

Eco Choice Aotearoa Procedures Manual 2025

Section 2.2 Reviewing & updating standards

Purpose	To define procedures for reviewing and updating Eco Choice Aotearoa's product and service standards.
Scope	All ECA product and service standards.
Responsibilities & Authorities	<p>The Head of Standards is responsible for reviewing and updating all ECA product and service standards.</p> <p>The Chief Executive signs off the HOS work programme.</p>

Procedure for reviewing & updating standards

Selecting Standards for review	<p>Product and service standards should be reviewed every 3-5 years. Reviews may be conducted sooner if required, for example when:</p> <ul style="list-style-type: none"> • There are changes to environmental legislation, particularly those affecting the Legal Requirements criterion. • New technologies or industry practices emerge that warrant new criteria or updates to maintain environmental protections. • New policies or practices are introduced in other ISO 14024 standards and/or related organisations (e.g., ISEAL, NZGBC, GBCA). • The standard's scope is no longer fit for purpose and needs to be revised.
Review	<p>The Head of Standards will seek to review standards through their own research, consulting with other Global Ecolabelling Network (GEN) members, and gathering feedback from key stakeholders such as ecolabel partners, industry bodies and the ECA Advisory Panel.</p> <p>Any updates deemed necessary will be drafted and clearly highlighted by the HOS in the standard.</p>
Public consultation	<p>The draft standard will be distributed via the ECA database and posted on the ECA website for public consultation (60 days).</p> <p>The HOS will work with the Engagement Manager to leverage tools such as the ECA newsletter and social media accounts to solicit feedback.</p>

	All feedback must be saved to the ECA database.
Finalising feedback	<p>At the conclusion of the public consultation period, the HOS will consider the feedback received and finalise the standard.</p> <p>The HOS will respond to submissions with clear rationale and advise submitters of ECA's complaints process.</p> <p>The response to submissions will be saved to the ECA database as a historical document.</p>
Publishing the updated standard	<p>Once the standard has been finalised, and all submissions responded to, the draft standard must be removed from the website and the final standard uploaded.</p> <p>The final standard must be clearly labelled as the most recent version and saved to the ECA database.</p>
Notifying licensed partners	Once the standard has been finalised, the HOS will reiterate any changes to the affected ecolabel partners in writing and notify them of the transition period.
Transitioning to the updated standards	<p>Once the standard has been finalised, the HOS will reiterate any specific changes to existing ecolabel partners in writing, ensuring they are aware of any new requirements, and notify them of the transition period.</p> <p>Existing ecolabel partners will have 12 months from the standard's publication date, or until their next scheduled verification after that date, to demonstrate compliance.</p> <p>For verifications conducted within the 12-month transition period, businesses will be assessed against the new criteria. However, full compliance will not be mandated in this initial audit.</p> <p>The timeframe for transitioning may be extended if the HOS deems it necessary for the changes to be properly implemented. For instance, if there are several major technical changes regarding ingredients or production methods.</p> <p>New applicants will be verified against the latest version of the standard.</p>

Types of revisions

- A Full Review entails a comprehensive assessment of all criteria and a full public consultation.
- A Limited Review is narrow in scope and may require targeted consultation, if deemed necessary.

Activity	Examples	Process
Major Revisions - Technical	Introduces new requirements or changes the technical rigor of existing ones. Examples: Emissions tests, regulations around hazardous materials.	A Full Review must be undertaken. This includes consultation with the ECA Technical Advisory Panel (TAP), relevant industry stakeholders, and a minimum 60-day public consultation period. All changes must be recorded in the <i>Change History</i> section of the relevant standard and formally communicated to affected parties.
Major Revisions- Non-Technical	Adds or updates requirements that are not technical in nature. Example: Governance or administrative requirements.	A Full Review must be conducted if the change affects common core criteria. For non-core criteria, a Limited Review may be undertaken with targeted consultation. All changes must be recorded in the <i>Change History</i> section of the relevant standard and formally communicated to affected parties.
Minor Revisions	Involves limited changes and/ or only affects a small number of stakeholders.	A Limited Review must be conducted. Consultation is required with impacted stakeholders (e.g. Ecolabel Partners). Broader public consultation is not required. All changes must be recorded in the <i>Change History</i> section of the relevant standard and formally communicated to affected parties.
Corrections and Clarifications	Fixes errors, inaccuracies, or omissions. Clarifies or expands existing criteria where misunderstanding of language has occurred.	No review needed. All changes must be recorded in the <i>Change History</i> section of the relevant standard and formally communicated to affected parties.

****Core Criteria** are criteria that are carried through all standards regardless of industry or type (product vs. service). The following are considered Core Criteria:

- Legal Requirements
- Modern Slavery and Social Accountability
- Environmental Management Systems
- Waste Management
- Energy and Greenhouse Gases Management