



**Responsible
Glass**

Sustainability standards

INTERNATIONAL STANDARDS DEVELOPMENT PROCEDURES

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Version History

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Disclaimer

The official language of this document is English. The definitive version is held on the ResponsibleGlass website <https://www.responsibleglass.org/> Any discrepancy between copies, versions or translations shall be resolved by reference to the definitive English version.

About ResponsibleGlass

ResponsibleGlass is a not-for-profit company established in England in 2025 with the objectives of:

- (a) maximising the contribution of glass to a sustainable society;
- (b) enhancing the responsible sourcing, production, use and recycling of glass by:
 - (i) providing a multi-stakeholder forum to build trust and achieve consensus in relation to responsible production, processing, transportation, use and recycling of glass including aspects associated with the responsible production, processing and supply of raw materials used for glassmaking;
 - (ii) developing international standards and certification and related tools; and
 - (iii) driving positive change through the recognition and use of responsible glass;
- (c) acting as a forum to exchange information and experience between multiple stakeholders;
- (d) collaborating, where appropriate, with other national and international associations and standards setting organisations to promote responsible glass.

About this document

This document specifies the procedures ResponsibleGlass follows to develop, approve, maintain and revise ResponsibleGlass International Standards. Key terms are defined in the Glossary in Annex One.

These procedures have been written to comply with the ISEAL Code of Good Practice for Sustainability Systems (Version 1.1 September 2025).

These procedures were first approved by the ResponsibleGlass Board of Directors on 19 February 2026. They may be revised by the Board at its discretion, taking account of any stakeholder comments that have been received up to that time.

Comments or suggestions are welcome and should be sent to the ResponsibleGlass Secretariat at: standards@responsibleglass.org, with the subject line 'Comment: Standards Development Procedures'.

These procedures are publicly available, and the current version may be downloaded without charge from the ResponsibleGlass website at www.responsibleglass.org/. Revised versions are allocated a new version number with updates referenced in the version history table on page ii.

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ResponsibleGlass International Standards Development Procedures

1. Responsibilities

Key responsibilities for the development and approval of ResponsibleGlass International Standards are as follows:

ResponsibleGlass Board of Directors ('Board')

- The Board approves the ResponsibleGlass Standards Development Procedures.
- The Board mandates the development and/or revision of a ResponsibleGlass International Standard.
- The Board approves the Terms of Reference for the development or revision of a ResponsibleGlass International Standard and specifies the International Standards Development Procedures to be applied.
- The Board either approves (under decision-making Procedure A, Section 5.2) or ratifies (under decision-making Procedure B, Section 5.3) ResponsibleGlass International Standards, and subsequent substantive revisions, on the basis that the ResponsibleGlass International Standards Development Procedures have been implemented and that the resulting ResponsibleGlass International Standard meets the Terms of Reference for its development.

ResponsibleGlass Stakeholder Council ('Council')

- Council Members are formally consulted on the content of ResponsibleGlass International Standards during their development.
- The Council reviews and approves draft Standards under decision-making Procedure B, prior to their ratification by the Board (see Section 5.3), on the basis that the ResponsibleGlass International Standards Development Procedures have been implemented and that the resulting ResponsibleGlass International Standard meets the Terms of Reference for its development.

ResponsibleGlass Secretariat ('Secretariat')

- The ResponsibleGlass Secretariat (see Glossary) drafts ResponsibleGlass International Standards in accordance with the International Standards Development Procedures, ensuring that the Standard meets the Terms of Reference for its development.

2. Decision to Develop a ResponsibleGlass International Standard

2.1 Justification for the development of a new ResponsibleGlass International Standard

It is the responsibility of the Board to propose the development of any new ResponsibleGlass International Standard.

When the Board proposes the development of a new ResponsibleGlass International Standard the Secretariat shall identify and review existing standards with overlapping scopes and document the justification for the development of the proposed new Standard, including consideration of the potential for alignment or complementarity with existing standards.

2.2 Terms of Reference to develop or revise a ResponsibleGlass International Standard

The Secretariat shall draft Terms of Reference for the development or revision of a ResponsibleGlass International Standard. The Terms of Reference shall include at a minimum:

- a. the intended sustainability outcomes of the Standard;
- b. an explanation of the mechanism by which the Standard is expected to achieve such sustainability outcomes;
- c. the proposed scope of application of the Standard (for example the range of businesses, sites, activities, etc. to which the Standard may be applied);
- d. the intended sustainability claims that the Standard is intended to substantiate, if applicable;
- e. reference to the requirements for structure and content of ResponsibleGlass International Standards specified in Section 3 of these procedures;
- f. the decision-making procedures that will be applied, including how decisions will be made and who will make them (see Section 5).

The Board shall review the proposed Terms of Reference. The Board may identify specific concerns with the Terms of Reference and in consultation with the Secretariat shall determine revisions to address any such concerns.

If the Board determines that the development or revision of a ResponsibleGlass International Standard is justified, it shall finalise and approve the Terms of Reference, including the decision-making procedures that will be applied (see Section 5).

Once the Board has approved the Terms of Reference the procedures described in Section 4 of this document shall be followed, subject to any approved variations (see Section 4.9).

3. Structure and Content of ResponsibleGlass International Standards

The drafting of ResponsibleGlass International Standards shall take account of the principles and guidance specified in ISO/IEC 17007: Conformity Assessment – Guidance for drafting normative documents suitable for use for conformity assessment (ISO/IEC 17007: 2009).

ResponsibleGlass International Standards shall include an introductory section which: describes the objectives and scope of application of the Standard; provides a general description of the mechanisms for its verification; and, where applicable, describes the claims that may be made by businesses that have been verified as complying with the Standard's requirements.

Standards may provide for different levels and/or types of claims to be made depending on the level of performance that is achieved, and may be divided into separate parts to reflect this.

Standards may include sections that are applicable to specific categories of users, for example where this is necessary to ensure that the Standard can be applied to different categories of users within its scope of application.

Standards shall include requirements for the collection and/or collation of the data necessary for ResponsibleGlass to monitor the efficacy of the Standard in achieving its objectives.

The requirements in the Standard should be auditable, verifiable or measurable, and easily understood. They shall address all of the standard's intended sustainability outcomes. Only requirements that are relevant to meeting these outcomes shall be included. Administrative requirements related to assurance, claims or labels or other matters not connected to sustainability outcomes shall not be specified as requirements in the Standard but may be presented separately.

Requirements should be at least as stringent as existing regulatory requirements in the countries where the standard is applied.

Requirements specified in ResponsibleGlass International Standards:

- a. shall be drafted so that conformity can be assessed for any applicant within the scope of the Standard without the need for subsequent modification or adaptation;
- b. shall be drafted to avoid ambiguity in interpretation;
- c. may be expressed in terms of process, management or performance requirements;
- d. shall not be intended to favour any specific technology or patented item.

The Standard shall include or reference a glossary of key terms required to guide its consistent interpretation and implementation.

The Standard should attribute or cite the intellectual source of content, where relevant.

On approval the Standard shall specify the date on which it was formally approved, its date of applicability and the planned year for its formal review. In the case of a revision, the Standard shall specify any transition period that may apply before the revised version comes into effect.

4. Development of ResponsibleGlass International Standards

4.1 Publication of a Work Programme

The decision to develop or revise a ResponsibleGlass International Standard shall be announced on the ResponsibleGlass website together with:

- a. the Terms of Reference for the development or revision of the Standard;
- b. the ResponsibleGlass Standards Development Procedures;
- c. a summary of the process that will be followed, including the expected timeline, opportunities for stakeholder participation and comment, and the applicable decision-making procedures;
- d. in the case of the revision of an existing Standard, an indication of the transition period that is expected to apply before the updated version comes into effect.

The work programme and timetable for the development or revision of a ResponsibleGlass International Standard shall be updated on an ongoing basis on the ResponsibleGlass website.

4.2 Stakeholder Identification

The Secretariat shall identify the key categories of stakeholders that are expected to have an interest in the subject matter of the Standard or that may be affected directly or indirectly by the implementation of the Standard.

The Secretariat shall identify organisations and/ or individuals representing these key categories of stakeholders, including organisations and/ or individuals from both developed and developing countries.

The Secretariat shall establish and regularly update a list of the names, affiliations and contact details of these stakeholders.

4.3 Drafting Process

The Secretariat shall be responsible for preparing and publishing a preliminary draft Standard (or revised Standard) at the start of the standards development process.

The Secretariat shall then develop the Standard through an iterative process of drafting and stakeholder consultation, as described in Sections 4.3 to 4.8, until the Secretariat and the Board jointly determine that a draft Standard should be submitted for decision making as described in Section 5.

All drafts shall meet the requirements for the content and structure of ResponsibleGlass International Standards as specified in Section 2.

When a Standard is being developed under these procedures for the first time at least two rounds of formal public consultation as described in Section 4.5 shall be completed before the Standard may be submitted for approval. For revisions of existing Standards, at least one round of public consultation as described in Section 4.5 shall be completed before the revised Standard may be submitted for approval.

4.4 Feasibility Assessment and Testing

During the standards development process the Secretariat shall:

- a. test the auditability of the requirements of the Standard;
- b. test the ability of intended applicants to meet the requirements of the Standard;
- c. assess the contribution of the requirements to the achievement of the intended sustainability outcomes;
- d. assess the potential for the Standard to result in unintended negative impacts.

Feasibility assessment and testing may take place at different stages of standards development prior to the submission of final draft for approval, and should include pilot audits or field testing of the requirements by qualified auditors.

4.5 Stakeholder Consultation

When the Secretariat considers that a draft Standard should be made available for public consultation, it shall publish the draft on the ResponsibleGlass website together with the results of any feasibility assessment or testing, and/or consultations on the previous draft where applicable, and instructions for the submission of comments.

The Secretariat shall notify the stakeholders on its contact list (see Section 4.2) of the publication of the draft and invite them to submit comments.

The consultation period on the first draft of a new Standard shall be a minimum of 60 calendar days. The consultation period on later drafts may be reduced to 30 calendar days at the discretion of the Secretariat.

At the end of the specified consultation period the Secretariat shall collate and review all comments received.

At its discretion, the Secretariat may in addition convene stakeholder working groups, invite experts to provide advice on particular issues, conduct field tests or pilot audits, and/or seek other advice to support it in the drafting process.

4.6 Drafting of the Standard

When a period of stakeholder consultation has been completed the Secretariat shall prepare a revised draft Standard taking account of the findings from the consultation and other inputs, with both 'track changes' and 'clean' versions.

4.7 Standard Development Process Report and Records

When a revised draft has been completed the Secretariat shall prepare a report including:

- a. a summary description of the consultation process to date and of any working groups, field testing, pilot audits, or additional information or other considerations that have been taken into account in developing the revised draft;
- b. a summary of the main issues and concerns raised by stakeholders or otherwise identified and an explanation of how these have been responded to;
- c. a collated record of all stakeholder comments submitted on the previous draft and the Secretariat's response to those comments;
- d. a checklist demonstrating how the ResponsibleGlass standards development procedure has been implemented to date, and including a clear description of any departure from the approved procedure together with the justification for any such departure (see Section 4.9);
- e. the Secretariat's recommendation as to whether the draft would benefit from further consultation, should be submitted to the relevant decision-making body for approval, or should be subject to some other course of action;
- f. In the case that the Secretariat recommends that the draft should be submitted to the relevant decision-making body for approval, the report shall include a statement to the effect that the Secretariat considers that the Standards Development Procedures have been fully implemented and that the Standard meets the approved Terms of Reference for its development.

4.8 Decision on Continuation of Drafting Process

The ResponsibleGlass Project Director shall review the draft Standard and the Secretariat's report on the standards development process to date and determine, in consultation with the Board, whether:

- a. the draft Standard should be subject to further round(s) of stakeholder consultation and/or testing;
- b. the draft Standard should be submitted to the relevant decision-making body for approval; or
- c. some other course of action.

If the ResponsibleGlass Project Director determines that the draft Standard should be subject to a further round of stakeholder consultation and/or testing the Secretariat shall continue the consultation and drafting process as specified in Sections 4.3 to 4.7 above.

If the ResponsibleGlass Project Director determines that the draft Standard should be submitted to the relevant

decision-making body for approval the Secretariat shall implement the applicable decision-making process as specified in Section 5 below.

If the ResponsibleGlass Project Director determines that some other course of action is required they shall document this decision and the Secretariat shall proceed accordingly.

4.9 Variation of Documented Procedures

Departures from these procedures may be approved by the Board in exceptional circumstances, when compliance is not possible for reasons beyond the control of the Secretariat, or when the Board determines that an alternative process would better achieve the ResponsibleGlass programme's objectives.

The Secretariat shall document any such departures in writing and include a description and explanation in the report on the Standard development process (see Section 4.7).

5. Decision to Approve a ResponsibleGlass International Standard

5.1 Decision-Making Procedures

ResponsibleGlass operates two alternative decision-making procedures: Procedure A, and Procedure B.

Under Procedure A, the decision to approve a ResponsibleGlass International Standard rests with the Board (see Section 5.2).

Under Procedure B, the decision to approve a ResponsibleGlass International Standard rests with the ResponsibleGlass Stakeholder Council, and the Council's decision is then ratified by the Board (see Section 5.3).

Procedure A is intended to be used to approve Standards which are critical to the successful operation of the ResponsibleGlass standards and certification programme but which do not specify sustainability requirements directly, for example covering requirements for traceability or 'chain of custody', ResponsibleGlass claims, or rules for product labelling.

Procedure B is intended to be used for Standards which specify sustainability requirements directly, for example in relation to human rights, worker rights, health and safety, biodiversity, water stewardship, greenhouse gas emissions, and circularity.

In either case, decision making is by a balanced, multi-stakeholder body. However, in the case of Procedure B ResponsibleGlass seeks a broader and more explicit demonstration of stakeholder support than is required under Procedure A.

The decision-making procedure that will be followed for the approval of a given Standard is specified by the Board and included in the Terms of Reference for the development of a specific Standard at the start of each implementation of the standards development process (see Section 2.2).

5.2 Procedure A – Board Approval (see Glossary)

When the ResponsibleGlass Project Director has determined that a draft Standard should be submitted to the Board for approval under Procedure A the Secretariat shall present the Secretariat's report and records, as described in Section 4.7, to the Board for decision-making.

The Board shall determine whether:

- a. the Standards Development Procedures have been fully implemented; and whether
- b. the draft Standard meets the Terms of Reference for its development.

If the Board determines that the International Standards Development Procedures have not been fully implemented, and/or that the ResponsibleGlass International Standard does not meet the requirements of the specified Terms of Reference, the Board shall identify its specific concerns and in consultation with the Secretariat determine what further actions it considers are needed to address these.

If the Board determines that the International Standards Development Procedures have been fully implemented, and that the ResponsibleGlass International Standard meets the requirements of the specified Terms of Reference the Board may move a formal resolution to approve the Standard in accordance with its usual decision-making procedures.

If the Board determines that the International Standards Development Procedures have been fully implemented and that the ResponsibleGlass International Standard meets the requirements of the specified Terms of Reference but that further work would improve the quality of the Standard and that it is in the best interests of ResponsibleGlass to undertake such work prior to the Standard's approval, it shall identify in consultation with the Secretariat what further work should be undertaken. It shall instruct the Secretariat to complete such work, to update the drafting report and records as specified in Section 4.7, and to repeat the decision making procedure as specified in Sections 4.8 and 5.2.

5.3 Procedure B – Stakeholder Council Approval and Board Ratification (see Glossary)

5.3.1 Board Review

When the ResponsibleGlass Project Director has determined that a draft Standard should be submitted to the Stakeholder Council for approval under Procedure B the ResponsibleGlass Project Director shall first present the Secretariat's report and records as described in Section 4.7, to the Board for review.

The Board shall determine whether:

- a. the Standards Development Procedures have been fully implemented; and whether
- b. the draft Standard meets the Terms of Reference for its development.

If the Board determines that the International Standards Development Procedures have not been fully implemented, and/or that the ResponsibleGlass International Standard does not meet the requirements of the specified Terms of Reference, the Board shall identify its specific concerns and in consultation with the Secretariat determine what further actions it considers are needed to address these.

If the Board determines that the International Standards Development Procedures have been fully implemented, and that the ResponsibleGlass International Standard meets the requirements of the specified Terms of Reference the Board may instruct the Secretariat to submit the Standard to the Stakeholder Council for a ballot on its approval, in accordance with its ballot procedures (see Section 5.3.2).

If the Board determines that the International Standards Development Procedures have been fully implemented and that the ResponsibleGlass International Standard meets the requirements of the specified Terms of Reference but that further work would improve the quality of the Standard and that it is in the best interests of ResponsibleGlass to undertake such work prior to the Standard's approval, it shall identify in consultation with the Secretariat what further work should be undertaken. It shall instruct the Secretariat to complete such work, to update the drafting report and records as specified in Section 4.7, and to repeat to the decision making

procedure as specified in Sections 4.8 and 5.3.

5.3.2 Stakeholder Council Ballot

If the Board determines that the Standard should be submitted to the Stakeholder Council for a ballot on its approval, the Secretariat shall submit the final draft Standard to the Council for ballot, together with report described in Section 4.7 as background information.

Each ResponsibleGlass Council Member in good standing shall be asked to submit their decision to approve, reject or abstain from approving the draft ResponsibleGlass International Standard, in accordance with the ResponsibleGlass Stakeholder Council ballot procedure that is in place at the time of the ballot (see Annex One).

If the Council approves the draft Standard, in accordance with the ballot procedure that is in place at the time of the ballot:

- a. the Council's decision shall be conveyed to the Board;
- b. the Board shall ratify the Council's decision at its next Board meeting and formally approve the Standard in accordance with its usual decision-making procedures.

If the Council rejects the draft Standard:

- a. the Secretariat shall collate the reasons given by the members for their abstentions or rejections, and the actions that they have proposed would be needed to gain their approval;
- b. the Secretariat shall review the members' reasons in consultation with the Board and propose a plan of action;
- c. the plan of action shall be presented to the Board, which shall determine, in consultation with the Secretariat, what further steps should be taken.

6. Availability of ResponsibleGlass International Standards

When a Standard has been approved or ratified by the Board the Secretariat shall finalise the standard by including the date of approval, the date of applicability, and the planned year for review.

The finalised Standard shall be published on the ResponsibleGlass website within four weeks of approval or ratification by the Board, and all stakeholders that provided input to the Standard, as well as current ResponsibleGlass certificate holders and certification bodies shall be informed of such.

ResponsibleGlass International Standards and any associated documentation, guidance or explanations required for implementation shall be publicly available for download from the ResponsibleGlass website free of charge.

7. Record Keeping

The Secretariat shall ensure that the following records in relation to the development or revision of each Standard are kept and are accessible to stakeholders for review on request:

- a. the International Standards Development Procedures that were followed for the Standard's development or review;
- b. the justification for the development of the Standard (see Section 2.1);

- c. the Terms of Reference for the development or review of the Standard (see Section 2.2);
- d. drafts of the ResponsibleGlass International Standard circulated for formal review, including the preliminary draft (see Section 4.3) and subsequent revisions (see Section 4.6);
- e. the ResponsibleGlass International Standard approved or ratified by the Board (see Section 5.2 or 5.3);
- f. names, affiliations and stakeholder categories of stakeholders invited to comment or attending stakeholder meetings on the ResponsibleGlass International Standard during its development or revision;
- g. names, affiliations and stakeholder categories (if applicable) of invited experts who participated in the review and revision of each draft of the Standard;
- h. copies of all comments submitted during the formal public consultations on drafts of the ResponsibleGlass International Standard, together with the name, affiliation and stakeholder category of the person submitting the comment, unless anonymised (see Section 4.7(c));
- i. a synopsis of the comments received in response to each draft of the ResponsibleGlass International Standard circulated for formal public consultation, together with an explanation of how the comments were subsequently taken into account;
- j. a description of and explanation for any departures from the published procedures for ResponsibleGlass International Standards development (see Section 4.9);
- k. the final report on the implementation of the International Standards Development Procedures considered by the decision-making body showing how the procedure was implemented (see Section 4.7);
- l. the formal decisions of the Council and the Board in relation to the development and approval of the Standard (see Sections 5.2 and 5.3).

8. Concerns and Complaints

Any stakeholder has the right to raise concerns or submit a complaint about the implementation of the International Standards Development Procedures.

Concerns or complaints should be submitted in writing to the Secretariat, which shall follow the ResponsibleGlass Issues Resolution System (in development) and ensure that the issue is conveyed to the appropriate body or individual for response.

9. Comments after Approval

The Secretariat shall keep a formal log of all comments that are received on the content of a ResponsibleGlass International Standard after its approval or ratification by the Board.

The Secretariat shall review all received comments on an ongoing basis with a view to providing guidance on interpretation of a ResponsibleGlass International Standard by certification applicants, certificate holders, certification bodies and other stakeholders, and/or proposals for revisions in accordance with Sections 10 to 13 below, as required.

10. Urgent Revisions

The Secretariat may determine that there is a need for an urgent revision to a ResponsibleGlass International Standard.

Conditions under which an urgent revision can be triggered may include, but are not limited to:

- a. concerns that are identified from the application of the ResponsibleGlass Issues Resolution System and deemed to have merit;
- b. unexpected difficulties of implementation affecting multiple organisations;
- c. perceived threats to ResponsibleGlass's credibility; or
- d. changes in legislation or international obligations that affect the implementation of the ResponsibleGlass International Standard.

If the Secretariat believes that there is a need for an urgent revision of a ResponsibleGlass International Standard it shall prepare a paper outlining the reasons for the proposed urgent revision and shall submit this to the Board for consideration. The Board shall then make a decision whether to proceed with an urgent revision.

If the Board determines that there is a need for an urgent revision it shall direct the Secretariat to draft a proposed change in consultation with the Board and submit it to the Board for approval in accordance with its usual decision-making procedures.

If the Board determines that an urgent revision is not required it shall provide reasons for the decision and shall direct the Secretariat as to any alternative measures that it considers to be appropriate.

Urgent revisions shall not be required to undergo a public consultation process nor feasibility testing. However, any approved urgent revisions shall be included in the subsequent regular ResponsibleGlass International Standard revision, consultation and feasibility testing process of the relevant Standard.

Upon Board approval of an urgent revision, a new version number of the relevant ResponsibleGlass International Standard shall be created along with an effective date, and this ResponsibleGlass International Standard shall be published on the ResponsibleGlass website and announced to ResponsibleGlass certification applicants, certificate holders, certification bodies and stakeholders.

11. Administrative and Non-Substantive Changes

The Secretariat may determine that there is a need for an administrative or non-substantive change to a ResponsibleGlass International Standard.

Administrative and non-substantive changes to a ResponsibleGlass International Standard may be made at any time at the discretion of the Secretariat. These do not require a formal revision process, though any changes made shall be notified to the Board and Council, shall be published in a list of changes on the ResponsibleGlass website and noted to certification applicants, certificate holders, certification bodies and stakeholders in the subsequent revision process. Administrative and non-substantive changes do not affect the regular review and revision cycle, but shall require a new version number of the relevant ResponsibleGlass International Standard, to be issued and published on the ResponsibleGlass website.

12. Clarifications and Interpretations

The Secretariat may determine that there is a need for a clarification or interpretation of a ResponsibleGlass International Standard.

- a. A clarification is an explanation of the correct meaning of a requirement of the relevant ResponsibleGlass International Standard, where the correct meaning is clear from existing guidance, context or other sources of information. Clarifications may be provided without the need for stakeholder consultation.
- b. An interpretation provides guidance on the application of a requirement where the correct meaning is not clear from existing guidance, context or other sources of information. Interpretations require stakeholder consultation prior to finalisation.

12.1 Clarifications

Where a clarification is required, the Secretariat shall provide a written explanation.

The clarification shall be provided to the individual who requested it and be posted on the ResponsibleGlass website promptly.

12.2 Interpretations

Where an interpretation is required, the Secretariat shall oversee its development. The development of an interpretation takes place in two steps: firstly, the development of a provisional interpretation; secondly, finalisation of the interpretation.

12.2.1 Provisional interpretation

The Secretariat shall prepare a provisional interpretation which includes at least the following:

- a. explanation of the issue for interpretation;
- b. considerations;
- c. the provisional interpretation.

In developing the provisional interpretation, the Secretariat may consult with stakeholders including Stakeholder Council Members, the Board and/or relevant experts at its discretion.

The Secretariat shall approve the provisional interpretation. Once approved, the provisional interpretation is considered definitive until further notice. Certification bodies shall base their decisions on provisional interpretations where relevant, and ResponsibleGlass shall consider decisions based correctly on provisional interpretations to be valid for the remaining duration of any certificates issued on this basis.

The provisional interpretation shall be provided to the individual who requested it, circulated to all ResponsibleGlass certification applicants, certificate holders, certification bodies, Stakeholder Council Members, and ResponsibleGlass Board, and be posted on the ResponsibleGlass website.

12.2.2 Consultation and finalisation of provisional interpretation

All provisional interpretations shall be subject to stakeholder consultation prior to finalisation.

The Secretariat shall prepare a consultation paper which includes at least the following:

- a. explanation of the issue for interpretation;
- b. considerations;
- c. the provisional interpretation;
- d. the reasoning on which the provisional interpretation is based;
- e. the consultation process to finalise the interpretation, including timeline and opportunities for stakeholders to contribute;
- f. the decision-making procedure – including how decisions are made and by whom, as below.

The Secretariat shall inform Stakeholder Council Members, certification bodies, certification applicants and certificate holders of the consultation and shall make the consultation paper publicly available on the ResponsibleGlass website. The Secretariat shall allow a minimum period of 30 calendar days for stakeholders to comment. During this period the Secretariat shall identify stakeholders that it believes would be directly affected by the proposed interpretation and contact them specifically with a view to seeking their feedback, prior to finalisation.

The Secretariat shall prepare a summary of input received during the consultation period, its proposed final interpretation and date of implementation, and submit these proposals to the Board for decision making.

If the Board approves the proposal, it shall come into effect on the specified date and shall be communicated to ResponsibleGlass members, certification bodies, certification applicants, certificate holders, members of the Stakeholder Council, and be announced on the ResponsibleGlass website.

If the Board does not approve the proposal it shall specify what further actions are required before a revised proposal should be presented to it for decision making.

NOTE: Certificates issued correctly on the basis of a provisional interpretation shall remain valid for their normal remaining duration. Certificate holders would be required to comply with the finalised interpretation by the time of their next re-certification audit.

Where appropriate, interpretations shall be incorporated into the relevant ResponsibleGlass International Standard during its next revision.

13. Review of an Existing ResponsibleGlass International Standard

Within a maximum of five years of the date of formal adoption of a ResponsibleGlass International Standard the Secretariat shall carry out a formal consultation with Stakeholder Council Members, approved certification bodies and ResponsibleGlass certificate holders to determine whether a ResponsibleGlass International Standard needs to be reaffirmed, revised, or withdrawn.

The Secretariat shall consider relevant data and information to determine whether the Standard needs to be revised, which may include:

- a. monitoring of ResponsibleGlass's performance and effectiveness;
- b. assessment of clients' conformity or performance against the Standard;
- c. analysis of feedback received from certificate holders, members, auditors, certification bodies, and other stakeholders, particularly with respect to Standard effectiveness, implementation and scope;

- d. any urgent revisions implemented since the last revision of the Standard;
- e. external research and industry best practices.

The Secretariat shall report its findings to the Board for decision. The Board may decide to revise, reaffirm, or withdraw the Standard.

13.1 Revision of an International Standard

If the Board determines that a revision is desirable, the Secretariat shall review the original Terms of Reference for the development of the Standard in consultation with the Board and may propose revisions for approval by the Board.

The decision-making procedure as specified in the original Terms of Reference may be changed from 'Board Approval' (see Section 5.2) to 'Council Approval and Board Ratification' (see Section 5.3) but shall not be changed from 'Council Approval and Board Ratification' to 'Board Approval'.

Once the Terms of Reference for the revision of the Standard have been approved the Secretariat shall apply the standards development and decision-making procedures as specified in Sections 4 and 5, subject to any variations that have been approved by the Board in accordance with Section 4.9.

13.2 Reaffirmation of an International Standard

If the Board determines that the Standard should be reaffirmed, the Board shall document its rationale, reaffirm the Standard, and specify the year for the next review of the Standard.

The Secretariat shall update the version history of the Standard and revise the date for its next review. The Secretariat shall publish the Board's decision, its rationale, and the year for the next review of the Standard on the ResponsibleGlass website, and the Secretariat shall announce the decision in the ResponsibleGlass newsletter or similar.

13.3 Withdrawal of ResponsibleGlass International Standards

If the Board determines that the Standard should be withdrawn, then the Secretariat shall develop a proposal for the withdrawal of the Standard including the rationale for withdrawal and the implementation steps in line with this procedure.

It is at the discretion of the Board to determine if a consultation should be conducted for a proposal to withdraw a Standard.

A consultation may include Stakeholder Council Members, certification applicants, certificate holders, certification bodies, and other stakeholders. The time period to submit comments on the proposal for the withdrawal is determined by the Board. The Secretariat shall conduct the consultation.

The Secretariat shall submit the final proposal for withdrawal and, if applicable, a summary of comments received, to the Board for a decision. The decision shall be taken and recorded following the Board's usual decision-making procedures.

If the withdrawal of a Standard is approved by the Board, then the Standard shall be removed from the ResponsibleGlass website, and certification bodies will be instructed that no further certificates of conformity shall be issued. Valid certificates that have been issued prior to the withdrawal shall remain valid until their date of expiry.



The Secretariat shall announce the withdrawal of the Standard to certification applicants, certificate holders, certification bodies and in the ResponsibleGlass newsletter or similar.

Annex One: Glossary

Unless otherwise specified the following terms are defined as below.

Board: the Board of Directors of ResponsibleGlass Ltd.

Board approval: the formal decision of the Board to recognise a document as a ResponsibleGlass International Standard.

Board ratification: the formal decision of the Board to recognise a document that has been approved by the ResponsibleGlass Stakeholder Council in accordance with its ballot procedure as a ResponsibleGlass International Standard.

Date of applicability: the date when an approved standard can be used as the basis for the issue of certificates of conformity. This may be later than the date on which the standard is approved or ratified by the Board.

Secretariat: employees or consultants contracted by ResponsibleGlass Ltd to implement tasks defined within an employment contract, terms of reference or equivalent.

Stakeholder Council: individuals recognised by the Board as representing ResponsibleGlass Members in good standing, together with additional advisors appointed by the Board to represent the interests of key stakeholder groups not otherwise included in the Stakeholder Council.

Standard(s)/ standard(s): the term 'Standard' with an upper case 'S' is used to refer to ResponsibleGlass International Standards, whereas the term 'standard' with a lower case 's' is used to refer to standards in general.

Annex Two: ResponsibleGlass Stakeholder Council Ballot Procedure

This is the current ResponsibleGlass Stakeholder Council Ballot Procedure, as of the 20 February 2026. The process may be amended by a decision of the Board.

Under Decision-Making Procedure B of the ResponsibleGlass International Standards Development Procedures (see Section 5.3), each member of the ResponsibleGlass Stakeholder Council shall be requested to approve, reject, or abstain from approving the draft ResponsibleGlass International Standard.

In the case of a rejection or abstention, the Council member shall specify the reasons for the rejection or abstention and specify what actions the Council member considers would be needed in order for the member to approve the ResponsibleGlass International Standard.

The ballot shall be open for a minimum of four weeks for Council members to submit their decision. The ballot period may be extended at the discretion of the ResponsibleGlass Board.

Responses to the ballot shall be delivered by email. Responses shall be sent to: standards@responsibleglass.org

and should be identified with the subject line, 'Stakeholder Council Vote'.

All votes shall remain confidential to the ResponsibleGlass Secretariat and its representatives nominated for the purpose of validation.

In order for a Standard to be approved it must be approved by a minimum 75% majority of the votes of Business Members of the ResponsibleGlass Stakeholder Council in good standing, and a minimum 75% majority of the votes of Civil Society+ Members of the ResponsibleGlass Stakeholder Council in good standing.

Non-responses and invalid votes do not count as votes cast and will not influence the outcome of the ballot.