

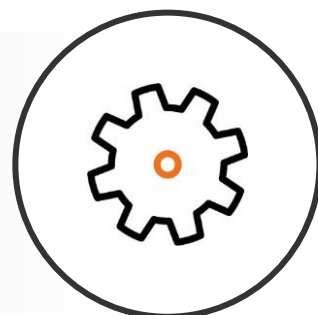


The world-leading  
Wood pellet certification

## **ENplus® Procedural Document**

*Structure and development of  
ENplus® documentation*

ENplus® PD 2001:2022, first edition



Valid globally

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For Germany, the only official version of this document to be used in Germany is in German.

## Foreword

The European Pellet Council (EPC), founded in 2010 and a network of Bioenergy Europe AISBL, is an umbrella organisation that represents the interests of the European wood pellet sector. Its members are national pellet-, or pellet-related associations from numerous countries in and outside of Europe. The EPC provides a platform for the pellet sector to discuss issues that must be managed in the transition from a niche product to a major energy commodity. These issues include standardisation and certification of pellet quality, safety, security of supply, education and training, and pellet quality measuring devices.

Deutsches Pelletinstitut GmbH (German Pellet Institute) (**DEPI**) was founded in 2008 as a subsidiary of Deutscher Energieholz- und Pellet-Verband e. V. (German Wood Fuel and Pellet Association) (DEPV), and provides a communication platform and competence centre for topics related to heating with wood pellets. In 2010, **DEPI** created, in cooperation with German Biomass Research Center Leipzig (DBFZ) and proPellets Austria, the ENplus® scheme. In 2011, the trademark rights for all countries, except Germany, transferred to the EPC.

Today, the EPC is the governing body for the ENplus® quality certification scheme for all countries except Germany, which is governed by **DEPI**.

This document replaces ENplus® PD 1001:2019 and comes into force as of the date of its publication, on 1 October 2022.

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## Introduction

The key objective of the ENplus® scheme is to manage an ambitious certification scheme that thrives for consistent, high quality wood pellets. The **ENplus® logo** allows pellet quality to be communicated to customers and consumers in a transparent and verifiable way.

Wood pellets are a renewable fuel produced primarily from sawmill residues. Wood pellets are used as a fuel for residential heating systems as well as for industrial burners. They are a refined fuel that can be damaged during handling. Due to this, quality management is a necessity and should cover the entirety of the supply chain, from the choice of raw material to the final delivery to the end-user.

The ENplus® scheme covers technical properties of pellets, quality management related to the properties of the pellets, and customer satisfaction within the entire supply chain, from pellet production to end use.

The ENplus® scheme is primarily focused on the domestic and commercial heating sector, but the ENplus® certification is also available to all other actors within the pellet industry.

Open, transparent and **consensus**-based participation of materially affected **stakeholders** at international as well as national levels is an essential element in the development of the ENplus® scheme.

This document is based on ISO/IEC Guide 59 as well as it respects the contractual agreement between Bioenergy Europe/EPC and **DEPI** that is the founder of the ENplus® scheme.

The term 'shall' is used throughout this document to indicate those provisions that are mandatory. The term 'should' is used to indicate those provisions which, although not mandatory, are expected to be adopted and implemented. The term 'may' is used throughout to indicate those permission(s) which are expressed within this document. The term 'can' refers to both the ability of a user or to a possibility open to the user as stated within this document.

The terms written in bold characters are defined in the chapter 3. Terms and Definitions.

## 1. Scope

**1.1** This document describes the procedures for the development, **revision** and maintenance of the **ENplus® documentation**. This ensures the objectivity, efficiency, transparency and **consensus** built amongst the participating interested **stakeholders**.

**1.2** This document applies to the development, **revision** and maintenance of the **ENplus® documentation** that is formally approved by the **ENplus® International Management** and that is applicable either globally or in all countries except Germany.

**1.3** This document also outlines the structure of the **ENplus® documentation** that is given in **Annex A** of this document.

## 2. Normative references

The following referenced documents are essential to the application of this document as defined in its specific requirements. For dated references, only the relevant edition applies. For undated references, the latest edition of the referenced document (including any amendment) applies.

ENplus® PD 2002, *Complaints and appeals procedure*

ENplus® PD DE 2002, *Complaints and appeals procedure* (only available in German language)

ISO/IEC Guide 2:1996, *Standardization and related activities - General vocabulary*

### 3. Terms and Definitions

#### 3.1 Advisory Committee draft

A proposed document that is available generally for comments or voting within the Advisory Committee.

#### 3.2 appeal

A written request by any person or organisation (the appellant) for reconsideration of any decision affecting the appellant made by the **ENplus® scheme management** where the appellant considers such decisions have been taken in breach of the ENplus® requirements or procedures.

NOTE: Such adverse decisions may include:

- a) rejection of an application for usage of the **ENplus® trademarks**;
- b) refusal of an application for the ENplus® listing of certification and testing bodies.

#### 3.3 bagged pellets

Pellets in a packaging unit that protect the pellets from quality degradation with a filling weight between 5 kg and 50 kg.

NOTE 1: A plastic bag is a typical example of a packaging unit for **bagged pellets**.

NOTE 2: Requirements for usage of the ENplus® bag design are defined in ENplus® ST 1003.

#### 3.4 big bag

A flexible intermediate bulk container (FIBC) made of flexible fabric that is designed for storing and transporting **bulk pellets** with a typical capacity of 1,500L. A delivery of pellets in **big bags** is considered a delivery of **bulk pellets**.

NOTE 1: A **big bag** can be sealed or unsealed.

NOTE 2: Delivery of pellets in **big bags** is considered as a **large-scale delivery**.

#### 3.5 bulk pellets

Pellets other than **bagged pellets** produced, stored, handled, or transported loose.

NOTE: **Bulk pellets** also includes pellets in **big bags**.

#### 3.6 company

An entity that implements the requirements of ENplus® ST 1001.

#### 3.7 complaint

A written expression of dissatisfaction (other than **appeal**) by any person or organisation which relates to the activities of the **ENplus® scheme management**, the **ENplus® certification bodies**, **ENplus® testing bodies**, and/or the ENplus® certified **company**.

#### 3.8 consensus



General agreement characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE: A **consensus** need not imply unanimity [ISO/IEC Guide 2].

### 3.9 DEPI

**DEPI** (Deutsches Pelletinstitut GmbH) is ENplus® governing body for Germany, certification body responsible for all certification activities within Germany and acts as inspection body within Germany.

### 3.10 ENplus® certification body

A body that is recognised to perform certification within the ENplus® certification scheme.

### 3.11 ENplus® certification seal

A distinctive graphic consisting of the **ENplus® logo** and unique **ENplus® ID**.

NOTE: The use of the **ENplus® certification seal** is described in ENplus® ST 1003.

### 3.12 ENplus® documentation

Documents that include requirements, guidance, and procedures of the ENplus® scheme.

NOTE: The **ENplus® documentation** structure is shown in **Annex A** and includes ENplus® **standards**, ENplus® guidance documents and ENplus® procedural documents.

### 3.13 ENplus® ID

Unique alfa-numerical code issued by the relevant **ENplus® scheme management** to every ENplus® certified **company**.

NOTE: The use of the **ENplus® ID** is described in ENplus® ST 1003.

### 3.14 ENplus® International Management

Bioenergy Europe AISBL represented by the European Pellet Council (EPC), is the governing body of the ENplus® certification scheme with overall responsibility for the management of the ENplus® scheme outside Germany.

### 3.15 ENplus® logo

A distinctive graphic design that is a registered trademarked material and that is also part of the **ENplus® certification seal**, **ENplus® quality seal** and of the **ENplus® service sign** along with the **ENplus® ID**.

NOTE: The use of the **ENplus® logo** is described in ENplus® ST 1003.

### 3.16 ENplus® National Licensor

A governing body of the ENplus® certification scheme appointed by **ENplus® International Management** to manage the ENplus® scheme within a specific country.

NOTE: Contact details for **ENplus® National Licensors** are available by country on the **official ENplus® website**.

### 3.17 ENplus® quality class logo

A distinctive graphic referring to the ENplus® quality classes.

NOTE: The use of the **ENplus® quality class logo** is described in ENplus® ST 1003.

### 3.18 ENplus® quality seal

A distinctive graphic referring to the ENplus® quality classes consisting of the **ENplus® logo**, **ENplus® quality class logo** and unique **ENplus® ID**.

NOTE: The use of the **ENplus® quality seal** is described in ENplus® ST 1003.

### 3.19 ENplus® scheme management

A governing body of the ENplus® certification scheme that is either **ENplus® International Management**, an **ENplus® National Licensor**, or **DEPI** operating within their respective regions.

NOTE: Contact details for the **ENplus® scheme management** are available by country on the **official ENplus® website**.

### 3.20 ENplus® service sign

A distinctive graphic issued by the relevant **ENplus® scheme management** to every ENplus® certified **service provider** that includes the ENplus® **service provider** logo and the **ENplus® ID**.

NOTE: The use of the **ENplus® service sign** is described in ENplus® ST 1003.

### 3.21 ENplus® testing body

A body that is recognised to perform testing within the ENplus® certification scheme.

[source: modified from ISO 17020]

### 3.22 ENplus® trademarks

ENplus® copyright and trademark protected material (ENplus® figurative marks and wordmarks) that refers to the quality of pellets according to the ENplus® certification scheme.

### 3.23 enquiry draft

A proposed document that is available for public or **stakeholder** consultation.

### 3.24 final draft

A proposed document that is available for formal approval.

### 3.25 large-scale delivery

A delivery of **bulk pellets** to a customer other than the **small-scale delivery**, including storage.

NOTE: Examples of **large-scale delivery**: a delivery of a complete truck load to one end-user above 20 tonnes, a delivery to a **trader**, a delivery by trains or vessels, a delivery of **big bags**.

### 3.26 official ENplus® website

The official website of the ENplus® scheme managed by the **ENplus® International Management** ([www.enplus-pellets.eu](http://www.enplus-pellets.eu)) for all countries except Germany and by **DEPI** ([www.enplus-pellets.de](http://www.enplus-pellets.de)) for Germany.

### 3.27 producer

A **company** producing wood pellets.

NOTE: A **producer** trading its own pellets through **large-scale delivery** is not considered a **trader**. A **producer** is considered a **trader** where its trading activities include **small-scale delivery**, or trades pellets procured from other **companies**.

### 3.28 revision

Introduction of all necessary changes to the substance and presentation of a normative document.

NOTE: The results of the **revision** are presented by issuing a new edition of the normative document [ISO/IEC Guide 2].

### 3.29 service provider

A **company** offering the following services without having ownership over the pellets.

- a) bagging of pellets;
- b) **small-scale delivery** of pellets;
- c) storage of **bulk pellets** in a facility from which the pellets are delivered to the end-users.

NOTE: The **producer** or **trader** can also become a **service provider** for another **company** where they do not have ownership over the pellets and conduct activities defined above.

### 3.30 small-scale delivery

A delivery of **bulk pellets** to an end-user that does not exceed 20 tonnes. This excludes deliveries of pellets in **big bags** and **vending machines**.

NOTE: A typical example of a **small-scale delivery** is a delivery of pellets to more end-users (households) along a single route (multi-drop).

### 3.31 stakeholder

A person, group, or organisation with an interest in the subject of the standardisation.

### 3.32 standard

A document established by **consensus** and approved by a recognised body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

NOTE: **Standards** should be based on the consolidated results of science, technology, and experience, and aimed at the promotion of optimum benefits [ISO/IEC Guide 2].

### 3.33 trader

A **company** trading wood pellets. It can include the storage and / or delivery of pellets.

NOTE: The term "**trader**" also covers the term "**producer**" where the **producer's** trading activities include **small-scale delivery** or trades pellets procured from other **companies**.

### 3.34 review

Activity of checking a normative document to determine whether it is to be reaffirmed, changed, or withdrawn [ISO/IEC Guide 2].

### 3.35 vending machine

A self-service machine for the supply of small-scale quantities of **bulk pellets** to end-users.

NOTE: Self-service machines for the collection of pellets by **traders, service providers** or subcontractors are no **vending machines** in terms of this **standard**.

## 4. Organisational structure and responsibilities for development of the ENplus® documentation

### 4.1 Advisory Committee

**4.1.1** The Advisory Committee is a temporary body that shall be established by extending the Editorial Committee for the purposes of bringing in the process view of different **stakeholders**. Members of the Advisory Committee and its chair are appointed by the EPC Board of Directors mutually with **DEPI**.

**4.1.2** The composition of the Advisory Committee provides for balanced representation of **stakeholders** with the aim of building **consensus** among participating interested **stakeholders**. The Advisory Committee should consist of a maximum of 14 members representing key **stakeholders** as well as geographical scope for the envisaged application of the ENplus® scheme representing the following **stakeholder** categories:

- a) EPC Secretariat (2 members, also members of the EC);
- b) EPC members (2 members);
- c) **DEPI** (1 member, also a member of the EC)
- d) business and industry relating to pellets production, trading and related services, and manufacturers of heating equipment (6 members);
- e) conformity assessment bodies (2 members);
- f) consumer interest (1 member).

**4.1.3** Concerning recommendation for formal approval of the **final draft**, the Advisory Committee aims at reaching **consensus** amongst its members and decides based on the following rules:

- a) a positive vote of a 2/3 majority of all members of the Advisory Committee;
- b) any negative vote which represents sustained opposition of an important part of the concerned interests to a substantive issue shall be addressed by discussion and negotiation within the Advisory Committee or between the concerned **stakeholders**.

### 4.2 Editorial Committee

**4.2.1** The Editorial Committee is a temporary body that coordinates the development / **revision** process.

**4.2.2** The Editorial Committee shall prepare draft documents to be considered by the Advisory Committee taking into account comments and suggestions of the Advisory Committee (see 4.1) members and by carrying its own analysis.

**4.2.3** The Editorial Committee shall consist of three members: two (2) representing EPC and its members, one (1) representing **DEPI** (see 4.7).

### 4.3 Bioenergy Europe

Bioenergy Europe is the legal entity of the European Pellet Council (EPC) and shall provide a statement on the formal approval of **ENplus® documentation**.

#### 4.4 EPC General Assembly

The EPC General Assembly shall be responsible for the formal approval of **ENplus® documentation**.

NOTE 1: EPC (as an organisational part of Bioenergy Europe) has been given a mandate to govern the ENplus® scheme.

NOTE 2: The composition and decision making of the EPC General Assembly is defined within the EPC Statutes.

#### 4.5 EPC Board of Directors

The Board of Directors' responsibilities within the **ENplus® documentation** development process shall be:

- a) approval of project proposals;
- b) establishment and dissolution of the Advisory Committee (see 4.1), and appointment of its members mutually with **DEPI** (see 4.7);
- c) nomination of two members of the temporary Editorial Committee (see 4.2);
- d) recommendation of the **final drafts** of **ENplus® documentation** for formal approval by the EPC General Assembly (see 4.4).

NOTE: The composition and decision-making mechanisms of the EPC Board of Directors is defined in the EPC Statutes.

#### 4.6 EPC Secretariat

**4.6.1** The EPC Secretariat shall be responsible, inter alia, for the implementation of these procedures. For this purpose, the Secretariat shall arrange all contacts between the Advisory Committee (see 4.1), Editorial Committee (see 4.2), and the EPC Board of Directors (see 4.5).

**4.6.2** In particular, the EPC Secretariat shall be responsible for:

- a) preparation of the **ENplus® documentation** development process and the project proposal;
- b) providing secretarial and administrative support to the Advisory Committee (see 4.1) and the Editorial Committee (see 4.2), (if not carried out by the Advisory Committee or the Editorial Committee themselves);
- c) announcing the start of the **ENplus® documentation** development process;
- d) administration of the public and EPC members consultations;
- e) publication of the approved **ENplus® documentation**.

#### 4.7 DEPI (Deutsches Pelletsinstitut GmbH)

**DEPI** is the legal owner of **ENplus® trademarks** and therefore holds the following responsibilities in respect of the **ENplus® documentation** development and shall:

- a) provide a statement on the approval of the project proposal relating to the **revision** of the ENplus® **standards**;
- b) nominate one person to the Editorial Committee (see 4.2);
- c) nominate a representative to the Advisory Committee (see 4.1);
- d) mutually appoint members of the Advisory Committee (see 4.1) with the EPC Board of Directors (see 4.4);
- e) provide a statement on the formal approval of the **ENplus® documentation (final draft)**.

## 5. Development of the ENplus® documentation

### 5.1 The project approach:

**ENplus® documentation** shall be developed on the basis of a project approach. The project approach is outlined in [Table 1](#), [Table 2](#), and [Table 3](#):

- [Table 1](#) – Development process stages and associated documents;
- [Table 2](#) – Development process stages and associated responsibilities;
- [Table 3](#) – **ENplus® documentation** and associated stages of the development process.

#### ● [Table 1](#)

**Development process stages and associated documents**

Development process stage	Associated Documents	
	Name	Abbreviation
Proposal stage	Project proposal	PP
Preparatory stage	Working draft	WD
Advisory Committee stage	<b>Advisory Committee draft</b>	ACD
Enquiry stage	<b>Enquiry draft</b>	ED
Approval stage	<b>Final draft</b>	FD
Publication stage	ENplus® <b>standards</b> and or additional documentation <sup>1</sup>	ENplus® ST, ENplus® GD, ENplus® PD <sup>1</sup>

<sup>1</sup> The structure and identification of **ENplus® documentation** is included in [Annex A](#).



● **Table 2**

**Development process stages and associated responsibilities**

Project stages		Responsibility
Proposal stage	Project development	EPC Secretariat
	Project approval	EPC Board of Directors, <b>DEPI</b>
Preparatory stage	Public announcement	EPC Secretariat
	Invitation to EPC members and interested <b>stakeholders</b>	EPC Secretariat
	Editorial Committee establishment	EPC Board of Directors, <b>DEPI</b>
	Advisory Committee establishment	EPC Board of Directors, <b>DEPI</b>
	Development of a working draft	Editorial Committee
Advisory Committee stage	Consideration of comments	Advisory Committee Editorial Committee
	<b>Consensus</b> building	Advisory Committee
Enquiry stage	EPC members consultation	EPC Secretariat / <b>DEPI</b> Advisory Committee Editorial Committee
	Public consultation	EPC Secretariat / <b>DEPI</b> Advisory Committee Editorial Committee
Approval stage	Doc. Development report	EPC Secretariat
	Bioenergy Europe's Statement	Bioenergy Europe
	<b>DEPI's</b> Statement	<b>DEPI</b>
	EPC Board of Directors recommendation	EPC Board of Directors
	EPC General Assembly approval	EPC General Assembly
Publication stage		EPC Secretariat

● **Table 3**

**ENplus® documentation and associated stages of the development process<sup>2</sup>**

Project stages		ENplus® standards	ENplus® guidance documents	ENplus® procedural documents
Proposal stage	Project development	x	x	x
	Project approval	x	x	x
Preparatory stage	Public announcement	x		
	Invitation to EPC members and <b>stakeholders</b>	x		
	Advisory and Editorial Committee setting	x		
	Development of a working draft	x	x	x
Advisory Committee stage	Consideration of comments	x		
	<b>Consensus</b> building	x		
Enquiry stage	Members consultation	x	x	x
	Public consultation	x		
Approval stage	Doc. Development report	x	x	x
	Bioenergy Europe's statement	x	x	x
	<b>DEPI</b> statement	x	x	x
	EPC Board of Directors recommendation	x	x	x
	EPC General Assembly approval	x	x	x
Publication stage		x	x	x

<sup>2</sup> Table 3 contains the minimum required stages, but additional stages can be added as appropriate.

## 5.2 Proposal stage

**5.2.1** The proposal stage of the development process includes the development and approval of a project proposal for the development of the **ENplus® documentation**.

The project proposal shall be prepared by the EPC Secretariat based on a request from EPC members, EPC Board of Directors, **DEPI**, or as the initiative of the EPC Secretariat. The project proposal relating to the development or **revision** of the **ENplus® documentation** shall be approved by the EPC Board of Directors based on a positive statement from **DEPI**.

**5.2.2** The project proposal shall cover the following issues:

- a) clear identification of the issue (development of a new document or a new part or **revision** of an existing document);
- b) proposal for establishment of the Advisory Committee;
- c) requirements for representation of EPC members and interested **stakeholders** and their balanced representation;
- d) description of the project development stages, including expected timetable, proper identification of draft documentation, processing of comments and records keeping;
- e) resources required for the development work and their sources.

## 5.3 Preparatory stage

### 5.3.1 Stakeholders mapping

**5.3.2** The EPC Secretariat shall carry out **stakeholder** mapping to identify those **stakeholders** that are relevant to the development of **ENplus® documentation**, taking into account the **stakeholders** needs and constraints that relate to participation.

### 5.3.3 Public announcement

**5.3.3.1** The start of the development work shall be announced via a suitable media platform. The platform shall be one that is deemed appropriate to attract the interest of both EPC members and prospective **stakeholders** and shall offer the opportunity to provide meaningful contributions to the development work.

**5.3.3.2** The announcement shall include the objective, content and expected timetable of the development work and provide information on the opportunities for EPC members and interested **stakeholders** to participate and contribute to the process. The development of the **ENplus® standards** shall be made publicly accessible via a relative media platform (including the **official ENplus® website**).

NOTE: The structure and identification of the **ENplus® documentation** is included in [Annex A](#).

### 5.3.4 Establishment of the Advisory and Editorial Committee

**5.3.4.1** The EPC Secretariat shall invite the EPC members, **DEPI** and interested **stakeholders** to nominate members of the Advisory Committee. The invitation may be done as a part of the announcement (see [5.3.3](#)) or separately.

**5.3.4.2** The EPC Board of Directors and **DEPI** shall consider all received nominations and shall mutually appoint members of the Advisory Committee as specified in [4.1](#).

**5.3.4.3** The EPC Board of Directors, or the EPC Secretariat acting on its behalf, shall appoint two (2) members and **DEPI** one (1) member of the Editorial Committee as specified in 4.2.

### **5.3.5 Working draft**

The Editorial Committee shall prepare a working draft of the relevant ENplus® document(s).

## **5.4 Advisory Committee stage**

### **5.4.1 Consideration of comments**

**5.4.1.1** The Advisory Committee stage shall be the principal stage at which comments from EPC members, **DEPI** and interested **stakeholders** are taken into consideration; with a view to achieve **consensus** on the content of the **Advisory Committee's draft**.

**5.4.1.2** The EPC Secretariat shall provide the members of the Advisory Committee with an invitation to meetings and associated documents (working or **Advisory Committee drafts**) in a timely manner.

**5.4.1.3** Comments and views submitted by any member of the Advisory Committee shall be considered in an open and transparent way and their resolution and proposed changes to the **Advisory Committee drafts** shall be recorded.

**5.4.1.4** The Editorial Committee shall prepare draft documents taking into account comments and views of the Advisory Committee members.

### **5.4.2 Consensus building**

**5.4.2.1** The decision of the Advisory Committee to recommend a **final draft** for formal approval (see 5.6) shall be taken on the basis of the **consensus** principle in compliance with 4.1.3 of this document.

**5.4.2.2** The chair of the Advisory Committee shall be responsible to judge whether there is sufficient support to move to the Approval stage, bearing in mind the definition of **consensus**.

## **5.5 Enquiry stage**

### **5.5.1 Members consultation**

**5.5.1.1** The **enquiry draft** shall be circulated to EPC members and **DEPI** for a 60-day consultation period. EPC members and **DEPI** each have an exclusive right to distribute the **enquiry draft** to their internal bodies, as well as their members and/or affiliated organisations and consider their views and opinions in submitting the comments.

**5.5.1.2** Where both the EPC members and the public consultation are required, the consultation period and methods defined for the public consultation (see 5.5.2) shall also apply to the EPC members' consultation.

**5.5.1.3** Received comments and views shall be considered in an open and transparent way. A summary of these comments received, as well as proposed changes to ENplus® document(s) shall be communicated in a timely manner to EPC members and **DEPI** through e-mail communication, intranet or other appropriate means.

## 5.5.2 Public consultation

**5.5.2.1** The **enquiry draft** shall be made available through the **official ENplus® website** and upon request by other appropriate means to interested **stakeholders** and to the public for a 60-day public consultation.

**5.5.2.2** The invitation to the public consultation, including its start and end, shall be made in a timely manner through its announcement on the **official ENplus® website**, by e-mail and other suitable media.

NOTE: Results of the **stakeholders** mapping provides useful basis for the e-mail distribution.

**5.5.2.3** Both the EPC Secretariat and **DEPI** should encourage their members to distribute information about the public consultation to **stakeholders** at the national level and support them in submitting their comments.

**5.5.2.4** To encourage submission of comments on the **enquiry draft**, public consultation should be supported by seminars, presentations to the public or to **stakeholders**, or conferences.

**5.5.2.5** The received comments and views shall be considered in an open and transparent way by the Editorial and the Advisory Committees. A summary of the comments, as well as proposed changes to ENplus® documents shall be made available in a timely manner through the **official ENplus® website** or upon request.

## 5.6 Approval stage

### 5.6.1 Documentation development report

The **final draft** shall be presented for the formal approval stage together with a documentation development report that provides the following evidence on the process compliance with the procedures of this document:

- a) a timetable of the development process;
- b) information on the announcement of the process and invitation to **stakeholders** supported by a list of invited and participating interested **stakeholders** and/or EPC members;
- c) information on public and/or EPC member consultations, along with a summary of comments and views, and result of their consideration;
- d) evidence on the **consensus**, including a summary of presented oppositions and their resolution.

### 5.6.2 Bioenergy Europe's Statement

The EPC Secretariat shall provide Bioenergy Europe with the **final draft** of the **ENplus® documentation**. In addition, a copy of the corresponding documentation development report will be provided, and it shall be requested that Bioenergy Europe provides its statement on the formal approval of the **ENplus® documentation**.

### 5.6.3 DEPI Statement

**5.6.3.1** The EPC Secretariat shall provide **DEPI** with the **final draft** of the **ENplus® documentation** with the corresponding development report and shall request **DEPI** to provide its statement on the formal approval of the **ENplus® documentation**.

NOTE: The structure and identification of the **ENplus® documentation** is included in [Annex A](#).

**5.6.3.2** Where **DEPI** provides a negative statement, the EPC Secretariat shall initiate a meeting between both EPC and **DEPI** to resolve the issue in question.

#### **5.6.4 Formal approval by the EPC General Assembly**

**5.6.4.1** The EPC General Assembly shall formally approve the **final draft** of the **ENplus® documentation** based on:

- a) a positive recommendation from the EPC Board of Directors;
- b) an affirmative statement from **DEPI** (see [5.6.3](#));
- c) an affirmative statement from Bioenergy Europe (see [5.6.2](#)).

**5.6.4.2** In the circumstance where a negative statement and / or recommendation has been received from **DEPI**, Bioenergy Europe, the EPC Board of Directors; or alternatively where the **final draft** has not received a sufficient number of votes to be formally approved from the EPC General Assembly; the EPC Board of Directors or the EPC General Assembly shall decide to:

- a) return the document to the preparatory stage or to the Advisory Committee stage or
- b) cancel the project.

### **5.7 Publication stage**

Within four weeks of the formal approval of the ENplus® document, the EPC Secretariat shall correct any errors in the formally approved document and shall distribute the document to EPC members, making it publicly available on the **official ENplus® website**. The EPC shall keep a document with the list of all valid **ENplus® documentation** and make it publicly available.

## 6. Technical corrigenda and amendments

### 6.1 General

**6.1.1** A published ENplus® document may subsequently be modified during the period before comprehensive **revision** by publication of:

- a) a technical corrigendum (or a corrected republication of the current edition);
- b) an amendment.

**6.1.2** The EPC Secretariat together with **DEPI** shall decide whether to publish the technical corrigenda or amendment as a separate document or to incorporate them into a new edition of the corrected and updated document. The EPC Secretariat shall take into consideration both financial consequences and the interest of users of the document prior to publication. The new edition of an ENplus® document shall be clearly identifiable.

### 6.2 Technical corrigenda

**6.2.1** A technical corrigendum may be issued to correct either:

- a) a technical error in the ENplus® document which could lead to incorrect or unsafe application of the ENplus® document, or
- b) information that has become outdated since publication, provided that the modification has no effect on the technical normative elements of the ENplus® document.

NOTE: Technical corrigenda are not issued to correct errors that can be assumed to have no consequence in the application of the ENplus® document (for example minor printing errors).

**6.2.2** The technical corrigenda shall be formally approved by the EPC Secretariat in agreement with **DEPI** and if necessary, in consultation with the respective Advisory Committee.

### 6.3 Amendments

**6.3.1** An amendment may be issued to alter and/or add to previously agreed technical provisions in an existing ENplus® document.

**6.3.2** The procedures for developing and publishing an amendment shall follow the stages outlined in 5.5, 5.6, and 5.7.

## 7. Revision of the ENplus® documentation

The **ENplus® documentation** shall be periodically **reviewed** and subsequently revised in a timely manner. The procedures for the **review** and **revision** of the **ENplus® documentation** shall follow the stages outlined in Development of the ENplus® documentation.



## 8. Appeals and complaints

Any substantive or procedural **complaints** or **appeals** shall be resolved using the EPC **complaints** and **appeals** procedures outlined in ENplus® PD 2002 or **DEPI's complaints** and **appeals** procedures outlined in ENplus PD DE 2002, depending on whether the **complaint/appeal** relates to activities of EPC or **DEPI**.

## 9. Records on the development process

The following records of the project development process shall be prepared by a responsible body shown in [Table 4](#) and maintained by the EPC Secretariat.

● **Table 4**

### Records on the development process

Records	Responsibility
Minutes of the EPC Board of Directors meetings	EPC Secretariat
Minutes of the Advisory Committee	EPC Secretariat
Minutes of the EPC General Assembly	EPC Secretariat
Advisory and Editorial Committee members' comments and their consideration	EPC Secretariat
EPC members' comments and results of their consideration <sup>3</sup>	EPC Secretariat
Public comments and results of their consideration <sup>3</sup>	EPC Secretariat
Documentation development report	EPC Secretariat
<b>Complaints</b> and <b>appeals</b> resolutions	EPC Secretariat
Other documents and records relating to the development process	EPC Secretariat

<sup>3</sup> [Annex B](#) provides a form for collection and consideration of comments

## 10. Bibliography

ISO / IEC Guide 59:1994, Code of good practice for standardization

## Annex A. Structure of the ENplus® documentation

### ● Table 5

#### ENplus® documentation

Document category	Identification	Mandatory status	Document availability
<b>ENplus® standards</b> Documents with mandatory requirements relevant to the ENplus® certification process	ENplus® ST 1xxx: year	Mandatory	Public
<b>ENplus® procedural documents</b> Documents with procedural requirements that are relevant to the management of the ENplus® scheme	ENplus® PD 2xxx: year	Mandatory	Public
<b>ENplus® guidance documents</b> Documents, either mandatory or informative that are developed to support implementation of the ENplus® scheme, e.g. documents with interpretation of ENplus® requirements	ENplus® GD 3xxx: year	Mandatory / informative	Public

**Annex B. Observations, comments and suggestions form**

● **Table 6**  
**Comments form**

			Date:	Document:
Organisation identification	Clause No.	Comments (including justifications)	Response to the comment	Proposed action / amendment



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