

# AWS ACCREDITATION REQUIREMENTS

**REQUIREMENTS FOR CONFORMITY ASSESSMENT BODIES,  
TRAINING SERVICE PROVIDERS, AND CONSULTANTS**

**VERSION 2.0**

**DECEMBER 2019**

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## PURPOSE

The purpose of this document is to set forth AWS requirements for accreditation of conformity assessment bodies, training service providers, and consultants providing AWS-related services. This document is a normative document which will be used alongside other normative AWS documents to evaluate service providers against AWS competency criteria. AWS reserves the right to change these requirements at any time, in accordance with the review and approval process through the AWS Technical Committee.

## RESPONSIBILITY FOR THESE REQUIREMENTS

The AWS Technical Committee (TC) is the body responsible for the *AWS Accreditation Requirements*. The TC will review the contents of this document on an ongoing basis. A record of amendments is shown below.

### AMENDMENT RECORD

VERSION NO.	DATE OF PUBLICATION	DESCRIPTION OF AMENDMENT
1.0	July 2015	Approved
1.1	Aug 2018	Remove references to 'interim' accreditation.
2	December 2019	Updated in line with version 2 of the AWS standard and accompanying document version, and revised to reduce repetitions, language clarity and to integrate Professional Credentialing.

## AWS STANDARD SYSTEM

The Alliance for Water Stewardship (AWS) is a global, non-profit organization dedicated to advancing water stewardship around the world. As part of this mission, AWS developed *The AWS International Water Stewardship Standard*. The AWS Standard was the result of an international, four-year, ISEAL compliant, multi-stakeholder process which responded to the growing need for evidence of robust water risk and impact mitigation efforts. The revision of version 1.0 began in 2017 and culminated in the issuance of version 2.0 in March 2019. It is built around the notion of implementing water stewardship at the site level in a way that understands and engages with the broader catchment to work with other water stakeholders to address shared water-related challenges and opportunities. As a full ISEAL member<sup>1</sup>, AWS is committed to an equitable, open and transparent approach to setting and maintaining its standard. We are committed to the ISEAL Credibility Principles of sustainability, improvement, relevance, rigor, engagement, impartiality, transparency, accessibility, truthfulness, and efficiency. Accordingly, the AWS Standard System follows ISEAL's *Standard Setting, Assurance, and Impacts Codes*.

AWS has also developed an Assurance system for verifying conformance with the AWS Standard and which is consistent with the ISEAL Assurance Code, providing consistency, rigor, competence, impartiality, transparency, and accessibility. A central feature of the AWS Standard System is the role of

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<sup>1</sup> The ISEAL Alliance – [www.isealalliance.org](http://www.isealalliance.org)

independent certification by third-party Conformity Assessment Bodies (CABs). The Assurance System also includes the training and professional credentialing functions.

The AWS Standard Assurance System strives to leverage the competencies of independent third-party entities to assess compliance with the standard – and draws heavily on existing international norms which apply to conformity assessment bodies (e.g. ISO 17065).

AWS is the standards system owner of *The AWS International Water Stewardship Standard*. As such, AWS is responsible for standard setting, capacity building, assurance and claims, and monitoring and evaluation. These programs are complementary and serve to reinforce one another to ensure that the AWS Standard System provides credible and robust implementation of the AWS Standard to deliver on the AWS mission.

AWS System means the system of standards, policies and procedures established by AWS, including the AWS International Water Stewardship Standard and associated guidance, brand, governance structures, training programs, accreditation programs, verification system and conformity assessment program, and associated intellectual property.

## AWS STANDARD NORMATIVE DOCUMENTS

The AWS Standard System is rooted in four normative documents which comprise the AWS Standard Framework. The scope and interrelationship of these normative documents is shown in Table 1.

Table 1. Interrelation of the four normative documents of the AWS Standard System.

NORMATIVE DOCUMENT	PURPOSE	PROGRAM	PRIMARY TARGET
1.AWS Standard v2.0	Defines the Criteria and Indicators for conformance. Supporting the AWS Standard are two other non-normative documents, the General Guidance, and the Scoring Rubric (defining Gold and Platinum level certifications).	Standards and Assurance	Implementers CABs  Organizations interested in promoting good water stewardship
2.AWS Certification Requirements	Sets the process for certification to the AWS Standard	Standards and Assurance	CABs  Sites seeking information about, or preparing for, Certification
3. AWS Accreditation Requirements	Sets the criteria and the process for accreditation of service providers	Standards and Assurance	Professionally credentialed individuals  CABs  Trainers  Consultants

4. AWS Professional Credentialing Program Handbook	Describes the training, competency, fee structure, and recordkeeping requirements for those wishing to be AWS professionally credentialed. This status applies at a minimum to individuals working for AWS accredited Service Providers.	Standards and Assurance	AWS Service Providers and others seeking to be credentialed
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## SCOPE

The requirements presented in this document apply to organizations and individuals wishing to provide AWS- related services in the fields of (1) conformity assessment, (2) training services, and (3) consultancy. Only organizations that meet AWS accreditation requirements on a continuing basis are eligible for AWS Accreditation and, hence, eligible to make claims about the provision of AWS services.

## NORMATIVE REFERENCES

AWS Certification Requirements, Version 2, December 2019

The AWS International Water Stewardship Standard, Version 2.0, March 2019

ISO/IEC 17065:2012(E) Conformity assessment – Requirements for bodies certifying products, processes and services.

ISO 19011:2018(E) Guidelines for Auditing Management Systems

ISO 17011:2017 (E) Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies

AWS Claims Policy and Procedure, Version 1.3 July 2018

## ASSOCIATED GUIDANCE FOR CONSIDERATION

The AWS Assurance System

ISO 9001:2015 Quality Management Systems - Requirements

ISO 14001:2015 Environmental management systems - Requirements with guidance for use

## TERMS AND DEFINITIONS

Definitions are as noted in Part 3 of ISO 17011:2017.

# 1 PART 1 – GENERAL REQUIREMENTS

## 1.1 APPLYING FOR AWS ACCREDITATION

- 1.1.1 Service providers interested in obtaining AWS Accreditation should submit an application (<https://a4ws.org/certification/accreditation/>) to AWS detailing the organization's relevant expertise and credentials as defined below (Parts 2, 3, and 4).
- 1.1.2 The EOI shall indicate the service area(s) for which accreditation is sought.
- 1.1.3 AWS service areas are:
- a. Conformity Assessment;
  - b. Training Services; and
  - c. Consultancy
- 1.1.4 An organization may seek accreditation for more than one services area, but conformity assessment bodies shall NOT provide both conformity assessment and consulting service to the same client unless they comply with mechanisms outlined in ISO 17011:2017 section 4.4.12 and 4.4.13 to prevent conflicts of interest.
- 1.1.5 The application shall also indicate:
- a. full names, contact details and qualifications of all personnel involved in the provision of AWS-related services;
  - b. a description of the internal controls that the organization will use to monitor the integrity and continuity of AWS-related services, including ensuring ability to address geographic and industry sector experience and qualification requirements (See Parts 2.1, 2.2, and 2.3);
  - c. how the organization will market its AWS services; and
  - d. a list of valid and relevant accreditations and certifications held by the organization.
  - e. The Geographical Scope (Worldwide, Africa, Europe...);
  - f. The Industry Scope (All sectors, Agriculture, Services, Manufacturing, etc...)

## 1.2 PROCESS FOR AWS REVIEW OF ACCREDITATION

- 1.2.1 AWS will not process an application for accreditation unless the service provider agrees to:
- a. arrange for key identified staff from the organization performing AWS services to acquire and maintain the relevant credential(s) and any other AWS trainings as may be required by AWS in accordance with Parts 2, 3, and 4 as applicable);
  - b. ensure that identified staff performing AWS services maintains the necessary credentialing;
  - c. has paid the applicant processing fee; and
  - d. allow AWS to assess internal processes as defined in Part 2 and witness representative activities (including of certification audits) of the service provider as part of the review process for AWS Accreditation.
- 1.2.2 Note that the AWS witness representative activities specified in 1.2.1(d) will be contingent on availability of AWS resources and will be undertaken in the most economical manner possible. The CAB shall agree to cover all costs arising from such AWS assessments, however other financial arrangements (e.g., funded projects) may be utilized by prior agreement.
- 1.2.3 During AWS review of accreditation, applicant service providers shall make good faith efforts to keep AWS informed of upcoming AWS-related activities and provide AWS with access to

sufficient information to evaluate progress towards successful completion of those activities.

1.2.4 If AWS determines that accreditation should be awarded, the service provider and AWS shall enter into a written binding agreement for AWS accreditation.

1.2.5 The agreement for AWS accreditation and shall be valid until changed or terminated by mutual agreement.

### **1.3 PERSONNEL**

1.3.1 Within the application, service providers shall identify the person(s) who work in each service area and ensure that they have met the relevant AWS Professional Credential requirements and shall be include:

- a. evidence of relevant qualifications and experience in the service area (geographic region and industry sector) applied for;
- b. evidence of current AWS training related to the service area; and
- c. language skills and local knowledge (e.g. knowledge of local hydrological conditions or water management processes) appropriate in the context of the region of activity.

1.3.2 The organization shall promptly notify AWS of any changes in the status of AWS-credentialed staff, within 30 days of the change, and at least quarterly.

### **1.4 CONTINUING SERVICE UNDER AWS ACCREDITATION**

1.4.1 Accredited service providers shall demonstrate a commitment to the principles of water stewardship.

1.4.2 Service providers shall adhere to all applicable rules governing the use of AWS assets (e.g., claims, logo, and trademarks) as specified in the AWS License Agreement, Claims policy and procedure and/or the agreement for AWS Accreditation, as applicable.

1.4.3 All service providers shall ensure that key personnel maintain applicable qualifications including Professional Credentialing requirements.

1.4.4 Accredited service providers shall allow AWS sufficient access to AWS-related activities and information (see 1.2.1) as may be necessary for the purpose of ongoing surveillance, including witnessing of AWS services (training, consultancy and/or conformity assessment).

1.4.5 Failure to conform to part 1.4.1.-1.4.4 will result in suspension or revocation of accreditation until conformance is achieved.

### **1.5 QUARTERLY SUMMARY**

1.5.1 The accredited service provider shall prepare a Quarterly Summary of AWS Services which gives a detailed account of all AWS-related activities that were provided during the quarter covered by the report. The report shall also outline upcoming activity planned for the following quarter, as well as any changes in AWS-credentialed staff (1.3.2)

1.5.2 Accredited service providers shall submit the quarterly summary (in 1.5.1) to AWS (or AWS Regional Partner, as mutually agreed) within fourteen days (14) of the end of each quarter.

1.5.3 Repeated (more than once per year) failure to fully and accurately disclose all AWS services in the Quarterly Summary of AWS Services shall result in accreditation being suspended.

## 1.6 FEES AND COSTS

- 1.6.1 Accredited service providers shall pay to AWS an annual fee and a revenue levy in accordance with the fee schedule in the Service Level Agreement from AWS-related services (excluding disbursements for travel and accommodation) to cover the costs of the AWS system. Please refer to Annex 1 fees Schedule.
- 1.6.2 Fees are to be paid 30 days from receipt of the invoice of each quarter (March 31, June 30, September 30, December 31) following submission of the corresponding quarterly summary (1.5.1) and the annual levy invoice issued in January of every year.
- 1.6.3 Failure to fully and accurately disclose income generated from AWS-related services and pay the relevant fee will result in the accredited service provider being suspended.
- 1.6.4 AWS has the right to periodically review the fee system.

## 1.7 CLAIMS AND COMMUNICATIONS

- 1.7.1 AWS accredited service providers in good standing will be entitled to make claims in accordance to the AWS Claims policy and procedure v1.3 July 2018 (and any subsequent versions).

# 2 PART 2 – REQUIREMENTS FOR CONFORMITY ASSESSMENT BODIES

## 2.1 GENERAL

- 2.1.1 In addition to the general requirements given in Part 1, CABs shall follow the specified requirements in Part 2.
- 2.1.2 CABs shall not offer AWS conformity assessment services before being accredited by AWS.
- 2.1.3 The CAB shall only provide AWS conformity assessment services in the geographic region(s) and industry sector(s) for which they have demonstrated qualifications and in line with AWS certification requirements for audits.
- 2.1.4 CABs shall conform with ISO/IEC 17065:2012.
- 2.1.5 CABs shall be accredited by an accreditation body (AB) that is a signatory of, and in good standing with, the IAF Multilateral Recognition Arrangement (MLA) for Certification.
- 2.1.6 CABs shall comply with the applicable legal requirements of the countries in which they operate.
- 2.1.7 CABs shall demonstrate knowledge of relevant legal and regulatory requirements, as well as knowledge of water issues, in the countries in which they operate, as evidenced by staff credentials and internal procedures in accordance with 2.1.8.1 and Appendix 1 of the AWS Certification Requirements v2.0 September 2019.
- 2.1.8 CABs shall have documented internal procedures covering all aspects of AWS certification, including, at a minimum:
  - 2.1.8.1 Procedures for the assignment of suitably qualified auditors to audit teams;
  - 2.1.8.2 Procedures for conformity assessments;
  - 2.1.8.3 Procedures for assessment of group schemes; and
  - 2.1.8.4 Procedures for monitoring and control of the use of the AWS logo, the AWS claim or

other AWS assets by clients such as on-product claims or any other licensing arrangements which may arise in the future.

- 2.1.8.5 Procedures for quality control of AWS-related standard system processes. This includes procedures to ensure that audits and audit reports undergo peer review by CAB personnel separate from the audit team (as per 2.5.2 and the AWS Certification Requirements).
- 2.1.9 CABs shall have a credible dispute resolution process which shall include procedures for handling complaints and appeals.
  - 2.1.9.1 The CAB's dispute resolution process shall function independently of the AWS Complaints Procedure.
  - 2.1.9.2 The CAB's dispute resolution process shall not undermine in any way the scope of application of the AWS Complaints Procedure.
- 2.1.10 CABs are expected to provide AWS with access to all audit-related documentation (audit reports, checklists, notes, audit agendas, client communications, etc.) for review purposes when requested and in a timely manner, as agreed upon by the CAB and AWS.

## **2.2 PERSONNEL**

- 2.2.1 CABs shall demonstrate that all personnel providing AWS services:
  - 2.2.1.1 are AWS Professionally Credentialed to Specialist level during the period of providing AWS services.
  - 2.2.1.2 conform to the requirements as defined in the AWS Certification Requirements v2.0.
  - 2.2.1.3 That any changes to AWS Accredited personnel status shall be reported to AWS as per 1.3.2.

## **2.3 APPLYING FOR AWS ACCREDITATION (CABS)**

- 2.3.1 The CAB's application shall indicate:
  - 2.3.1.1 full name of the CAB;
  - 2.3.1.2 address of the CAB where accreditation will be held;
  - 2.3.1.3 name of the main contact person at the CAB for AWS services; and
  - 2.3.1.4 address and contact details of any affiliate offices used for AWS certification services.
- 2.3.2 Application submissions to AWS shall also be accompanied by:
  - 2.3.2.1 evidence of accreditations held as described above (e.g. section 2.1.5); and
  - 2.3.2.2 internal procedures for AWS certification as described above (sections 2.1.7 and 2.1.10).

## **2.4 PROCESS FOR AWS REVIEW AND ACCREDITATION OF CABS**

- 2.4.1 As part of AWS accreditation review, the CAB shall allow AWS or an AWS designee to:

- 2.4.1.1 Review audit-related documentation (audit procedures, reports, checklists, etc.);
  - 2.4.1.2 witness one or more of the CAB's audits in the field; and
  - 2.4.1.3 perform a final accreditation visit to the CAB head office.
- 2.4.2 The CAB shall agree to cover all costs arising from AWS assessment and witness of representative CAB activities including of certification audits, however other financial arrangements (e.g., funded projects) may be utilized by prior agreement.
- 2.4.3 The number of assessments, witness audits, and accreditation site visits will be of a minimum of one per year, but contingent on CAB performance as well as availability of AWS resources. Accreditation site visits will include review of CAB internal processes to review audit reports and verify the auditor recommendation whether or not to certify a site (as per 2.5.2 below and the AWS Certification Requirements v2.0 September 2019).
- 2.4.4 If it is determined that the CAB should be awarded accreditation, the CAB and AWS shall enter into a written agreement for AWS accreditation agreement (Section 1.4).

## **2.5 CERTIFICATION DECISION**

- 2.5.1 The CAB shall appoint an AWS Point of Contact who is responsible for communications between the CAB and AWS. Responsibilities include seeking AWS approvals, supervising inspections, assigning auditors and coordinating the work of the AWS Certifier.
- 2.5.2 The CAB shall appoint an AWS Certifier (who may be the same person(s) as the AWS Point of Contact) who is responsible for review and approval or rejection of the audit report the final certification decision and issuing the AWS certificate.
- 2.5.2.1 The AWS Certifier shall not make a certification decision regarding any client in which the AWS Certifier was directly involved in the audit.
  - 2.5.2.2 The CAB shall have a procedure(s) for the AWS Certifier to ensure quality and rigor in the reports and conformance with AWS Certification Requirements (see Part 2.1.8.5).

## **2.6 CERTIFICATION AGREEMENT**

- 2.6.1 CAB shall have a certification agreement with the client.
- 2.6.2 The certification agreement shall specify:
- 2.6.2.1 AWS is not responsible for costs associated with conformity assessment or certification;
  - 2.6.2.2 AWS has the right to change the certification requirements; and
  - 2.6.2.3 AWS may introduce new methodologies on a trial or other basis from time to time.
- 2.6.3 CAB shall require disclosure by applicants and clients of current enrolment with other assurance providers in AWS or another standards system.

## **2.7 ADDITIONS OR MODIFICATIONS TO THE GENERAL REQUIREMENTS OF ISO 17065**

- 2.7.1 CAB shall have a procedure for handling complaints that is open to all parties involved in the

AWS conformity assessment process.

- 2.7.2 CABs shall operate an ‘impartiality committee’ charged with a minimum annual review of CAB management of conflict of interest. The committee must be comprised of at least three members who are independent of the CAB. Records of impartiality committee reviews, discussions, conclusions and recommendations for corrective actions must be maintained for at least five (5) years.
- 2.7.3 CABs shall ensure that all members of the audit team have maintained their independence from the client and organization under assessment for at least 2 years prior the audit. Declarations of potential conflict of interest shall be made.
- 2.7.4 CABs shall compel employees and sub-contractors (e.g., technical experts) to declare any potential conflict of interest in advance of engaging in an AWS conformity assessment.
- 2.7.5 CABs shall not assign any employee to an AWS conformity assessment if that person has previously (within less than 2 years prior to the time of the audit) provided management advice to the organization or if that person has an unmitigated potential conflict of interest with the organization under assessment.

## **2.8 CONFIDENTIALITY**

- 2.8.1 CABs shall ensure that employees and sub-contractors, including technical experts, maintain as confidential for an unlimited period of time the information received during an assessment and that such information will not be disclosed to any third parties with the exception of information that is required to be submitted to an AB and/or AWS for the purpose of attaining or maintaining the CAB’s accreditation status.

# **3 PART 3 - REQUIREMENTS FOR TRAINERS**

## **3.1 GENERAL**

- 3.1.1 In addition to the general requirements given in Part 1, training service providers (trainers) shall follow the specified requirements in this Part 3.
- 3.1.2 The trainer shall only provide AWS services in the geographic region(s) and industry sector(s) that fall within the trainer’s approved scope of AWS Accreditation.
- 3.1.3 Where the service provider develops new training materials for AWS course work towards accreditation or professional credentialing, those materials shall be submitted to AWS for review and approval prior to first usage.
- 3.1.4 At the conclusion of each training course, the training service provider shall conduct a course evaluation which, at a minimum, shall include:
  - 3.1.4.1 written feedback from course participants using a training course evaluation form which has been approved by AWS.
- 3.1.5 Trainers shall submit course evaluation summaries, as well as a comprehensive list of participants with the participant contact information (including email addresses) and results form on the AWS Course Attendance template to AWS [and/or] the relevant Regional Partner together with the Quarterly Summary of AWS Services (section 1.5.1).
- 3.1.6 As warranted, Trainers shall also notify AWS according to the procedures outlined in the AWS

Professional Credentialing Program Handbook, which individuals will be entering into the Professional Credentialing Program. The training organization will provide those participants who successfully complete the course their login information to the PC portal.

- 3.1.7 The number of AWS witnessing of trainings will be contingent on trainer performance as well as availability of AWS resources.

## **3.2 TRAINER COMPETENCIES**

- 3.2.1 Training service providers shall demonstrate that all personnel utilized for AWS training services are AWS professionally credentialed at the Specialist level in accordance with the AWS Professional Credentialing Program and meet the following additional minimum qualifications:
- 3.2.1.1 degree in a relevant discipline (e.g., hydrology, environmental engineering, agriculture, forestry) or a minimum of five (5) years of work experience in the industry sector where training services are to be provided;
- 3.2.1.2 training skills as demonstrated by either of the following:
- 3.2.1.2.1 successful completion of an AWS-recognized course of training; or
- 3.2.1.2.2 substantial experience with a related environmental scheme (e.g., ISO 9001, ISO 14001, GRI);
- 3.2.1.3 a minimum of one (1) year of work experience delivering training programs for environmental systems;

## **3.3 TRAINING ORGANIZATION REQUIREMENTS FOR ACCREDITATION**

- 3.3.1 Any professional training organization may apply to AWS for accreditation.
- 3.3.2 AWS will only accept applications from organizations that can show how they are suitably qualified to provide training in the proposed AWS service area as defined in 3.1 and 3.2.
- 3.3.3 AWS will give preference to applicants showing substantial experience in providing training in the following subject areas:
- 3.3.3.1 hydrology, water-stewardship or similar themes which have a direct relationship to the application of the AWS Standard;
- 3.3.3.2 implementation of social and environmental standards; and/or
- 3.3.3.3 auditing of environmental management systems (e.g. ISO 19011:2018 (E)).
- 3.3.4 Accredited trainers must have attended AWS Specialist level training, completed the exam and be AWS Professionally Credentialed as Specialist as per 3.2.
- 3.3.5 Trainers must shadow and assist in two AWS Specialist level training sessions and be willing to have their training sessions witnessed by AWS or a qualified person appointed by AWS.
- 3.3.6 All trainers must have attended at least one AWS site audit.

## 4 PART 4 - REQUIREMENTS FOR CONSULTANCY COMPANIES CHOOSING TO BE ACCREDITED

As of January 1, 2020, consulting firms do not need to be accredited to offer consulting services, although they may wish to do so in accordance with Part 4 and be able to make an organizational claim accordingly. However, because such individuals are being specifically compensated as a service provider to deliver AWS services, and are not employed by the client, any individual offering consulting services must be professionally credentialed at the Specialist level. Any organization that is not accredited or individual offering AWS consulting services that is not professionally credentialed may not make any claim that AWS has approved their services or qualifications.

### 4.1 GENERAL

- 4.1.1 In addition to the general requirements given in Part 1, consultants shall follow the specified requirements in Part 4.
- 4.1.2 The consultants shall only provide AWS services in the geographic region(s) and industry sector(s) that fall within the consultant's approved scope of AWS Accreditation.
- 4.1.3 The consultants shall only make AWS-related claims once accredited and clearly notify their client if not accredited.

### 4.2 PERSONNEL

- 4.2.1 Consultants shall demonstrate that all personnel utilized for AWS consulting services meet the following minimum qualifications:
  - 4.2.1.1 degree in a relevant discipline (e.g., hydrology, environmental engineering, agriculture, forestry) or a minimum of five (5) years of work experience in the industry sector where consulting services will be provided;
  - 4.2.1.2 knowledge of water issues including a basic understanding of hydrology and relevant water-related social and economic aspects as demonstrated by completion of formal coursework, training program, work experience or the equivalent;
  - 4.2.1.3 a minimum of three (3) years of work experience consulting on water- related issues, including social elements such as indigenous and gender issues and stakeholder engagement;
  - 4.2.1.4 a minimum of one (1) year of work experience in the industry sector(s) for which AWS consulting services are to be provided (e.g., agriculture, mining); and
  - 4.2.1.5 formal training in the application of the AWS Standard (i.e., at a minimum, completion of three levels of training required for gaining AWS Accreditation).
  - 4.2.1.6 Every consultant in the organization seeking accreditation must be AWS Professional Credentialled at the Specialist level (see part 5).

### 4.3 APPLYING FOR AWS ACCREDITATION (CONSULTANTS)

- 4.3.1 AWS will accept applications for accreditation from consultants or consultancy firms which have

significant experience working with businesses on water-related issues or sustainability. Relevant prior experience may include environmental management systems, corporate social responsibility, sustainability programs, sustainability disclosure and reporting frameworks, and social and environmental assurance/certification systems.

- 4.3.2 Consultants may seek accreditation from AWS for a scope of consulting activity in one or more of the following categories:
- 4.3.2.1 System & Processes – for assisting clients in the development of systems or processes to meet the requirements of the AWS standard;
  - 4.3.2.2 Group Scheme – for assisting clients with establishing and/or structuring groups;
  - 4.3.2.3 Technical Measures – for assisting clients with developing and/or implementing technical measures; and
  - 4.3.2.4 Other Services – other services which are directly related to the application of the AWS Standard.
    - 4.3.2.4.1 AWS and the consultant will agree on the nature and extent of “other services” before AWS will consider accrediting an organization for such a scope of consulting activity.
- 4.3.3 In the application for AWS accreditation, consultancies shall provide AWS with evidence of having relevant expertise for the chosen scope(s) of consulting activity, including:
- 4.3.3.1 evidence of certifications or accreditations held in relevant fields;
  - 4.3.3.2 prior projects or accomplishments in the field or subject area; and the names and qualifications (see section 4.2) of those persons nominated to perform the activities.
  - 4.3.3.3 Prior to entering into an agreement with a client for AWS-related services, consultants shall inform the client that the engagement of AWS-accredited services does not guarantee that the client will be awarded AWS certification.

## 5 PART 5 – AWS PROFESSIONAL CREDENTIALING FOR INDIVIDUALS

- 5.1.1 From 1st January 2020, AWS will introduce a formal AWS Professional Credentialing Program for individuals who have undergone the official AWS training. – Foundation, Advanced, Specialist AWS training is delivered by AWS or an Accredited Training Organization. The aim is to provide clarity in the marketplace on the individual's expertise regarding the AWS standard.
- 5.1.2 Any individual who has undergone formal AWS training shall have the opportunity to join the AWS Professional Credentialing system, having completed an authorized AWS Standard System Training, obtained the pass mark threshold in the exam and signed the Code of Conduct in accordance with program requirements.
- 5.1.3 Claims that can be made shall be commensurate to the level of training that the individual has undergone:
- 5.1.3.1 Foundation: For advocacy, outreach and communications activities around water stewardship. Aimed at NGO, governmental, activist, media and communications professionals.
  - 5.1.3.2 Advanced: For practitioners of water stewardship at Corporations, sites, plants, local

government local managers, NGOs oversight of water stewardship.

- 5.1.3.3 Specialist: required for all employees of AWS accredited CABs, Training organizations and Consultancies. Allows the individual to communicate their ability to lead teams and programs around water stewardship and against the AWS standard.
- 5.1.4 Individuals who have successfully completed AWS training have the choice to join the AWS Professional Credentialing system. Individuals who are eligible to join will need to:
  - 5.1.4.1 Sign the AWS Professional Credentialing Code of Conduct
  - 5.1.4.2 Adhere to continual learning expectations as set out by AWS
  - 5.1.4.3 Pay the Professional Credentialing fee in accordance with the Professional Credentialing Program.
  - 5.1.4.4 Be willing to have their details included in an online directory; hosted on the AWS SCIO website, or regional partner, as well as distributed through AWS marketing channels.
  - 5.1.4.5 Agree to a claims policy and logo-use guidelines on communications regarding Water stewardship and AWS.

# ANNEX 1: FEE STRUCTURE FOR AWS ACCREDITATION

## FEE STRUCTURE FOR AWS ACCREDITATION

The annual fee structure illustrated below is based on the number of chargeable (by AWS) days for required services to ensure integrity of the AWS Accreditation Program. Fees are based on a daily rate: GBP 800 excluding VAT

Service area	Annual number of chargeable days per organization for required services delivered by AWS				Total days per organization/year	Annual fee
	Application assessment (organizational)	Quarterly update training	Monitoring / witnessing	Admin		
<b>Conformity Assessment Bodies</b>						
Currently accredited	0	1	1	2	4	£3,200
New applicant	1	1	1	2	5	£4,000
<b>Consultancies</b>						
Currently accredited	0	1	0.5	1	2.5	£2,000
New applicant	0.5	1	0.5	1	3	£2,400
<b>Trainers</b>						
Currently accredited	0	1	0.5	1	2.5	£2,000
New applicant	0.5	1	0.5	1	3	£2,400

### Additional fees

Assessment of individuals wishing to be added to existing accreditation agreements will be charged at 0.5 days per individual.

Levy payments for service delivery contracts will be as follows:

Conformity Assessment: 10% of gross revenue (less expenses)

Consultancy: 5% of gross revenue (less expenses)

Training: 5% of gross revenue (less expenses)

**Note:** Fees for Professional Credentialing are not included herein.