



HOW TO ATTAIN A EUROPEAN LEVEL CERTIFICATE

This information is for manufacturers wishing to apply (“Applicant”) for third-party certification to the FEMB Standard “Sustainability requirements for office and non-domestic furniture for indoor use”, referred to as European LEVEL Certification for furniture products.

GENERAL INFORMATION ON THE FEMB STANDARD AND LEVEL CERTIFICATION

The Program Owner is the European Office Furniture Federation (FEMB), currently represented by Industrieverband Büro und Arbeitswelt e.V. (IBA). A brochure with general information on the FEMB Standard and European LEVEL Certification is available (note to layout of final pdf version: please activate here a suitable download link if possible). For Applicants seeking LEVEL Certification for their products, there are additional normative and informative documents available, including a Guidance Manual which provides interpretations and technical explanations for the FEMB Standard. Any Applicant interested in pursuing LEVEL Certification should obtain these documents through FEMB and review them prior to starting the certification process.

THE FEMB STANDARD AND HOW TO START

The FEMB Sustainability Standard “Sustainability requirements for office and non-domestic furniture for indoor use” is the only Program for sustainability in the office furniture sector accredited to ISO 17065. Applicants that want to pursue LEVEL Certification shall go through third-party conformance verification to ensure they meet the requirements of the FEMB Standard. Applicants will need to contract with one of the Certification Bodies (CB) that are accredited to the LEVEL Program to start the certification process. All accredited Certification Bodies are listed on the European LEVEL website (www.levelcertified.eu).

The certification process begins with an introduction between the Applicant and the Certification Body to clarify the fundamentals for the required certification. The CB will describe the certification process.

The Applicant and the Certification Body shall work together to determine the intended level of certification (1,2,3), the number of product categories and facilities to be audited, and the number of required certificates.



COSTS FOR A EUROPEAN LEVEL CERTIFICATE

The costs for participation in the Level Certification Program is based on various factors which are described in more detail on the European LEVEL website.

1. Audit and Certification Costs

Audits are carried out by a Certification Body who will advise their exact conditions and costs to the applicant after the introduction. The cost of certification services, including audit(s), are dependent on the number of facilities audited, the number of product categories/certificates requested for certification, and the audit time needed to achieve the product certification. The minimum audit time can be found in the normative FEMB Technical Document TDN 05 Audit Time document.

2. License Fee

The Applicant will pay the FEMB a fee for each year of participation in the Level Certification Programme. This fee is due on issue of the first certificate and then every 12 months. The fee remains the same whether the Applicant has one or many certified products.

3. Internal Costs

Each Applicant should consider the internal resources required to prepare for the audit and certification process.

TIMESCALES

Well prepared companies need about 3 months to get certified, the average is around 6 months until a certificate is issued. This includes the time for desk audit of documentation and onsite audit performed by the Certification Body.

CONTRACTS

- Applicants will sign one contract with FEMB for program participation.
- Two Contracts will be signed with the Certification Body:
 1. Before beginning the certification process, a General Agreement between the Certification Body and the Applicant shall be acknowledged and signed for all services performed
 2. Following certification, the Applicant must acknowledge and sign-off on “Level certification Mark Authorization” agreement



PUBLIC DATA BASE

Through the European LEVEL website www.levelcertified.eu an update list of certified products can be consulted by users to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment.

FURTHER INFORMATION

Visit our website

www.levelcertified.eu

Contact a Certification Body of your choice –
They are listed on the Level website

For general questions

info@femb.org

