



Sustainability Process Certification

System Owner Rules

First Version
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1. Introduction

1.1. Objective and Scope

This document describes the responsibilities, structure and functions of the System Owner of the Sustainability Process Certification. The System Owner will be TIC Council.

The document explains first the nature and structure of the System Owner, then its responsibilities on the ownership, development, maintenance of the System.

2. System owner

It is TIC Council, responsible for the development and maintenance of the System.

If the System owner is responsible for several conformity assessment Systems, he develops and maintains rules and procedures for managing similar or related Systems in a conformity assessment system

12.1. System ownership

The functions of the System ownership are:

- Identification of the Systems owned by the System owner
- Responsibility for the objectives, the content, and the integrity of the System (i.e. development of policies and procedures relating to the operation of conformity assessment according to the System)
- Manage the risks and liabilities arising from System owner activities
- Arrangements (e.g. insurance or reserves) to cover liabilities arising
- Financial stability and resources required
- Transparent fees for access or use of the System
- Expenditure and provision of resources (e.g. resources to cover the maintenance of the secretariat and its operations)
- Release and owner of marketing and website, social media
- Regular communication to relevant stakeholders (during project, after go-live)
- Ensure professional project management, project controlling according to defined deliverables

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 proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements. The text highlights the need for a robust system to capture, store, and retrieve data efficiently, ensuring that all relevant information is accessible and up-to-date.

2. The second part of the document focuses on the implementation of internal controls and risk management strategies. It outlines the key components of an effective control framework, including the identification of risks, the assessment of their potential impact, and the development of mitigation measures. The document stresses the importance of a proactive approach to risk management, where potential issues are identified and addressed before they escalate into significant problems.

3. The third part of the document addresses the role of technology in modern business operations. It discusses the benefits of digital transformation, such as increased efficiency, improved data accuracy, and enhanced collaboration. The text also highlights the challenges associated with technology adoption, such as data security, system integration, and the need for ongoing training and support for employees. The document concludes by emphasizing the importance of a strategic approach to technology, where digital tools are used to drive business growth and innovation.

4. The fourth part of the document discusses the importance of human resources and organizational culture. It emphasizes that a strong, motivated workforce is the foundation of any successful organization. The text highlights the need for a clear vision and mission statement, as well as a culture of transparency, communication, and collaboration. The document also discusses the importance of employee development and training, ensuring that staff have the skills and knowledge needed to perform their roles effectively.

5. The fifth part of the document addresses the importance of financial management and budgeting. It outlines the key principles of sound financial practice, including the need for a realistic budget, regular monitoring of financial performance, and the ability to adjust plans as needed. The text also discusses the importance of maintaining accurate financial records and providing clear, concise reports to management and stakeholders. The document concludes by emphasizing the importance of a disciplined approach to financial management, where resources are used efficiently and effectively to achieve organizational goals.

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