'Smoke-Free Culture'
More Insight

TÜV AUSTRIA GROUP

S-FC "Certification Privileges"

S-F C "what it is & what it's not"

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✔ IT **DOES CONFIRM** & REVEAL

o "Smoke-Free" policies to reduce the "footprint" of smoke coming from cigarette combustion at every interpersonal transactions, are present and in force.

o Enhanced Awareness / tangible actions / implementation plans / measurable objectives towards smoking cessation or switching to alternatives of less "impact", have been set.

o A documented "Corporate Social Responsibility" (CSR) for human wellbeing, in place.

'Smoke-Free Culture' ≠ Smoking Free

✔ IT DOES **NOT** IMPLY

o Achieving "Smok**ing** Free" indoor areas, **or** complying to imposed Smok**e** Free legislation

o Any Health claims for those certified with S-FC

o "Quality" Services or Products provided by certified with S-FC

"S-F C" = Requirements beyond the Smoke Free legislative framework

'S-F C' Addresses to Organizations

✔ **Companies**

e.g. Currently certified: **PAPASTRATOS CMC S.A**

✔ **Public Bodies and Communities**

e.g. Currently certified: **MUNICIPALITY OF ASTYPALEA ISLAND**

✔ **Events** *(Trades, Seminars etc.)*

e.g. Currently certified: **HELEXPO – 84th TIF**

S-FC Certification "The Added Value"

Practical Added Value

✓ Assists an organization to relieve all its assets (i.e. employees, premises etc.) and activities from the smoke footprint that derives from tobacco combustion

Visional Added Value

✓ Enhances the social profile of an organization and thus supports its Corporate Social Responsibility and sustainability indices

Commercial Added Value

✓ Promotes and showcases the unaided awareness of an organization regarding social accountability through the accessible visibility of the S-FC Logo towards every interested party.

S-FC "Options For Certification"

Stepwise **Levels** for Certification

✓ **T i e r   I   "B u i l d   U p   t h e   " C u l t u r e"**

Assesses the readiness of an Organization in designing and supporting the journey towards SFC certification

✓ **T i e r   I I   "C o m e   U p   t o   t h e   " C u l t u r e"**

Assesses the effective implementation of the designed actions (monitoring, control, outcomes assessment etc.)

Not to forget: All the compliance principles and criteria (5 pillars) are subject to assessment during each 'TIER' audit.

Benefit: Tier Level Certification, allows for a **gradual progress towards adapting and achieving compliance** to the 'S-F C' Audit Requirements.

Simple Approach to Certification

✔ **Single-Site Certification** for:

- ○ Organizations of every working field, owning only one sites

- ○ Organizations with more than one site, wishing however to certify only a specific (one) site

- ○ Organizations with more than one site, wishing to certify each one of its sites separately

✔ **Audit Implementation**

✔ Initial Certification Audit : On-site Audit is conducted at the site to be certified

✔ **Certificate**

- ○ A **'S-FC' Certificate** is awarded to the Company's site after successfully completing the Initial Certification Audit

- ○ A **Single-Site S-FC' Certificate** is valid for 1 years

Stepwise **Samples** for Certification

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✓ **Multi-Site Certification** for:

- Companies with network of sites (full or partial activity)
- Companies with central function (control & management of actions

✓ **Audit Implementation (rule 40%-30%-30%)**

- 1st Year (Initial Certification Audit) : On-site Audit at the 40% of the total number of company's sites
- 2nd Year (1st Surveillance Audit) : On-site Audit at the 30% of the total number of company's sites
- 3rd Year (2nd Surveillance Audit) : On-site Audit at the 30% of the total number of company's sites

  In a three (3) year certification cycle all site should have been audited.

✓ **Certificate**

- A **'S-FC' Certificate** is awarded to the Company after successfully completing the Initial Certification Audit for ALL (100%) of its sites.
- A **Multi-Site S-FC' Certificate** is valid for 3 years

SFC - *Edition "Small Sized Organizations" (SSOs)*

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✔ 'SSO' Edition applies only for Organizations:

i. **Having Not** a multi levelled organizational structure *(i.e. in the shape of Divisions and or Sectors and or Departments etc. operated by different authorized staff)* **and**

ii. Trading their products and or services directly to end users *(i.e. consumers)*

Indicative example of SSOs covering the above conditions : Restaurants, Café, B&Bs, Stores etc.

✔ **'SSO'** S-FC Edition **Vs** *Full* S-FC Edition

➢ Same Practical, Visional and Commercial Added Values

➢ Same Levelled Certification Approach (Tier I & Tier II)

➢ Only Single-Site Certification can be provided against the SSOs Edition

➢ Same Pillars of 'Audit Requirements' BUT limited 'Audit requirements'

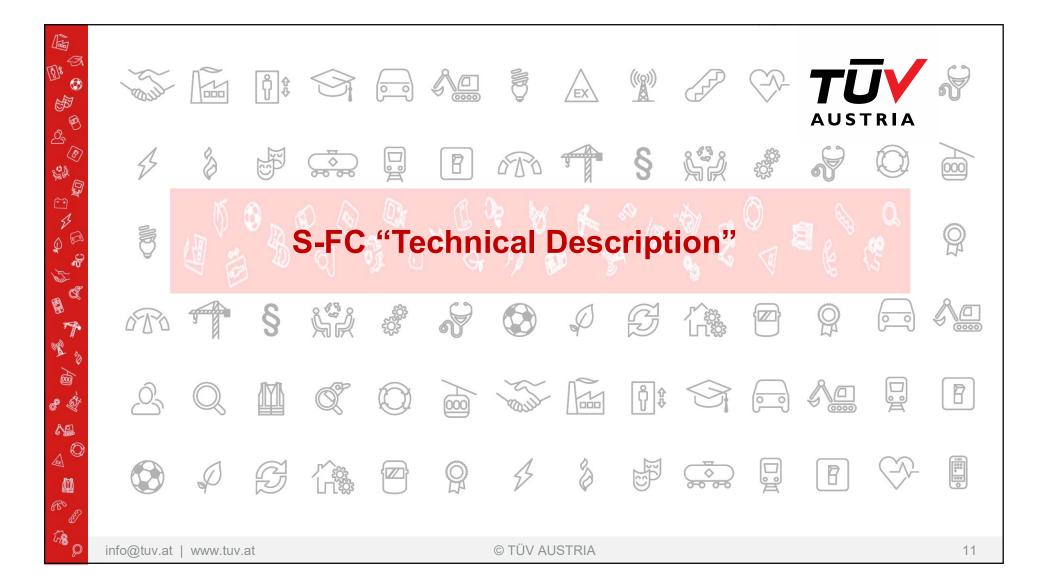➢ A S-FC Certification is awarded after successful on-site audit, valid for One Year

S-FC "Technical Description"

The 'S-F C' Scheme Structure

Scheme has two main parts:

✔ First Part: **Audit Protocol** (Auditing Mechanism)

Describes the **specific requirements for the Certification Body** (TÜV AUSTRIA) in order to conduct the whole process of auditing, evaluating the compliance and certifying the organizations

✔ Second Part: **Audit Requirements**

Sets out leading requirements and procedures **that an Organization should implement** in order to meet the objectives of the 'Smoke-Free Culture' but always in accordance with local laws and regulations in force, regarding smoking

Audit Requirement Pillars

➢ **The Five main Pillars for assessing an Organization's compliance towards 'S-F C'**

✔ **Policy** of an Organization towards 'S-F C'
- *Establish, implement, maintain Policy that clearly identifies and highlights the scope of Certification*

✔ **Structure** of an Organization towards 'S-F C'
- *A structure that facilitates a systemic approach (responsibilities, tasks, records, corrective actions)*

✔ **Awareness Actions**
- *Provide access to resources of info and support for adults to quit smoking*

✔ **Access to Alternatives**
- *Providence to boost switching to smoke-free alternative products*

✔ **'S-F C' System Establishment**
- Mechanism to plan, monitor, assess and communicate the effectiveness of the S-F actions

➢ **The optional Pillar of "Excellence"** *(applicable only to the Full S-FC Edition)*

✔ **Smoking Incidents below 5%**
- *Leads the effort for constant improvement towards cigarette smoking cessation*

S-FC "Steps to Certification"

'S-F C' Steps to Certification

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✓ **Audit preparations**
  o Submission of the "S-FC" Application Form (O)*
  o Application Review & Submission of Quotation (CB)**

⎫ **3 working days**

✓ Approval of the economic terms and conditions for cooperation (O)

✓ **Preparation of the Organization** to meet the S-FC Requirements

⎫ **Depends on (O)***

✓ Audit Planning (Audit Date, Assigning the Audit Team) (O + CB)

✓ **Audit execution (CB)**

⎫ **10 working days***

o Audit's Findings Review & Decision for Certification (CB)

✓ **Issue of the certificate**

⎫ **3 working days****

* (O): Organization **(CB): Certification Body

***Depending on transfer availabilities at the site
****After the successful completion of the audit

Thank you for your attention

Visit us: http://www.tuv.at or http://www.tuvaustriahellas.gr/

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