

You wish to have your company certified as part of a multisite approach. This requires the fulfilment of specific accreditation-related requirements, which are reflected in the following information. Within the scope of the audit (on the basis of the remuneration calculation, a pro rata fee is payable), it will be checked whether the prerequisites for the application of a multisite procedure are applicable. If these requirements are not met, the sites/members concerned can only be audited and certified in individual audits.

## **1. General**

### **1.1 Criteria for certification of organizations with multiple sites**

The implementation of a multisite procedure is only permitted if the following criteria are met and can be guaranteed by a central function.

- The Organization must have a central office (Head Office) where certain activities are planned, controlled and managed. The Head Office must be part of the Organization and may not be assigned to an external organization/third party. The head office has the organizational and legally-recognized corporate authority to define, set-up and maintain the uniform Management System. The Head Office must be able to have direct access to the sites in order to enforce measures.
- The Organization must have a network of local offices or branches (Sites) in which these identical activities are carried out wholly or partially. The Sites must have executed a declaration legally binding themselves to comply with the central Management System, from which the authority to issue directives of the Central Management Officer also emanates.
- A legal relationship must subsist between the Head Office and the Sites. This is guaranteed if, in the case of a parent company and a separate legal entity, the parent company has the means to significantly influence and control business activity (of the separate legal entity), and such influence and control are legally enforceable abroad and flawlessly function.

Specifically, any of the following constellations must exist, (where the parent company):

- (1) Holds an interest in the company amounting to a majority of the voting rights (§ 290 par. 2 No. 1 of the German Commercial Code (HGB); according to IAS 27.13a, at least half of the voting rights), or
  - (2) Is a shareholder with any number of shares and has the right to appoint or dismiss the executive bodies of the company (§ 290 par. 2 No. 2 of the German Commercial Code (HGB); according to IAS 27.13c, can determine the majority of the management bodies), or
  - (3) Is, due to a domination agreement, profit-and-loss transfer agreement, or
  - (4) On the basis of the by-laws, able to exercise controlling influence over the company (§ 290 par. 2 No. 3 of the German Commercial Code (HGB); according to IAS 27.13b, can determine the financial and business policy), or
  - (5) Has an interest in accordance with §271 par. 1 of the German Commercial Code (HGB) and a uniform management (§290 par 1 of the HGB) (IAS 27.10-13), or
  - (6) Has a participation in accordance with §271 par 1 of the HGB and, from an economic perspective, the parent company bears the majority of the risks and opportunities of the local subsidiary, which serves to achieve a narrowly limited and precisely defined objective of the parent company (contract-related special purpose entity/bidder consortia, etc.).
  - (7) The "sister company" in the same Group does not in itself fulfill any of the conditions above-mentioned in 1 to 6 in relation to other sister companies.
- The entire Organization must employ a single Management System. This must be managed under a centrally controlled plan and subject to central management review.
  - All relevant sites (including the Head Office) must be subject to an internal audit plan of the Organization and should have been audited in conformity with this plan prior to the audit by DEKRA Certification.
  - The Organization must establish that its Head Office has implemented a management system that is in accord with the standard, and that the entire Organization meets the requirements of the standard. This necessarily includes the incorporation of relevant laws and regulations.
  - The Organization must demonstrate its ability to collect and analyze data from all sites, including the central office (including, but not limited to, the items listed below), as well as show its authority and ability, when necessary, to initiate organizational changes:
    - System documentation and system changes;
    - Management review
    - Complaints

- Evaluation of corrective actions
- Internal audit planning and evaluation of the results;
- Statutory and regulatory requirements pertaining to the applicable standard(s)
- Determination of environmental aspects and associated impacts to
  - the Environmental Management System (EMS) and
  - the different legal requirements (applicable only to EMS).
- The Head Office must have the right to introduce corrective actions whenever these are needed at any of the Sites. Where applicable, this should be stated in the contract between the Head Office and the Site.
- A contractual relationship exists between the Head Office (as well as the Locations covered by the certification) and the certification company.
- Audits at the central office must include checking the interfaces to the Sites and vice-versa.
- All relevant processes shall be assessed at each Site.
- The Head Office shall receive the audit reports from the certifier. It is also responsible to see to it that corrections are implemented at the sites.
- The Head Office shall receive the certificate for the entire system. Sub-certificates to the main certificate must be recognizable as such and must not give the impression that an individual site/a legal personality at the site has been certified (the Organization of the client is the one certified.) The sites involved (in the certification process) are listed with complete addresses in an annex to the main certificate.
- All Sites must meet the conditions for the maintenance of the certificate.

#### **Additional Criteria for the Certification of Organizations in Random Sampling Process**

- The products or services provided by all Sites must essentially be of the same nature and must be produced and/or rendered in accordance with the same methods and procedures.
- The scope of the random sampling from the individual sites shall be determined in accordance with the prevailing valid accreditation rules.
- DEKRA Certification GmbH shall determine the Sites to be assessed. Sites or company units at which most or critical processes are carried out must in any case be inspected before the certificate is issued. For Sites outside Germany, additional local requirements may have to be taken into account during the auditing process.
- The Head Office is to be included in the annual monitoring.
- The audit reports of the internal audits from the individual sites must be available for inspection at headquarters as part of the audit.

#### **2.1 Additional Conditions for SCC/SCP Processes**

The Head Office must:

- establish medical and safety-related care of branch offices in conformity with §§ 2 and 5 of the Occupational Safety Law.
- prove that risk assessments are carried out and documented at branch offices in accordance with §§ 5 and 6 of the Labor Protection Law.
- maintain accident statistics for both the Head Office and the included branch offices following the SCC rules.

#### **2.2 Additional Conditions for ISO 27001 Processes**

- Each Site included in the ISMS (Information Security Management System) that is affected by significant threats to property or to information value shall be reviewed, as appropriate, prior to the first audit phase.
- The number of Sites (see sampling specification) to be inspected must be selected according to the following requirements/criteria:
  - Risk classification;
  - Varying business purposes of the Sites;
  - Complexity of the ISMS (at the individual Sites);
  - Varying activities;
  - Potential interactions with critical information systems or with information systems which process sensitive information

- The sample must be determined selectively (based on the above-mentioned points) and randomly.

### **2.3 Additional Conditions for ISO 20000-1 Processes**

- The number of Sites (see sampling specification) to be inspected must be selected according to the following requirements/criteria:
  - Site size or use of temporary sites covered by the SMS but not within the scope of the certification;
  - Services/activities at the Sites;
  - Clients;
  - Languages;
  - Other parties (internal groups, suppliers, clients operating as suppliers), involved in the provision of services;
  - Consistent approach across all levels:
    - An organization with a high proportion of personnel working shift can be audited within a shorter period of time if each shift works the same.
    - This involves a review of records to confirm consistency of the approach across all shifts. Should the shifts show consistency, all shifts can be treated as one unit of activities and a shift can be used as a sample for the audit.
  - Local differences in the Service Management System;
  - Legal and regulatory requirements.
- The sample must be determined selectively (based on the above-mentioned points) and randomly.

### **2.4 Additional Conditions for ISO 50001 Processes**

The following energy performance requirements must be met and implemented at the central office:

- Consistent energy planning process
- Consistent criteria for determining and adjusting the baseline, relevant variables and energy performance indicators
- Consistent criteria for establishing objectives and targets and site action plans
- Centralized processes for evaluating applicability and effectiveness of action plans and EnPIs
- Energy performance data centrally aggregated to show organization wide energy performance, as appropriate.