PlanetMark

Development Certification Scheme

Rules, Procedures and Management

Version History

Version	Date	Comments
1.0	16 August 2021	Supersedes the Code of Practice
2.0	21 August 2023	Updated following review of Certification Requirements Minor updates to: • 1 Introduction • 2 Scope • 3 Normative References • 4 Terms and Definitions • 5.18 Directory of Certified Developments • 5.19 Complaints and Appeals • 6.1 Complaints and Appeals • 6.1.2 Verification of Third-Party Calculations • 6.2 Requirement to Maintain Impartiality • 6.5 Management System • 7.1.1 Acceptable standards and methods for the whole life carbon calculations • 7.1.3 Retrospective Assessments • 7.1.7 Scope: Boundaries of the Developments • 7.2 Data Quality and Sources • 7.2.1 Requirements for Data Quality • 7.2.2 Calculating Data Quality • 7.2.3 Primary Data Sources • 7.2.4 Secondary Data Sources • 7.3.2 Embodied Carbon Construction: Material Transport to Site • 7.3.6 Accounting for Carbon Neutral and Net Zero Cabon Materials/Products • 7.6 LCA Assessor Responsibilities • Net Zero Carbon (Optional) *removed* • Planet Mark Posters, Banners and Materials *removed* • Planet Mark Certification for Property (Optional) *removed* • Post Occupancy Evaluation (Optional) *removed* • Organisation and Member Responsibilities • Information to be supplied *removed* • 8.1 Measure • 8.2 Engage and Communicate • 8.3 Organisation Responsibilities on Non-Conformance of Certification • 9.1 License to use the Certification Mark • 9.2 Use of the Certification Mark Major updates to: • 5.15 Content of Planet Mark Certification Report • 5.16 Content of Planet Mark Certification • 7 Certification Requirements • 7.1.2 Goal of Assessment • 7.1.4 Reference Period • 7.1.6 Scope: Life Cycle Boundaries • 7.3.5 Operational Carbon

		• Notional Baseline Calculation Guidelines *removed* • Headline Results: Whole Life Carbon *removed* • 7.3.7 Whole Life Carbon Reporting Requirements • 7.4 Carbon Reduction (Informative) • 7.4.1 Embodied Carbon Reduction • 7.4.2 Operational Carbon Reduction • 7.4.3 Carbon Reduction Reporting • 7.7 Failure to Meet Certification Requirements (Non-conformance) • 7.8 Requirement to Engage and Communicate • 7.8.2 Community Engagement (Optional) • Annex 4 Carbon Limits
3.0	11 March 2024	Updated to enable certification of all project types. Minor updates to: • 4 Terms and Definitions • 5.15 Content of Planet Mark Certification Report • 7 Certification Requirements • 7.1.6 Scope: Life Cycle Boundaries • Infographic 1: Scope Life Cycle Boundaries • Company Address details on finnal page Major updates to: • 7.1.4 Reference Period • 7.1.7 Scope: Boundaries of the Development • Annex 1 Description of the Certification Mark • Annex 3 Carbon Limits

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1. Introduction

This document defines the rules and processes that underpin the operation of the Planet Mark Development Certification Scheme. It is primarily intended for use by parties implementing this Certification Scheme, including Planet Mark Assessment Bodies, Planet Mark staff, and members of the Certification Governance Board.

The underlying purpose of this Certification Scheme is to enable organisations to address climate change and achieve a successful net zero transition and become more socially responsible. All parties involved with this Certification Scheme are encouraged to help Members in this endeavour.

The Planet Mark Development Certification Scheme recognises the commitment to reducing lifetime carbon emissions of development projects.

The following are the objectives for the outputs from carbon emissions (CO_2e) measurement, which inform our system and process:

- **To encourage industry leadership and innovation** to meet industry recognised targets.
- **To provide robust, credible, third-party verified certification** for measuring carbon.
- **To provide relevant management information** that supports carbon reduction decision making and enables progress via carbon measurement, usage and cost information assessed and analysed at an asset level.
- **To provide relevant information for engaging stakeholders** through carbon footprint analysis which can be used in communications.
- **To encourage data improvements** by establishing data accuracy ratings.
- **To create transparency** by measuring and reporting the asset's carbon footprint and boundary in the public domain.
- **To address wider impacts** by including qualitative information to support improvement activities which are not reflected in the carbon footprint measures.
- **To make recommendations for carbon reductions** by analysing data.
- **To create industry-wide transformation** in reducing whole-life carbon emissions in buildings and achieving net zero targets.

2. Scope

This document is Planet Mark's standard for the operation of the Planet Mark Development Certification Scheme; it contains the rules and procedures for the management and operation of this Certification Scheme.

Informative Note: All references to Certification Marks, certification reports, certificates and Certification Scheme Rules relate to Development Certification unless explicitly stated as referring to another Planet Mark Certification Scheme (e.g. Business Certification Scheme)

3. Normative References

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

- **EN 15978**
  Sustainability of construction works. Assessment of environmental performance of buildings. Calculation method

- **Chartered Institution of Building Services Engineers (CIBSE) TM65 (2021)**
  Embodied carbon in building services: A calculation methodology

- **Chartered Institution of Building Services Engineers (CIBSE) TM54 (2022)**
  Evaluating operational energy use at the design stage

- **ISO 14040:2006**
  Environmental management — Life cycle assessment — Principles and framework

- **ISO 14064-3:2019**
  Specification with guidance for the validation and verification of greenhouse gas assertions.

- **ISO 21930:2017**
  Sustainability in buildings and civil engineering works — Core rules for environmental product declarations of construction products and services

- **PAS 2080:2023**
  Carbon management in buildings and infrastructure

- **PAS 2060:2014**
  Specification for the demonstration of carbon neutrality.

- **Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment**

- **SBTI Net Zero Standard**

- **Taxonomy Regulation – 2020/852/EU**
  EU Sustainable Finance Taxonomy Regulation (EU Taxonomy)

- **World Organisation Council for Sustainable Development (WBCSD) & World**

Resources Institute (WRI) Greenhouse Gas Protocol Corporate Standard (2004).

- **UK Net Zero Carbon Buildings Standard (under consultation)**

4. Terms and Definitions

For the purposes of this document, the following terms and definitions apply:

- **Advisory Client**
  A Business that has purchased a non-Certification product (Advisory) and is not working towards becoming a Certified Member.

- **Applicant Member**
  A Member working towards certification under the Business Certification Scheme. Also referred to as a Member.

- **Associate Member**
  A Business that has been granted Member status by the CGB, under exceptional circumstances, despite not having purchased, or not had purchased for them, a Business Certification product. Also referred to as a Member.

- **Boundaries of the Development**
  Elements of the Development covered by the certification.

- **Business**
  Any type of organisation, including companies, partnerships, charities, educational institutions, not for profit and public sector organisations.

- **Category A (Cat A) Fit-Out**
  The construction of a fit-out that includes basic finishes to the flors, walls and ceilings. The space is finished, but with no fixtures and fittings, such as partitions, meetings rooms or individual offices laid out. The office space will be functional but not include final specifications.

- **Category B (Cat B) Fit-Out**
  The construction of a fit-out that follows on from a Category A Fit-Out. Typically including bespoke partitioning, finishes, carpeting, lighting, kitchen facilities etc. that are specific to the requirements of the occupier.

- **Certification Governance Board (CGB)**
  The Planet Mark forum which governs this Certification Scheme.

- **Certification Scheme**
  Planet Mark Development Certification Scheme, as defined in this document.

- **Certified Development**
  A Development which has been certified under this Certification Scheme.

- **Certified Member**
  A Business which is currently certified under the Business Certification Scheme. Also referred to as a Member.

  A Certified Member can make use of both the Planet Mark logo and the Mark.

- **Certification Mark**
  The Mark, as defined in Annex 1, which may be used by Developments certified under this Certification Scheme. Also referred to as the Mark.

- **Confidential Information**
  Confidential Information includes all information submitted to Planet Mark or the PMAB under this Certification Scheme, but shall not include information which:
  - Is generally known in the public domain.
  - Has been generally disclosed in the public domain through no fault of Planet Mark or the PMAB.
  - Has been made available to Planet Mark or the PMAB prior to the conclusion of this Agreement.
  - Is required to be released by law.
  - This Certification Scheme requires to be in the public domain. For example, the name of the Member and the Planet Mark Certificate.
  - Is independently developed by Planet Mark or the PMAB without recourse to the Confidential Information.
  - The Member agrees with the Planet Mark or the PMAB should be made publicly available (e.g. for the purpose of responding to complaints).
  - Is anonymised data to be used by Planet Mark for statistical and predictive purposes.

- **Data Sources**
  The sources of the information supplied by a Member to the **Planet Mark Assessment Body (**PMAB) to demonstrate compliance with this standard (see Primary Data and Secondary Data below).

- **Development**
  Any type of construction of a built asset(s).

- **Fit-Out**
  Categorised into Shell & Core, Category A (Cat A) and Category B (Cat B)

- **Intensity Measure**
  A ratio of carbon emissions to another metric, for example tCO_2e per m^2 GIA. Common intensity measures include per m^2, per m^3, per unit.

- **LCA Assessor**
  The individual undertaking the Life Cycle Assessment (LCA), for certifications under this Certification Scheme.

- **Life Cycle Assessment (LCA)**
  The systematic analysis of the potential environmental impacts of products or services during their entire life cycle. Can also be referred to as a Whole Life Carbon Assessment (WLCA)

- **Limit**
  A minimum standard required. The highest point (number) at which a Development is required to go no further than.

- **Member**
  A Member is a Business who has purchased, or had purchased for them, a Business Certification with Planet Mark or in exceptional circumstances, has been approved by the CGB to be a Member. Memberships are to be renewed annually.

Depending on their stage in their certification journey Members can also be referred to as Applicant Members, Certified Members, Decertified Members or Associate Members.

All Members can make use of the Planet Mark Logo but only Certified Members can use the Mark.

- **Member Benefits**
  Benefits released to Planet Mark Members upon sign up and thereafter on an annual basis. These include the opportunity to join the Community Platform and access to the Member Area where they can access communications materials (i.e. Social Media Assets, Website copy, Planet Mark Logo, Certification Mark) relevant to their certification stage.

- **New construction**
  A new-build asset, in which all life cycle stages are assessed. All building elements within the project site boundary must be included in calculations. When any full or partial demolition or deconstruction of an existing structure is required to facilitate the construction of a new asset, the impacts associated with this must be included in the assessment.

- **Non Member**
  Any business who does not meet the Member criteria as defined above. Includes Prospects and Lapsed Members

- **Operations Committee (OpCo)**
  The board-equivalent senior leadership body within Planet Mark.

- **Organisation**
  A business that has responsibility over a Development working towards certification under this scheme.

- **Planet Mark**
  A trading name of Planet First Limited.

- **Planet Mark Assessment Body (PMAB)**
  An organisation which has been approved by Planet Mark to perform assessment activities under this Certification Scheme (including Planet Mark itself).

- **Planet Mark Certificate**
  The certificate produced by Planet Mark to attest compliance with the requirements of this Certification Scheme.

- **Planet Mark Certification Report**
  The report produced by the PMAB to show that a Development complies with the requirements of this Certification Scheme.

- **Primary Data**
  Actual and evidenced data specific to the project which is not taken from a literature resource. Examples include Bill of Quantities (BoQ), meter readings, purchase invoices and receipts, supplier reports, specifications, design drawings etc.

- **Project**
  Any type of building (exterior and/or interior) or infrastructure project during its construction and build process.

- **Reference Period**
  The period over which the Life Cycle Assessment is calculated. It is based upon the expected lifetime of the asset.

- **Retrofit**
  Modification to an asset in order to generate an improved condition. All building elements within the project site boundary must be included in calculations. When any partial demolition, deconstruction or alterations to facilitate the works, the impacts associated with this must be included in the assessment. May also be referred to as refurbishment.

- **Secondary Data**
  Data that has been manually collated and is undocumented or unverifiable. It could contain data that came from primary sources, estimated data and/or manipulated data.

- **Shell and Core Fit-Out**
  The construction of the first phase of a project where the basic inside (core) and the outer building envelope (shell) without adding things like furnishing, interior lighting fixtures, interior walls or ceilings.

- **Terms of Reference**
  The Terms of Reference of this Certification Governance Board (CGB) describe the rules and procedures which govern the operation of the CGB.

5. Operation and Management of this Certification Scheme

This Planet Mark Development Certification Scheme is owned and operated by Planet Mark (a trading name of Planet First Limited).

Planet Mark operates its own PMAB under this Certification Scheme and may also choose to appoint other PMABs.

In all cases the ownership of this Certification Scheme and the copyright in all Certification Scheme documentation remains with Planet Mark.

5.1 Governance of this Planet Mark Certification Scheme

The Certification Governance Board (CGB) is responsible for, and has oversight of, all elements of this Certification Scheme. These responsibilities include

- Approval of documents for the Certification Schemes, including those that describe the procedures, methods, guidelines and tools used for certification.
- The assessment procedures for PMABs and the appointment of PMABs.
- Providing interpretation and clarification of the requirements for the Certification Schemes and maintaining a reference list of these interpretations and clarifications.
- Ensuring the Certification Schemes comply with all appropriate legislation and are operated in an impartial manner.
- Oversight of the complaints and appeals process.

Informative Note: The CGB was formerly known as the Advisory Panel.

5.2 Membership of the Certification Governance Board (CGB)

The members of the CGB are appointed by the OpCo.

The CGB comprises a minimum of three members, of which at least one must **not** be an employee of Planet Mark.

The members of the CGB will appoint a Chair, who has responsibility for reporting to the OpCo.

5.3 Operation of Certification Governance Board

The CGB operates according to agreed Terms of Reference. These Terms of Reference are approved by the OpCo.

The CGB reports to the OpCo which has the ultimate responsibility for the governance of this Certification Scheme.

5.4 Review of Certification Scheme Operation

This Certification Scheme will be reviewed by the CGB on an annual basis to ensure continual improvement and to ensure it is being applied in a consistent manner. The CGB will take into account feedback from stakeholders in its review.

The CGB will decide if additional ad-hoc review meetings are required; for example, if there are significant changes in industry best practice, policy changes, market trends and sector specific requirements that merit short term changes to certification policies and assessment criteria.

The CGB will report to the OpCo on, at least, an annual basis.

5.5 Changes in Specified Requirements

The CGB shall monitor the development of the standards and other normative documents which define the specified requirements used in this Certification Scheme. Where changes in these documents occur, the CGB shall identify the necessary changes to this Certification Scheme, and manage the implementation of the changes (e.g. transition period) by the PMABs, clients and, where necessary, other stakeholders.

5.6 Updates to this Certification Scheme

The CGB will manage updates to this Certification Scheme based on the output of the annual and ad-hoc reviews performed under clause 5.4.

Any updates to this Certification Scheme shall be proposed by CGB and submitted to the OpCo for approval.

5.7 Access to this Certification Scheme

This Certification Scheme is open to all Developments provided the underlying purpose of the Development is not detrimental to the health of people or the planet.

The decision on the acceptability of a Development for certification under this Certification Scheme resides with Planet Mark.

Planet Mark maintains a list of market sectors in which an organisation would typically not be acceptable for certification under this Certification Scheme. This list is available from Planet Mark on request.

5.8 Mechanism for Ensuring Impartiality

This Certification Scheme is committed to safeguarding against conflicts of interest, prejudice, favouritism, one-sidedness, or bias that could result in a harmful or damaging influence on the certification activities.

The CGB and all PMABs must demonstrate adequate processes and procedures to ensure certification is performed objectively.

Planet Mark must ensure impartiality between its PMAB and other activities.

5.9 Confidentiality

Planet Mark will take measures to ensure that all Confidential Information submitted under this Certification Scheme is treated as confidential.

The contracts between Planet Mark and its staff, contractors and any PMABs will include appropriate confidentiality requirements.

5.10 Appointment and Management of Assessment Bodies

Planet Mark appoints PMABs to perform the assessment activities required by this Certification Scheme.

Planet Mark operates a recognition program based on international standards to allow external organisations to be recognised as PMABs.

Assessment criteria are defined by Planet Mark and the assessment shall be performed by Planet Mark or a recognised accreditation body that has been appointed by Planet Mark to undertake this work.

Planet Mark maintains its own PMAB which shall also comply with this Certification Scheme requirements. Any further PMABs appointed by this Certification Scheme will be listed on Planet Mark's website.

Organisations that are interested in joining this Certification Scheme should contact Planet Mark via the details provided on the last page of this document.

5.11 Contracts

Contracts are essential documents for defining the rights, responsibilities and liabilities of the various parties involved in this Certification Scheme.

The following agreements shall be in place before any business undertakes certification activities:

- Between the Planet Mark and the PMAB
- Between the PMAB and the Organisation

5.12 Outsourcing & Subcontracting

PMABs may use subcontract personnel provided they are legally contracted to the organisation and are covered by the accreditation requirements.

PMABs may only subcontract assessment activities to third parties if these third parties have been assessed and are covered by the PMAB appointment process.

5.13 Resource Requirements

All parties involved in this Certification Scheme shall manage and maintain the resources required for the successful operation of this Certification Scheme, including impartiality, the competence of the personnel (internal and external), evaluation resources, and the use of subcontractors.

5.14 Issuing Of Reports and Certificates

On completion of the conformity assessment, the PMAB will produce a Planet Mark Certification Report.

The Planet Mark Certificate is issued by Planet Mark, based on reports submitted by the PMAB.

5.15 Content of Planet Mark Certification Report

The Planet Mark Certification Report shall be in the format defined by Planet Mark, using the official Planet Mark report template.

The template will be provided to PMABs as part of the appointment process.

The report will contain the following information:

- Name of Development
- Size of Development (GIA m^2)
- Type of building (end-use)
- Address of Development
- Completion date
- Date of Issue
- Name of developer and key suppliers
- Verified carbon measured (tCO_2e)
- Verified Upfront Embodied Carbon measured (tCO_2e/m^2)

- Estimated total carbon reduction (tCO_2e)
- Estimated embodied carbon saving (tCO_2e) and initiatives
- Estimated operational carbon saving (tCO_2e) and initiatives
- Attendees at Supplier Engagement Event
- Number of suppliers that are Planet Mark Members *(if data is available)*

5.16 Content of Planet Mark Certificate

The content of the Planet Mark Certificate shall include the following information:

- Name of Development
- Name of developer and main contractor
- Completion date
- Certified date
- Total carbon footprint
- Total embodied carbon
- Total operational carbon
- Total upfront embodied carbon per m^2
- Reference period

5.17 Management and Retention of Records

This Certification Scheme requires that all records are retained for a period no less than 10 years, after this retention period documentation may be deleted.

Planet Mark may retain data for longer periods for use in an anonymised form for statistical and predictive purposes.

PMABs will provide Planet Mark with a complete copy of the certification data and the Planet Mark Certification Report from each certification.

Informative Note: This provides this Certification Scheme with a backup copy of all certification documentation which will facilitate periodic audits of certification projects and analysis of trends in data.

5.18 Directory of Certified Developments

Planet Mark will maintain a directory of Certified Developments.

The directory will contain:

- Scheme Certificate
- Development name
- Name of the Development's authorised representative
- PMAB name
- Date certification was awarded

5.19 Complaints and Appeals Process

Should an Organisation, Applicant, Member or third party wish to raise a complaint or appeal, they should contact Planet Mark using the Planet Mark address.

Planet Mark aims to acknowledge any complaint or appeal within five working days. The acknowledgment will include an estimated investigation schedule.

Results of any investigation and associated issue resolution will be communicated via telephone or e-mail as appropriate.

6. Operation of Planet Mark Assessment Bodies (PMABs)

As described in Appointment and Management of PMABs, Planet Mark appoints PMABs to perform conformity assessment activities under this Certification Scheme.

The PMAB shall be a legal business, or a defined part of a legal business, such that the legal business can be held legally responsible for all its certification activities.

Each PMAB must demonstrate competence, consistent operation and impartiality when performing conformity assessments under this Certification Scheme.

The PMAB shall confine its requirements, evaluation, review, decision and surveillance (if any) to those matters specifically related to the scope of certification.

6.1 Methods Used By The PMAB to Assess Conformance

6.1.1 Calculations by the PMAB

Where the PMAB performs the calculations required for certification (e.g. calculating the carbon footprint), the PMAB will:

- Perform the whole life carbon assessment calculations in accordance with recognised carbon footprint assessment methods or standards. Suitable methods include EN 15978, World Resources Institute (WRI) Greenhouse Gas Protocol for Products, PAS 2050, PAS 2080, amongst others.

- For projects within the UK, the Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment shall be adhered to.

- Produce a Planet Mark Certification Report in accordance with the requirements of section Content of Planet Mark Certification Report.

6.1.2 Verification of Third-Party Calculations

Where the PMAB verifies calculations produced in the LCA, the PMAB will:

- Verify the carbon footprint calculations in accordance with ISO 14064-3: 2019 ‘Specification with guidance for the validation and verification of greenhouse gas assertions’ using the “limited assurance engagements” criteria defined in ISO 14064-3.

- As part of the verification, determine whether the submitted reports are in line with the stated calculation and reporting standard, perform a full or sampled check of the accuracy of the data calculations and a full or sampled check of the base data evidence (such as purchase records, invoices, electronic databases).

- Produce a Planet Mark Certification Report in accordance with the requirements of section Content of Planet Mark Report.

The verification by the PMAB provides a limited level of assurance. The verification may be performed internally by the PMAB or outsourced to a subcontractor that meets the qualification requirements.

The verification process shall check that the requirements in the section ‘Whole Life Carbon Assessment Requirements’ have been met. In addition, it shall spot check the carbon LCA

model and the carbon measurements for

- Accuracy of emissions factors
- Application of primary data
- Consistency and accuracy of embodied carbon calculation model

In order to be verifiable, all information used, options, or decisions taken shall be presented in a transparent manner.

The verification shall include the following as a minimum:

- Consistency between the purpose of assessment and boundaries and scenarios used.
- Traceability of data used for the products.
- Conformity of data with requirements of the Planet Mark.
- Consistency between the assumptions at a building level with the product and materials.
- Level data.
- Completeness and justification of completeness for the quantification at the building level

The LCA Assessor shall provide access, upon request, to

- The building LCA model
- Primary data sources (bill of quantities, drawings, schedules, BIM models…etc.)

The competence of the PMAB shall be stated in the verification procedure.

6.2 Requirement to Maintain Impartiality

Conformity assessment activities shall be undertaken impartially. The PMAB shall be responsible for the impartiality of its certification activities and shall not allow commercial, financial, or other pressures to compromise impartiality.

The PMAB shall identify risks to its impartiality on an ongoing basis. This shall include those risks that arise from its activities, from its relationships, or from the relationships of its personnel. However, such relationships may not necessarily present a PMAB with a risk to impartiality.

6.3 Confidentiality

The PMAB shall be responsible, through legally enforceable commitments, for the management of all Confidential Information obtained or created during the performance of certification activities. The PMAB shall inform the Member, in advance, of any Confidential Information it intends to place in the public domain.

When the PMAB is required by law or authorised by contractual arrangements to release Confidential Information, the Member or person concerned shall, unless prohibited by law, be notified of the information provided.

Information about the Member obtained from other sources (e.g. from a complainant or from regulators) shall also be treated as confidential.

6.4 Resource Requirements and Independence

The PMAB shall employ, or have access to, a sufficient number of personnel to cover its operations related to this Certification Scheme and to the applicable standards and other normative documents.

The personnel shall be competent for the functions they perform, including making required

technical judgments, defining policies and implementing them.

Personnel, including any committee members, personnel of external bodies, or personnel acting on the PMAB's behalf, shall be contractually obliged to abide by the confidentiality requirement of the PMAB.

The PMAB shall establish, implement, and maintain a procedure for management of competencies of personnel involved in certification activities.

The PMAB shall ensure that a suitable contract or other document is in place to clearly define roles and responsibilities and allow personnel to declare any prior or present associations that may represent a risk to confidentiality and independence in the certification activities assigned to them.

6.5 Management System

The PMAB shall establish and maintain a management system that is capable of achieving the consistent fulfilment of the requirements of this Certification Scheme. The management system shall follow either of the following requirements:

Option A

The management system of the PMAB shall address the following:

- Quality management system documentation (e.g. manual, policies, definition of responsibilities)
- Control of documents
- Control of records
- Management review
- Internal audit
- Corrective actions
- Preventive actions

Option B

An organisation that has established and maintains a management system, in accordance with the requirements of ISO 9001, and that is capable of supporting and demonstrating the consistent fulfilment of the requirements of this International Standard, fulfils the management system clause requirements of this Certification Scheme.

6.6 Management of Applications and Contracts

It is a requirement of this Certification Scheme for the PMAB to have a formal contract or agreed Terms and Conditions of Trading with the Organisation before performing any certification activities.

The PMAB must also ensure that they have a valid contract with Planet Mark before the work is commenced on the application.

The contracts shall clearly define the rights, responsibilities, and liabilities of all parties, and shall include the license terms under which the Member may use the Certification Mark.

A PMAB may decline to accept an application or maintain a contract for certification from an Organisation when fundamental or demonstrated reasons exist, such as the Organisation participating in illegal activities, having a history of repeated non-compliance with the requirements of this Certification Scheme, or similar client-related issues.

6.7 Reporting to the Planet Mark Certification Scheme

The PMAB shall provide regular reports to Planet Mark. Such reports will be used to aid Certification Scheme improvement, to aid control of this Certification Scheme and to help

monitor conformity by Members.

The frequency and specific content of these reports will be agreed by the Planet Mark and the PMAB and will be contained in the formal contract between both parties.

6.8 Management and Retention of Records

The PMAB shall retain records to demonstrate that all assessment process requirements (those referenced in the normative documents and those of this Certification Scheme) have been effectively fulfilled.

The PMAB shall keep records confidential. Records shall be transported, transmitted and transferred in a way that ensures confidentiality is maintained.

This Certification Scheme requires all records to be kept for a minimum period of 10 years. Records may be retained for longer if required by the PMAB's accreditation. After this retention period the PMAB may delete or dispose of such records in accordance with their quality management system.

6.9 Management of Non-Conformities of the PMAB

The PMAB shall establish procedures for identification and management of non-conformities in its operations and shall implement corrective actions that are appropriate to the impact of the problems encountered.

The procedures for corrective actions shall define requirements for the following:

- Identifying non-conformities (e.g. from complaints and internal audits).
- Determining the causes of non-conformity.
- Correcting non-conformities.
- Evaluating the need for actions to ensure that non-conformities do not recur.
- Determining and implementing the actions needed in a timely manner.
- Recording the results of actions taken.
- Reviewing the effectiveness of corrective actions.

6.10 Complaints and Appeals Process

The PMAB shall have a documented process to receive, evaluate and make decisions on complaints and appeals. The PMAB shall record and track complaints and appeals, as well as actions undertaken to resolve them.

Upon receipt of a complaint or appeal, the PMAB shall confirm whether the complaint or appeal relates to conformity assessment activities for which it is responsible and, if so, shall address it. Any complaints received by the PMAB must be reported to this Certification Scheme within five working days.

The PMAB is responsible for the following complaint and appeal activities:

- Acknowledgement of the formal complaint/appeal.
- Gathering and verifying all necessary information related to the complaint or appeal.
- Ensuring resolution decision is made by someone independent of the certification activities.
- Ensure there is no conflict of interest in the decision process.
- Issue formal notice of the outcome and end of the complaint/appeal process.
- Take necessary action to resolve the complaint or appeal.

7. Certification Requirements

To be certified under this Certification Scheme, a project must:

- Achieve Upfront Embodied Carbon measurement equal to or lower than the stated Limit as in Annex 4
- Ensure all Primary and Secondary data is collected.
- Ensure Data Quality meets minimum quality requirements.
- Declare a reference period equal to or greater than the stated requirement in 7.1.4.
- Provide data of carbon reduction actions so estimated reductions can be measured.
- Publicise their certification under this Certification Scheme.
- Display the Certification Mark on their web site.
- Publicly commit to engaging with their employees on sustainability.
- Publicly commit to transparent communication with relevant stakeholders on sustainability.

Informative Note: These Certification Requirements shall be in place from the date a project is confirmed with Planet Mark to undertake this Certification.

7.1 Whole life carbon assessment requirements

The certification Scheme requires a whole life carbon assessment, including embodied carbon and operational carbon over the building's lifetime.

7.1.1 Acceptable standards and methods for the whole life carbon calculation

The whole life carbon assessment shall be calculated according to recognised carbon footprint assessment methods or standards.

Suitable methods include EN 15978, World Resources Institute (WRI) GHG Protocol for Products, PAS 2050, PAS 2080 amongst others. Construction specific embodied carbon standards should be chosen where possible.

For projects within the UK and Europe, the Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment shall be adhered to.

7.1.2 Goal of Assessment

The goal of the assessment is to measure and show the whole life carbon of the development, over a complete life cycle, from Cradle to Grave. The assessment should also quantify and estimate carbon reductions achieved.

7.1.3 Retrospective assessments

Retrospective assessments may be allowed at the discretion of Planet Mark. However, there must be a strong environmental case. Ideally combined with a commitment to improve at least one future project.

A retrospective assessment may prove useful to an organisation as a learning exercise, revealing the carbon hotspots. Wider environmental and social benefits of this project should also be considered.

7.1.4 Reference period

The reference period shall be based upon the expected lifetime of the building and must be a minimum of 50 years. It is highly recommended to align with Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment and use a Reference period of 60 years, however the EU Sustainable Finance Taxonomy Regulation (EU Taxonomy) reference period of 50 years will be accepted to allow alignment to requirements

and reporting. For Fit-Out, the reference period can be reduced to a minimum of 20 years. Importantly, the Reference period is not a limit to the life expectancy of a project; it is purely to ensure consistency of assessments across a reasonably realistic period into the future.

7.1.5 Intensity Measures

The default Intensity Measure used to award Certification under this Certification Scheme is CO_2e per m^2 Gross Internal Area (GIA).

Certification is only awarded against CO2e per m^2 Gross Internal Area (GIA), and no other Intensity Metric will be used to certify.

Organisations may propose additional Intensity Measures to be reported on within the Development Certification Report. Examples include:

- CO_2e per £ project value
- CO_2e per gross site area (GSA)
- CO_2e per m^3 internal volume

7.1.6 Scope: Life Cycle Boundaries

The whole life carbon assessment shall be in line with the boundaries of EN 15978 - Sustainability Assessment of Construction Works, shown in Infographic 1. This breaks down the boundaries of a project into Modules.

Mandatory modules included in the assessment align with those mandatory modules as required by Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment. Those modules that are optional shall be included where expected to have significant cost and material impact. Items excluded should each account for less than 1 per cent of the total building element category cost.

Embodied carbon of a project shall include:

- **Module A1-A3**: Raw material extraction and processing, transport to manufacturer and production of materials and products (cradle to factory gate)
- **Module A4**: Transport to construction site
- **Module A5**: Construction site activities, including:
  - Construction site energy
  - Embodied carbon of construction waste
  - Embodied carbon of pre-project demolition works
- **Module B1-B3**: Material/product use, predicted maintenance and repair (optional).
- **Module B4-B5**: Planned replacement and refurbishment (optional) of materials and products during operation, until the end of life
- **Module C1-C4**: End of life processing of deconstruction, demolition, waste processing and disposal.

Modules B1, B2, B3 and B5 shall be included where expected to have significant value and impact.

Operational carbon of a project shall include:

- **Module B6**: Operational energy use
- **Module B7**: Operational water use (optional)

Module B7 shall be included where expected to have significant value and impact.

Module D (benefits and loads beyond the building lifecycle) is optional. If Module D is included

in the assessment, results shall be presented separately for transparency.

7.1.7 Scope: Boundaries of the Development

The assessment shall cover the full construction building elements shown in Infographic 2,.

The building element breakdown provided in Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment shall be used for the reporting of results. This is shown in Infographic 2.

Building elements, where relevant, shall include:

- **Demolition and Facilitating Works**
  - Demolition works
  - Temporary/Enabling Works
  - Specialist Groundworks and site preparation
- **Substructure**
  - Foundations and piling
  - Lowest slab
- **Superstructure**
  - Frame
  - Upper floors
  - Roof
  - Stairs and ramps
  - External walls
  - Windows and external doors
  - Internal walls and partitions
  - Internal doors
- **Finishes**
  - Wall finishes
  - Floor finishes
  - Ceiling finishes
- **Fittings, furnishing and equipment (FF&E)**
- **Building services**
  - Heating, Ventilation and Cooling (HVAC)
  - Electrical installations
  - On-site renewable energy generation
- **Prefabricated buildings and building units**
- **Works to existing building**
  - Minor alteration works and repairs
- **External works**
  - Roads, paths, pavings and surfacings
  - Soft landscaping, planting and irrigation systems
  - Fencing, railings and walls
  - External fixtures
  - External drainage
  - External services
  - Minor building works and ancillary buildings

7.1.8 Acceptable boundary exclusions

Building elements from Infographic 2 may be excluded based on immateriality. If an element is excluded, full documented justification shall be provided along with commentary on the influence on results.

Materials and products may also be excluded if expected to be immaterial to the embodied carbon results. All exclusions shall be reported and justified.

Items may be judged to be immaterial if they are expected to be below 1% of the total embodied carbon. No more than 5% in total may be excluded based on immateriality.

7.2 Data Quality and Sources

The quality of the data submitted for the assessment will be assessed and scored by the PMAB using the Data Quality Matrix shown in 7.2.2.

- The minimum data quality for certification under this Certification Scheme is a score of at least 9 out of 16 (56%).

- Planet Mark reserves the right to not certify organisations that are not able to meet the recommended minimum in data quality score.

7.2.1 Requirements for Data Quality

Minimum data quality shall be set for the carbon life cycle assessment:

- Data shall be as current as possible. Data sets used for calculations shall have been updated within the last 10 years for generic data and within the last 5 years for producer specific data.
- The time period over which inputs to and outputs from the system shall be accounted for is equal to the period of study from the years for which the data set is deemed representative. A longer time period shall be used if relevant.
- The technological coverage shall reflect the physical reality for the product or product group.
- Data sets shall be complete according to the system boundary within the limits set by the criteria for the exclusion of inputs and outputs.
- The geographical coverage shall be representative of the region where the production is located. Data from other regions must be justified.

7.2.2 Calculating Data Quality

The data are scored against four criteria:

- Timeliness of data provision
- Completeness of the dataset within the boundary
- Transparency of data collection
- Data accuracy

Informative Notes

- *Data quality is an important tenet in Planet Mark certification.*
- *Planet Mark encourages aiming for top marks in the data quality score.*
- *High quality source data will generate a more accurate carbon footprint. As such, the information gathered is more valuable to an organisation for communicating to stakeholders and using as a basis for building cases for environmental improvement.*

	4	3	2	1
Timeliness	All the data was sent before the end of the deadline and there were no remaining questions to be clarified.	All the data was sent before the end of the deadline. However, remaining questions were clarified after the end of the deadline.	Partial data sent by the deadline.	No data was sent by the deadline.
Data completeness	All the materials and activities within the boundary accounted for, full disclosure of exclusions.	All the materials and activities within the boundary accounted for, no disclosure of exclusions.	Partial evidence for the materials and activities was provided.	No evidence provided.
Transparency	Data collection procedure clearly disclosed with clear audit trail and full disclosure of assumptions.	Data collection procedure clearly disclosed and full disclosure of assumptions. Some evidence provided.	Data collection procedure insufficiently disclosed, partial disclosure of assumptions.	Data collection procedure not disclosed, partial or no disclosure of assumptions.
Data accuracy	Efforts made to minimise uncertainties. Minimal estimated/sampled data.	Efforts made to reduce uncertainties. Some estimations/sampling.	Qualified estimate, few efforts to reduce uncertainties.	Non-qualified estimate, no consideration of uncertainty. Majority of data estimated.

Table 1 Data Quality Matrix

7.2.3 Primary Data Sources

Primary data is specific to a project, rather than taken from a literature resource. Primary data on the project shall be collected. Examples of suitable primary data sources are provided below, but are not limited to:

- Bill of Quantities (BoQ)
- Specifications
- Design drawings
- Building Information Model (BIM)
- Other design and project documentation specific to the project
- Environmental Product Declarations (EPDs) for specified products

It is strongly encouraged to ask for the below primary data:

- Contractor site energy (including key sub-contractors)
- Construction site waste – broken down by material mass or volume
- Concrete design certification, confirming actual concrete composition and transport routes of constituents

7.2.4 Secondary Data Sources

All data sources shall be referenced, transparent and the data must meet the minimum data quality requirements as described in this document.

Examples of suitable secondary data sources are provided below, but are not limited to

- EN 15804 assessments
- Environmental Product Declarations (EPDs)
- Inventory of Carbon & Energy (ICE) database (Circular Ecology 2019)
- BEIS & BEIS greenhouse gas reporting conversion factors (BEIS 2022)
- Ecoinvent (Ecoinvent 2022)
- GaBi (Sphera 2023)

7.3 Carbon Calculation Methodologies

7.3.1 Software or Calculation tools

A calculation tool shall be transparent, robust and must use suitable embodied carbon data for materials, energy and transport.
The tool must:

- Be comprehensive enough to model the embodied carbon of all construction elements in Infographic 2
- Produce high quality assessments in line with acceptable standards, such as EN 15978

Informative Note: Suitable calculation tools include, but are not limited to: custom MS Excel calculators, One Click LCA and eTool.

7.3.2 Embodied Carbon Construction: Material Transport to Site

The embodied carbon of material transportation shall be considered. The transport scenarios shall be in-line with “Table 7: Default transport scenarios for UK projects” from the Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment. The application of alternative transport methods and distances shall be reported and justified, for example the distance and transport method recorded on a delivery note.

7.3.3 Embodied Carbon In-Use: Material Replacements

The embodied carbon of material replacements shall be considered. The lifetime of building elements and components shall be in-line with “Table 9: Indicative component lifespans” from the Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment. The application of alternative lifetimes shall be reported and justified, for example the product lifetime reported on an Environmental Product Declaration (EPD).

7.3.4 Carbon Sequestration for Timber

Carbon sequestration for timber and other natural materials shall be included in the results. Biogenic carbon storage shall be reported separately for transparency. The end of life, Module C, shall be included in the results.

7.3.5 Operational Carbon

Operational carbon shall be modelled in accordance with national guidelines on calculation operational energy and carbon.

Chartered Institution of Building Services Engineers (CIBSE) TM54 (2022) - Evaluating operational energy use at the design stage methodology - shall be followed and the report provided to PMAB for the final certification.

The operational carbon assessment may use emissions factors accounting for grid decarbonisation. If grid decarbonisation is included, this shall be in line with the Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment. The report shall state the below, for transparency:

- The emissions factors for electricity for each individual year of the period of assessment, in $kgCO_2e/kWh$
- Provide the results with and without grid decarbonisation

The operational carbon assessment shall make use of the relevant country's own emission factors. For UK entities, the Department for Energy Security & Net Zero (DESNZ), previously BEIS, Government conversion factors for company reporting of greenhouse gas emissions, and

in the US, the EPA's GHG Emission Factors Hub. If these are not available, use of other robust sources of emission factor data from organisations such as the European Environment Agency, Ember and Ecoinvent or source emission factors from academic literature. The location-based method for calculation shall be used.

In cases where Chartered Institution of Building Services Engineers (CIBSE) TM54 (2022) is not possible, a nationally approved building energy and carbon model for operational carbon that is transparent and independent shall be used for the operational carbon assessment.

Additional non-regulated energy (e.g. equipment, ICT etc.) may be included, but the breakdown of regulated and non-regulated energy shall be reported for transparency. The data, assumptions and calculations for non-regulated energy estimates shall be transparent.

Operational carbon associated with operational water use can use data supplied for BREEAM Wat 01 calculator results.

7.3.6 Accounting for Carbon Neutral and Net Zero Carbon Materials/Products

There is an increasing range of construction products and materials that are carbon neutral. These products typically still have embodied carbon but mitigate the carbon emissions through carbon offsetting.
The LCA model shall report the embodied carbon before carbon offsetting and the amount of carbon offset, for transparency. This also applies to net zero carbon products.

7.3.7 Whole Life Carbon Reporting Requirements

The Planet Mark ‘LCA Assessor Reporting Template’ shall be completed before the LCA is sent to the PMAB and shall be updated by the LCA Assessor once the PMAB approves the final results.
The Planet Mark ‘LCA Assessor Reporting Template’ contains the reporting requirements.
In addition to the Planet Mark ‘LCA Assessor Reporting Template’, the LCA Assessor must supply either the LCA calculation model which includes all the below or an LCA report which must include all the below.
Must include:

- Goal and scope of study
- Name of development, address and location
- System boundaries – upstream and downstream processes taken into account and boundaries for all processes
- Functional unit (including GIA, purpose of project, building type, required service life)
- Gross Internal Area (GIA) in m²
- Reference period
- Calculation method including details of:
  - LCA methodology/standard applied
  - LCA software used
  - Approaches used
- List of assumptions and justification
- List of exclusions and justification
- Data sources with full reference details
- Details of the building model – quantification of mass and energy flows in a systematic way
- Maintenance and replacement – provide details on assumed material / product lifetimes and replacements. Provide references and disclose assumptions.
- Construction stage – Provide details on construction site energy and waste.
- Transportation of materials – Provide details on assumptions or data used for transport of materials.

- Operational energy and carbon – Provide details on the operational energy and carbon for the baseline and actual building. Provide details on where the energy and carbon reduction arise. Justify the reduction measures.
- End of life – Provide details on assumptions or data used at the building end of life, e.g. landfill, recycling, reuse…etc.
- Total whole life carbon (including embodied and operational)
- Name, qualification, and experience of assessor(s)
- Name of consultancy

7.4 Carbon Reduction (Informative)

The Certification Report shall highlight areas where sustainability initiatives have been undertaken and the estimated carbon reduction that these actions have generated.

7.4.1 Embodied Carbon Reduction

The project team shall provide sufficient evidence of embodied carbon reduction efforts. The LCA report shall document embodied carbon reduction efforts. Guidance for embodied carbon reduction initiatives are provided by Planet Mark on request.

7.4.2 Operational Carbon Reduction

The project team shall provide sufficient evidence of embodied carbon reduction efforts. The TM54 report (or similar) shall document operational carbon reduction efforts. Guidance for operational carbon reduction initiatives are provided by Planet Mark on request.

7.4.3 Carbon Reduction Reporting

Carbon reductions shall be reported transparently for both control and actual scenarios:

- Key assumptions
- Emissions factors
- Baseline scenario justification; typical practice, original design specification, typical project specification etc.

Carbon reductions shall be presented as estimations as not all sustainability initiatives undertaken may be accounted for.

7.5 LCA Assessor Experience

The main assessor (individual) carrying out the LCA must have an appropriate level of experience and knowledge of LCA (for example: has completed a minimum of 3 detailed carbon LCA's for construction projects within the last 2 years). The main assessor is defined as the individual (person) who has oversight and is responsible for the delivery of the carbon LCA. If this individual does not meet the above experience criteria, they must be supervised by a colleague or individual that does meet these criteria (an experienced colleague). The experienced colleague shall quality assure (QA) the LCA model and report before it goes to the verification process, providing evidence of the QA. If these requirements are not met, the Organisation shall use an LCA approved by the PMAB (this will ensure the minimum experience criteria are met).

In cases where it is the first Planet Mark project, the LCA Assessor shall schedule an early set up meeting with the PMAB. This meeting will run through the main requirements, such as:

- Identification of low carbon materials and sustainability initiatives.
- Supply chain engagement.
- Data collection.
- Reporting and transparency requirements.
- Planet Mark LCA Assessor Reporting Template.
- Verification process.

7.6 LCA Assessor Responsibilities

The LCA Assessor shall deliver and lead a (minimum) 30-minute data collection kick-off meeting with key members of the project team and supply chain in order to explain the LCA methodology and data requirements. The meeting will also be used to identify sustainability and carbon reduction on the development as part of the certification. This will take place at the start of the project. The LCA Assessor shall engage with the developer, contractors, and the supply chain to ensure the appropriate people attend the workshop.

The LCA Assessor shall provide practical and realistic deadlines for data collection from the main contractor/developer.

The LCA Assessor shall attend regular meetings with the main contractor and developer to ensure they are content with the progress being made.

The LCA Assessor shall communicate regularly with Planet Mark to update their progress on the LCA modelling and data collection.

The LCA Assessor shall communicate with Planet Mark immediately if there is any problem with the Developer or Main Contractor or if the deadline established at the beginning of the project is going to change.

The LCA Assessor shall deliver the required documents (as per the 'LCA Assessor Reporting Template') to Planet Mark for verification no more than 8 weeks post PC date, unless there are mitigating circumstances that have delayed the collection of data. In this event, the LCA Assessor shall communicate with Planet Mark as soon as possible by email.

7.7 Failure to Meet Certification Requirements (Non-conformance)

Where a project exceeds the established carbon limits, the PMAB will issue a carbon footprint report to the Organisation and will inform Planet Mark of this non-conformance.

Planet Mark will inform the Organisation of the failure to meet certification under this Certification Scheme, and the Organisation must comply with the requirements of Non-Conformance Of Certification.

7.8 Requirement to Engage and Communicate

This Certification Scheme is designed to raise the awareness of sustainable behaviours and engage employees and the supply chain in the sustainability programme.
As part of their certification under this Certification Scheme, Organisations must:

- Commit to engaging with their employees and supply chain on sustainability.

Informative Note: Planet Mark provides resources, tools, training and workshops to support sustainability programs. These resources are intended to help engage staff on sustainability; as putting key stakeholders at the centre of the sustainability programme will raise awareness, develop knowledge and skills, encourage positive behaviour change and lead to practical and long-term sustainability solutions. The Certification Scheme also encourages engagement and communication with tenants, occupiers and end-users of the building.

7.8.1 Supply Chain Engagement

A supplier sustainability initiatives workshop to identify embodied carbon reductions shall be held with the supply chain towards the beginning of the construction phase of the project. This is a requirement for attaining certification under this Certification Scheme. The purpose of this meeting is to enhance knowledge and facilitate innovative thinking, relating to the sustainability of a development, among key stakeholders. During the workshop, a discussion is facilitated by the LCA Assessor and a member of the Planet Mark team to identify and ideate potential embodied and operational carbon savings in the project.

The workshop should occur before or shortly after the project has begun/broken ground, and should at least include:

- Developer
- Main contractor
- Quantity surveyor
- Architect
- Engineer
- LCA assessor
- Planet Mark
- Occupier

Where suppliers are also Planet Mark Members, their commitment to reduce their organisations' operational carbon are noted in the Planet Mark Certification report.

7.8.2 Community Engagement (optional)

The Certification Scheme includes an optional Community Engagement programme.

In the UK, this extends information and knowledge on sustainability to educational establishments in the vicinity of the project, creating a sustainable legacy for the project, and the local community.

The community engagement programme is coordinated by the Planet Mark team and shall engage one or more educational establishments, determined by the size of the project. Included in this programme is:

- A Planet Mark Certification for the educational establishment to report their annual operational carbon footprint.
- Educational, curriculum-based workshops for students.

In non-UK locations, a portion of the community engagement module funds shall be made available for an organisation or charity local to, or in the same country as the project being certified. This organisation will need to be working towards improving the local community in a sustainable way. Guidance for suitable projects and reporting criteria are provided by Planet Mark on request.

7.8.3 Communicate

This Certification Scheme requires transparent reporting of sustainability in the public domain.

As part of their certification under this Certification Scheme, Members are provided with:

- Marketing assets launch pack
- Onsite banners, posters and guidelines to promote the sustainability credentials of the site
- Certification report and certification
- Marketing assets certification packs
- Promotion through Planet Mark social media and other channels

Informative Note: Planet Mark has created marketing materials and digital assets to support Members in communicating their sustainability achievements and enhance the sharing of knowledge with customers, suppliers and stakeholders.

8. Organisation and Member Responsibilities

The Organisation shall make available to the PMAB all data and supporting documentation required for certification under this Certification Scheme. The PMAB will provide a complete document and evidence requirements list at the start of the certification process.

The Organisation must confirm that all relevant data have been supplied.
Unless specifically permitted to do so in a separate agreement with Planet Mark, the Organisation must not reproduce, duplicate, copy, sell, trade or resell the Planet Mark certification for any purpose.

As described in section License to Use the Mark, the Member has a license to use the Certification Mark whilst they are a Member. The Certification Mark may only be used in accordance with the terms of this license.

8.1 Measure

The Organisation shall provide the relevant data and information requested by the LCA Assessor.

A key criterion of this Certification Scheme is a commitment from the Member to enable carbon reductions in line with their net zero ambitions.

8.2 Engage and Communicate

The Member must publicise their membership as required under section Requirement to Engage and Communicate.

Informative Note: Members are also encouraged to use the Certification Mark widely and to reference their Planet Mark certification in their marketing material.

8.3 Organisation Responsibilities on Non-Conformance Of Certification

Planet Mark will inform the Organisation of the non-conformance of their certification under this Certification Scheme, and the Development will not be certified.

Non-Certified Developments must not use the Certification Mark and must remove all references working towards Planet Mark Development Certification from their marketing material within 60 days of being notified of the non-conformance of their certification.

The Organisation may initiate an appeal against a non-conformance of certification in accordance with Planet Mark's Complaints and Appeals Process

Informative Note: Members undertaking Planet Mark Business Certification may continue to use the Business Certification Mark as defined within Business Certification Rules, Procedure & Management Section 9 Ownership and Use of the Certification Mark.

9. Ownership and Use of the Certification Mark

Planet First Limited (trading as Planet Mark) is the owner of the Certification Mark and has the sole authority and right over the Planet Mark trademark.

The Member understands and confirms that it holds no ownerships, licensing and copyright to any trademarks, service marks, trade names and logos provided by Planet Mark.

Planet Mark gives the Member a personal, worldwide, royalty-free, non-assignable and non-exclusive right to use the Planet Mark trademark, trade name and Certification Mark provided to the Member as part of the certification.

Such trademark, trade and Certification Mark may be changed at any time by Planet Mark; upon notification of which the Member will cease to use any trademark, trade name or Certification Mark that has been superseded within any transition period defined by Planet Mark

This Certification Scheme reserves the right to revoke the use of the Certification Mark at any time upon the Member's failure to pay for or complete the necessary criteria for certification.

The Member understands that there is no cost to display the Certification Mark and the use of it is solely upon achieving certification.

9.1 License to use the Certification Mark

The Member shall be bound be the terms and conditions of the mark license agreement which shall be contained in the formal contract between the PMAB and the Organisation.

If certification is terminated or not continued, references to Planet Mark and the use of The Certification Mark and other assets must be removed within 60 days following termination.

9.2 Use of the Certification Mark

Planet Mark shall exercise control as specified over ownership, use and display of licenses, certificates, marks of conformity, and any other mechanisms for indicating the Member is certified.

Use of the Mark on external company communications (i.e website, social media, email footers, marketing materials, business reports)
It is best practice for Organisations of Planet Mark Certified Developments to demonstrate their achievement on their website by using the provided website copy alongside the Certification Mark.
Organisations of Planet Mark Certified Developments can continue to use Planet Mark brand logo but are encouraged to use the Certification Mark on all external company communications.

Use of the Mark on operational material (i.e. Window Stickers, Vehicle Stickers etc), signage and banners should be assessed on a case-by-case basis depending on the outlet and messaging involved.

Organisations
When a Development is working towards certification but is not yet certified, the Organisation is able to use the Planet Mark pending marketing assets and copy for Communication purposes. These can be accessed on the Members Zone.

Sign-off of artwork
Planet Mark Member Brand Guidelines allow for Certification Mark usage to be altered in terms of colour, dependant on the Members own brand requirements. All other aspects, stated in the Member Brand Guidelines document, must be adhered to.

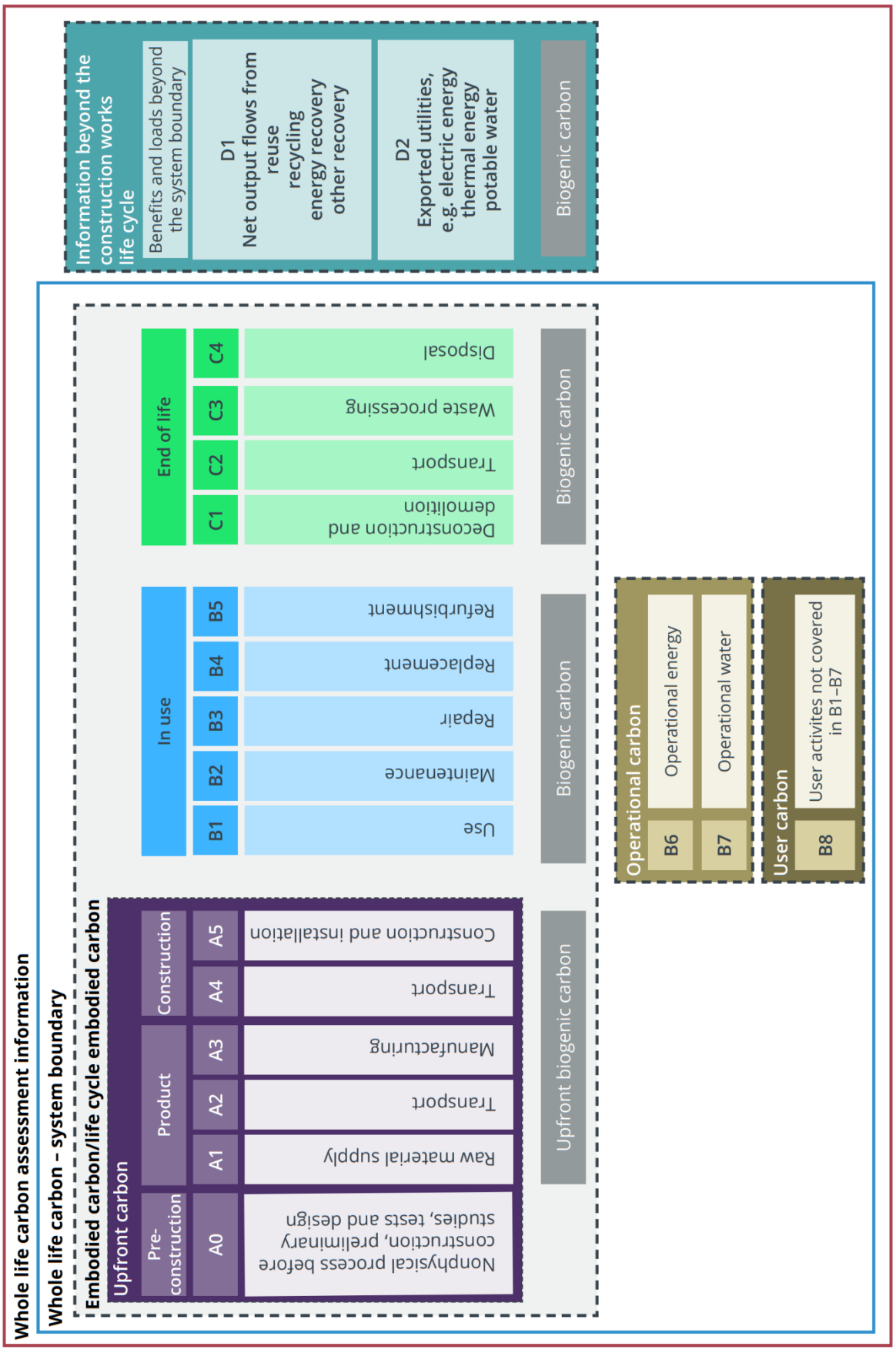
The production of any artwork files beyond the assets provided as part of Certification, (such as bespoke InDesign, JPEG, GIF, MP4) by the Planet Mark Marketing or Communicate team may be possible, a fee payable by the Member will be agreed prior to commencement of any such work. See Member version of Brand Guidelines documentation for details for Logo and Mark design usage.

9.3 Misuse of the Mark

Planet Mark will take action to address incorrect references to the Certification Mark in documentation or other publicity material.

These incorrect references include, but are not limited to, misleading use of the mark, or any other mechanism for incorrectly indicating a Development is certified under this Certification Scheme.

Infographic 1 Scope: Life Cycle Boundaries



Infographic 1 Building and infrastructure life cycle stages and information modules (adapted fromEN 15978, EN 17472 and EN 15643, with additions to illustrate biogenic carbon) from Royal Institute of Chartered Surveyors (RICS) Whole Life Carbon Assessment for the Built Environment

Infographic 2 Scope: Boundaries of the Development

Element group	Building element	
0.1 Treatment and demolition works Facilitating works	0.1.1 Toxic/contaminated material treatment	0.1.1.1 Toxic/contaminated material treatment
		0.1.1.2 Demolition works
	0.1.2 Facilitating works	0.1.2.1 Temporary supports
		0.1.2.2 Facade retention
		0.1.2.3 Specialist groundworks
		0.1.2.4 Temporary diversion works
		0.1.2.5 Extraordinary site investigations
		0.1.2.6 Site preparation works
1 Sub-structure	1.1 Foundations and piling	1.1 Foundations and piling
	1.2 Basement retaining walls and lowest slab	1.2.1 Lowest slab
		1.2.2 Suspended slabs
		1.2.3 Basement retaining walls
2 Super structure	2.1 Frame	2.1.1 Frame (vertical) - columns/ structural walls & braces
		2.1.2 Frame (Horizontal) - beams, joists & braces
	2.2 Upper floors 2.3 Roof	2.2.1 Upper floor and roof - structural slabs
		2.2.2 Upper floor and roof - non-structural slabs
	2.4 Stairs, ramps and safety guarding	2.4.1 Stairs
		2.4.2 Ramps
		2.4.3 Safety and access ladders, chutes, slides and guarding
	2.5 External envelope including roof finishes	2.5.1 External - opaque envelope
		2.5.2 External - full height glazing systems
		2.5.3 External - roof finishes/coverings
		2.5.4 External - safety systems
	2.6 Windows and ext doors	2.6.1 Windows - vertical
		2.6.2 Windows - roof or horizontal
		2.6.3 External doors
	2.7 Internal walls	2.7.1 Internal walls -solid
		2.7.2 Internal walls - non-structural glazed walls, windows and vision panels
	2.8 Internal doors	2.8 Internal doors
3 Finishes	3.1 Wall finishes	3.1 Wall finishes
	3.2 Floor finishes	3.2.1 Raised access floor or specialist sprung floors
		3.2.2 Non-structural screed
		3.2.3 Floor finishes
	3.3 Ceiling finishes	3.3 Ceiling finishes
4 FF&E	4 FF&E	4.1 General FF&E
		4.2 Kitchen equipment
		4.3 Special equipment
		4.4 Loose FF&E
		4.5 IT
		4.6 Audio and visual
5.1 Public Health	5.1.1 Sanitaryware	5.1.1 Sanitaryware
	5.1.2 Cold water systems	5.1.2.1 Cold water systems
		5.1.2.2 Cold water storage
	5.1.3 Drainage and rainwater	5.1.3.1 Surface water/rainwater/foul water drainage
		5.1.3.2 Water reuse systems
5.2 Heating, Ventilation and Cooling (HVAC)	5.2.1 Space heating and hot water	5.2.1.1 Heat & Hot water generation equipment
		5.2.1.2 Heat & hot water distribution, control, ancillaries, emitters, exchangers/ terminal units
		5.2.1.3 Heat storage equipment
	5.2.2 Dedicated cooling installations	5.2.2.1 Cooling generation equipment
		5.2.2.2 Cooling emitter, exchangers/ terminal units, ancillaries and control, distribution, storage
	5.2.3 Air movement	5.2.3 Air movement
	5.2.4 Ventilation air terminals, ductwork and ancillaries, control dampers, attenuation, fire safety related to ventilation equipment	5.2.4.1 Air terminals
		5.2.4.2 Ductwork & ancilleries
		5.2.4.3 Control dampers, attenuation and fire safety related to ventilation equipment
5.3 Electrical installations	5.3.1 Lighting	5.3.1.1 Internal lighting
		5.3.1.2 External lighting (building mounted)
		5.3.1.3 Emergency lighting
		5.3.1.4 Other lighting
	5.3.2 Electrical services for power, communications, security, IT and fire detection	5.3.2.1 Electrical power
		5.3.2.2 ELV/ Communications/Security
		5.3.2.3 IT & Data
		5.3.2.4 BMS
		5.3.2.5 Electricity back up generation
		5.3.2.6 Fire detection & alarm
5.4 On site renewable energy generation	5.4.1 On site renewable energy generation	5.4.1.1 Renewable energy - electrical generation onsite and building mounted
		5.4.1.2 Renewable energy - storage onsite
5.5 Systems	5.5.1 Life safety	5.5.1.1 Sprinkler system
		5.5.1.2 Fire fighting systems
		5.5.1.3 Lightning protection/earth bonding
	5.5.2 Fuel installations	5.5.2 Fuel installations
	5.5.3 Lift and conveyor installations	5.5.2.2 Lift, stair lift, lifting platform
		5.5.2.3 Escalators and moving walkways
	5.5.4 Specialised and communal waste disposal	5.5.4 Specialised and communal waste disposal
	5.5.5 Specialist installations & maintenance	5.5.5 Specialist installations & maintenance
	5.5.6 Builders work in connection with services	5.5.6 Builders work in connection with services
6 Pre-fabricated buildings and units	6 Pre-fabricated buildings and building units	6 Pre-fabricated buildings and building units
7 Works to existing buildings	7 Works to existing buildings	7.1 Alterations
		7.2 Repairs to existing Cleaning existing surfaces General Renovation works
		7.3 Damp-proof courses/fungus and beetle eradication
8 External works	8.1 Roads, paths, pavings, surfaces Fencing, railings, walls	8.1.1 Roads, paths, pavings, surfaces
		8.1.2 Fencing, railings, walls
		8.1.3 External fixtures
	8.2 Soft landscape, planting, irrigation	8.2 Soft landscape, planting, irrigation
	8.3 External drainage External services Minor building works	8.3.1 External drainage
		8.3.2 External services
		8.3.3 Minor building works, ancillary

Annex 1 Description of the Certification Mark

Organisations of Certified Developments can use the Certification Mark.

The Certification Mark is a symbol based on the Planet Mark logo, which may be used in either vertical or horizontal format. The Mark will say Certified Development. Members can download their Mark from the Members Zone.

Badging System

The Planet Mark badging system is used to communication the type of Development Certification achieved.

Planet Mark Logo vs. Mark

All Planet Mark Members can use the Planet Mark Logo along with Planet Mark communication material applicable to the status of their certification journey. Only Certified Members can use the Certification Mark.

PlanetMark Certified Development	PlanetMark Certified Development
Horizontal Certification Mark for Development	**Vertical Certification Mark for Development**
PlanetMark Certified Development New Construction	PlanetMark Certified Development Retrofit
Certification Mark with New Construction Badge	**Certification Mark with Retrofit Badge**
PlanetMark Certified Development Fit-out	PlanetMark
Certification Mark with Fit-Out Badge	**Planet Mark Logo**

Restrictions on Use

Member must ensure that any use of the Mark complies with the requirements of Planet Mark's Mark Use Guidelines, as listed in section 9.2 of the Scheme Rules.

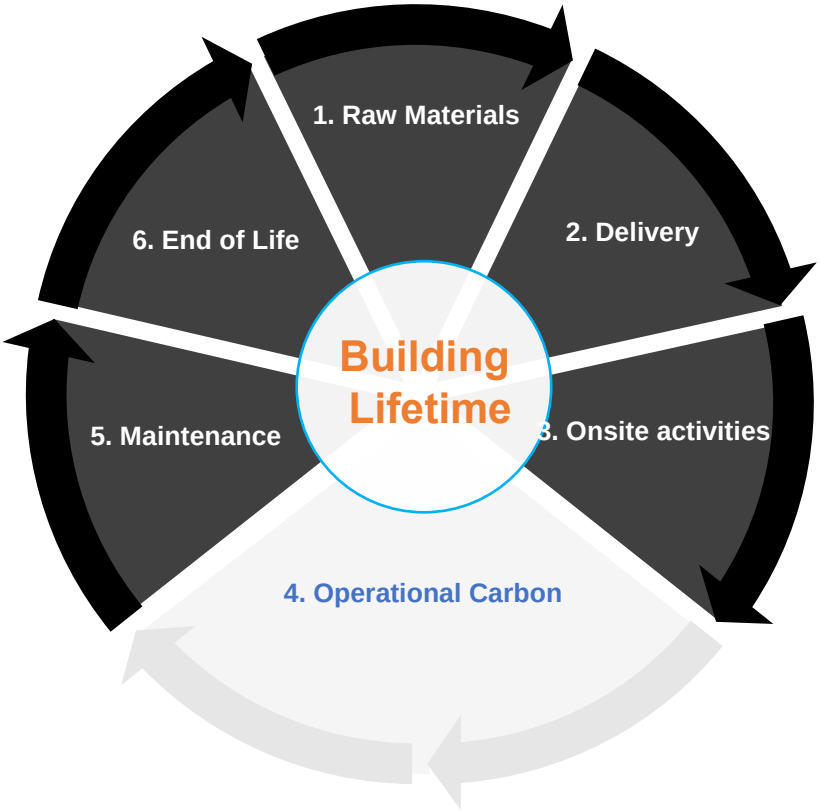
Annex 2 Whole Life Cycle Carbon (Informative)

A Life Cycle Assessment (LCA) involves calculating the whole life carbon of a development, and it takes into account all the carbon, from every stage of a building's life.

Embodied and operational carbon are calculated by an LCA Assessor, as defined in 7.5. Infographic 3 shows a visual representation of the elements and activities include in a whole life cycle assessment.

Embodied carbon includes product, construction, repair, refurbishment and replacement from the use stage and end-of-life stages.

Operational carbon includes operational water and energy use.



Infographic 2 Whole Life Cycle Assessment

Annex 3 Carbon Limits

To be certified under this Certification Scheme, a project must achieve Upfront Embodied Carbon (A1-A5) measurement equal to or lower than the relevant limit, as stated below:

New Construction:

Sectors		A1-A5 kgCO2e/m²
Category	**Type**	
Industrial	Logistics and Warehouses	500
	Datacentres	1,300
	Other	TBD
Commercial	Retail	500
	Culture and Entertainment	700
	Offices	600
	Hotels	TBD
	Science and Technology	600
	Sport and Leisure	900
	Other	650
Residential	Homes (Low-Rise Housing)	500
	Commercial Residential (Medium/High-Rise Housing)	500
	Other	500
Other	Schools and Further Education	550
	Healthcare	500
	Heritage	TBD
	Other	600

Table 2 Upfront Embodied Carbon (A1-A5) Limits for Planet Mark Development Certification – New Construction (based on data analysis of publicly available industry data and benchmarks, and previous Planet Mark Certified Developments data) applicable from September 2023

Retrofit:

Sectors		A1-A5 kgCO2e/m²
Category	**Type**	
Industrial	Logistics and Warehouses	TBD
	Datacentres	TBD
	Other	TBD
Commercial	Retail	TBD
	Culture and Entertainment	TBD
	Offices	TBD
	Hotels	TBD
	Science and Technology	TBD
	Sport and Leisure	TBD
	Other	TBD
Residential	Homes (Low-Rise Housing)	TBD
	Commercial Residential (Medium/High-Rise Housing)	TBD
	Other	TBD
Other	Schools and Further Education	TBD
	Healthcare	TBD

	Heritage	TBD
	Other	TBD

Table 3 Upfront Embodied Carbon (A1-A5) Limits for Planet Mark Development Certification - Retrofit (based on data analysis of publicly available industry data and benchmarks) applicable from March 2024

Fit-Out:

Sectors		A1-A5 kgCO2e/m²
Category	**Type**	
Industrial	Logistics and Warehouses	TBD
	Datacentres	TBD
	Other	TBD
Commercial	Retail	TBD
	Culture and Entertainment	TBD
	Offices	300
	Hotels	TBD
	Science and Technology	TBD
	Sport and Leisure	TBD
	Other	TBD
Residential	Homes (Low-Rise Housing)	TBD
	Commercial Residential (Medium/High-Rise Housing)	TBD
	Other	TBD
Other	Schools and Further Education	TBD
	Healthcare	TBD
	Heritage	TBD
	Other	TBD

Table 4 Upfront Embodied Carbon (A1-A5) Limits for Planet Mark Development Certification – Fit-Out (based on data analysis of publicly available industry data and benchmarks, and previous Planet Mark Certified Developments data) applicable from March 2024

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