

1. Scope and purpose

Smart Freight Centre (SFC) publishes a wide variety of documents for use by third parties, to support decarbonization of the transport industry, and drive reliability and comparability of transport GHG emissions reporting. These documents can be classified into two main types: guidance documents and normative documents.

This procedure describes the rules that apply to the use of SFC documents by third parties.

This document becomes effective on the date mentioned above.

2. Definitions

- **Normative document:** document that provides requirements for activities or their results.
NOTE 1 A 'normative document' covers documents such as standards, technical specifications and regulations.
- **Guidance document:** document that provides orientation, advice or recommendations.
NOTE 1 A 'guidance document' covers documents such as frameworks, guidelines and roadbooks.

3. Procedures

SFC documents can be classified into two types: **guidance** documents and **normative** documents (See definition section). Normative documents published by SFC can be identified as such by the inclusion of the word "specification" in their title. Guidance documents can be called white papers, roadbooks, guidelines and frameworks, among others.

All our documents are protected by copyright, to which we reserve our rights even when we allow the use of these documents as described in this document.

All our documents are available on our website for free download.

The following uses of SFC **guidance documents** do not require specific permission from us, provided acknowledgment of the source is made:

- Referring to them in Emission Reporters annual inventories or other GHG emissions reports,
- Acknowledging them as source/ reference in third party publications (without implying affiliation to SFC),
- Using them to carry out first party conformity assessment (i.e. internal audits/ verifications),
- Using them to deliver training on,
- Using them to provide consultancy to clients.

The following uses of SFC **guidance documents** require our permission, which can be requested at the email address assurance@smarfreightcentre.org:

- Using them to carry out second or third-party conformity assessment audits/ verifications.
NOTE: However it should be noted that once there are normative documents on a topic a Conformity Assessment Body should not be using a guidance document to carry out verification against.
- Using them for other purposes than those described above.

The following uses of SFC **normative documents** require our written permission, which can be requested at the email address assurance@smarfreightcentre.org:

- Referring to them in Emission Reporters annual inventories or other GHG emissions reports,
- Using them for other purposes other than those described in this document.

Use of our **normative documents** by Conformity Assessment Bodies to provide verification, validation or certification services is limited to organizations that have been approved by Smart Freight Centre as described in the publicly available documents on our Conformity Assessment Scheme. Any Conformity Assessment Body interested in using our normative documents for their services shall apply for our approval through the email address assurance@smarfreightcentre.org.

Using SFC **normative documents** to deliver external training also requires our formal approval and payment of a fee.

The situations described above are summarized in a table for ease of consultation:

* No permission required from SFC, provided acknowledgment of the source is made

** Requires our written permission

*** Requires our formal approval, including payment of a fee

Type of use	Guidance document	Normative document
Referring to them in Emission Reporters annual inventories or other GHG emissions reports	*	**
Using them to provide consultancy to clients	*	*
Using them to deliver internal training on	*	*
Using them to deliver external training on	*	***
Using them to carry out a conformity assessment engagement (ie audit or verification) – first party	*	*
Using them to carry out a conformity assessment engagement (ie audit or verification) - second or third party	**	***
Using them for other purposes other than those described above	**	**



Version history

1	19/09/2024	First edition
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