



Terms of Reference for Green Marine Verifiers

Green Marine overview

Green Marine is a voluntary environmental certification program that offers a detailed framework for ship owners, ports, terminal operators, shipyards and Seaway Corporations (hereafter referred to as the participants) to improve their environmental performance in measurable ways. Key environmental issues include air emissions (SO_x, NO_x, PM, GHG), aquatic invasive species, garbage management, cargo residues, oily water, spill prevention, and community impacts. These and other issues are addressed in the program through 11 performance indicators.

Each participant must complete an annual self-evaluation and report the results to Green Marine. The results determine the participant's ranking for each of the 11 performance indicators on a 1-to-5 scale. Level 1 constitutes regulatory monitoring, while Level 5 indicates leadership and excellence. The results are published and must be independently verified every two years.

Green Marine membership

Green Marine has a broad and diverse membership, extending from small local businesses to multinational corporations. The participating membership represents a wide range of marine operations and activities – from the shipping and handling of any type of cargo (container, dry bulk, liquid bulk, break bulk, project cargo, etc.) to tug, barge and ferry operations, as well as ship building, repair and recycling. The program is designed to adapt to any maritime company or organization regardless of its size and structure by providing a scalable framework for implementing best management practices and for benchmarking environmental performance.

Verification requirements

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

Verifier's mandate

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

- Evaluate, for each applicable performance indicator, the relevance and quality of the participant's supporting documents that justify the levels of performance (on a 1-to-5 scale) reported to Green Marine as achieved in the participant's annual self-evaluation;
- If applicable, verify whether the participant has used appropriate methodologies and tools (such as those proposed by Green Marine in the annexes and/or others) to satisfy the program's requirements;
- Produce a verification report according to Green Marine's standards that describes the verifier's observations, recommendations and/or comments, as well as confirming the final level reported as achieved for each applicable performance indicator;

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

On-site verification

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

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

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

Verification schedule and costs

The vast majority of the verifications take place between February and May (with the exact dates possibly varying each year). The verification process begins as soon as the participant has submitted its self-evaluation for the previous calendar year (January through December) to Green Marine. All self-evaluations must be submitted to Green Marine no later than April 1st each year.

Green Marine strives to have all results verified (as required every two years) by the middle of May in time for the publication of Green Marine's annual performance report. However, participants may be granted an extension of the verification deadline under specific circumstances. For example, an extension may be granted if a participant wants to combine its verification with other scheduled

audits (e.g. ISO 14001 or compliance audits). Any extension to the established deadline must be approved by Green Marine.

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

Qualifications and Competencies

New candidates will be selected based on sector, environmental and verification experience and must meet the following minimal qualifications and competencies:

Table 2: Qualifications and Competencies of Green Marine verifiers

Experience	Qualifications	Competencies
Verification & environmental experience	<ul style="list-style-type: none"> • Minimum: <u>certified</u> compliance or Environmental Management Systems (EMS) auditor and • Minimum: 5 years of experience conducting compliance, EMS and/or International Safety Management (ISM) audits and • Minimum: experience conducting 3 audits within the past 5 years 	<ul style="list-style-type: none"> • Apply appropriate audit principles, procedures and techniques to the planning and execution of a Green Marine verification so that verifications are conducted in a consistent, professional and systematic manner. • Verify the accuracy of collected information and be aware of the significance and appropriateness of verification evidence to support findings and conclusions.
Marine transportation experience – Shipping / Terminal / Port / Shipyard / Seaway Operations	<ul style="list-style-type: none"> • Minimum: 1 year of experience within the marine transportation industry 	<ul style="list-style-type: none"> • Familiar with the standard activities taking place at the types of operations covered by Green Marine. <u>Examples of relevant fields of experience:</u> Navigation, ship design and ocean engineering, marine and port maintenance and operations, marine environmental management and planning, health and safety, inspection, auditing, consulting, training, etc.

Training requirements

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

1) Initial training and competency exam

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

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

2) Annual training

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

Administration fees

Accreditation is subject to the following fee structure:

Initial training Charged to new candidates, to be paid prior to training. Non-refundable	CND \$300
Annual training Necessary to maintain accreditation	CND \$100

Conflict of interest clause

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

Quality control

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

Verifiers must agree to occasionally submit their verification reports to a review to validate whether they meet Green Marine's standards. Reviews will be conducted by either the Green Marine

Secretariat or an independent reviewer. Green Marine will take appropriate measures to ensure the confidentiality of the verifier's identity and any sensitive information.

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

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

Final discretion

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

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