

Your organization has multiple locations (multisite) and/or multiple companies/enterprises (multi-organization) that are to be certified in a single procedure.

This requires compliance with specific accreditation requirements, which you can find in the following points. As part of the audit (based on the fee calculation, subject to proportional fees), a check is carried out to determine whether the requirements for the application of a multisite and/or multi-organization procedure are met. If these requirements are not met, the locations and/or organizations concerned can only be audited and certified through individual procedures.

The entire organization must use a single management system. This must be centrally controlled and, for example, subject to a central management review.

## **1. DEFINITIONS AND REQUIREMENTS**

### **Organization:**

The term "organization" as used in this document refers to the person or group of persons defined in ISO 9000:2015 and ISO/IEC 17021-1:2015 who have their own functions, responsibilities, authorities, and relationships and operate a management system.

In the case of multi-site certifications, the term covers all sites belonging to the scope of certification under joint/supreme management.

### **Company name:**

Official name of a company, for example, as entered in the commercial register.

### **Management system headquarters:**

The headquarters bears overall responsibility for the management system and acts as the main point of contact for the certification body. It has the authority to initiate and implement necessary changes system-wide and ensures continuous compliance with the relevant standard requirements by all sites and organizations.

### **Site:**

A location is a physical address where an organization continuously performs work or from which a service is provided. There may be several organizations at one location (→ multiorganization).

### **Virtual site:**

A virtual location is an online environment in which an organization performs work or provides services, enabling people from different physical locations to carry out processes (for example: design or development organization in which employees perform their work remotely).

### **Temporary location:**

A temporary location is a location (physical or virtual) where an organization performs specific work or provides services—for a specific period of time—and which is not intended to become a permanent location. These locations must be designated as temporary locations.

### **Non-permanently occupied location:**

A non-permanently occupied location is only temporarily, but not continuously, staffed or used by people or personnel.

### **Multisite:**

An organization with multiple locations is referred to as multisite.

### **Multi-organization:**

An organization with multiple legal entities (e.g., companies or corporations) is referred to as a multi-site organization.

## 2. CRITERIA FOR THE CERTIFICATION OF ORGANIZATIONS WITH MULTIPLE SITES (MULTISITE)

A multisite procedure may only be carried out if the following criteria are met and can be guaranteed by a central office.

### 2.1 General criteria

- > The organization must have a headquarters where certain activities are planned, controlled, and managed. The headquarters must be part of the organization and may not be outsourced to an external organization/third party. The headquarters has the organizational and corporate authority to define, establish, and maintain the uniform management system and must have a legal or contractual relationship with the sites. The headquarters must have legal authority over the locations in order to be able to enforce measures.
- > The organization must have a network of local offices or branches (in short: locations) where, ideally, these identical activities are carried out in whole or in part. There is a binding declaration by the locations to comply with the central management system, which also specifies the authority of the central management representative.
- > All relevant locations (including headquarters) must be subject to an internal audit plan of the organization and must have been audited in accordance with this plan prior to the DEKRA Certification audit.
- > The organization must demonstrate that its headquarters has implemented a management system in accordance with the standard and that the entire organization meets the requirements of the standard. This must include the incorporation of relevant laws and guidelines.
- > The organization must demonstrate its ability to collect and analyze data from all sites, including headquarters (including, but not limited to, the items listed below) and demonstrate its authority and ability to implement organizational changes when necessary:
  - Documentation and changes;
  - Management review;
  - Complaints;
  - Evaluation of corrective actions;
  - Planning of internal audits and evaluation of results;
  - Legal and regulatory requirements relating to the applicable standard(s);
- > Headquarters must have the right to introduce corrective measures if they are required at one of the sites. Where applicable, this should be stipulated in the contract between headquarters and the site.
- > A contractual relationship exists between the headquarters (and all sites covered by the certification scope) and the certification body.
- > Audits at headquarters must include verification of the interfaces with the sites and vice versa.
- > All relevant processes must be assessed at each site.
- > Headquarters receives the audit reports from DEKRA Certification GmbH. It is also responsible for ensuring that the corrections are implemented at the locations.
- > The headquarters receives a main certificate with an appendix listing all locations with their full addresses. Upon request, location certificates can be issued for the locations listed in the appendix to the main certificate.
- > All locations must meet the conditions for maintaining certification.
- > If not the headquarters does hold a majority stake in the locations, a control agreement, which must be notarized and entered in the commercial register, is mandatory.

## 2.2 Additional criteria for the certification of organizations using a sampling procedure

- > The products or services provided by all locations must be essentially of the same type and must be produced or provided using the same methods and procedures.
- > The sample size from the individual locations is determined in accordance with the currently valid accreditation rules.
- > DEKRA Certification GmbH selects the locations to be assessed. Locations or business units where most or critical processes are carried out must be assessed before the certificate is issued. For locations outside Germany, additional local requirements may have to be taken into account during the audit.
- > The headquarters must be included in the annual monitoring.
- > The audit reports of the internal audits from the individual locations must be available for inspection at headquarters as part of the audit.
- > The selection of sites to be inspected (sampling) is carried out *non-selectively* and *selectively* in accordance with the applicable international sampling requirements.

## 2.3 Special criteria

### Additional conditions for SCC/SCP procedures

The parent company must:

- > demonstrate that it provides occupational health and safety support to its branches in accordance with Sections 2 and 5 of the Occupational Safety Act;
- > demonstrate the implementation and documentation of risk assessments in accordance with Sections 5 and 6 of the Occupational Safety Act in the branches;
- > maintain accident statistics in accordance with the SCC regulations for the headquarters and the affiliated branches.

### Additional conditions for ISO 27001 procedures

- > Any site included in the ISMS (Information Security Management System) that is affected by significant risks to assets or information values must be checked in advance (e.g., in phase 1) if necessary.

### Additional conditions for ISO 50001 procedures

The following energy-related performance requirements must be met and applied to the headquarters:

- > Consistent energy planning process;
- > Consistent criteria for determining and adjusting the baseline, relevant variables, and energy performance indicators;
- > Consistent criteria for setting targets and objectives and action plans for sites;
- > centralized processes for evaluating the applicability and effectiveness of action plans and energy-related performance indicators (EnPIs);
- > centrally aggregated energy-related performance data to demonstrate organization-wide energy-related performance, where applicable.

## 3. CRITERIA FOR THE CERTIFICATION OF MULTI-ORGANIZATIONS

In order to carry out certification procedures involving an organization with multiple legal entities, the organization must demonstrate that it meets specific criteria.

The certification of multi-organizations is only permitted if the following criteria are met:

- > The contractual partner of the certification procedure (legal representative of the Kapitalgesellschaft ) must have a **headquarters** (senior management) where certain activities are planned, controlled, and managed. The headquarters must be part of the organization (including the rights of intervention listed below) and may not be outsourced to an external organization/third party.
- > The contractual partner must have the legal rights of intervention over the other organizations involved in the certification process.

Enforcement rights exist if one of the following constellations applies.

The headquarters:

- (1) holds a majority of the voting rights (Section 290 (2) No. 1 HGB; according to IAS 27.13a, at least half of the voting rights) in the company, **or**
- (2) is a shareholder with any share and has the right to appoint or dismiss the executive bodies of the company (Section 290 (2) No. 2 HGB; according to IAS 27.13c, can determine the majority of the management bodies) **or**
- (3) has concluded a control agreement, profit transfer agreement, **or**
- (4) can exercise a controlling influence over the company on the basis of the articles of association (Section 290 (2) No. 3 HGB; according to IAS 27.13b, determine the financial and operating policies) **or**
- (5) holds an interest pursuant to Section 271 (1) HGB and exercises unified management (Section 290 (1) HGB) (IAS 27.10-13) **or**
- (6) has an interest pursuant to Section 271 (1) 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 defined and precisely defined objective of the parent company (contract-related special purpose entity/bidding consortia, etc.).

The characteristic of being a "sister company" within the same group does not in itself fulfill any of the conditions listed under 1 to 6 in relation to other sister companies.