



THE VOICE OF THE
CLEANING & HYGIENE
PRODUCTS INDUSTRY



**CHARTER FOR
SUSTAINABLE CLEANING**
AN INITIATIVE OF DETERGENTS EUROPE

The Charter for Sustainable Cleaning

Procedure for the Charter CSP self-evaluation
by an ordinary Charter member

Version 1.0, 14 February 2022

Preface regarding the Charter transition

The attached document forms part of the technical framework developed for the Charter for Sustainable Cleaning and predates the current transition of the Charter's recognition and communication arrangements, as well as the name change of A.I.S.E. to Detergents Europe. The Charter is transitioning away from the company and product logos historically used to identify participation in the initiative and compliance with Advanced Sustainability Profile (ASP) requirements. The transition applies from **27 September 2026**, with all authorised use of the former Charter logos ending no later than **31 December 2027**.

This transition affects the use and communication of Charter logos and related recognition arrangements. It does not, in itself, discontinue or alter the underlying technical requirements, criteria, methodologies or reporting framework described in the attached document. Where operational arrangements have changed as part of the transition — in particular in relation to logo use and verification — the current Charter transition provisions apply.

Accordingly, the attached document should be read subject to the following clarifications:

1. Technical requirements remain applicable

Unless otherwise communicated by Detergents Europe, the technical Charter requirements and methodologies set out in the attached document — including, where applicable, CSP requirements, ASP criteria, Environmental Safety Check requirements, performance criteria, consumer-information requirements and associated reporting or compliance checks — remain applicable.

2. References to Charter and ASP logos

Any references in the attached document to the **availability, granting, use or display** of a Charter or ASP logo reflect the arrangements applicable when the document was issued. Such references do not constitute an authorisation for new or continued use of a Charter logo. Use of Charter logos during the transition is governed by the current Charter transition provisions, and all authorised use of the former Charter logos must cease no later than **31 December 2027**.

3. ASP compliance and product recognition

The phase-out of the Charter product logo does not affect the continued application of the ASP criteria. Products may therefore continue to be assessed against the applicable ASP criteria and, where those criteria are met, may continue to be recognised within the Charter framework as having ASP status. During the transition, however, ASP status does not in itself confer a right to use the Charter product logo. Nor does a positive result from an ASP compliance-check tool constitute certification or independent verification of the product or of its sustainability performance.

4. Verification during the transition

Where, after 26 September 2026, Charter logo-bearing products are placed on the market in consumer-facing contexts, the applicable additional independent third-party verification requirements set out in the Regulations of Use of the Charter 2020+ Trademarks must be observed. For logo-bearing products placed on the market before 27 September 2026 and remaining in the distribution chain, the applicable transition provisions concerning the assessment and treatment of such products apply. The verification arrangements described in the attached document continue to apply as part of the normal Charter framework and are supplemented, where relevant, by these transition-specific requirements.



5. Consumer-information elements

The phase-out of the Charter logos does not in itself affect other consumer-information elements referred to in the attached document. In particular, where Cleanright panels, safe-use information, dosage instructions or other end-user guidance form part of the applicable ASP criteria, those requirements continue to apply unless separately amended.

In the event of any inconsistency between this notice and the applicable Letter of Commitment or the Regulations of Use of the Charter 2020+ Trademarks, those binding Charter provisions prevail.

For further information on the Charter transition, please refer to the Charter Transition Guidance and FAQs.



International Association for Soaps,
Detergents and Maintenance Products



A.I.S.E. CHARTER FOR SUSTAINABLE CLEANING

Procedure for the Charter CSP Self-evaluation by an Ordinary Charter Member

(Version 1.0, 14 February 2022)

I. Introduction

Manufacturing companies committed to the A.I.S.E. Charter for Sustainable Cleaning as ordinary members are required to pass a Charter Entrance Check, and three years after an Additional CSP Check, which will continue to be performed every three years on a growing percentage of the production. These on-site checks are performed by an **accepted** independent verification organisation. The purpose of these CSP Checks is to determine if the company has implemented the Charter Sustainability Procedures (CSPs) or equivalent management processes to the standard required by the Charter (i.e. six (6) essential CSPs which must be in place at the time of the Entrance Check, covering a minimum of 75% of the company's production, and six (6) additional which must be implemented within three (3) years of the company joining the Charter, on more than 75% of the production). The company is responsible for organising the verification process in due time. The CSP check is irrespective of the checking of Key Performance Indicators (KPI) and verification of compliance of products with Charter Advanced Sustainability Standards (ASP, i.e. the Charter product standards), which are centrally organised by A.I.S.E. with an independent third-party verifier.

With the revision for Charter 2020+, the full CSP verification was simplified, recognising the growing demand on requested checks and audits: after a successful Entrance Check and the completion of three subsequent full CSP 3-yearly verifications, **ordinary Charter members will annually run and formally record a self-evaluation on all CSPs** and notify A.I.S.E. of the outcome (in case the outcome is negative, the ordinary member is authorised to repeat the self-evaluation on all CSPs and will notify A.I.S.E. of the outcome – should an ordinary member not pass successfully this second self-evaluation, A.I.S.E. will mandate an accredited Charter verifier to carry out a complete on-site CSP verification). The condition to apply the annual self-certification is that the company will demonstrate progress via its KPI reporting. In addition, A.I.S.E. will centrally organise random full CSP verifications, which will be carried out by a certified third-party verifier.

II. Charter member self-evaluation

The Charter member must use the electronic calculation system of the Charter extranet.

IMPORTANT:

A minimum score of 60% for each of the CSPs will be sufficient. This means that a company must only submit its self-evaluation (via clicking on the 'Finish CSP Check' button – see below), when the outcome is positive, i.e. a score of at least 60% for each CSP has been achieved! In case the score is below 60%, a dialog with the respective remark and a list of all CSPs with a score lower than 60% will appear.

If the outcome is **positive** the company finalises the procedure with a click on the 'Finish CSP Check' button. A.I.S.E. will then be informed on the outcome, without the details of the results per CSP but with the message that the self-evaluation was done. Individual company data will only be accessible to the company itself.

If the outcome of the self-evaluation is **negative** the company can redo the self-evaluation. The company must notify A.I.S.E of the outcome – should an ordinary member not pass successfully this second self-evaluation, A.I.S.E. will mandate an accredited Charter verifier to carry out a complete on-site CSP verification.

III. Detailed instructions on how to use the Charter's web-based system for the CSP self-evaluation

a) Authorisation on the extranet

Go to www.sustainable-cleaning.com, click on 'Login' (top right) and enter your email address and password on the login box.

Note that the "Remember password" box should never be used on a public computer.

The screenshot shows the login page of 'The A.I.S.E. Charter for Sustainable Cleaning'. At the top, there is a blue header with the text 'The A.I.S.E. Charter for Sustainable Cleaning' and a 'Back to homepage' link. Below the header is a banner image featuring two logos on the left: 'WWW.CLEANRIGHT.EU Charter member' and 'WWW.CLEANRIGHT.EU The industry sustainability mark', and a woman on the right holding a green spray bottle. The main content area is titled 'Login' and contains two input fields: 'Email*' and 'Password*'. Below the password field is a 'FORGOT YOUR PASSWORD?' link. A blue 'SIGN IN' button is located at the bottom right of the login form.

b) Select "CSP Verification" in the left navigation bar

Click in the left menu on the CSP button (highlighted), choose the year and then click on "CSP Self-Assessments". You can then go through the evaluation, CSP per CSP (A till L).

The screenshot displays the 'CSPs' section of the web-based system. On the left, there is a vertical navigation bar with a blue background and white icons. The 'CSPs' icon is highlighted with a green circle. The main content area has a blue header with the text 'CSPs'. Below this, there is a dropdown menu showing '2022'. The main content area is divided into several sections: 'Introduction', 'Training Area', 'CSP self assessment' (highlighted with a green circle), 'Essential CSP', 'Additional CSP', and 'Old CSP reports'. The 'Essential CSP' section lists CSP A through CSP I, and the 'Additional CSP' section lists CSP B through CSP L.

c) CSP overview screen (select a domain)

This screen provides an overview of the domains of the chosen CSP. A CSP can have one or more domains. Every domain has a weight and a status. The weighted percentages indicate how the score of the domain relates to the total score of the CSP.

The status indicates if the reporting on the domain has been completed or not.

Domain	Weighting	Score
1. Raw material specification procedure	25%	
2. Raw materials ordering procedure	25%	
3. Raw materials receiving procedure	25%	
4. Domain: Raw materials handling in production	25%	
Total Score CSP A		
Input		
> 1. Raw material specification procedure		
> 2. Raw materials ordering procedure		
> 3. Raw materials receiving procedure		
> 4. Domain: Raw materials handling in production		

d) Control Activities screen (enter verification scores)

This screen gives an overview of the control activities and checks within the chosen domain.

The “Management & Testing” check is scored globally for the domain. The other checks (Documentation / Initiation / Accessibility, Availability and Modifiability / Communication & Training) are scored per control activity.

One domain can contain one or more control activities. In the screen below, the control activity is “Specifications”.

The control activities do not have a weighted percentage and count equally in the score calculations.

The next step is to click on the drop-down menu and pick the score. Each control activity contains a comment box, which allows you to enter notes that are important to consider when evaluating the score of the Additional CSP Check. These notes will be visible for the company that is being checked.

Total Score CSP A

Input

▼ 1. Raw material specification procedure

Domain level check

① Management & Testing

Specifications

Specifications for each raw material are set and agreed with each of the key company functions involved (for example purchasing, technical, formulation, manufacturing, distribution, safety and environmental)

Documentation
Initiation
Accessibility, Availability and Modifiability
Communication & Training

① Documentation

① Initiation

① Accessibility, Availability and Modifiability

① Communication & Training

e) Select a score for each check within the control activity

When you click on the drop-down menu, a detailed explanation for the individual scores will help you to select the most appropriate score for the check.

When you click on one of the items from the drop-down menu, the answer will be displayed in the textbox next to the check.

You can change the answer by clicking on the selected answer via the drop-down menu.

① Documentation

① Initiation

① Accessibility, Availability and Modifiability

① Communication & Training

① Internal company comments

(0/300)

f) The following domain

The following domain can be found just below the current domain you have completed.

g) Result of the CSPs

The extranet system calculates the scores per CSP and the result. Please make sure that you have answered / provided scores to all the questions.

h) Close an accomplished self-evaluation

Click on the 'Finish CSP Check' button.

The screenshot shows the 'CSPs' interface. On the left is a sidebar menu with categories: 'Introduction', 'Training Area', 'CSP self assessment' (highlighted), 'Essential CSP' (containing CSP A through CSP I), 'Additional CSP' (containing CSP B through CSP L), and 'Old CSP reports'. The main content area shows '5. Occupational health and safety targets and objectives (internal)' with a '10%' score. Below this is a 'Total Score CSP E' section. The 'Input' section has a 'Delegate' button. A yellow arrow points to the 'Finish CSP checks' button in the top right corner. Another yellow arrow points to a dropdown menu in the 'Management & Testing' section. The 'Risk assessment' section includes a note about social sustainability risks and lists 'Documentation', 'Initiation', 'Accessibility, Availability and Modifiability', and 'Communication & Training' with corresponding dropdown menus.

IV. Web based training for CSPs

To support companies in the verification process they can use the Charter's web-based training system for CSPs that resembles to the Charter CSP Checks.

The training allows the company to go through the complete CSP Check procedure, which is identical to the self-evaluation (and the CSP Checks performed by the selected verifier on-site).

V. Relationship between ISO 9001, ISO 14001 / EMAS & ISO 45001 and the Charter CSPs

Several schemes exist for quality management or environmental management systems, such as ISO 9001, ISO 14001 / EMAS and ISO 45001. However, those are common to any industry sector.

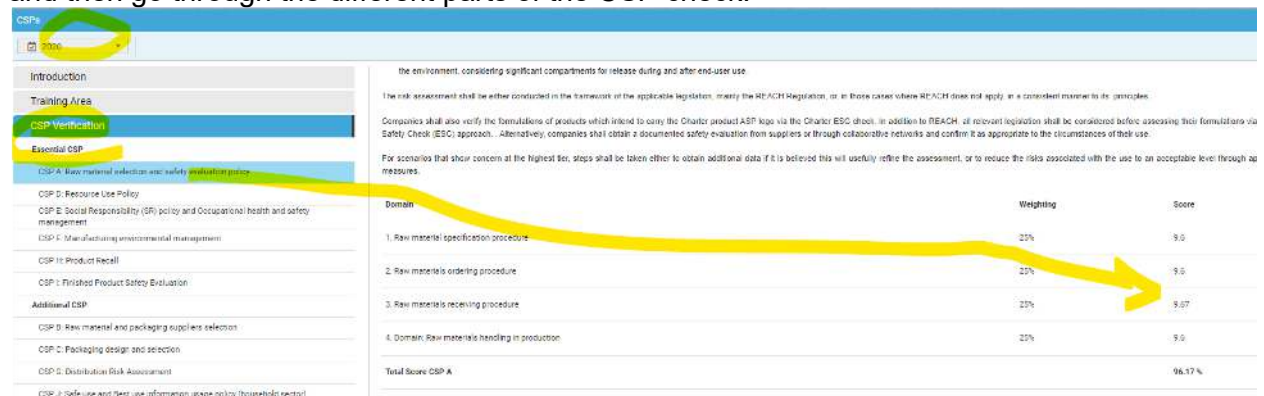
The Charter system offers a tailored approach to quality/environmental management schemes for the detergent and maintenance products industry sector. However, where companies are already certified under ISO 9001, ISO 14001 / EMAS and ISO 45001, there is a system of "equivalences" or "synergies" in place. This principle is based on the assumption that for those Charter CSP control activities which are essentially the same as the relevant elements of the above standards, those can be regarded by the independent verifier as having been already verified. However, the CSPs include several additional or separate management controls which relate to wider sustainability considerations, tailored to the detergents and maintenance products sector.

For this purpose, A.I.S.E. has developed guidance documents (which can be retrieved from the documentation section of the Charter IT platform) for the company and the verifier on

- which CSPs are covered by the requirements of the above-mentioned standards and
- how to handle those equivalences during the CSP Checks

VI. How can a member company consult its verification/self-evaluation report from past years?

Go to the "CSP-area", click on the selected year (e.g. 2020), click on "CSP verification" and then go through the different parts of the CSP check:



Domain	Weighting	Score
1. Raw material specification procedure	25%	9.0
2. Raw materials ordering procedure	25%	9.0
3. Raw materials receiving procedure	25%	9.07
4. Domain: Raw materials handling in production	25%	9.0
Total Score CSP A		96.17 %

VII. Whom to contact in case of a question?

Email:

nadine.degreeef@aise.eu

sascha.nissen@aise.eu

Ms. Nadine De Greef

Mr. Sascha Nissen

A.I.S.E.

Boulevard du Souverain 165

1160 Brussels

Belgium

Tel: +32 (0) 2 679 62 60

Fax: +32 (0) 2 679 62 79