



# How to Apply for Green Tick® Guideline

**Green Tick® Certification - The Ultimate Ecolabel™**

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## 1. Inquire about Green Tick®

**Contact us for an introduction to Green Tick® Certification  
and how it can benefit you...**

- General inquiries to us at email: [info@greentick.com](mailto:info@greentick.com)
- Telephone us at Telephone: +64 4 382 9669
- Arrange a Microsoft Teams Meeting
- Arrange a Zoom Meeting
- We recommend Teams or Zoom meetings as the best introduction to Green Tick® and GreenTracer™ and how they can benefit your organisation



## 2. Choose Your Tick



Choose which Tick would best benefit your business.  
GreenTracer™ also available.





## 3. Scope Your Application

### 3.1 Scope

- **Green Tick® - What organisation, sites, products, services or projects do you wish to have certified?** You must apply for at least one product (or service or project), and at least one site.
- **GreenTracer™– (optional) What supply chains and sources do you wish to have verified?** You must apply for at least one source and one destination.

### 3.2 Standards

- **Check Compliance with Green Tick® Standards** – check that your operation complies with the standards for the ecolabel you wish to be awarded. Standards download [here](#).
- **Collect Sustainability Data**– collect at least 12 months' worth of data to show compliance with the relevant standard. See Slide 3a.
- **Prepare Your Life Cycle Assessment** – prepare your life-cycle diagram to show cradle-to-grave or cradle-to-cradle option for certification. See Slide 3b.





## 3a. Sustainability Statement - Guide

### Scope

- Description of Business
- Sustainability Policy and Performance
- Products/Services/Project Descriptions
- Sites

### Life Cycle Assessment

- Life Cycle Diagram (for each product, service or project applied for)
- Certification Boundaries (cradle-to-cradle or cradle-to-grave)

### Compliance with Standards (for each corporate, product, service, project, site applied for)

- Health and Safety – minimum 12 months evidence of compliance with eight H&S standards
- Sustainability – minimum 12 months evidence of compliance with 12 sustainability standards
- Carbon or Service ecolabels- minimum 12 months evidence of compliance with standards

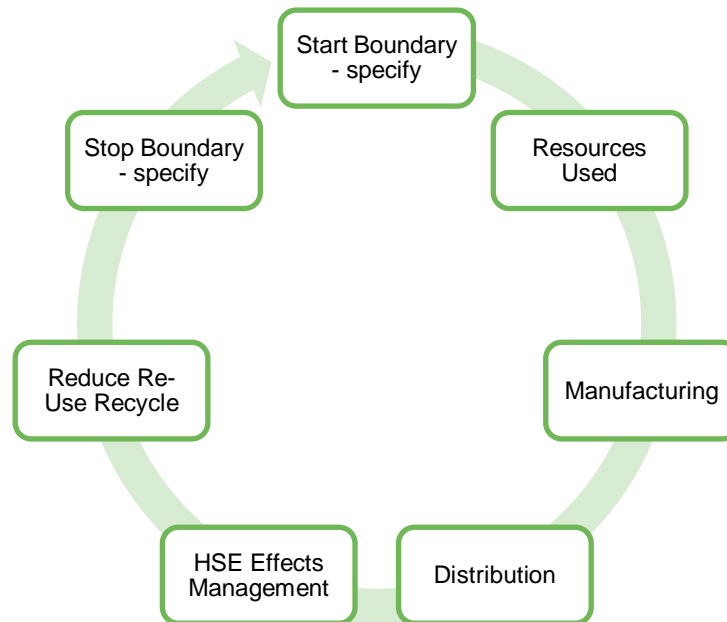
### Conclusion

- Future Commitments to Sustainable Practices and Performance





## 3b. Life Cycle



### Example Life Cycle Diagram

#### **Scope:**

1. Make sure the life cycle diagram includes the “START” and “STOP” points where the Applicant directly controls the impacts of their business; eg. “START” = Inwards Goods, “STOP” = Outwards Goods.

2. Two common boundary definitions are:  
(a) Financial responsibility  
(b) Operational responsibility.

3. In some countries legal responsibility may go beyond these, check to make sure the boundaries are correct.

HSE = health, safety, environment





## 4. Prepare and Submit Your Application

### 5.1 Scope

- **Scope Green Tick® Application** - state organisation, sites, products, services or projects you wish to have certified.
- **Scope GreenTracer™ Application** – (optional) state supply chains and sources you wish to have verified.
- **Contact Us for Audit Price** – once we know the scope of your application, we can have an approved Auditor advise you of the Audit Cost.

### 5.2 Compliance

- **Sustainability Statement**
  - document containing information showing compliance with the ecolabel sought
  - Includes life cycle assessment and other supporting information

### 3.3 Submit

- **Prepare Application** – prepare your application, including Scope and Sustainability Statement (or hire a suitable contractor to prepare it for you)
- **Submit Application** – send your application to us – preferably by email
- **Application Fee payment** – pay application and audit fees (see [fees](#))





# 5. Complete Your Audit







## 6. Be Awarded Your Tick

Certification Board receives Audit Report recommending 'grant' of application

Certification Board awards Green Tick®

License to use Green Tick® brand issued for 3 years  
royalty fees paid, spot audits may occur (at no charge to you)



**GREENTRACER**  
sustainable supply





## 7. Promote Your Tick

**Achieve maximum benefits from the power of the Green Tick® Brand.**

- (1) Standard Promotion** - promotion across the standard Green Tick® Network
  - Dedicated page on our web site
  - Entry on our social media sites (except YouTube)
- (2) Premium Promotion** - promotion across the extended Green Tick® Network
  - Dedicated and extended website page with multiple graphics capability
  - Entry on our social media sites
  - YouTube video
- (3) Specialist Promotions** – specialist multimedia promotions at national or international level.





# New Product or Service?

- We have a special process for a new product or service that does not yet have 12 months' compliance data. For new products or services, the main objective of the audit is to establish whether the new product or process is designed to meet the certification standard sought. Normally in such cases a 12-month compliance check will follow the primary certification audit.
- In this way, Green Tick® Certification is unique in that it allows for innovation and the certification of new products and processes without penalty or undue delay.





**The Ultimate Ecolabel™**

[www.greentick.com](http://www.greentick.com)