Concrete Sustainability Council

Toolbox Manual - Version 2.0

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1. Introduction

This manual explains the functions of the Sustainable Concrete Toolbox, a tool to apply for CSC certification. It describes the following subjects: creating a user account; explanation of the assessment tool and the Quickscan; adding projects; assigning experts; adding assessments; filling out an assessment; registering an assessment; viewing assessment scores; judging an assessment and printing reports.

To be certified a project has to go through the stages mentioned below.

1. You as a user are known to the tool, in other words: you have a CSC user account. If this is not yet the case, you need to register in the tool.
2. Enter the project you want certified in the tool.
3. Open the project in the tool and assign an assessment to it. You can do this under “projects”, but it’s also possible to do this in the assessment overview.
4. Assign external experts to your project if necessary.
5. Start filling out the assessment.
6. Chose an assessor and assign him or her to the assessment of your project.
7. The assessor will make sure that the assessment of your project is evaluated and submitted to CSC.

When using the tool be aware of these facts:

- A project is the property of the organization that is being assessed.
- An expert has full access to all the projects belonging to his or her own organization.
- An organization can own more than one project at the same time.
- An assessment is assigned to just one project.
- A project can however have more than one assessment (for example one for “design” and one for “completion”).
- There can be only one assessor per assessment.
- There can be more than one expert assigned to a project.

Before you start!

It is highly recommended to use at least Internet Explorer 9, or higher. Older versions do not always display the screen pages correctly. In addition to this the older versions are less safe. Other browsers like Firefox, Chrome, Opera or Safari are better. These browsers give the best user experience for the tool.
2. Creating an user account
To be able to login to the Toolbox you have to register first. This can be done to click on “sign in” on the website and then select “register as user” or click “here”. Via the button “language” on top of the screen you can change the language of the tool.

![Figure 1: Register as user](image)

Fill in all the data as fully as possible for a correct registration. Use your company email address, so the registration can be linked to your company. Does your company not yet feature in the online list with registered businesses? Add it via “new organization”. You may choose your own user name and password. When a user name or email address is already taken, the tool will give an error message. You will have to choose another name or have your account altered via helpdesk@concretesustainabilitycouncil.com.

After registering the tool will send a verification email to the email address you submitted. Answer this email so CSC can confirm your application. When CSC approves your application you will receive a confirmation email. Afterwards you can log in to the tool.
2.1. Forgot password
If you lost your login data, or forgot your password, you can select “forgot password”.

Figure 2: Resetting your password
The tool will ask for your user name, or for the email address you registered with. Click on “send password by e-mail” to have a new password send to your email address. It’s recommended to immediately afterwards create a new personal password via “my settings”.

Figure 3: "My setting" on top of the toolbox
3. The Toolbox

3.1. Dashboard

On the homepage (https://concretesustainabilitycouncil.com/) you will find the Toolbox’s dashboard. This immediately provides you with four options:

- Quickscan – make a broad scan of your ambitions.
- Pre-assessment – see for yourself where an assessment will take you.
- Assessment – have an external assessor validate your assessment.

![Sustainable Concrete Toolbox](image)

*Figure 4: Dashboard/Toolbox*

3.2. Quickscan

By using the Quickscan you can – without consequences – appraise the ambitions of your concrete project for a certification under CSC. In less than twenty minutes you get a clear picture of the possibilities for certification, expressed in the scores “Bronze”, “Silver”, “Gold” and “Platinum”. After selecting “Quickscan” first you enter the name of your project. Then you select the scheme (the crediting system) you want to execute via the dropdown menu under “scheme”. By clicking “create” you start the Quickscan. The final evaluation made by the assessor can vary significantly and depends on the evidence provided during the certification...
process. **You can only save the results of a Quickscan when you're logged in as a registered user.**

**Figure 5: Front page of the Quickscan**

You go through the scheme credit by credit. Selecting the option(s) that describe the situation of your project best.

**Figure 6: Filling out the Quickscan**

The score is updated automatically after every answer you provide. This is represented by the graph you see at the bottom of your screen. It shows you the effect individual credits have on the overall picture. When you have filled out all the credits in a category you can move to the next one by clicking “next category” and continue the Quickscan.
When you’re done filling out the Quickscan you select “to category overview”. This gives you an overview of your score and of the potential CSC score. To change something in your Quickscan you select “edit project details”, or click directly on the category you want to change. By selecting “quick scan report” the tool generates a report on your Quickscan in PDF. Lastly you can turn your Quickscan into a pre-assessment by selecting “create pre-assessment” (only when logged in).

### 3.3. Pre-Assessment

Calculate thoroughly the sustainability scores and ambitions of your concrete project. The results aren’t official, but you can use the scores to define your ambitions internally. When your company decides to apply for CSC certification, the pre-assessment can be turned into an official assessment by assigning an external assessor to the project.

### 3.4. Assessment

In preparation of validation by a CSC assessor a CSC expert can register an assessment. The required evidence can also be uploaded beforehand. The CSC assessor has to submit the validated final assessment report to one of the licensed certification bodies. Following a quality check and confirmation your project will then receive the coveted CSC certificate.
3.5. **Search**

You can search the toolbox from any page by entering a query in the slot in the top right corner of the green title bar. You can narrow down your search by selecting “projects”, “assessments”, or “portfolios”. After pressing “enter” the tool will search all elements that contain your query. So if you query for “a”, all elements that contain this letter will show up in your results.

4. **Adding a project**

The tool enables the adding of several projects. To each project you can assign assessments. To do this you select a project in “projects” (next to “home”) and click “add project”.

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*Figure 9: Register an assessment, so an assessor can start assessing*
You then enter the next screen.

**Figure 10: Adding a project**

**Figure 11: A project’s input fields.**
Here you can enter all the project data the tool needs. You can also add extra details, for example images and timetables. Only the data slots marked “*” are mandatory and have to be filled out for you to be able to continue in the tool for example the geolocation to the project data. When your project is certified, this location will be used to feature the project on the CSC world map that shows all certified projects in the world.

Figure 12: Overview of certified project - www.concretesustainabilitycouncil.com
4.1. Viewing a project
When you open your project all project data become visible.

Figure 13: Overview on project information
On the bottom of this screen you find the extra options “edit”, “delete”, “assign experts”. “Upload evidence” and, when you’re an assessor, “assess project”. The project overview also gives you versioning and an overview of all the assessments linked to your project. It also enables you to add a new assessment.

![Figure 14: Options and data for every project](image1.png)

### 4.2. New Version of a project

Over time your project can develop in a way that the properties you entered in the tool are no longer valid. When this happens, you can create a new version of your project with “create a new version”. To this new version you can also link new assessments. This way you build a project history that can be accessed at any time. The version with the latest date is the current version of your project.

![Figure 15: Adding a new version of your project](image2.png)

### 4.3. Assigning experts to your project

With “assign experts” you can give users of external organizations access to your project. An assigned expert can find your project in the tool and edit it. Every expert has access to all the projects and assessments of their own organization. You’ll find the button “assign experts” under “users with access” in the project overview.
Every assigned expert can edit the project and the linked assessments. He or she can also register an assessment with CSC. By clicking the "+" following the name of the expert you add that expert to your project’s list of assigned experts. By clicking "-" you can delete the assigned expert.

### 4.4. Adding an assessment

To add an assessment, you click on "assessment" in the menu bar and select "new assessment".
You can also start a new assessment from the project overview page. Select “add a new assessment” on the bottom of the screen. A new assessment will then be added to your current project. CSC advises you to use this method.

**Project is used in:**

![List of projects](image)

*Figure 19: Adding an assessment directly to your project*

Selecting “add a new assessment” will give you the screen below.

![New assessment form](image)

*Figure 20: Adding an assessment*

When you add an assessment via the project overview page, the project data will already be filled out in the new screen. When you add an assessment via the homepage, the tool will ask you to first select the project you want assessed. Also, in the project overview page you can immediately select a scheme and link an assessor to your project.
5. (Pre-) Assessment

When opening an assessment the assessment data become visible. On the left of the screen you find all the categories. By clicking the category you can fill out the credits for this category.

Figure 21: Overview

When selecting a category the tool shows you the applicable credits.

Figure 22: Criteria in the category "management"

By clicking on a credit in the list a screen opens in which you can fill out the credit.
5.1. Filling out a credit

When opening a credit, the formulation and the underlying requirements become visible. The screen contains many elements. First of all, the credit title, the maximum achievable score and the credit goal. These elements are always represented. Clicking on a credit opens a credit specific screen. Here you can fill out the requirements. For the first requirement, you can enter for which function of your project the requirement has to be met. To support your evidence, you have to also write a justification.

You can also view extra information about the credit. Things like definitions, further requirements, references, or a validation by an assessor. In the page, these extra things are normally closed, to make the page more readable. You can always save your progress by clicking “save”.

Tick the box “complies” if you think, that your evidence/ explanation complies with the criteria. The score in “pre-assessment” will increase. As soon as the assessor validates the criterion the score in “final result” will also increase. Fill out the explanation field and upload additional evidences. Füllen Sie das Feld „Erläuterung“ aus und laden Sie entsprechende Nachweise hoch.

The button “next credit” takes you to the next credit in the list. It also automatically saves the active credit. By clicking the button “last credit” you can go back a credit. For ease of use these buttons are placed both on top and on the bottom of the page.
Be aware: the tool’s server times out at 24 minutes. When you don’t save your assessment within this time you will lose all your entered data. So save your progress frequently!

5.2. Consulting an external expert
When clicking the button “invite someone to check this credit” (the little grey icon in right upper corner).

![Invite an expert](image)

*Figure 25: Invite an expert*

You enter the next screen to invite an external expert.

![Add or View Evidence](image)

**M2. Environmental Management**

*Invite someone to fill in this credit*

Only one external person is allowed to be invited at same time.

**Current guests:** no one

**Email address guest**

![Invite](image)

*Figure 26: Invite or delete an external expert.*

By filling out an email address and clicking “invite” you send an invitation via email to the intended expert or assessor which contains a link with the credit. The external expert or assessor can than only edit this specific credit. He or she doesn’t get access to the rest of the project or assessment. He or she does however see all the evidence. So be careful to link external experts when the evidence contains confidential information. Severing the link between the expert and the credit is possible by deleting the expert on the same page.

5.3. Uploading, linking and deleting evidences
On every credit page you can add evidence by clicking “add or view evidence”. In the next screen you select “browse”. A pop-up screen appears. By clicking “upload” you can select the documents you want from your own workspace and add them to the credit page (up to a maximum of 50MB). When the upload is completed the document will be added to the category map selected by you. You can sort the documents via “settings”. By selecting docu-
ments with your cursor and then clicking “select” you link the documents to the credit. If you hold the control-key (Windows), or command-key (Mac) while selecting documents, you can select more than one document at the same time.

**M2. Environmental Management**

Upload/link evidence

![Browse...](image)

**Evidence for this credit**

No evidence for this credit yet.

![Figure 27: Upload and link evidences](image)

Take care that when you submit evidence you give it a descriptive name. This makes things easier for the assessor. The already submitted documents are visible in the list of “evidence for this credit”. You can delete a piece of evidence permanently by clicking the “delete”-button at the end of the file. To completely remove the document from the tool, open the pop-up screen and select “delete” by clicking the file with the right mouse button. Completely removing a document is only possible when it isn’t linked to a credit.

![KCFinder: /proofFiles - Google Chrome](image)

![Figure 28: Management of evidences](image)
6. Registering an assessment

In the assessment overview you can find if your assessment has been registered or not. Above the overview you see either “this assessment is not yet registered”, or your registration number and registration date.

![Image](71x755)TOOLBOX MANUAL

| Registration number | This assessment is not registered yet |

*Figure 29: Example that shows that the assessment is not registered yet.*

Below the overview you find the button “register assessment”. Clicking this opens a page with terms and conditions. By clicking “agree” you agree with these terms and conditions.

**6.1. Registration data and billing**

Read the Terms and Conditions. Agree with the T&C to continue with the registration. Make sure that all data in the registration screen are filled out as completely as possible. This gives you the best registration with CSC and the best possible settlement of the billing. Some slots are already filled out and in some you can make your own alterations. For example, the organization that owns the project might not always be the same as the party that ordered the assessment. Therefore, you can change the name of the ordering party in the assigned slot.

In the billing form you fill out the address to which the bill has to be send. You can add an order number if you so desire. Some project data are shown, so you can check if you are registering the correct project. The form also contains your future registration number. You confirm your registration by clicking “register this project with CSC”.

![Image](71x797)TOOLBOX MANUAL

*Figure 30: Overview registration data*
Note that the moment of registration decides the assessment scheme that will be used. It is impossible to register an assessment against a scheme that’s no longer current. When you have a pre-assessment under an older scheme you will first have to copy it to the current one.

After submitting the registration form you return to the assessment overview page. It will show that a message has been sent to you and to the CSC. The status of the assessment has changed and the registration number has become visible. Your assessment has been definitively registered.

7. Judging an assessment by the assessor
When signed in as assessor and linking to an assessment, this assessment will appear in your list of assessments. By selecting the assessment, you can open it. To judge a credit, you open the credit screen and approve or disapprove the credit under “validation” in the title bar. When you save the credit afterwards you also save your assessment and validation. So, don’t forget to fill out the validation.

7.1. Approving a credit by the assessor
Approving a credit means you approve of the whole credit.

7.2. Disapprove a criteria by the assessor
When disapproving a criteria you can mark the requirement that according to you is not proven enough. This feedback will be relayed back to the expert, so it's immediately clear what should be improved. The information of the assessor’s disapproval is shown in the explanation field. You can decide if the client has the option to resubmit the denied criteria.
As soon as there are one or more disapproved credits in a category, the category overview will show a red “x” behind the category. As all credits are approved the category overview will show a green tick behind the category. A grey tick means that some credits have been filled out, but are not yet assessed.

7.3. Submitting an assessment by the assessor
As soon as all the credits are assessed, you can submit your assessment to CSC. After submitting your assessment, it is no longer possible to make changes to it.

Don’t forget that as an assessor you also have to submit your assessment report to CSC. This report and the assessment you just submitted are separate things.
8. Reporting
The tool enables you to create, submit and print reports. This is done from the assessment overview page. Click on “generate report” to create a report on your project.

8.1. Report by an expert
Experts can create expert reports. When an expert selects “generate report” he is presented with the following options. An expert can also add an accompanying text to the report.

![Generate reports](image)

Figure 32: Report by an expert

8.2. Report by an assessor
Assessors can create assessor reports. They can also add accompanying text to the report. You create your report by clicking “create”. The report will appear in your browser as a download.
Generate reports

| Report type * | Certificate | Assessor report | Expert report |

| Show information Project | ☐ |
| Show credit explanations | ☐ |
| Text |  |

Generate

Figure 33: Report by an assessor

9. An assessment’s scorecard

A project’s total score is continually updated while the assessment is under way. Several scores are viewable. So be aware of the potential difference between a pre-assessment’s score and the final score. The pre-assessment score is the score of all credits filled out by the expert combined. The final score is the score of all the credits approved of by the assessor combined. This will always be lower or similar to the pre-assessment score. It is also the score that will feature on the certificate. The final validation is shown also. The score per category is the amount of achieved points per category in regard to the maximal amount of achievable points in that category.

| Pre-assessment score | 84.21% (details) |
| Final result | 84.21% (details) |

Figure 34: Presentation of scores in project overview
9.1. **Scorecard**

The assessment tool shows you how your final score was constructed. You find the scorecard via the assessment overview. By clicking “details” behind the pre-assessment score and the final score you are taken to the scorecard. Here you can select to view the pre-assessment score, or the final score. You can view the score element by element until you reach the level of requirements.

The full calculation of how your scored is calculated is shown below. You can click on the different tiles to see the details.

**General**

The total score is calculated as the sum of the weighted section scores.

- **Prerequisites**
  - Weighted score is the section score times section weight.

- **Management**
  - Weighted score is the section score times section weight.

- **Environmental**
  - Weighted score is the section score times section weight.

- **Social**
  - Weighted score is the section score times section weight.

- **Economics**
  - Weighted score is the section score times section weight.

- **Chain of Custody**
  - Weighted score is the section score times section weight.

*Figure 35: Reviewing your current score*

The scorecard shows you where you acquired the points that make up your score. By opening a credit, you immediately find how many points you achieved. You can also view the requirements that made you scores possible.

The right score means: weighing. Die middle score means: How did I score in the category? The left score means: With what score does the category contributes to the final score (right score times middle score).

10. **Generate the certificate and certify the assessment by the assessor/certification body**

After generating the assessor report and submitted the assessment, the certification manager of a certification body is responsible for the final sign off, that mean checking the assessor report and the correctness of data. If everything is alright the certificate can be gen-
enerated by selecting “report type” = “certificate” in Generate Reports. Make sure, that the correct certification date is indicated. Also select the correct type of certificate.

Now both the certificate and assessor report are visible in the project overview.

As the final step hit the button “certify assessment” Certify Assessment. After that the certificate will be published on the certification list and in the certification map.

Figure 36: Certified projects list

Figure 37: Certified projects map overview
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12. Contact Details

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