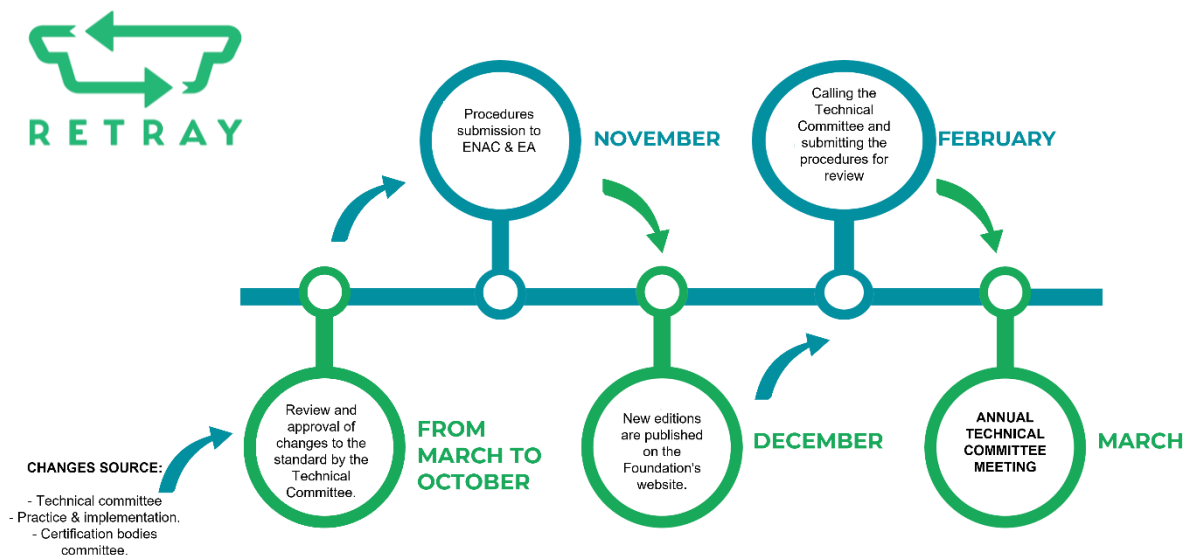


## INFORMATION FOR CERTIFICATION BODIES

### Modifications to the procedures of the RETRAY certification scheme

As owner of the RETRAY certification scheme and member of its Management Committee, the Ecosense Foundation carries out an annual review of the supporting documentation of the scheme, making, if necessary, the appropriate modifications that may have arisen within its Technical Committee and /or within the Working Group of Certification Entities, as well as the practice and implementation itself in the market.

To this end, the following annual implementation calendar is followed:



The updated versions of the documents are **valid** from the moment they are **published annually in December** on the Ecosense Foundation website in the CERTIFICATION section and **can be used in new certification applications starting in January of the following year**. Additionally, the Ecosense Foundation communicates this fact by email to the Certification Bodies that are already authorized, or have a provisional authorization, to operate in the scheme.

Given that the auditors of the certification entities must receive the annual refresher course on the new versions of the documentation no later than February of each year, **there is a transitional period of 2 months, being compulsory the use of the new available documentation since March**.

**Certificates** issued with previous versions of the documentation remain valid until their expiration date and annual follow up audits must be carried out following the new published versions of the documentation and **updating the certificates** accordingly.