

Conditions for recognition LCA practitioner and LCA reviewer

Version 1.0 (July 2024)

This procedure sets out the requirements defined by Stichting NMD for the recognition of LCA practitioners and LCA reviewers, and how these requirements must be demonstrated. A distinction is made between a recognised LCA practitioner and a recognised LCA reviewer. A recognised LCA practitioner has knowledge of LCAs, the corresponding methods, and the construction sector. A recognised LCA reviewer is an independent, qualified third party specialised in preparing and reviewing LCAs, the corresponding methods, and the construction sector. The requirements for becoming a recognised LCA reviewer are therefore more strict than those for becoming a recognised LCA practitioner. Recognition as an LCA practitioner can also be seen as a step towards (and prerequisite for) becoming a recognised LCA reviewer. After all, preparing LCAs provides relevant work experience and knowledge that the practitioner needs in order to also verify LCA reports.

1. Conditions for recognition 'LCA practitioner'

Category 1 and 2 data must be prepared by a person with the appropriate work experience and knowledge. An LCA practitioner can be recognised if they have the following work experience and knowledge:

- The LCA practitioner has sufficient work experience to independently and responsibly prepare a life cycle assessment (LCA) of materials and raw materials used in the residential & non-residential building (B&U) and/or civil engineering (GWW) sector;
- The LCA practitioner has knowledge of construction products;
- The LCA practitioner has knowledge of the Assessment Method, EN15804, and the underlying standards ISO14040/44 and ISO14025;
- The LCA practitioner knows how to apply relevant PCRs.

To become a recognised LCA practitioner, the following minimum requirements must be met:

- The LCA practitioner has prepared and completed at least three verified LCA reports in the past two years, in accordance with the NMD Verification Protocol. These three LCA reports must meet the following conditions:
 - The reports fall under at least two different material groups¹;
 - The LCA practitioner is the main author for at least two reports and is responsible for carrying out the LCA calculation;
 - The reports have been reviewed by at least two different independently recognised LCA reviewers (who do not work for the same organisation);

¹ The following material groups are recognised:

Inorganic materials; bitumen; composites; glass; wood; lime and cement, binders and mortars; clay, gypsum, magnesium and synthetic binders; plastics and rubbers; metals (alloys); organic materials; stone; paints and coatings; sand and gravel.

- The LCA practitioner is not involved in criminal cases related to bribery, money laundering, or fraud.

To demonstrate that the LCA practitioner meets the requirements above, the following must be submitted to Stichting NMD:

- A motivation letter of 500 to 1000 words explaining the following:
 - Who you are and the type of organisation you work for;
 - Why you want to become a recognised LCA practitioner;
 - Your experience with the LCAs you have prepared;
 - How many years have you been working with LCAs? How many hours per working week (on average) do you spend on LCAs?
 - What is your area of expertise? (e.g. biobased materials, concrete, civil engineering, etc.)
 - How did you become acquainted with the Assessment Method, EN15804 and the underlying standards ISO14040/44 and ISO14025?
 - How do you know how to apply relevant PCRs?
 - How did you gain knowledge of different construction products?
 - When preparing LCAs, do you work alone or in a team? What does the team look like and how is the work divided?
 - What do you do when you encounter a content-related or methodological issue?
 - During reviews, what were the three most important challenges you faced, and how did you resolve them? What did you learn from this?
 - How do you keep your knowledge up to date?
- A current CV;
- Three LCA reports in accordance with the NMD Assessment Method and NMD Verification Protocol², including the corresponding review reports from a reviewer recognised³ by Stichting NMD;
- Completed application form available on the Stichting NMD website.
 - By signing this, the applicant declares that they meet the requirements.

2. Conditions for recognition 'LCA reviewer'

Category 1 and 2 data must be reviewed by an independent, qualified third party before the data can be included in the Dutch Environmental Database (NMD). An LCA reviewer can be recognised if they have the following work experience and knowledge:

- The LCA reviewer has extensive experience in independently and responsibly preparing and reviewing life cycle assessments (LCAs) of materials and raw materials used in the residential & non-residential building (B&U) and/or civil engineering (GWW) sector;
- The LCA reviewer has extensive knowledge of construction products;
- The LCA reviewer has knowledge of the Assessment Method, EN15804 and the underlying standards ISO14040/44 and ISO14025;
- The LCA reviewer knows how to apply relevant PCRs;

² See paragraph 2.8 of the Assessment Method for Environmental Performance of Construction Works, version 1.1, March 2022.

³ See Chapter 4 of the NMD Verification Protocol, version 1.1, May 2022.

- The LCA reviewer makes relevant adjustments in the EcolInvent background database using software such as SimaPro.

To become a recognised LCA reviewer, you must meet at least the following requirements:

- The LCA reviewer:
 - has been a recognised LCA practitioner for at least one year and has prepared and completed at least three verified LCA reports in the past year in accordance with the NMD Verification Protocol, OR
 - has prepared and completed at least eight verified LCA reports in the past two years in accordance with the NMD Verification Protocol.
- The LCA reports meet the following conditions⁴:
 - The reports cover at least four different material groups⁵;
 - The LCA reviewer is the main author for at least half of the reports and responsible for carrying out the LCA calculation;
 - The reports have been reviewed by at least three different independently recognised LCA reviewers (who do not work for the same organisation);
 - At least one of these LCA reports must have been entered into the NMD via the NMD input module.
- The LCA reviewer is not involved in criminal cases related to bribery, money laundering, or fraud.

To demonstrate that the LCA reviewer meets the above requirements, the following must be submitted to Stichting NMD:

- A motivation letter of 00 to 1000 words explaining the following:
 - Who you are and the type of organisation you work for;
 - Your experience with the LCAs you have prepared;
 - How many years have you been working with LCAs? How many hours per working week (on average) do you spend on LCAs?
 - What is your area of expertise? (e.g. biobased materials, concrete, civil engineering, etc.)
 - How did you become acquainted with the Assessment Method, EN15804 and the underlying standards ISO14040/44 and ISO14025?
 - How do you know how to apply relevant PCRs?
 - How did you gain knowledge of different construction products?
 - When preparing LCAs, do you work alone or in a team? What does the team look like and how is the work divided?
 - What do you do when you encounter a content-related or methodological issue?
 - During reviews, what were the three most important challenges you faced, and how did you resolve them? What did you learn from this?

⁴ If the applicant has already been a recognised LCA practitioner for one year, these conditions apply to the total of six submitted LCAs (i.e. the three previously submitted LCAs and the three newly submitted LCAs).

⁵ The following material groups are recognised: inorganic materials; bitumen; composites; glass; wood; lime and cement, binders and mortars; clay, gypsum, magnesium and synthetic binders; plastics and rubbers; metals (alloys); organic materials; stone; paints and coatings; sand and gravel.



- How do you keep your knowledge up to date?
- Why you want to become a recognised LCA reviewer and why you believe you are ready for this role;
- Mention several key aspects in the Assessment Method, EN15804 and underlying standards, Ecolnvent and PCRs that reviewers should be particularly attentive to;
- What relevant modifications have you made in the Ecolnvent background database (e.g. in a software tool such as SimaPro)? Describe these using practical examples from the submitted LCAs.
- Are there other recognised LCA reviewers in your company? If so, how do you consult with them? If not (for example, if you are self-employed), how do you ensure alignment?
- How do you deal with borderline cases during reviews?
- A current CV;
- LCA reports in accordance with the NMD Assessment Method and NMD Verification Protocol⁶, including the corresponding review reports from a reviewer recognised⁷ by Stichting NMD;
- Completed application form available on the website of Stichting NMD.
 - By signing this, the applicant declares that they meet the requirements.

3. Procedure for recognition of 'LCA practitioner' and 'LCA reviewer' by Stichting NMD

3.1 Application

An LCA practitioner or LCA reviewer who believes they are sufficiently qualified to be recognised by Stichting NMD can apply via the application form on the website.

Stichting NMD will treat all submitted documents confidentially.

3.2 Assessment

After receiving the required documents via the application form for recognised LCA practitioner or recognised LCA reviewer on the website of Stichting NMD, the following steps will be followed:

- Stichting NMD will send a confirmation of receipt of the application.
- This will include a timeframe within which the applicant can expect the result.
- Stichting NMD will start the internal assessment.
 - In case of ambiguity, additional information may be requested by Stichting NMD.
 - In case of doubt, members of the Technical Content Committee (TIC) or individuals from the list of recognised LCA reviewers may be consulted for advice. They will be granted access to the submitted documents.
 - If there is still uncertainty after this advice, a physical interview will be scheduled to ask further substantive questions.
- Stichting NMD will communicate the outcome of the assessment with substantiation by means of an official letter.

⁶ See section 2.8 of the Assessment Method for Buildings, version 1.1, March 2022.

⁷ See Chapter 4 of the NMD Assessment Protocol, version 1.1, May 2022.



3.3 Oath

After a positive assessment, both the LCA practitioner and the LCA reviewer will take an oath. For the LCA practitioner, this oath will be taken during a Teams meeting with a staff member of Stichting NMD. For the LCA reviewer, the oath will be taken during the biannual Recognised Reviewers Meeting (ETO).

Oath for recognised LCA practitioner:

"I pledge, as a recognised LCA practitioner, to carry out my duties with the highest level of integrity, objectivity, and professionalism. I acknowledge the importance of my role in ensuring the accuracy, completeness, and reliability of LCA studies. I commit to keeping my knowledge and skills up to date."

Oath for recognised LCA reviewer:

"I pledge, as a recognised LCA reviewer, to carry out my duties with the highest level of integrity, objectivity, and professionalism. I acknowledge the importance of my role in ensuring the accuracy, completeness, and reliability of LCA studies. I will perform all reviews with an impartial attitude, based on scientific principles and recognised LCA methodologies. I commit to keeping my knowledge and skills up to date."

3.4 Buddy for recognised LCA reviewer

During the first year, the LCA reviewer will have a buddy who provides support and is available to answer questions during the execution of reviews. This buddy must have been recognised LCA reviewer for more than one year. The applicant is responsible for finding a buddy and making the necessary arrangements. This may be someone within their own organisation, but self-employed reviewers must initiate a collaboration themselves.

3.5 Costs

The costs for processing an application for recognition consist of a one-time fee, which is determined annually. An annual fee is also required to maintain the recognition. For the current rates, see the rates document available at [rates document available at www.milieudatabase.nl](https://www.milieudatabase.nl).

Please note: Once an application has been submitted to Stichting NMD, the one-time application fee will be charged before the outcome is communicated. This fee will be charged in all cases, even if the assessment turns out to be negative.

3.6 Publication

Stichting NMD publishes the names and company details of the recognised LCA practitioners and LCA reviewers on www.milieudatabase.nl. The LCA practitioners and LCA reviewers are responsible for informing Stichting NMD of any changes to this information.

3.7 Maintaining recognition as 'LCA practitioner'

To maintain recognition as an LCA practitioner, the following conditions apply:

- Every three years, the LCA practitioner must demonstrate that they are still demonstrably active in preparing LCAs. Stichting NMD will request the following:
 - A list of at least three LCAs prepared in the past three years in which the LCA practitioner was the main or co-author;
- Participation in consultations for LCA practitioners organised by Stichting NMD (e.g. regarding changes to the system).
 - Absence must be reported in advance with a valid reason.

3.8 Revoking recognition as 'LCA practitioner'

Stichting NMD may revoke the recognition of an 'LCA practitioner' in the following situations:

- The individual has not prepared the required number of LCAs;
- The individual is absent more than twice in three years from consultations for LCA practitioners organised by NMD, without notification and explanation;
- The individual is no longer working in the relevant professional field;
- The individual indicates they no longer wish to be a recognised LCA practitioner;
- The individual fails to pay the annual fee for maintaining recognition;
- The individual damages the reputation of Stichting NMD;
- There are other circumstances that indicate the individual no longer has the required expertise;
- The individual has been involved in criminal cases relating to bribery, money laundering, or fraud.

Stichting NMD will notify the LCA practitioner in writing of the decision to revoke recognition, including reasons. Exceptions may occur and will, if necessary, be submitted to the Technical Content Committee (TIC) for assessment.

3.9 Maintaining recognition as 'LCA reviewer'

To maintain recognition as an LCA reviewer, the following conditions apply:

- Every three years, the LCA reviewer must demonstrate that they are still demonstrably active in preparing and reviewing LCAs. Stichting NMD will request the following:
 - A list of at least three LCAs prepared in the past three years in which the LCA reviewer was the main or co-author;
 - A list of at least three LCAs reviewed by the LCA reviewer in the past three years.
- Participation in the biannual Recognised Reviewers Meeting (ETO) organised by Stichting NMD. This meeting is intended to maintain knowledge levels and provide a platform for peer discussion.
- Absence must be reported in advance with a valid reason.



3.10 Revoking recognition as 'LCA reviewer'

Stichting NMD may revoke the recognition of an 'LCA reviewer' in the following situations:

- The individual has not prepared and reviewed the required number of LCAs;
- The individual is absent from at least two ETO meetings within three years without prior notice and explanation;
- The individual is no longer working in the relevant professional field;
- The individual indicates they no longer wish to be a recognised LCA reviewer;
- The individual fails to pay the annual fee for maintaining recognition;
- The individual damages the reputation of Stichting NMD;
- There are other circumstances that indicate the LCA reviewer no longer has the required expertise;
- The individual has been involved in criminal cases relating to bribery, money laundering, or fraud;
- It becomes apparent that significant errors have been made multiple times during the validation of LCA reports in accordance with the NMD Verification Protocol:
 - Upon the first occurrence, a warning is issued;
 - Upon the second occurrence, the recognition is suspended;
 - This suspension means that the LCA reviewer may no longer validate LCA reports independently. An independent LCA reviewer (not employed at the same organisation) will then check, adjust, and approve the review. If this independent reviewer substantiates that the suspended reviewer is functioning properly, Stichting NMD may lift the suspension, allowing the reviewer to carry out reviews independently again.
- The LCA reviewer refuses to cooperate in providing the information necessary for carrying out a second opinion in accordance with the NMD Verification Protocol on an LCA report they have validated.

Stichting NMD will notify the LCA reviewer in writing of the decision to revoke recognition, including reasons. Exceptions may occur and will, if necessary, be submitted to the TIC for assessment.

3.11 Objection

If Stichting NMD rejects a request for recognition as LCA practitioner or LCA reviewer, or revokes a recognition, the individual concerned may submit an objection. This can be done by submitting the case with justification to the Policy Committee for Environmental Performance Netherlands (BMNL). The objection must be submitted within six weeks of the date of the decision by Stichting NMD via info@milieudatabase.nl.

3.12 Liability

Stichting NMD is not liable for any damage resulting from the failure to grant and/or revoke a recognition. In any case, the liability of Stichting NMD is at all times limited to direct damages up to the amount that an LCA practitioner or LCA reviewer owes annually to Stichting NMD. Stichting NMD is under no circumstances liable for indirect damages such as, but not limited to, consequential damages, lost profits, missed savings, or reputational damage.



3.13 Updates to recognition conditions

Stichting NMD reserves the right to supplement and/or amend these conditions in the future. All new and existing recognitions must comply with these updates as of the effective date of the new recognition conditions.