



# ***AFRDI Green Tick Information Kit***

## **Introduction**

AFRDI Green Tick is a third party product sustainability certification scheme for commercial furniture that has been developed by and is managed by Furntech-AFRDI. AFRDI Green Tick is open to commercial furniture suppliers

The scheme has been designed to engage the furniture sector and to encourage the design and development of progressively more sustainable furniture.

AFRDI Green Tick certification enables furniture manufacturers to positively differentiate themselves in a marketplace where, for the most part, products are untested and not certified.

## **Green Building Council of Australia**

AFRDI Green Tick is recognised by the Green Building Council of Australia (GBCA), which means AFRDI Green Tick certified product can help achieve several Green Star credits. AFRDI Green Tick Level A/Platinum, and B/Gold have GBCA Level A recognition, whereas AFRDI Green Tick Level C/Silver has GBCA Level B recognition.

Green Star New Zealand also rewards the specification and inclusion of AFRDI Green Tick certified products and materials through a number of Materials credits.

## **AFRDI 150**

In order for AFRDI Green Tick Certification to be awarded a product must first be successfully assessed against the requirements of AFRDI 150 *Sustainability standard – Commercial furniture*.

AFRDI 150 is a points based Standard, that includes both mandatory and optional requirements to which points are allocated. There are three levels obtainable:

- **Level C (Silver);**
- **Level B (Gold);** and
- **Level A (Platinum).**

Regardless of what level is sought all products must meet the mandatory requirements. Furthermore at each level a product must accrue a minimum percentage of points available/applicable, i.e. **Level C (Silver)** 38%, **Level B (Gold)** 69%, and **Level A (Platinum)** 85%. In addition Level A (Platinum) has a further set of requirements that products must meet.

There can be some flexibility as to what optional requirements a product can meet in order to be awarded AFRDI Green Tick certification. A general checklist of requirements, or the more detailed *assessment questionnaire* will be provided

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on request. Please note that although AFRDI Green Tick is principally a product certification scheme some of the requirements pertain to the product's site of manufacture.

In summary the requirements of AFRDI 150 relate to:

- Stewardship
- compliance with laws and regulations
- fitness for purpose
- materials selection (e.g. sourcing of wood)
- toxic and hazardous substances
- indoor environment quality
- design for disassembly and recycling, or for product refurbishment and re-use
- operational energy, water and waste
- corporate social responsibility
- transport and packaging

NOTE: those applicants seeking either AFRDI 150 Level B (Gold) or A (Platinum) certification will be subject to an on-site inspection of their Australian premises by Furntech-AFRDI. Where no premises exist within Australia, inspection will be performed at the discretion of Furntech-AFRDI and in such cases the applicant will be required to meet our costs.

### Inspection of product

The assessment requires a complete and representative sample of the product to be inspected by Furntech-AFRDI. At our discretion the inspection can be conducted at either:

- the applicant's Australian premises; or
- at the Furntech-AFRDI laboratory. This option may be more convenient if a sample is to be supplied to our laboratory for other testing, such as that required for AFRDI Blue Tick certification. Please refer to our [Information Kit on Freight to Furntech-AFRDI](#) if the product is to be sent to our laboratory.

### Initiating an assessment

If you wish to submit a product for assessment you will need to provide details of the product to Furntech-AFRDI and request a quote. Thereafter you will need to provide the following before the assessment will start:

- 1 Complete an [Assessment Request Form](#) for each product you wish to submit and return this form to Furntech-AFRDI (our contact details are on page 6);
- 2 Pay the quoted amount. An invoice can be provided if this will help to facilitate payment; and
- 3 Submit evidence that the product meets the applicable requirements of the AFRDI 150 level being sought. A general checklist of requirements,

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and/or the more detailed *assessment questionnaire* will be provided to applicants on request.

Once the three conditions listed above have been met the assessment process will begin within one working week.

### The assessment process

Once the assessment has been initiated the AFRDI sustainability team will assess the evidence you provide. We will give feedback during the assessment and let you know if we require further information. If we encounter a problem with the evidence you have submitted we will let you know and explain the options available to you.

Once the assessment process has begun Furntech-AFRDI will provide you with a formal response within two working weeks.

### AFRDI Green Tick Certification

Once an assessment has been successfully completed, and reviewed and approved by AFRDI management, the product can be AFRDI Green Tick certified.

At this stage the applicant will be sent a draft certificate, and a certification agreement. Once the applicant has confirmed the company and product details of the draft certificate are correct, and has signed and returned to Furntech-AFRDI the certification agreement, we will proceed with the certification process, which entails:

- Adding the product to the Furntech-AFRDI [list](#) of endorsed products under the AFRDI Green Tick Product Certification Scheme. A PDF copy of the certificate will be accessible from the list;

NOTE: All AFRDI Green Tick certified product will be listed on our website, this is non negotiable. However you can request that the PDF certificate (which contains an image of the product) not be available for download from your listing. Please feel free to contact us to discuss.

- Issuing an assessment report;
- Issuing a certificate; and
- Offering the applicant complimentary 12 month Associate Membership of AFRDI when they achieve their first AFRDI Green Tick certification.

NOTE: AFRDI Green Tick certification is for a period of three years at the end of which certification must be renewed in order to remain current.

The reason for the certification agreement is that for Furntech-AFRDI to endorse a product, the institute needs to have an ongoing contractual relationship with the supplier that ensures purchasers can rely on certificates of endorsement.

### **AFRDI Green Tick certification agreement**

Under the AFRDI Green Tick product certification scheme, suppliers agree to:

- be subject to random auditing of facilities throughout the issued period of certification. Maintain quality of production to at least that of the sample assessed;
- advise Furntech-AFRDI of any changes in the product, including changes in materials, components, manufacturing methodologies, and place of manufacture;
- not use (nor permit its agents to use) the AFRDI Green Tick logo to promote goods which are not covered by the Agreement or to misrepresent the nature of Furntech-AFRDI's endorsement. Further, the AFRDI Green Tick logo may not be used on goods not previously having been awarded AFRDI Green Tick certification;
- keep and make available a register of complaints arising from the sale of goods covered by the Agreement;
- submit goods for reassessment every three years;
- agree to random checks of the quality of products covered by the Agreement if required or requested;
- maintain an adequate product liability insurance cover; and
- pay a certification fee.

NOTE: A blank copy of the AFRDI Green Tick certification agreement is available to applicants for their review on request.

### **Certification renewal**

A renewal fee (less membership discounts plus GST) is applicable after three years of certification has transpired.

At the time of certification renewal the product must be shown to still comply with the requirements of AFRDI 150 in order for its AFRDI Green Tick certification to be renewed.

### **Pricing**

There are no royalty fees based on the amount of AFRDI Certified product sold.

Instead the AFRDI Green Tick pricing is based on the number of products to be assessed and the number of manufacturing sites encompassed by those same products.

Economies of scale are factored into the pricing, which means the price per product will decrease as the number of products to be assessed at the same time, from the same site of manufacture, increases.

Please see below for discounts available on AFRDI Green Tick pricing.

We are happy to provide you with a formal quote. All that we require are your company details, and the product's details including the address of its site of manufacture.

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The AFRDI Green Tick pricing covers the cost of:

- The AFRDI 150 assessment;
- A site visit to manufacturing sites located in Australia for audit purposes.
- AFRDI Green Tick Certification for three years, including acceptance to the list of AFRDI-endorsed products accessible on the Institute's [website](#) for the duration a certificate remains current.

Once AFRDI Green Tick certification is awarded, or renewed, no other fees should be incurred during a certificate's (three year) period of validity. This is assuming during this period the product remains unchanged and no further work is required until certification is renewed.

### **Available price discounts**

A number of discounts are available as follows:

#### AFRDI membership discount:

Financial Gold and Platinum AFRDI Members are entitled to a 5% or 20% discount, respectively, on most testing including AFRDI Green Tick quotes.

There is a per annum membership fee. However, those companies undertaking regular work with AFRDI should find that an AFRDI Platinum member's 20% discount more than compensates for the membership fee.

Follow this [link](#) for AFRDI membership information.

#### AFA/FIAA member discount:

Current AFA/FIAA members are entitled to an additional 10% discount on most testing, including AFRDI Green Tick quotes. This discount is in addition to any other applicable discounts.

#### AGT and ABT concurrent work discount:

Those applicants whose products are undertaking significant AFRDI Green Tick and AFRDI Blue Tick work concurrently may also be entitled to an additional discount. Any such discount would be in addition to any other applicable discounts. Both the AFRDI Green Tick and AFRDI Blue Tick work will be quoted together. Applicability of this discount is at the discretion of the Furntech-AFRDI CEO.

#### Volume discount:

Those applicants undertaking AFRDI Green Tick work on three or more products concurrently may be entitled to a discount due to the efficiencies that the quantum of work generates. Any such discount would be in addition to any other applicable discounts. Applicability of this discount is at the discretion of the Furntech-AFRDI CEO.

### **Payment**

Furntech-AFRDI policy is that payment must be made before assessment commences.

Please phone (03) 6326 6155 to request an invoice if this will help to facilitate payment.

Facilities are available for payment to be made by Visa or MasterCard.

### **Confidentiality**

All testing and assessment conducted at Furntech-AFRDI is confidential. The Institute's procedures prohibit the disclosure of:

- i) the fact that an item is being tested or assessed; and
- ii) the results of any such testing or assessment without the written permission of the client.

To assist us to preserve the confidentiality of other customers, we request three working days notice of an intended visit to the Institute's laboratory.

The exception to our confidentiality policy is our non negotiable requirement that all AFRDI Green Tick certified product be listed on our website. However you can request that the PDF certificate (which contains an image of the product) not be available for download from your listing. Please feel free to contact us to discuss.

### **Contact information**

If you have any questions regarding AFRDI Green Tick certification or any of our testing and certification programs please contact us:

T: (03) 6326 6155.

F: (03) 6326 3090.

E: [info@furntech.org.au](mailto:info@furntech.org.au)