TIC COUNCIL

SUSTAINABILITY PROCESS CERTIFICATION BY TIC COUNCIL

Sustainability Process Certification

System Owner Rules

First Version

January 2026



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.

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