Module 2
EUB SuperHub certification process and the EUB E-Passport

**Training Material
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EUB SuperHub certification process

The EUB SuperHub certification process can take place in **two versions**:

Basic   **Advanced**

The **Advanced** version foresees two levels of control (auditor + certification body) and is applied to:

- public buildings - large non-residential buildings (>=1000 m^2 internal useful area)

- buildings funded through public funds and financial incentives.

The **Basic** version foresees one level of control (auditor) and is applied to:

- residential buildings

- small private non-residential buildings (<1000 m^2 internal useful area)
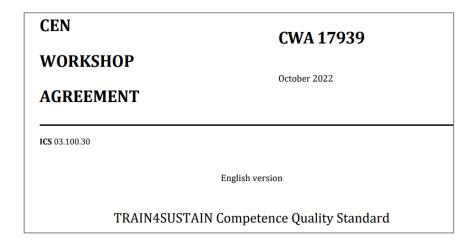
EUB SuperHub certification process

ACTORS involved in the certification process are:

▪CLIENT: His/her activities concerns the registration of the building and the appointment of the assessor for the evaluation of the building.

▪CERTIFICATION BODY: His/her activities concern the appointment of the auditor and the issue of the final certificate, the EUB e-Passport for the technical design phase.

▪ASSESSOR: His/her activities address the indicators' characterisation and the drafting of assessment report.

▪AUDITOR: His/her activity is to revise the content of the technical reports produced by the Assessors in the different certification phases.

TRAIN4SUSTAIN Competence Quality Standard

CEN		
WORKSHOP	**CWA 17939**	
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AGREEMENT		

ICS 03.100.30

English version

TRAIN4SUSTAIN Competence Quality Standard

EUB auditors are qualified according to the Competence Quality Standard of TRAIN4SUSTAIN, described in the CW 17939:2022.

The TRAIN4SUSTAIN Competence Quality Standard is a tool useful to evaluate and report, through the Skill Passport, the level of competence of white collars and blue collars in sustainable building.
It provides the Learning Outcomes (LOs), expressed in terms of knowledge and skills, **necessary to achieve recommended competence's levels** in relation to a set of Areas of Expertise. Indeed, a Learning Outcome is a statement regarding what a learner knows, understands and is able to do on completion of a learning process

EUB SuperHub certification process

Certification process for the *In Use phase*

CLIENT activates the certification process for the *In Use phase* of the building sending the request to the **CERTIFICATION BODY**, attaching the necessary information to quantify the cost of the certification process.

The **CERTIFICATION BODY** examines the request, quantifies the value of the certification process and provides the certification contract to the **CLIENT**.

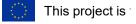After the acceptance of the contract by the **CLIENT,** the certification process is activated.

The **CLIENT** contracts a qualified **EUB SuperHub ASSESSOR** that will be the responsible for drafting the Measurement Report. The **CLIENT** communicates the name of the assessors to the **CERTIFICATION BODY.**

The **CERTIFICATION BODY** appoints a **qualified EUB SuperHub AUDITOR**, responsible for the validation of the Measurement Report drafted by the **ASSESSOR**.
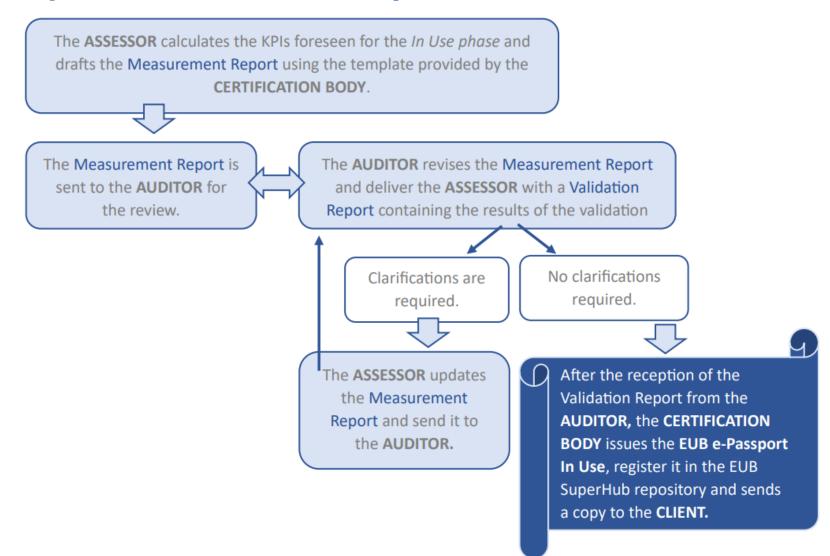
EUB SuperHub certification process

Certification process for the *In Use phase*

The **ASSESSOR** calculates the KPIs foreseen for the *In Use phase* and drafts the **Measurement Report** using the template provided by the **CERTIFICATION BODY**.

The **Measurement Report** is sent to the **AUDITOR** for the review.

The **AUDITOR** revises the **Measurement Report** and deliver the **ASSESSOR** with a **Validation Report** containing the results of the validation

Clarifications are required.

No clarifications required.

The **ASSESSOR** updates the **Measurement Report** and send it to the **AUDITOR**.

After the reception of the Validation Report from the **AUDITOR**, the **CERTIFICATION BODY** issues the **EUB e-Passport In Use**, register it in the EUB SuperHub repository and sends a copy to the **CLIENT**.

This project is fur

EUB SuperHub certification process

Ensuring quality assurance to the certification process through:

✓ **Third-party verification**

✓ **Monitoring** of the certification procedures

✓ **Standards for conformity** assessment

✓ Measurement of **KPIs affordability and operativity**

✓ **Collecting feedback** from users involved in all the process phases