



BIOBASEDCERT

BIOBASEDCERT Monitoring Tool (BMT)

This manual provides step-by-step guidance for using the web-based version of the BMT, including navigation, input structure, and result interpretation.

USER MANUAL

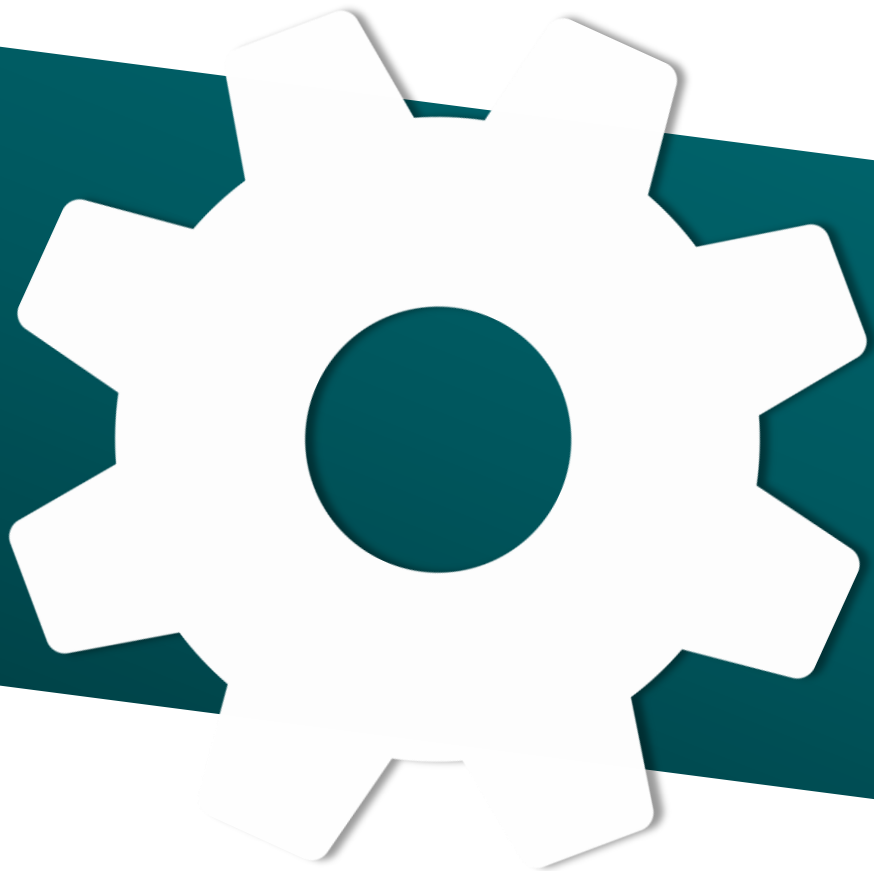


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1 Goals of the BMT

1.1 Purpose

The BIOBASEDCERT Monitoring Tool (BMT) is a comprehensive evidence-based system designed to evaluate the robustness, comprehensiveness, and effectiveness of sustainability certification schemes and labels (CSLs) for industrial biobased systems.

BMT was co-developed by the EU-funded projects STAR4BBS, HARMONITOR, and SUSTCERT4BIOBASED - united under the BIOBASEDCERT Cluster, as part of the Horizon Europe call HORIZON-CL6-2021-ZEROPOLLUTION-01-07. STAR4BBS coordinated the system level, SUSTCERT4BIOBASED coordinated the content-level, and HARMONITOR coordinated the outcome-level.

Each of the parties owns the intellectual property of the respective levels. The full BMT methodology and the Excel version of the tool are available [here](#). STAR4BBS led further development of this web-based version of the BMT as open source, freely available, and user-friendly software.

The BMT supports policymakers, scheme owners, and other stakeholders by enhancing transparency on the performance of CSLs and identifying opportunities for improvement. The tool focuses on individual assessments, providing actionable insights and promoting alignment with EU policy goals and sustainability targets.

1.2 Main targeted audience

While the tool is accessible to all, it is intended primarily for scheme owners and policymakers.

1.2.1 Scheme Owners

By assessing their certification system against the BMT framework, scheme owners can identify their strengths and potential areas for improvement. Results from the self-assessment can be used to devise a practical improvement roadmap for refining criteria and potential inclusion of new requirements. Since the framework reflects EU sustainability goals expectations, it shows how well their scheme aligns with policy targets. Scheme owners can download a summary report on their self-assessment. This can facilitate recognizing and demonstrating progress over time, as well as communicate improvements to their target audiences.

1.2.2 Policymakers

The tool offers a structured view of what CSLs cover in terms of sustainability and governance criteria and how effectively they perform so that policymakers can ground decisions in science-based evidence. By revealing strengths and areas for improvement across different levels of CSLs, the assessment can help pinpoint where policy objectives are well supported by these systems, and where additional safeguards may be needed.

1.3 Result Usage

The BMT is currently offered as a self-assessment tool. All assessment results generated by the tool are private and visible only to the logged-in user. Users retain full control over their data: assessments can be saved, exported, and shared with external stakeholders, if desired. The BMT will never publish identifiable results without the user's explicit permission. Any shared results may be analyzed to support research, monitoring and continuous improvement of the tool.

2 How the Web-based Tool Operates

The web-based BMT is structured into four main steps:

1. Login/Register – secure access and user authentication
2. Define Assessment Scope – choose scope and applicability filters
3. Complete Questionnaire – answer structured indicators
4. Submit & View Results – finalize, review and export results

3 Assessment Workflow

3.1 Login/Register

Login

Email

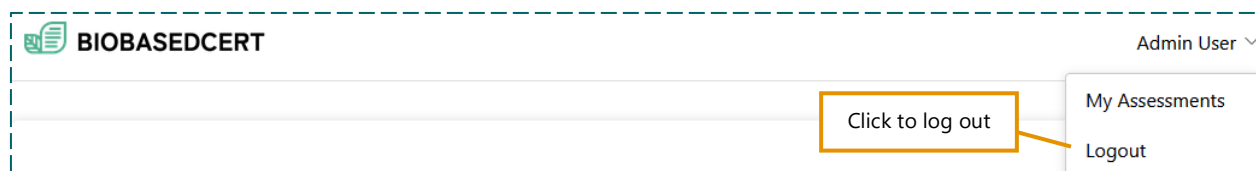
Password

Login

Don't have an account? Register

Click to create an account

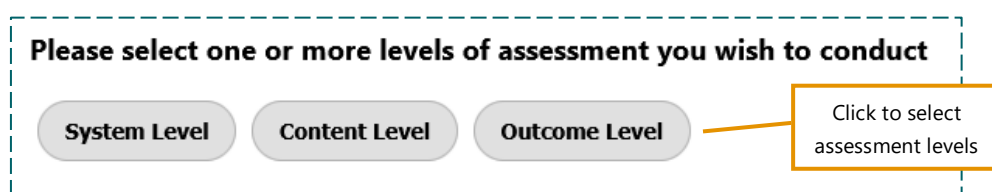
Authentication guarantees that assessments remain private and can be revisited later. It also enables multiple respondents from CSLs to contribute to different sections of the same assessment. To support this functionality, users are required to register using email and password. Returning users can log in with their credentials to continue or review their submission.



You can log out from your account any time, accessible at the top-right corner of the tool under your account name.

3.2 Start

3.2.1 Assessment Levels



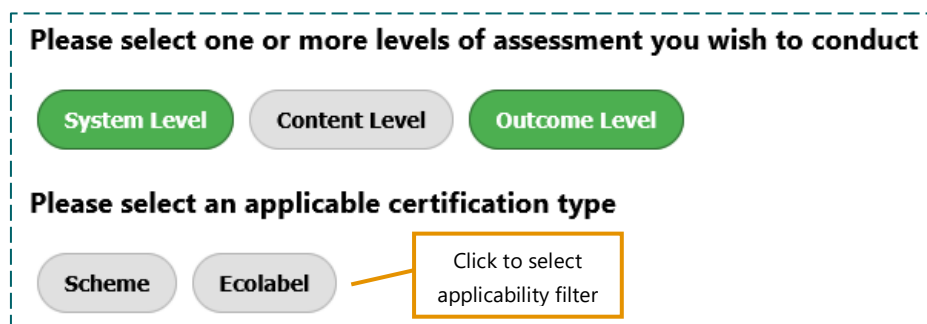
The BMT is structured into three levels - each with a specific focus and set of principles and criteria:

System Level: Focusing on governance structures and operational robustness of the CSLs. Coverage depends on whether the certification is classified as a certification scheme or an ecolabel.

Content Level: Evaluating the sustainability and circularity requirements of the CSL standards for operators seeking certification. Coverage is based on applicable feedstock type(s), value chain actor type(s), sustainability categories and principles, as well as whether it is classified as a certification scheme or label.

Outcome Level: Investigates real-world impacts and performance, focusing on how CSLs demonstrate progress toward sustainability goals. Coverage is based on whether the certification is classified as a scheme or an ecolabel.

3.2.2 Applicability Filters



Applicability filters ensure that only relevant requirements are shown in the questionnaire. For all three levels, you need to select the certification type of either scheme or ecolabel to filter out requirements that are not applicable to your certification system.

Please select one or more levels of assessment you wish to conduct

System Level **Content Level** Outcome Level

Please select all feedstocks that fall within the scope of your standard

Agrarian and forestry residues Crop Forest Waste and residues

Please select all value chain actors that fall within the scope of your standard

Biomass producer **Industrial processor** Final product manufacturer

Please select one or more content level categories you wish to assess

Environment Circularity Social Economic

Please deselect any content level principles you do NOT wish to assess

Environmental Management Climate Change Management Sustainable Land Use Management Protection of Biodiversity Chemical Use Management

Soil Management Air Quality Water Quality and Conservation Energy Use & Efficiency

Click to include feedstock types

Click to include value chain actors

Click to include categories

Click to exclude principles

Additionally, for the content level there are applicability filters based on feedstock types (i.e., agrarian and forestry residues, crops, forest, waste and residues) and value chain actors (i.e., biomass producer, industrial processor, final product manufacturer). This allows the assessment to be conducted with only those requirements applicable for the selected feedstock types and value chain actors. Additionally, based on the scope of the assessed scheme, entire categories and/or principles can be excluded from the assessment if they are out of scope. The assumption should be that all sustainability categories and principles are relevant and should be assessed, unless explicitly justified by the scheme to be outside scope. For the assessment to start, at least one input needs to be selected for each filter.

Once all selections are made click **Start Assessment** to start.

3.3 Input

3.3.1 Questionnaire Navigation

Click to start new assessment

Current level

Current category

Click to submit and view results

New Assessment

System Level

Standard Setting

Submit

< Standards Content **Standard-Setting Process** Standards Consultation Assurance System Conformity Assessment Conformity Assessment Bodies Auditing >


Current principle

7%

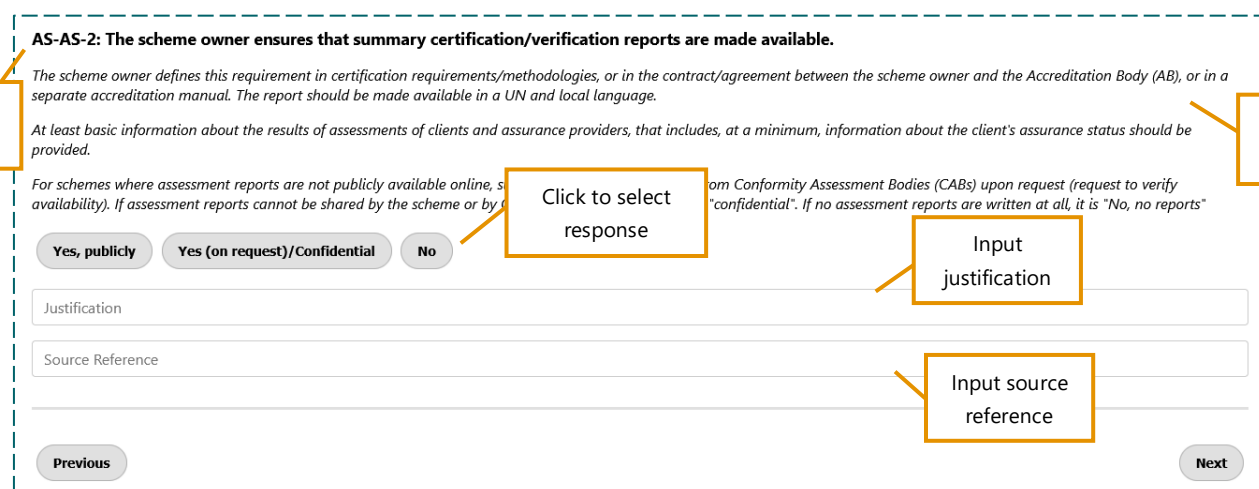
Once you have started an assessment, you will proceed with the questionnaire. At the header of the page, you will always see the navigation with buttons for starting a new assessment and submitting your current one. The header also includes a view of where you currently are in the questionnaire (in terms of level, category and principle). Underneath, you have an overview of all the applicable principles.

The principle currently being edited is highlighted in black and completed principles are colored green. Additionally, you can see your progress completing the questionnaire by looking at the progress bar, which fills up while you progress through the questionnaire.

Each page view inside the questionnaire corresponds to one principle and lists all relevant requirements. For navigating between the pages, you can either click on the principle names in the header, or you can click on the **Previous** or **Next** buttons at the bottom of the page.

As soon as a page is scrolled down, the  will appear at the bottom-right corner. Click this button to scroll back to the very top of the page.

3.3.2 Requirements



AS-AS-2: The scheme owner ensures that summary certification/verification reports are made available.

The scheme owner defines this requirement in certification requirements/methodologies, or in the contract/agreement between the scheme owner and the Accreditation Body (AB), or in a separate accreditation manual. The report should be made available in a UN and local language.

At least basic information about the results of assessments of clients and assurance providers, that includes, at a minimum, information about the client's assurance status should be provided.

For schemes where assessment reports are not publicly available online, s... availability). If assessment reports cannot be shared by the scheme or by c... from Conformity Assessment Bodies (CABs) upon request (request to verify "confidential". If no assessment reports are written at all, it is "No, no reports"

Requirement title (points to the title)

Description and examples (points to the description text)

Click to select response (points to the response buttons)


Input justification (points to the justification input field)

Input source reference (points to the source reference input field)

Buttons: **Yes, publicly**, **Yes (on request)/Confidential**, **No**, **Previous**, **Next**


Each requirement includes a title and description/examples. Select from the predefined buttons to respond, provide justification in the input field to explain your reasoning (by including relevant evidence from e.g., scheme standard documents or the scheme's website) and provide a source reference for supporting evidence (e.g., to the standard documents used in providing justification).

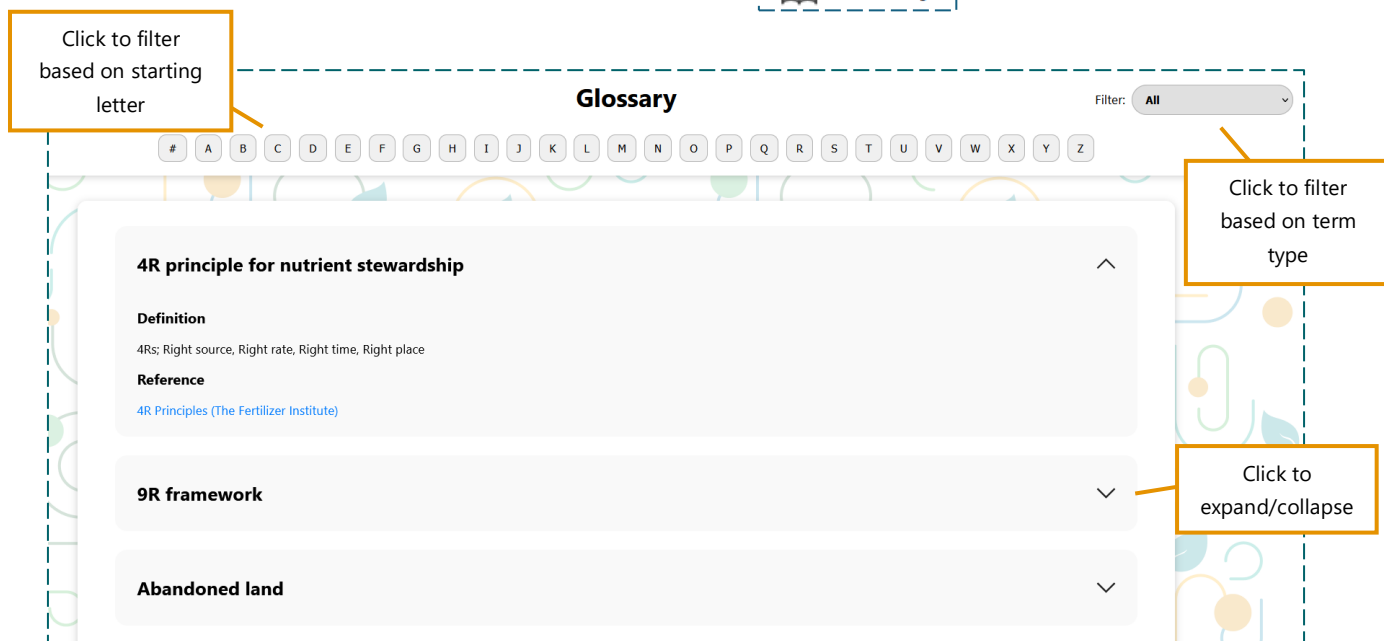
To be able to start the content level assessment, a minimum backstop requirement must be covered by the scheme. This requirement concerns the scheme's or label's compliance with applicable laws, regulations, and agreements. If this is not adhered to, the assessment of the content level is suspended, and you return to the landing page.

Additionally, for each content level requirement, you can find additional information by hovering over the  icon. The textbox that opens shows the applicability of the specific requirement, as well as its requirement level (i.e., mandatory, basic or advanced). Mandatory requirements are expected to be covered currently by schemes. These are linked to legislation, sustainability protocols and conventions. Basic requirements provide more prescriptive details on the sustainability criteria. Advanced-level requirements are aspirational requirements defined to drive continuous improvement.


Requirement level: Basic
Applicable feedstocks: Agrarian and forestry residues, Crop, Forest, Waste and residues
Applicable value chain actors: Biomass producer, Industrial processor, Final product manufacturer

3.3.3 Glossary


In case there are terms that require further understanding or if the description of a requirement explicitly mentions it, definitions are available in the glossary. Click on  **Glossary** to navigate to the glossary.



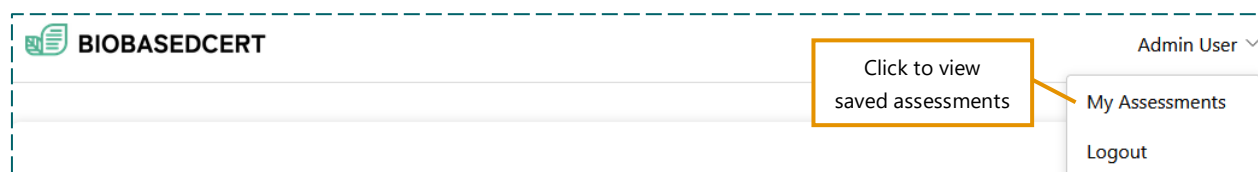
The glossary page lists many terms that could aid with completing the questionnaire. Each term is inside an expandable/collapsible box and provides a definition and a clickable URL reference. To narrow down a specific term you can filter terms based on the starting letter or the term type.

The glossary page is accessible at any point in the tool, and you can always navigate to the previous page by clicking  without losing your results.

3.3.4 Save/Resume

If you are not finished yet and wish to continue your assessment later, you can always save your progress by clicking  **Save**. All responses and field inputs are stored securely.

Note that if you close the current assessment without saving it, all progress will be lost.



To resume your saved assessments, head to the top-right corner of the tool under your account name.

My Assessments					
ID	Scheme / Label	Assessment Type	Started At	Status	Actions
#201	Scheme 2	BiobasedCert 2025	19/08/2025, 17:18:29	Draft	Resume Delete
#200	Label 1	BiobasedCert 2025	19/08/2025, 17:17:51	Draft	Resume Delete
#198	Scheme 1	BiobasedCert 2025	19/08/2025, 17:17:29	Draft	Resume Delete

In your assessments page an overview is provided of all previously saved and submitted assessments. You can either resume/delete saved assessments or edit submitted assessments. Once you click “Resume”, you will automatically be redirected to the questionnaire of that assessment.

3.4 Submit

Once you have fully completed the questionnaire, you can submit to see your results by clicking [Submit](#)

For each level, results are rendered in the form of charts and tables. All charts are interactive with tooltips when hovering over them. The visualizations differ per level, as illustrated in the following sections.

3.4.1 System Level Results

For the system level, the results are depicted in the shape of a spider diagram (see Figure 1).

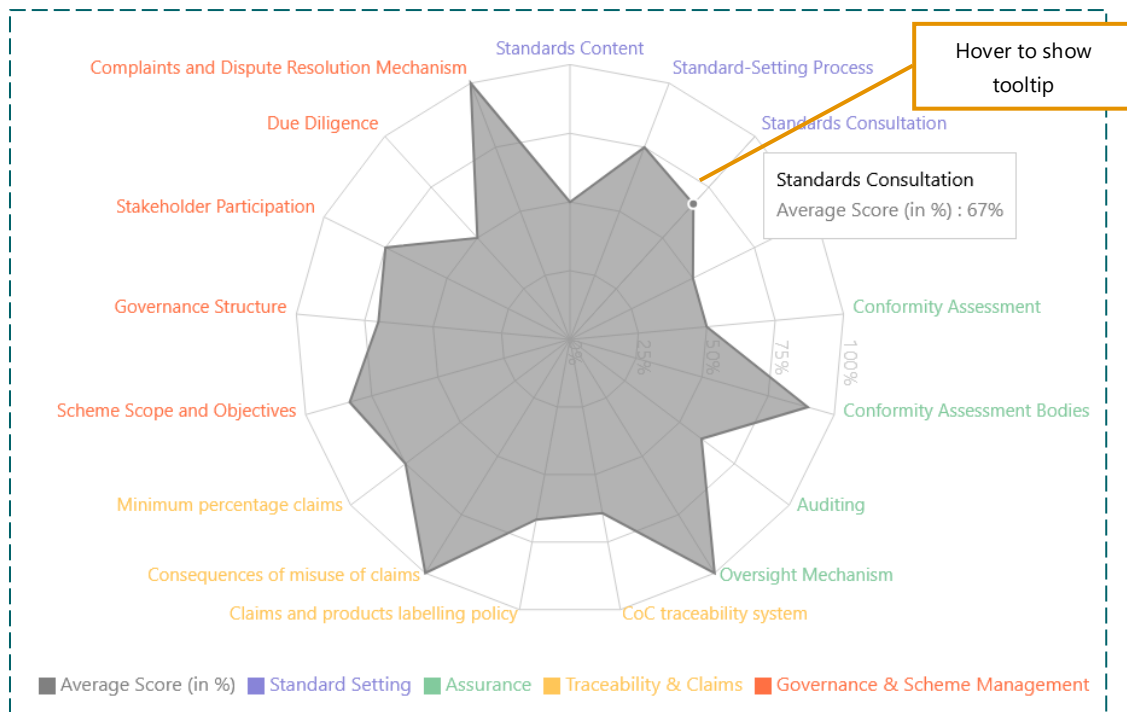


Figure 1 - System level results visualization

3.4.2 Content Level Results

For the content level, an example of the visualized results is included below. First, the aggregated results per category are shown (i.e., the fraction of applicable requirements covered). These are presented both in tabular format and as pie charts (see Figure 2). Afterwards, a higher level of detail is provided by zooming in on the results per principle within each category. These are included again in tabular format and as bar charts (see Figure 3). Note that the requirements considered non-applicable for the assessment are labelled as "N/A".

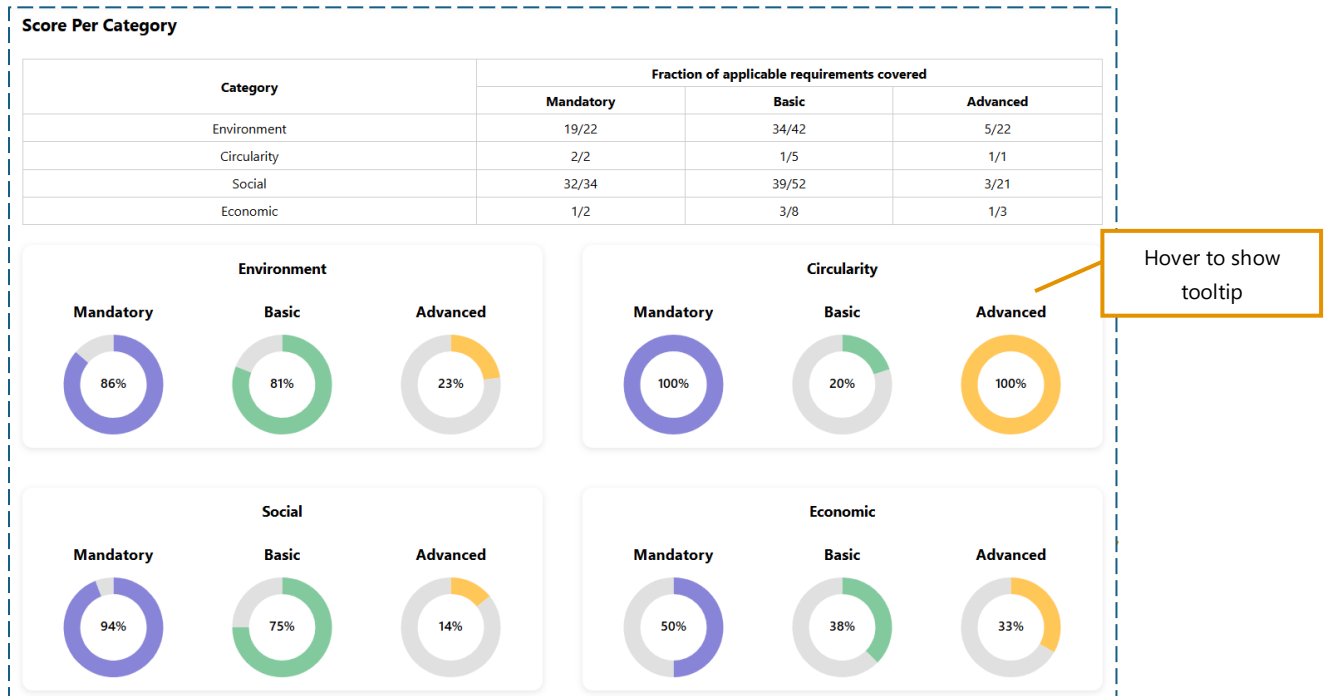


Figure 2 - Content level results visualization at the category level

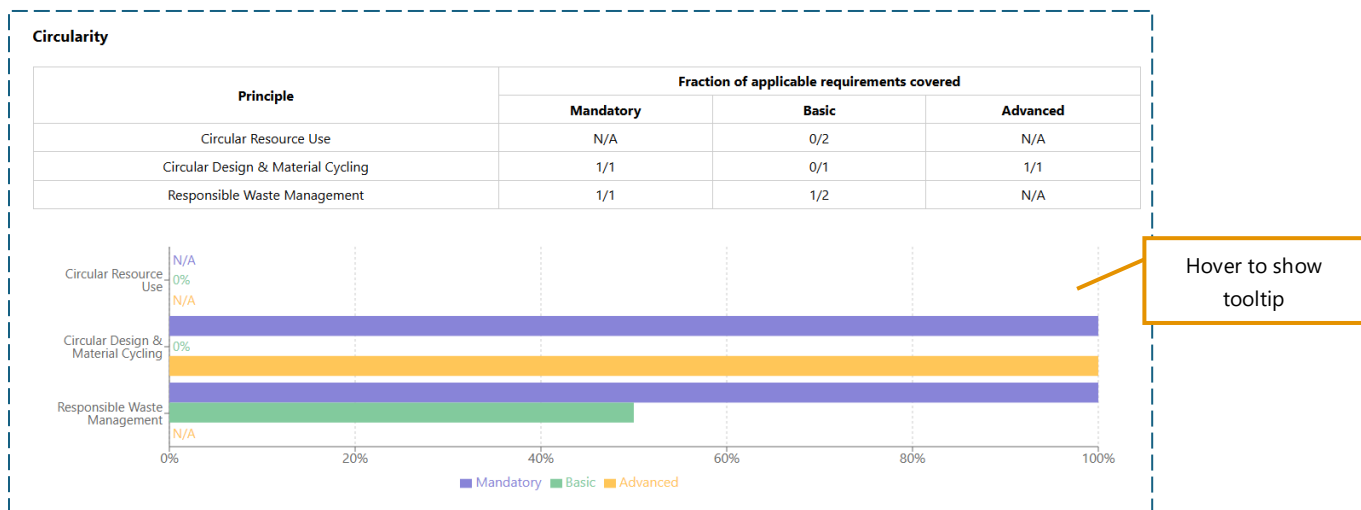


Figure 3 - Content level results visualization at the principle level

3.4.3 Outcome Level Results

For the outcome level, results are presented as a horizontal stacked bar chart with one bar per criterion (see Figure 4). Within each bar, segments indicate the proportion of requirements that are fully met (dark blue), (blue), missing (light blue), or not applicable (grey). Requirements that are fully met show where the CSL performs well, while those that are partly met or missing highlight areas where improvements are needed.

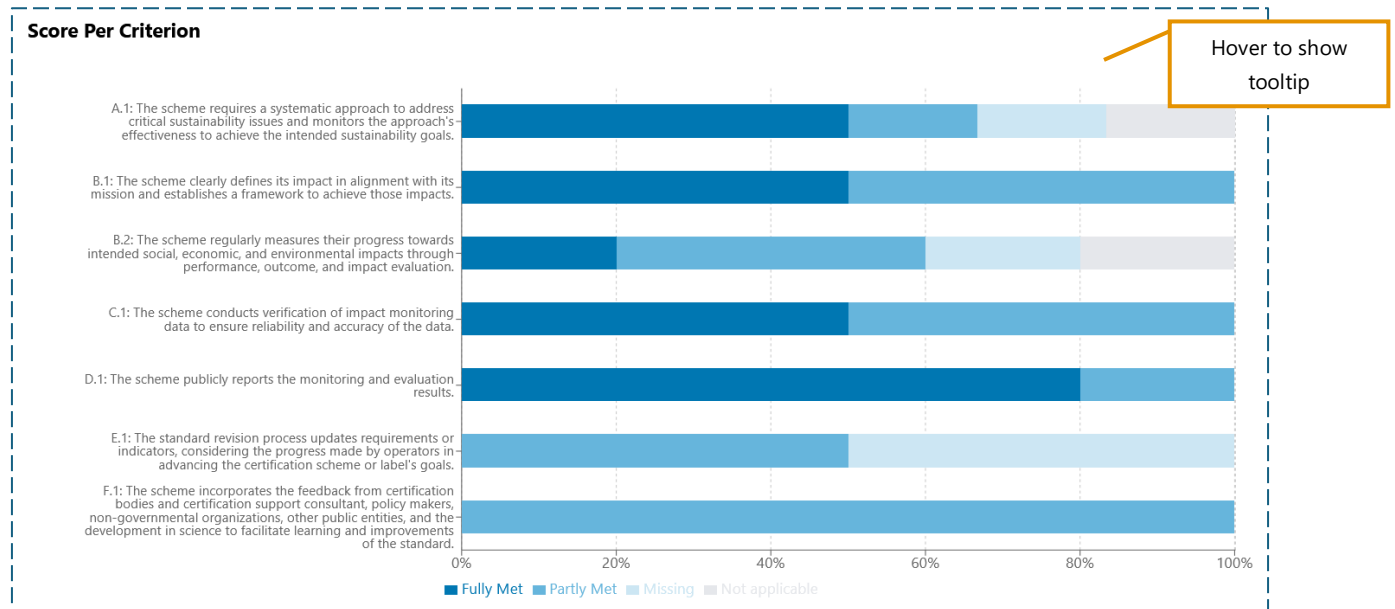
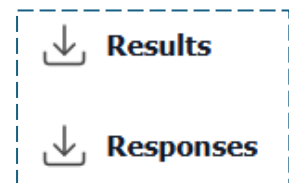


Figure 4 - Outcome level results visualization

You also have the option to export your results as a PDF file or the questionnaire as a CSV file.



Once you are done, you can always start a new assessment by clicking

[Start New Assessment](#)

4 Data Management and Privacy

The BIOBASEDCERT Monitoring Tool (BMT) fully complies with the principles of the General Data Protection Regulation (GDPR). All personal data provided during registration and use of the tool are processed lawfully, fairly, and transparently, and are strictly limited to what is necessary for enabling secure access, saving assessments, and generating results. Assessment data remains private and under the full control of the user.

No results are made publicly available or linked to identifiable information. Data are stored on secure servers with restricted access and encrypted connections to safeguard confidentiality and integrity. In line with the project's [Privacy Policy](#) and the STAR4BBS Data Management Plan (D8.4)¹, users may export or delete their assessments at any time, and requests related to data protection and user rights can be addressed to the system administrator. These measures ensure transparent, responsible, and secure data handling throughout the use of the BMT.

¹ The deliverable D8.4 will be available at the following link (once it is approved by the European Commission): <https://zenodo.org/communities/star4bbs/records?q=&l=list&p=1&s=10&sort=newest>



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