TYPE I ECO-LABEL CERTIFICATION PREPARATION TRAINING

Course Title: Type I Eco-Label Certification Preparation Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with the essential knowledge and step-by-step guidance required to prepare for Type I Eco-Label certification based on ISO 14024. It covers environmental criteria interpretation, product category requirements, documentation structuring, evidence gathering, testing needs and audit readiness. Participants will learn how to develop a complete submission package, perform internal readiness checks, communicate with certification bodies and ensure product compliance with the environmental performance criteria. This course is designed to help organisations confidently prepare for successful certification.

OBJECTIVE(S):

- Understand the requirements and certification structure of ISO 14024 Type I Eco-Labelling
- Learn how to interpret and apply product category environmental criteria
- Identify documentation, data and testing requirements needed for certification
- Understand how to compile and organise a complete submission package
- Learn certification workflow, communication with certification bodies and audit expectations
- Strengthen organisational readiness for Eco-Label certification and compliance verification

TARGET GROUP(S):

- Manufacturers and producers

- Sustainability and environmental teams

- LCA practitioners

- QA/QC executives

- R&D and product development personnel

- Procurement and supply chain personnel

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English

TOPIC(S):

1. Introduction to ISO 14024 and Type I Eco-Labelling

2. Understanding Product Category Requirements and Criteria

3. Documentation, Technical Data and Supporting Evidence

4. Testing Requirements, Laboratory Expectations and Data Validity

5. Compiling the Eco-Label Submission Package

6. Internal Compliance Checks and Readiness Assessment

7. Certification Workflow and Communication with Certification Bodies

8. Evaluation Process, Audit Stages and Approval Requirements

9. Corrective Actions, Resubmissions and Renewal Conditions

10. Strategies for Maintaining Ongoing Compliance

LIST OF REFERENCE BOOK(S):

- ISO 14024 Environmental Labels and Declarations – Type I

- Relevant national and international Eco-Label Scheme Guidelines

- Environmental criteria and product category documents

LIST OF TEACHING AID(S):

- LCD projector

- Computer

- Whiteboard with accessories

METHODOLOGY(S):

- Lecture

- Group discussions

- Case studies

- Implementation workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Overview of ISO 14024 and Certification Requirements
9:45 am – 10:30 am	Topic 2: Understanding Product Category Environmental Criteria
10:30 am – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 3: Documentation Requirements and Technical Data
11:30 am – 12:30 pm	Topic 4: Testing Requirements, Laboratory Needs and Data Validity
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Topic 5: Supplier Information, Material Declarations and Supporting Evidence
2:30 pm – 3:30 pm	Topic 6: Environmental Criteria Evaluation and Compliance Checks
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Workshop: Reviewing a Sample Product Category Criteria Document

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Preparing the Certification Submission Package
9:45 am – 10:30 am	Topic 8: Internal Readiness Assessment and Gap Identification
10:30 am – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 9: Certification Workflow and Audit Stages
11:30 am – 12:30 pm	Topic 10: Communication with Certification Bodies and Response Handling
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Workshop: Building a Complete Certification Dossier
2:30 pm – 3:30 pm	Workshop: Corrective Actions, Resubmission Planning and Timelines
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Final Workshop: Certification Readiness Review and Q&A