



Concrete Sustainability Council

Toolbox Manual - Version 2.0

The Concrete Sustainability Council (CSC)

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1. Introduction

This manual explains the functions of the Sustainable Concrete Toolbox, a tool to apply for CSC certification. It describes the following subjects: creating a user account; explanation of the assessment tool and the Quicksan; adding projects; assigning experts; adding assessments; filling out an assessment; registering an assessment; viewing assessment scores; judging an assessment and printing reports.

To be certified a project has to go through the stages mentioned below.

1. You as a user are known to the tool, in other words: you have a CSC user account. If this is not yet the case, you need to register in the tool.
2. Enter the project you want certified in the tool.
3. Open the project in the tool and assign an assessment to it. You can do this under "projects", but it's also possible to do this in the assessment overview.
4. Assign external experts to your project if necessary.
5. Start filling out the assessment.
6. Chose an assessor and assign him or her to the assessment of your project.
7. The assessor will make sure that the assessment of your project is evaluated and submitted to CSC.

When using the tool be aware of these facts:

- A project is the property of the organization that is being assessed.
- An expert has full access to all the projects belonging to his or her own organization.
- An organization can own more than one project at the same time.
- An assessment is assigned to just one project.
- A project can however have more than one assessment (for example one for "design" and one for "completion").
- There can be only one assessor per assessment.
- There can be more than one expert assigned to a project.

Before you start!

It is highly recommended to use at least Internet Explorer 9, or higher. Older versions do not always display the screen pages correctly. In addition to this the older versions are less safe. Other browsers like Firefox, Chrome, Opera or Safari are better. These browsers give the best user experience for the tool.

2. Creating an user account

To be able to login to the Toolbox you have to register first. This can be done to click on “sign in” on the website and then select “register as user” or click “here”. Via the button “language” on top of the screen you can change the language of the tool.



The screenshot shows the registration page for the Concrete Sustainability Council. The header is green with the council's logo and name. Below the header are four navigation buttons: "Sign in", "Register as user", "Forgot password", and "Licenses". The main content area is titled "Register as user" and contains the following text: "Fill the form below to register as a user." and "Fields with * are required." The form consists of two sections. The first section, titled "Enter a username and password", contains three input fields: "Username *", "Desired password *", and "Repeat password *". The second section, titled "Enter your organisation", contains one input field.

Figure 1: Register as user

Fill in all the data as fully as possible for a correct registration. Use your company email address, so the registration can be linked to your company. Does your company not yet feature in the online list with registered businesses? Add it via “new organization”. You may choose your own user name and password. When a user name or email address is already taken, the tool will give an error message. You will have to choose another name or have your account altered via helpdesk@concretesustainabilitycouncil.com.

After registering the tool will send a verification email to the email address you submitted. Answer this email so CSC can confirm your application. When CSC approves your application you will receive a confirmation email. Afterwards you can log in to the tool.

2.1. Forgot password

If you lost your login data, or forgot your password, you can select “forgot password”.

Concrete Sustainability Council

Sign in Register as user **Forgot password** Licenses

Forgot password:

Enter your username or e-mail address in the form below. You will receive an e-mail with instructions to set a new password.

Username or email address *

Send password by e-mail

© CSC 2019 | Developed by Tremani

Figure 2: Resetting your password

The tool will ask for your user name, or for the email address you registered with. Click on “send password by e-mail” to have a new password send to your email address. It’s recommended to immediately afterwards create a new personal password via “my settings”.

My settings Help Contact Language ▾ Select tool ▾ Sign out

Figure 3: “My setting” on top of the toolbox

3. The Toolbox

3.1. Dashboard

On the homepage (<https://concretesustainabilitycouncil.com/>) you will find the Toolbox’s dashboard. This immediately provides you with four options:

- Quickscan – make a broad scan of your ambitions.
- Pre-assessment – see for yourself where an assessment will take you.
- Assessment – have an external assessor validate your assessment.

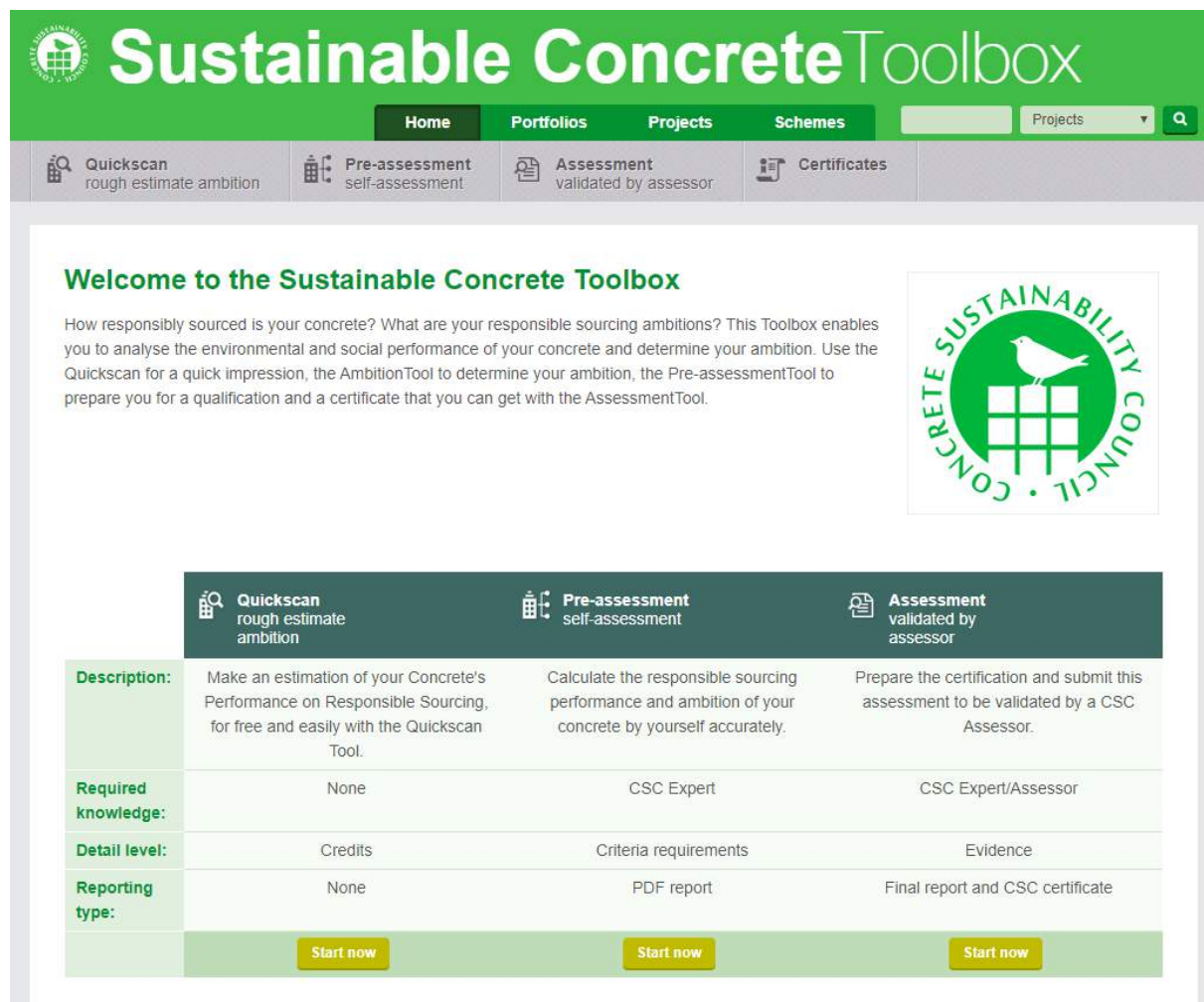


Figure 4: Dashbord/Toolbox

3.2. Quickscan

By using the Quickscan you can – without consequences – appraise the ambitions of your concrete project for a certification under CSC. In less than twenty minutes you get a clear picture of the possibilities for certification, expressed in the scores “Bronze”, “Silver”, “Gold” and “Platinum”. After selecting “Quickscan” first you enter the name of your project. Then you select the scheme (the crediting system) you want to execute via the dropdown menu under “scheme”. By clicking “create” you start the Quickscan. The final evaluation made by the assessor can vary significantly and depends on the evidence provided during the certification

process. **You can only save the results of a Quickscan when you're logged in as a registered user.**

Figure 5: Front page of the Quickscan

You go through the scheme credit by credit. Selecting the option(s) that describe the situation of your project best.

Quickscan

Prerequisites

P1: Does your company ensure legal compliance with local legislation?

- The company must declare that all efforts have been made that may reasonably be expected of the company in order to ensure that all of its operations comply with all applicable legal legislation, requirements, regulations, laws and by-laws.
- The company expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices such as extortion, fraud, or bribery.
- The company does not meet this pre-requisite and cannot certify.

P2: Does your company ensure compliance with human rights?

- The company must declare that all efforts have been made that may reasonably be expected of the company in order to ensure that all of its operations comply with the Universal Declaration of Human Rights (UDHR)
- Wages and salaries are paid on time and exceed legal minimum rates.
- The company does not meet this pre-requisite and cannot certify.

Figure 6: Filling out the Quickscan

The score is updated automatically after every answer you provide. This is represented by the graph you see at the bottom of your screen. It shows you the effect individual credits have on the overall picture. When you have filled out all the credits in a category you can move to the next one by clicking “next category” and continue the Quickscan.

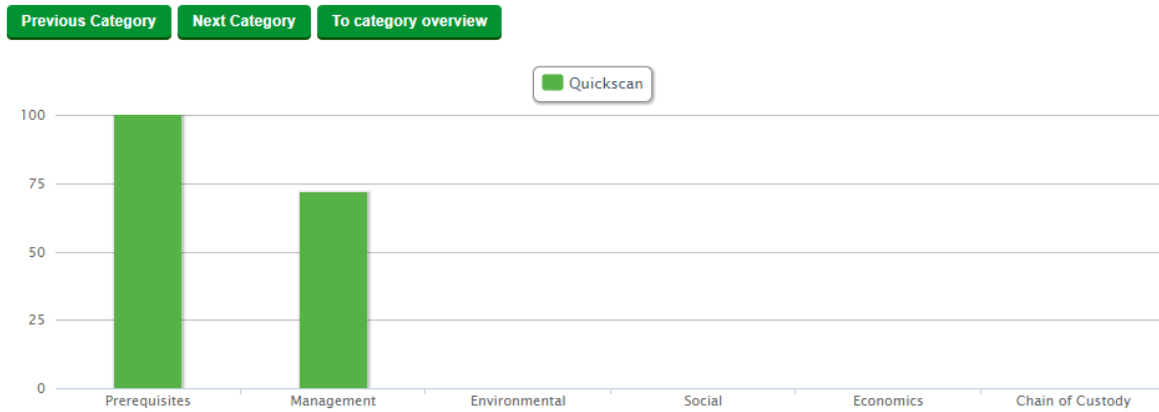


Figure 7: Graph of the scores

When you're done filling out the Quickscan you select "to category overview". This gives you an overview of your score and of the potential CSC score. To change something in your Quickscan you select "edit project details", or click directly on the category you want to change. By selecting "quick scan report" the tool generates a report on your Quickscan in PDF. Lastly you can turn your Quickscan into a pre-assessment by selecting "create pre-assessment" (**only when logged in**).

Quickscan results

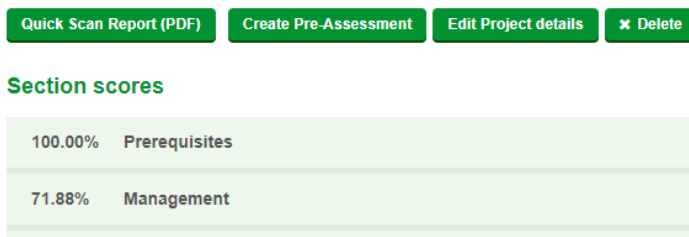


Figure 8: Results of the Quickscan

3.3. Pre-Assessment

Calculate thoroughly the sustainability scores and ambitions of your concrete project. The results aren't official, but you can use the scores to define your ambitions internally. When your company decides to apply for CSC certification, the pre-assessment can be turned into an official assessment by assigning an external assessor to the project.

3.4. Assessment

In preparation of validation by a CSC assessor a CSC expert can register an assessment. The required evidence can also be uploaded beforehand. The CSC assessor has to submit the validated final assessment report to one of the licensed certification bodies. Following a quality check and confirmation your project will then receive the coveted CSC certificate.

Assessment: Concrete Sustainability Council (2019) (Concrete) (2.0 English)

Pre-assessment 0.00%
Final result 0.00%

Sections

- Prerequisites
- Management
- Environmental
- Social
- Economics
- Chain of Custody

Registration number	This assessment is not registered yet.
Organisation	BTB
Project	BTB Test V2.0
Scheme	Concrete Sustainability Council (2019) (Concrete) (2.0 English)
Certification Body	Test CBs
Assessor	Dummy Assessor (Test CBs)
Assessment type	assessment
Status	In progress
Pre-assessment score	0.00% (details)
Final result	0.00% (details)
Created	January 22, 2019, 2:06 PM
Creator	Andreas Tuan Phan
Date Updated	June 3, 2019, 11:54 AM
Changed by	Andreas Tuan Phan
Authorized experts	View Project

Figure 9: Register an assessment, so an assessor can start assessing

3.5. Search

You can search the toolbox from any page by entering a query in the slot in the top right corner of the green title bar. You can narrow down your search by selecting “projects”, “assessments”, or “portfolios”. After pressing “enter” the tool will search all elements that contain your query. So if you query for “a”, all elements that contain this letter will show up in your results.

4. Adding a project

The tool enables the adding of several projects. To each project you can assign assessments. To do this you select a project in “projects” (next to “home”) and click “add project”.

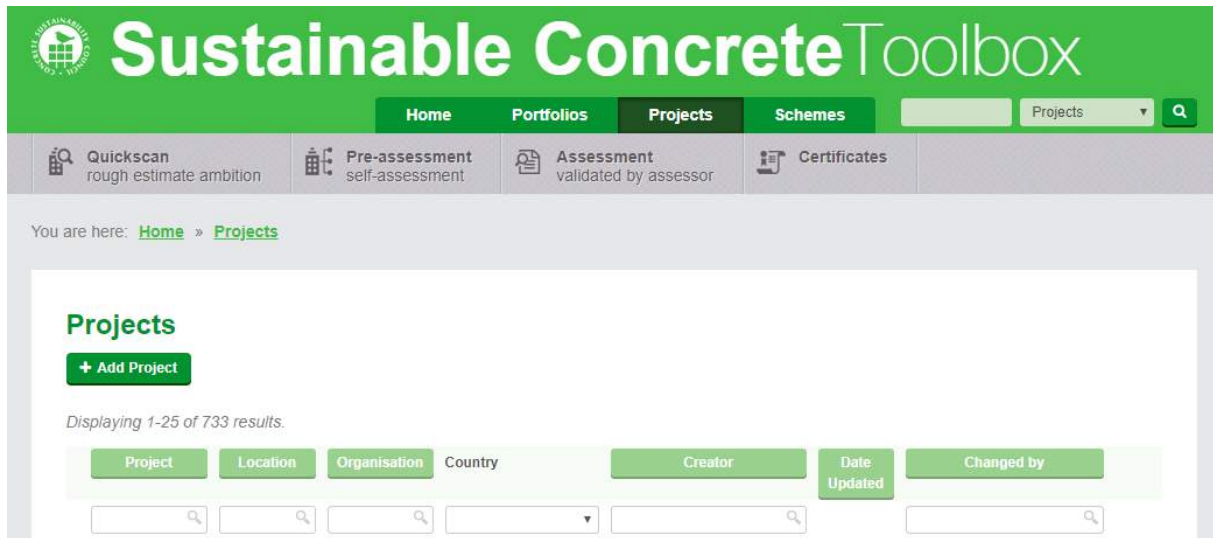


Figure 10: Adding a project

You then enter the next screen.

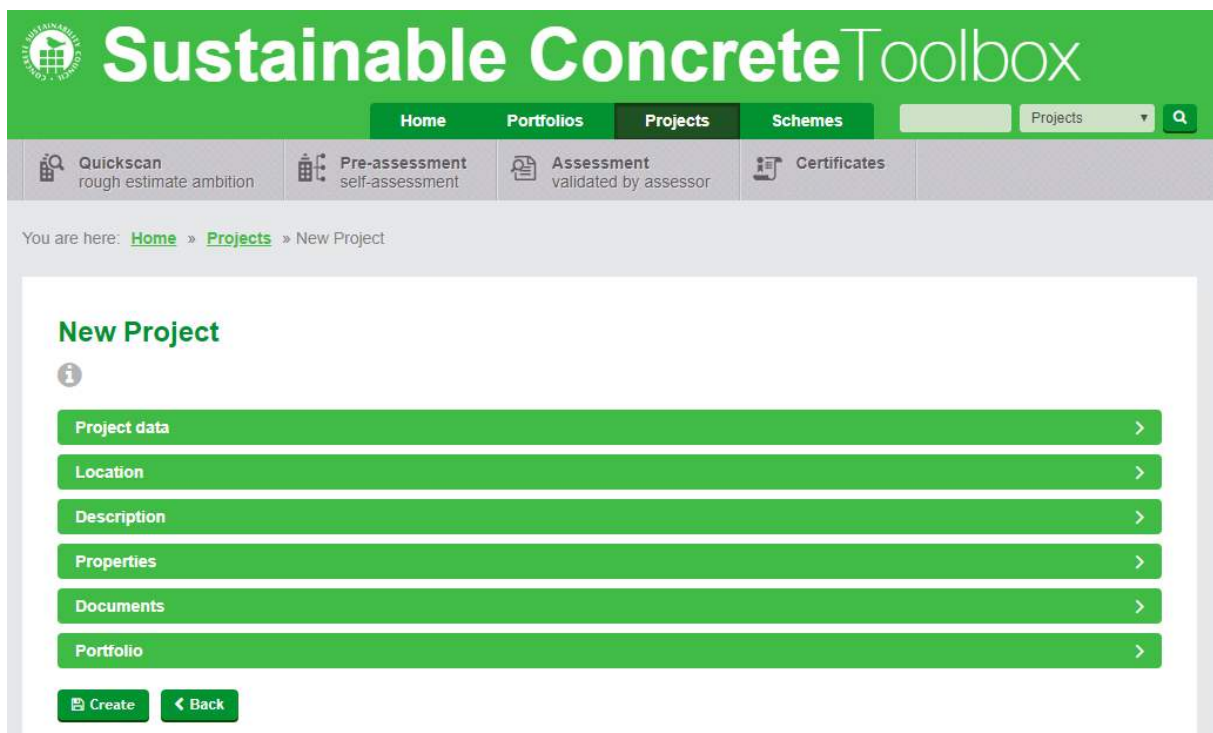


Figure 11: A project's input fields.

Here you can enter all the project data the tool needs. You can also add extra details, for example images and timetables. Only the data slots marked “*” are mandatory and have to be filled out for you to be able to continue in the tool for example the geolocation to the project data. When your project is certified, this location will be used to feature the project on the CSC world map that shows all certified projects in the world.

Our projects



Figure 12: Overview of certified project - www.concretesustainabilitycouncil.com

4.1. Viewing a project

When you open your project all project data become visible.

BTB Test V2.0

Created: January 22, 2019, 2:01 PM by Andreas Tuan Phan
 Date Updated: February 12, 2019, 1:39 PM by Dummy Assessor

Rating

Status	Accepted
Site has been visited	No
Critical Credits	
Remark for Annual Compliance Validation	
General Remarks	
Status commentary	

Project data

Project	BTB Test V2.0
Project type	Plant
Organisation	BTB
Client	BTB
Client website	http://www.transportbeton.org

Location

Address	Kochstraße 6
Postal code/location (city)	10969 Berlin
Country	Germany

Geolocation



Figure 13: Overview on project information

On the bottom of this screen you find the extra options “edit”, “delete”, “assign experts”. “Upload evidence” and, when you’re an assessor, “assess project”. The project overview also gives you versioning and an overview of all the assessments linked to your project. It also enables you to add a new assessment.

Edit
Delete
Assign Experts
Upload Evidence

Versioning

Version 1: BTB Test V2.0 (February 12, 2019, 1:39 PM)

Create a new version

Project is used in:

Version	Name	Type	Pre-assessment	Final result	Changed by	View
1	Concrete Sustainability Council (2019) DE (Beton) (2.0 Deutsch)	Assessment	0.00%	0.00%	Andreas Tuan Phan	
1	313-CSC19-2019	Assessment	90.76%	90.76%	Andreas Tuan Phan	
1	Concrete Sustainability Council (2019) (Concrete) (2.0 English)	Assessment	0.00%	0.00%	Andreas Tuan Phan	
1	228-CSC19-2018	Assessment	8.07%	2.23%	Andreas Tuan Phan	

+ Add a new Assessment

Figure 14: Options and data for every project

4.2. New Version of a project

Over time your project can develop in a way that the properties you entered in the tool are no longer valid. When this happens, you can create a new version of your project with “create a new version”. To this new version you can also link new assessments. This way you build a project history that can be accessed at any time. The version with the latest date is the current version of your project.

Versioning

Version 2: BTB Test V2.0 (November 14, 2019, 3:50 PM)

Version 1: BTB Test V2.0 (February 12, 2019, 1:39 PM)

Create a new version

Figure 15: Adding a new version of your project

4.3. Assigning experts to your project

With “assign experts” you can give users of external organizations access to your project. An assigned expert can find your project in the tool and edit it. Every expert has access to all the projects and assessments of their own organization. You’ll find the button “assign experts” under “users with access” in the project overview.



Figure 16: Button "Assign Experts"

Select experts to assign to Project BTB Test V2.0.

Linked Experts:

Andreas Tuan Phan (Concrete Sustainability Council) Unlink Expert

Invited Experts:

No experts invited yet.

All available experts:

Note: Only experts with an account for this AssessmentToolbox can be linked.

Figure 17: Selecting Experts

Every assigned expert can edit the project and the linked assessments. He or she can also register an assessment with CSC. By clicking the "+" following the name of the expert you add that expert to your project's list of assigned experts. By clicking "-" you can delete the assigned expert.

4.4. Adding an assessment

To add an assessment, you click on "assessment" in the menu bar and select "new assessment".

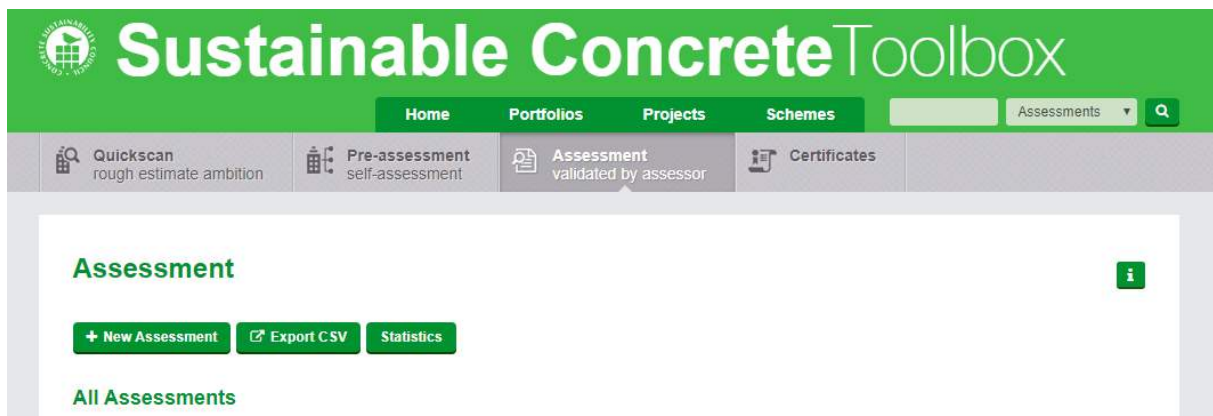


Figure 18: Adding an assessment

You can also start a new assessment from the project overview page. Select “add a new assessment” on the bottom of the screen. A new assessment will then be added to your current project. CSC advises you to use this method.

Project is used in:

Version	Name	Type	Pre-assessment	Final result	Changed by	View
2	Concrete Sustainability Council (2019) DE (Beton) (2.0 Deutsch)	Assessment	0.00%	0.00%	Andreas Tuan Phan	
2	Concrete Sustainability Council (2019) (Concrete) (2.0 English)	Assessment	0.00%	0.00%	Andreas Tuan Phan	
1	313-CSC19-2019	Assessment	90.76%	90.76%	Andreas Tuan Phan	
1	228-CSC19-2018	Assessment	8.07%	2.23%	Andreas Tuan Phan	

+ Add a new Assessment

Figure 19: Adding an assessment directly to your project

Selecting “add a new assessment” will give you the screen below.

New assessment



Project * BTB Test V2.0

Scheme *

Certification Body

Public assessment

Is upgrade

Create **< Back**

Figure 20: Adding an assessment

When you add an assessment via the project overview page, the project data will already be filled out in the new screen. When you add an assessment via the homepage, the tool will ask you to first select the project you want assessed. Also, in the project overview page you can immediately select a scheme and link an assessor to your project.

5. (Pre-) Assessment

When opening an assessment the assessment data become visible. On the left of the screen you find all the categories. By clicking the category you can fill out the credits for this category.

Assessment: Concrete Sustainability Council (2019) (Concrete) (2.0 English)

Pre-assessment 0.00%
Final result 0.00%

Sections	
Prerequisites	<input type="checkbox"/>
Management	<input type="checkbox"/>
Environmental	<input type="checkbox"/>
Social	<input type="checkbox"/>
Economics	<input type="checkbox"/>
Chain of Custody	<input type="checkbox"/>

Registration number	This assessment is not registered yet.
Organisation	BTB
Project	BTB Test V2.0
Scheme	Concrete Sustainability Council (2019) (Concrete) (2.0 English)
Certification Body	Test CBs
Assessor	Dummy Assessor (Test CBs)
Assessment type	assessment
Status	In progress
Pre-assessment score	0.00% (details)
Final result	0.00% (details)
Created	January 22, 2019, 2:06 PM
Creator	Andreas Tuan Phan
Date Updated	November 14, 2019, 3:50 PM
Changed by	Andreas Tuan Phan
Authorized experts	View Project

Figure 21: Overview

When selecting a category the tool shows you the applicable credits.

Assessment: Concrete Sustainability Council (2019) (Concrete) (2.0 English)

Pre-assessment 0.00%
Final result 0.00%

Sections		
Prerequisites	<input type="checkbox"/>	
Management	<input checked="" type="checkbox"/>	
Environmental	<input type="checkbox"/>	
Social	<input type="checkbox"/>	
Economics	<input type="checkbox"/>	
Chain of Custody	<input type="checkbox"/>	

M1	Sustainable Purchasing	<input type="checkbox"/>
M2	Environmental Management	<input type="checkbox"/>
M3	Quality Management	<input type="checkbox"/>
M4	Health & Safety Management	<input type="checkbox"/>
M5	Benchmarking	<input type="checkbox"/>

Figure 22: Criteria in the category "management"

By clicking on a credit in the list a screen opens in which you can fill out the credit.

5.1. Filling out a credit

When opening a credit, the formulation and the underlying requirements become visible. The screen contains many elements. First of all, the credit title, the maximum achievable score and the credit goal. These elements are always represented. Clicking on a credit opens a credit specific screen. Here you can fill out the requirements. For the first requirement, you can enter for which function of your project the requirement has to be met. To support your evidence, you have to also write a justification.

You can also view extra information about the credit. Things like definitions, further requirements, references, or a validation by an assessor. In the page, these extra things are normally closed, to make the page more readable. You can always save your progress by clicking "save".

The screenshot shows the assessment interface for 'M2. Environmental Management'. At the top, the assessment title is 'Assessment: Concrete Sustainability Council (2019) (Concrete) (2.0 English)'. The score is '0 / 3 POINTS'. The interface includes a sidebar with sections: Prerequisites, Management (selected), Environmental, Social, Economics, and Chain of Custody. The main content area shows the goal of the credit: 'To promote the use of an environmental management system (EMS in the supply chain)'. Below the goal, there are three requirements: 'M2.01 Environmental management system (EMS) (0 selected points / 2 available points)', 'M2.02 Certified environmental management system (EMS) (0 selected points / 1 available point)', and 'Validation'. There are 'Save' buttons and an 'Add or View Evidence' button.

Figure 23: Example: M2 Environmental Management

Tick the box "complies" if you think, that your evidence/ explanation complies with the criteria. The score in "pre-assessment" will increase. As soon as the assessor validates the criterion the score in "final result" will also increase. Fill out the explanation field and upload additional evidences. Füllen Sie das Feld „Erläuterung“ aus und laden Sie entsprechende Nachweise hoch.

The button "next credit" takes you to the next credit in the list. It also automatically saves the active credit. By clicking the button "last credit" you can go back a credit. For ease of use these buttons are placed both on top and on the bottom of the page.



Figure 24: Previous & next criteria

Be aware: the tool's server times out at 24 minutes. When you don't save your assessment within this time you will lose all your entered data. So save your progress frequently!

5.2. Consulting an external expert

When clicking the button "invite someone to check this credit" (the little grey icon in right upper corner).



Figure 25: Invite an expert

You enter the next screen to invite an external expert.

 A screenshot of a credit page titled 'M2. Environmental Management' in green text. In the top right corner, there is a progress indicator showing a small square icon followed by '0 / 3 POINTS'. Below the title, the text 'Invite someone to fill in this credit' is displayed in green. Underneath, a message states 'Only one external person is allowed to be invited at same time.' Below this message, the text 'Current guests: no one' is shown. There is a label 'Email address guest *' followed by an empty text input field. At the bottom left, there is a green button with the text 'Invite'. At the bottom left of the page, there is a green square button with a white left-pointing arrow.

Figure 26: Invite or delete an external expert.

By filling out an email address and clicking "invite" you send an invitation via email to the intended expert or assessor which contains a link with the credit. The external expert or assessor can then only edit this specific credit. He or she doesn't get access to the rest of the project or assessment. He or she does however see all the evidence. So be careful to link external experts when the evidence contains confidential information. Severing the link between the expert and the credit is possible by deleting the expert on the same page.

5.3. Uploading, linking and deleting evidences

On every credit page you can add evidence by clicking "add or view evidence". In the next screen you select "browse". A pop-up screen appears. By clicking "upload" you can select the documents you want from your own workspace and add them to the credit page (up to a maximum of 50MB). When the upload is completed the document will be added to the category map selected by you. You can sort the documents via "settings". By selecting docu-

ments with your cursor and then clicking “select” you link the documents to the credit. If you hold the control-key (Windows), or command-key (Mac) while selecting documents, you can select more than one document at the same time.

M2. Environmental Management

0 / 3 POINTS

Upload/link evidence

Browse...

Evidence for this credit

No evidence for this credit yet.



Figure 27: Upload and link evidences

Take care that when you submit evidence you give it a descriptive name. This makes things easier for the assessor. The already submitted documents are visible in the list of “evidence for this credit”. You can delete a piece of evidence permanently by clicking the “delete”-button at the end of the file. To completely remove the document from the tool, open the pop-up screen and select “delete” by clicking the file with the right mouse button. Completely removing a document is only possible when it isn’t linked to a credit.

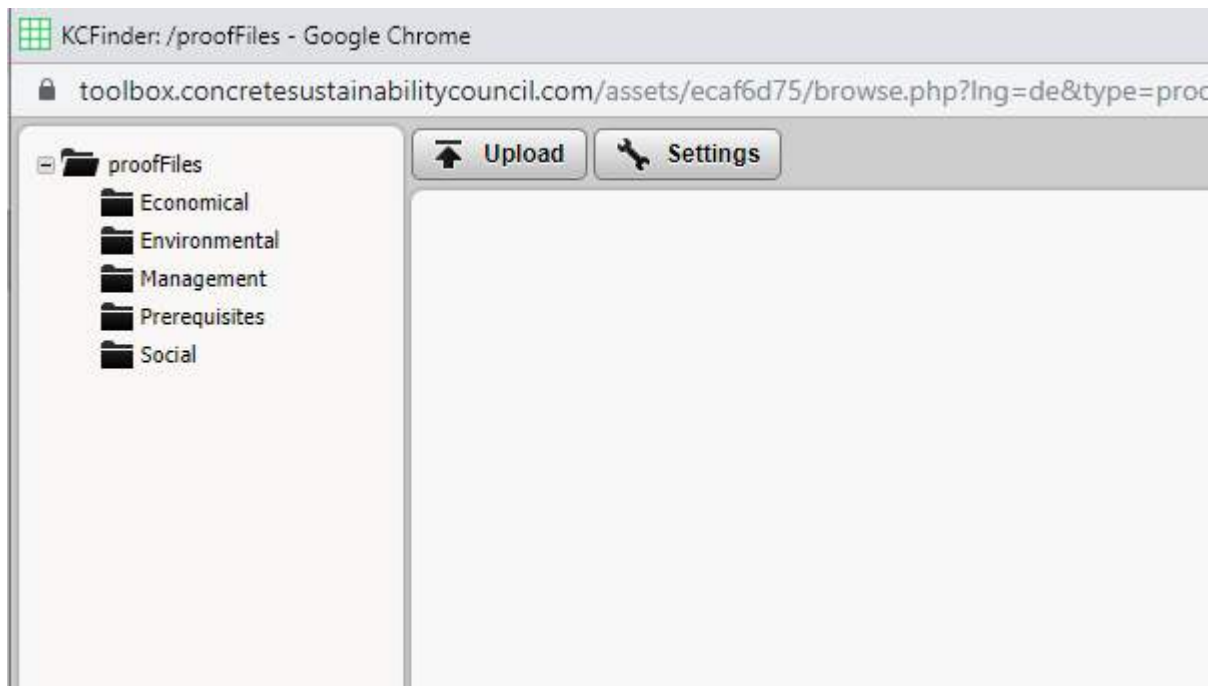


Figure 28: Management of evidences

6. Registering an assessment

In the assessment overview you can find if your assessment has been registered or not. Above the overview you see either “this assessment is not yet registered”, or your registration number and registration date.

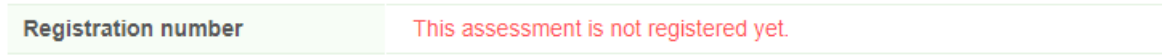
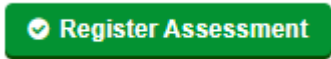


Figure 29: Example that shows that the assessment is not registered yet.



Below the overview you find the button “register assessment”. Clicking this opens a page with terms and conditions. By clicking “agree” you agree with these terms and conditions.

6.1. Registration data and billing

Read the Terms and Conditions. Agree with the T&C to continue with the registration. Make sure that all data in the registration screen are filled out as completely as possible. This gives you the best registration with CSC and the best possible settlement of the billing. Some slots are already filled out and in some you can make your own alterations. For example, the organization that owns the project might not always be the same as the party that ordered the assessment. Therefore, you can change the name of the ordering party in the assigned slot.

In the billing form you fill out the address to which the bill has to be send. You can add an order number if you so desire. Some project data are shown, so you can check if you are registering the correct project. The form also contains your future registration number. You confirm your registration by clicking “register this project with CSC”.

The screenshot shows a registration form for the 'Concrete Sustainability Council (2019) (Concrete) (2.0 English)' assessment. At the top right, it shows 'Pre-assessment 0.00%' and 'Final result 0.00%'. The main heading is 'Register this project at the CSC'. Below this, it asks 'Is this data correct?'. The form is divided into two sections: 'Client' and 'Project'. The 'Client' section has input fields for 'Client *' and 'Phone number'. The 'Project' section has fields for 'Name' (BTB Test V2.0), 'Code', 'Location' (Berlin), 'Use function', and 'Your registration number will be' (338-CSC19-2018).

Figure 30: Overview registration data

Note that the moment of registration decides the assessment scheme that will be used. It is impossible to register an assessment against a scheme that's no longer current. When you have a pre-assessment under an older scheme you will first have to copy it to the current one.

After submitting the registration form you return to the assessment overview page. It will show that a message has been sent to you and to the CSC. The status of the assessment has changed and the registration number has become visible. Your assessment has been definitively registered.

7. Judging an assessment by the assessor

When signed in as assessor and linking to an assessment, this assessment will appear in your list of assessments. By selecting the assessment, you can open it. To judge a credit, you open the credit screen and approve or disapprove the credit under "validation" in the title bar. When you save the credit afterwards you also save your assessment and validation. So, don't forget to fill out the validation.

7.1. Approving a credit by the assessor

Approving a credit means you approve of the whole credit.

7.2. Disapprove a criteria by the assessor

When disapproving a criteria you can mark the requirement that according to you is not proven enough. This feedback will be relayed back to the expert, so it's immediately clear what should be improved. The information of the assessor's disapproval is shown in the explanation field. You can decide if the client has the option to resubmit the denied criteria.

Validation

Assessor's validation on full credit

Denied

Assessor validation

Denied requirements

M2.1.1 Requirement 1

M2.2.1 Requirement 1

Denied requirements follow-up

The credit is denied. Expert will need to resubmit the reject criteria.

The credit is accepted. The credit score will be calculated based on the current accepted criteria. The rejected criteria will be emptied and the credit will be locked.

Figure 31: Accept/ deny a credit with different options

As soon as there are one or more disapproved credits in a category, the category overview will show a red “x” behind the category. As all credits are approved the category overview will show a green tick behind the category. A grey tick means that some credits have been filled out, but are not yet assessed.

7.3. Submitting an assessment by the assessor

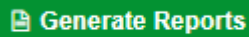
As soon as all the credits are assessed, you can submit your assessment to CSC. After submitting your assessment, it is no longer possible to make changes to it.

✓ **Submit assessment**

Don't forget that as an assessor you also have to submit your assessment report to CSC. This report and the assessment you just submitted are separate things.

8. Reporting

The tool enables you to create, submit and print reports. This is done from the assessment overview page. Click on “generate report” to create a report on your project.

 Generate Reports

8.1. Report by an expert

Experts can create expert reports. When an expert selects “generate report” he is presented with the following options. An expert can also add an accompanying text to the report.

Generate reports

Report type *	<input checked="" type="radio"/> Expert report
Show information Project	<input type="checkbox"/>
Show credit explanations	<input type="checkbox"/>
Text	<div style="border: 1px solid #ccc; height: 60px;"></div>

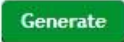
 Generate

Figure 32: Report by an expert

8.2. Report by an assessor

Assessors can create assessor reports. They can also add accompanying text to the report. You create your report by clicking “create”. The report will appear in your browser as a download.

Generate reports

Report type *

Certificate

Assessor report

Expert report

Show information Project

Show credit explanations

Text

[Generate](#)

Figure 33: Report by an assessor

9. An assessment's scorecard

A project's total score is continually updated while the assessment is under way. Several scores are viewable. So be aware of the potential difference between a pre-assessment's score and the final score. The pre-assessment score is the score of all credits filled out by the expert combined. The final score is the score of all the credits approved of by the assessor combined. This will always be lower or similar to the pre-assessment score. It is also the score that will feature on the certificate. The final validation is shown also. The score per category is the amount of achieved points per category in regard to the maximal amount of achievable points in that category.

Pre-assessment score	84.21% (details)
Final result	84.21% (details)

Figure 34: Presentation of scores in project overview

9.1. Scorecard

The assessment tool shows you how your final score was constructed. You find the scorecard via the assessment overview. By clicking “details” behind the pre-assessment score and the final score you are taken to the scorecard. Here you can select to view the pre-assessment score, or the final score. You can view the score element by element until you reach the level of requirements.

The full calculation of how your scored is calculated is shown below. You can click on the different titles to see the details.

Shown score type: Final score ([Show pre-assessment](#))

General

The total score **2.23%** is the sum of the weighted section scores.

Prerequisites	>
Weighted score 0.00% is the section score 0.00% times section weight 0.10% .	
Management	>
Weighted score 2.23% is the section score 18.75% times section weight 11.92% .	
Environmental	>
Weighted score 0.00% is the section score 0.00% times section weight 21.97% .	
Social	>
Weighted score 0.00% is the section score 0.00% times section weight 16.75% .	
Economics	>
Weighted score 0.00% is the section score 0.00% times section weight 9.31% .	
Chain of Custody	>
Weighted score 0.00% is the section score 0.00% times section weight 39.96% .	

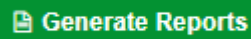
Figure 35: Reviewing your current score

The scorecard shows you where you acquired the points that make up your score. By opening a credit, you immediately find how many points you achieved. You can also view the requirements that made you scores possible.

The right score means: weighing. Die middle score means: How did I score in the category? The left score means: With what score does the category contributes to the final score (right score times middle score).

10. Generate the certificate and certify the assessment by the assessor/certification body

After generating the assessor report and submitted the assessment, the certification manager of a certification body is responsible for the final sign off, that mean checking the assessor report and the correctness of data. If everything is alright the certificate can be gen-

 **Generate Reports**

erated by selecting “report type” = “certificate” in . Make sure, that the correct certification date is indicated. Also select the correct type of certificate.

Now both the certificate and assessor report are visible in the project overview.

Certificate	228-CSC19-2018 Certificate.pdf
Assessor report	228-CSC19-2018 Assessment report 2019-11-15-13-07.pdf

 **Certify Assessment**

As the final step hit the button “certify assessment” . After that the certificate will be published on the certification list and in the certification map.



Figure 36: Certified projects list

Our projects

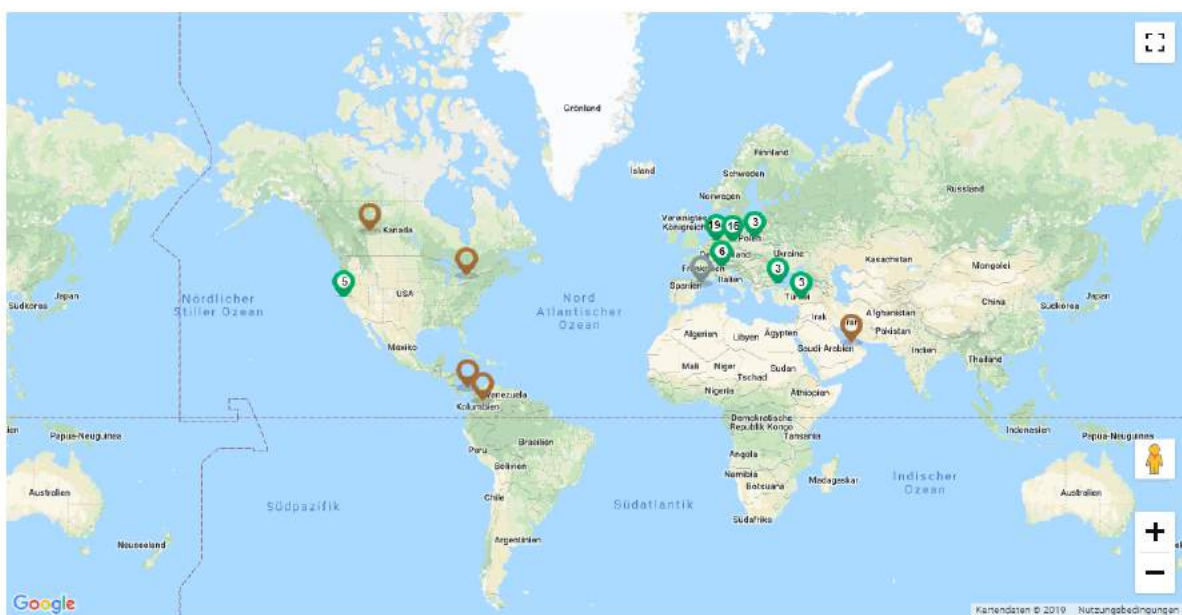


Figure 37: Certified projects map overview

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12. Contact Details



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