

# Eco-Establishment Certification Process

**Stage 1**  
Information gathering

- 1. Visit Eco-Establishment website
- 2. Contact SEC officer for enquiry (response within 1 week)

**Stage 2**  
Self-Rating System

- 1. Complete Eco-Establishment Self-Audit Checklist
- 2. Receive instant score/rating

**“Good” & score of 65% or above**

**Below “Good”**

**Stage 3**  
Requesting for site visit

- 1. Submit duly completed checklist to SEC
- 2. Email/phone request for optional site visit by SEC officer (confirmation within 2 working days)
- 3. Email/phone request for site audit by third-party auditor (confirmation within 1 week)
- 4. Request for quotation of audit fee from SEC officer (issued within 1 week)

- 1. Evaluate greening programme with SEC’s assistance
- 2. Retry Self-Audit Checklist

**Stage 4**  
Certification procedure

- 1. Site audit by third-party auditor (half-day visit)
- 2. Audit report is generated by auditor and submitted to SEC with recommendations (completed within 1 month)
- 3. SEC to review audit report and recommendations, for final decision on certification

**Pass**

**Fail**

**Stage 5**  
Release of results

- 1. SEC to invoice company (issued within 2 weeks after site visit)
- 2. Soft copy of report with results is released to the company once payment is received

- 1. SEC to invoice company (issued within 2 weeks after site visit)
- 2. Soft copy of report with results is released to the company once payment is received

**Stage 6**  
Issuance

- 1. Hardcopy of Letter and Certificate with Eco-Establishment decals is sent within 2 weeks via post
- 2. Invitation to SEC Eco-Office official presentation ceremony

