

R-/CO2-Module Annual Assurance

Preliminary information: For reasons of readability, the examples in this guide only refer to the CO2-Module. However, **the content also applies to the R-Module.**

Background: One of the required pieces of evidence for criterion L5 is an annual compliance declaration by management (see CSC Technical Manual - CO2-Module). Accordingly, new evidence for L5 must be uploaded annually after the assessment has been certified. The following measures and automations have now been implemented as reminders for this process.

Guidance Note (CO2-Module as an example):

The requested documents for an expired calendar year must be uploaded by the company within two months after the year's end. The first reminder email will be sent on February 28th. If the deadline (March 31st) is missed, a second and final reminder will be issued with a deadline of April 30th. If this final deadline is also missed, the affected CO2-Module certificate will be revoked until the missing compliance declarations are provided.

The following intermediate step has been added for the upload of post-certification documents:

Assessment: 21-CSC17-2021-CO2

We hereby confirm that:

- the CO2 module was only applied to the declared concrete products.
- all CO2 calculations are in accordance with the CSC criteria.

Furthermore, we confirm that the uploaded list complies with the requirements of the CSC CO2 module and is complete

AGREEMENT

The toolbox checks at the specified times (see deadlines) whether:

1. A confirmation from the company has been completed
2. The documents have been uploaded

If no documents are uploaded or the confirmation is missing after the final deadline, the affected certificate will be temporarily revoked, and the company, the CB, and CSC will be informed.

The reminder mail:

Dear Company XYZ,

An annual assurance is required for CO₂-Modules. See the Annex (<https://csc.eco/about-us/resources/>). With this email we remind you to upload the additional evidence for CSC certificate ##-CSC24-2024-CO2 of the project Test123 in the CSC Toolbox. The additional evidence has to be uploaded before April 30th 2024. If this deadline is missed the certificate will be revoked.

The following credits of the certificate are missing additional evidence:

- L5

This email was generated automatically.

With kind regards,

Concrete Sustainability Council

The mail about the withdraw of the certificate:

Dear Company XYZi,

With this email we inform you that CSC certificate ##-CSC24-2024-CO2 of the project Test123 in the CSC Toolbox has been revoked due to the lack of uploaded additional evidence. To certify the certificate again, please upload the additional evidence.

The following credits of the certificate are missing additional evidence:

- L5

This email was generated automatically.

With kind regards,

Concrete Sustainability Council

Note: The email reminders are generated based on module assessments. If you have multiple module assessments, you will receive a corresponding number of reminder emails.