

## Green Key Certification Process: Certification timeline

### 1. GREEN KEY'S TIMELINE FOR FIRST-TIME APPLICANT ESTABLISHMENTS

Period	Deadline
0 months	The applicant establishment submits the completed application form, the supplementary documents, the signed Certification Agreement and pays the Green Key levy.
0-6 months	Green Key evaluates the application package (interaction with applicant establishment, where needed).  Green Key provides all information to the Certification Body in order for an auditor to be selected, and the auditor and the applicant establishment to find a date for the on-site certification audit.
Max 6 months	The deadline for the auditor to carry out the on-site certification audit (starting when the establishment submits the completed application form and the signed Certification Agreement).  The deadline for submitting the audit report is maximum two weeks after conducting the audit.
6.5-11 months	In case of non-conformity, the applicant establishment will have two months to ensure that all required rectifications have been made and evidence of conformity with relevant criteria has been sent.
Max 12 months	The deadline for the decision regarding certification (starting when the establishment submits the completed application form and the signed Certification Agreement).

### 2. GREEN KEY'S TIMELINE FOR THE SURVEILLANCE ACTIVITIES AND RENEWAL OF CERTIFICATION



Period	Deadline
0 months	First day of certification.
8-14 months	Undergo the surveillance activities (confirmation of ongoing conformity with selected criteria) and pay the Green Key levy.
16 months	Green Key will contact the certified establishment and encourage it to renew its certification.
Max 21 months	<p>Green Key on-site certification audit must have taken place (so that the applicant establishment will be able to renew its certification in time to avoid a period without certification).</p> <p>The deadline for the auditor to carry out the on-site certification audit (after the establishment submits the completed application form and the signed Certification Agreement).</p>
24 months	<p>Renewal of certification must have taken place (so that the applicant establishment will be able to renew its certification in time to avoid a period without certification).</p> <p>The deadline for the decision regarding certification (after the establishment submits the completed application form and the signed Certification Agreement).</p>