

## Guide to Minergie foreign certifications

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### 1. Introduction

The present guide for the foreign certification of Minergie/Minergie-P/Minergie-A building standards is based on the "Product Regulations for Minergie/-P/-A Building Standards". The aim of the document is to explain the framework conditions and contact persons for the certification of foreign projects.

### 2. Scope of application

The following guidelines apply to all buildings whose location is not within the national borders of Switzerland or the Principality of Liechtenstein.

### 3. Competence

Stefanie Steiner, Project Manager Minergie International, is responsible for the coordination of foreign certifications: Stefanie Steiner, Minergie Schweiz, Geschäftsstelle Basel, [stefanie.steiner@minergie.ch](mailto:stefanie.steiner@minergie.ch), + 41 76 603 59 59.

Certification is regulated according to the language in which the application is submitted:

Language	Responsible institution / Person
<b>German, English and other languages</b>	Minergie Schweiz, Geschäftsstelle Basel Robert Minovsky <a href="mailto:robert.minovsky@minergie.ch">robert.minovsky@minergie.ch</a> +41 61 205 25 56
<b>French</b>	Minergie Schweiz, Agence Suisse romande Michel Wyss <a href="mailto:michel.wyss@minergie.ch">michel.wyss@minergie.ch</a> +41 27 205 70 13
<b>Italian</b>	Minergie Schweiz, Agenzia Svizzera italiana Milton Generelli <a href="mailto:milton.generelli@minergie.ch">milton.generelli@minergie.ch</a> +41 91 290 88 14

Before a project is submitted, the certification body should be contacted to discuss the correct procedure.

## 4. Fees

The fees for the certification are calculated based on the product regulations valid at the time of submission and depending on the additional effort as a property-specific offer. The maximum fee is twice the regular fee listed in the product regulations.

## 5. Spot check

For certifications in areas close to the border (up to approx. 100 km from the location of the responsible certification body), a random inspection is usually carried out.

In the case of buildings located more than approx. 100 km away from the location of the responsible certification body, a random inspection can be carried out at the request of the applicant. In this case, the costs for the random sample are borne by the applicant.

## 6. Registration of MOP and list of buildings

All foreign certifications are recorded on the Minergie online platform (MOP). This can be done either directly by the applicant or by the responsible certification body. In the case of properties that do not fill out a proof form for application submission due to climatic conditions, the certification body must contact MOP Support ([support@minergie.ch](mailto:support@minergie.ch)).

At the time of provisional or final certification, the certification body will inform MOP Support so that they can enter the property on the building list or update the data. Any images that are to appear on the building list must be uploaded to the MOP by the certification body or applicant.