



## **Terms of Reference for Green Marine Europe Verifiers**

### **Green Marine Europe Overview**

Green Marine Europe is a voluntary environmental labelling program that offers a detailed framework for ship owners (hereafter referred to as the candidates) to improve their environmental performance in measurable ways. Key environmental issues addressed through performance indicators include: aquatic invasive species, greenhouse gases, oily discharge, pollutant air emissions (NO<sub>x</sub>, SO<sub>x</sub> & PM), underwater noise and waste management.

Each candidate must complete an annual self-evaluation and report the results to Green Marine Europe. The results determine the candidate's ranking for each of the seven performance indicators on a 1-to-5 scale. Level 1 constitutes regulatory monitoring, while Level 5 indicates leadership and excellence. The results are published and must be independently verified every two years.

### **Green Marine Europe membership**

The participating membership represents various types of ship owners in Europe (bulk carriers, self-unloading ships, container ships, oil tankers, passenger ships, scientific exploration vessels, tugs or barges). The program is designed to adapt to any ship owner regardless of its size and structure by providing a scalable framework for implementing best management practices and for benchmarking environmental performance.

### **Verification requirements**

To obtain and maintain the Green Marine Europe label, each candidate must submit its results (ranked from level 1 to 5) to a third-party verification every two years by calling upon the services of a verifier accredited by Green Marine Europe. The initial verification must be done within the first two years of joining the program. The label and the use of the Green Marine Europe certified logo are awarded only after the successful verification of results.

### **Verifier's mandate**

Under the Green Marine Europe program, a verifier accredited by Green Marine Europe has the mandate to review a candidate's documented proof and justification in support of the annual self-evaluation submitted to Green Marine Europe, and more specifically:

- Evaluate, for each applicable performance indicator, the relevance and quality of the candidate's supporting documents that justify the levels of performance (on a 1-to-5 scale) reported to Green Marine Europe as achieved in the candidate's annual self-evaluation;
- If applicable, verify whether the candidate has used appropriate methodologies and tools (such as those proposed by Green Marine Europe in the annexes and/or others) to satisfy the program's requirements;

- Produce a verification report according to Green Marine Europe's standards that describes the verifier's observations, recommendations and/or comments, as well as confirming the final level reported as achieved for each applicable performance indicator.

The verifier is not required to verify the candidate's compliance with applicable environmental laws and regulations.

### **On-site verification**

All verifications must be carried out on site with a representative of the participating company physically present. Green Marine Europe does not permit remote verifications.

The verification consists in collecting, reviewing and evaluating the evidence in support of the candidate's results as reported to Green Marine Europe in the candidate's self-evaluation. The evidence consists of the documented information, the verifier's interviews with relevant managers and/or staff to answer key questions, and the verifier's observations. Verifiers are encouraged to visit the candidate's facility and/or vessels, if possible, to validate some of their findings.

Verifications are expected to take between a half-day and one-and-a-half days, depending on the amount of documentation to verify. Time spent for a verifier's preparation and travel are not included within this verification timeframe. Verifications should not take more than two days.

### **Verification schedule and costs**

For this first year of implementation, Green Marine Europe strives to have all results verified (as required every two years) by September. In subsequent years, the verification process will be conducted earlier. However, the specific dates are still to be determined.

Candidates must use the services of a verifier accredited by Green Marine Europe. However, Green Marine Europe does not match candidates with verifiers. Candidates can select from among the verifiers listed along with their summarized background, experience and contact information on the Green Marine Europe website (to be available soon). This free-market approach makes it the responsibility of each verifier to establish and promote his or her rates as a competitive service. Candidates usually contact more than one verifier for a quotation before making a selection. Each candidate is responsible for paying for its verification's costs and the mutually agreed upon verifier's travel expenses.

## Qualifications and Competencies

As mentioned above, new verifier candidates are selected based on sector, environmental and verification experience. The desired qualifications and competencies are the following:

Table 1: Qualifications and Competencies of Green Marine Europe verifiers

Experience	Qualifications	Competencies
<b>Verification &amp; environmental experience</b>	<ul style="list-style-type: none"> <li>• Compliance or Environmental Management Systems (EMS) auditor</li> <li>• Experience conducting compliance, EMS and/or International Safety Management (ISM) audits</li> </ul>	<ul style="list-style-type: none"> <li>• Apply appropriate audit principles, procedures and techniques to the planning and execution of a Green Marine Europe verification so that verifications are conducted in a consistent, professional and systematic manner.</li> <li>• Verify the accuracy of collected information and be aware of the significance and appropriateness of verification evidence to support findings and conclusions.</li> </ul>
<b>Marine transportation experience</b>	<ul style="list-style-type: none"> <li>• Experience within the marine transportation industry</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with the standard activities taking place at the types of operations covered by Green Marine Europe. <u>Examples of relevant fields of experience:</u> Navigation, ship design and ocean engineering, marine and port maintenance and operations, marine environmental management and planning, health and safety, inspection, auditing, consulting, training, etc.</li> </ul>

## Training requirements

To obtain and maintain the Green Marine Europe verifier accreditation, verifier candidates must participate in the training provided by Green Marine to ensure their understanding of the program principles, requirements and verification standards. All training courses will be provided by Green Marine through webinars.

### 1) Initial training and competency exam

Verifier candidates who meet the qualification and competency requirements must participate in the initial training and successfully complete a written competency exam in order to obtain the Green Marine Europe verifier accreditation.

The competency exam will test verifier candidates' knowledge of the Green Marine Europe program and its requirements, their understanding of the verification process and standards, and their verification skills. Successful completion of the test will demonstrate that a verifier candidate has the knowledge and skills to conduct verifications in a consistent, professional and systematic manner in accordance with Green Marine's standards.

## 2) Annual training

To maintain accreditation, all verifiers must participate in annual training to learn about all updates, revisions and/or expansions of the Green Marine Europe program.

### **Conflict of interest clause**

Verifiers are not permitted to conduct verification for a candidate if the verifier or any personnel employed by the same company as the verifier has done work for the candidate related to the implementation of the Green Marine Europe program during the previous two (2) years.

### **Quality control**

Quality control is an important component of the verification process and ensures that Green Marine Europe verifiers are competent, consistent and provide high-quality verification services to participating companies.

Verifiers must agree to occasionally submit their verification reports to a review to validate whether they meet Green Marine Europe's standards. Green Marine Europe will take appropriate measures to ensure the confidentiality of the verifier's identity and any sensitive information.

The Green Marine Europe management team reserves the right to occasionally attend verifications as an observer as part of the quality control process.

It is incumbent on a verifier to answer or address any questions or concerns raised by Green Marine Europe about verification or the verifier's process to the satisfaction of the Green Marine Europe management team.

### **Final discretion**

All decisions related to verifier recruitment and training are subject to the discretion of the Green Marine Europe.

Green Marine Europe has the right to withdraw or suspend the accreditation of a verifier if the verifier has used the accreditation in a misleading way or if he or she has acted in a way that could harm the reputation of the Green Marine Europe brand, its environmental program or its members.