	P4
4. MUTUAL RECOGNITION AND LOYALTY	P4
5. INSURANCES AND LIABILITY	P5
6. SUSPENSION AND WITHDRAWAL OF CB ACCEPTANCE	P5
6.1. Withdrawal in Case of CB Failure	
6.2. Withdrawal Upon CB Request	
6.3. Transfer of Existing Certificates	
7. Complaints And Appeals	P5
ANNEX 1: Documents for CB Application	P6
ANNEX 2: Agreement Between Owner and CB	P6
ANNEX 3: Pricing List For System Fees.....	P6

Resources for the Sustainability Process Certification are available upon request. Please complete the contact form on our website or send an email to spc@tic-council.org, and we will respond as soon as possible.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part outlines the specific procedures and protocols that must be followed when conducting financial transactions. This includes details on how to properly document each transaction, the roles and responsibilities of the individuals involved, and the necessary approvals required for each step.

3. The third part addresses the issue of internal controls and risk management. It provides guidance on how to identify potential risks, assess their impact, and implement effective controls to mitigate these risks. This section also discusses the importance of regular audits and reviews to ensure that the internal control system remains robust and effective.

4. The fourth part focuses on the role of the board of directors and the management team in overseeing the organization's financial health and performance. It highlights the need for clear communication, regular reporting, and active involvement from all stakeholders in making strategic decisions.

5. The final part of the document provides a summary of the key points and offers recommendations for further action. It encourages the organization to continue to improve its financial practices and to stay up-to-date with the latest industry trends and regulations.

6. The document also includes a section on the importance of ethical conduct and integrity in all business dealings. It stresses that the organization should always act in a fair and honest manner, and should be transparent about its financial activities.

7. Additionally, it provides information on the organization's policies regarding the use of company resources and the handling of confidential information. It emphasizes that all employees should be held accountable for their actions and should adhere to the organization's code of ethics.

8. The document concludes with a statement of the organization's commitment to financial excellence and to the highest standards of transparency and accountability. It expresses the organization's confidence in its ability to meet its financial obligations and to achieve its long-term goals.

9. Finally, the document provides contact information for the organization's financial department and offers assistance to anyone who may have questions or need further information.

1. Introduction

2. Methodology

3. Results

4. Discussion

5. Conclusion

6. Appendix

7. References

8. Acknowledgements

9. Author Biographies

10. Contact Information

11. Abstract

12. Keywords

13. Summary

14. Introduction

15. Methodology

16. Results

17. Discussion

18. Conclusion

19. Appendix

20. References



TIC Council
Rue du Commerce 20-22
B-1000 Brussels
Belgium

Secretariat@tic-council.org
+32 2 880 21 37

Visit us online

