

SPD Project guide

Prepare a product file. Complete a controlled review. Receive a technical report.

This guide explains each step in an SPD project. It shows the information you prepare, the forms you complete and the controls that apply before a report or certificate can be issued.

Introduction

A controlled route from evidence to a trusted technical record.

Metrilize is developed by United Metric Association. The SPD route helps teams prepare product information, connect source evidence and complete a controlled review. It is designed to make the work understandable, traceable and suitable for a defined professional project.

Read this guide before you prepare data.

The guide shows the usual forms and information groups. It does not replace the agreed project scope, method, product category rule or reviewer instruction.

Each project has its own requirements.

Some fields are active only when they are relevant to the product, declared boundary, product category rule, data period and agreed project route. For this reason, not every field or evidence request is mandatory or the same for every project. The project team confirms the final data request after onboarding.

Developed by

United Metric Association

Developer and governance partner of the Metrilize platform.

Technical governance

Metrilize technical committee

Responsible for controlled methods, review routes and change controls.

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Use the contents as a working checklist.

Read the relevant form page before you collect data. Ask the project contact when a request does not match the product, site or declared boundary.

How the forms work

The full data request depends on the project.

This map gives a transparent view of the main SPD forms. It does not mean that every row applies to every product. The project definition decides which information is required, optional, not applicable or subject to a different evidence route.

Form	Typical information	When it applies
SPD-F04	Product identity, declared unit, technical performance and family coverage.	Required for every product route.
SPD-F05	Bill of materials, supplier context, composition and supporting specifications.	Required where materials form part of the declared product.
SPD-F06	Electricity, fuel, water, production, waste, co-products and allocation.	Depends on the named site and agreed boundary.
SPD-F07	Packaging, inbound and outbound transport, lifecycle scenario information.	Only for stages and data items inside the agreed scope.
SPD-F08	Selected environmental, social, supplier and governance evidence.	Selected only where relevant and boundary-labelled.
SPD-F09	Evidence ID, owner, revision, confidentiality, gaps and review status.	Required for every controlled evidence set.

Do not treat a blank field as a missing answer.

A field can be not applicable because of the product, scope or method. The project file records the reason. A field becomes a gap only when it is relevant and the required evidence is missing.

Detailed data request

LCA needs more than a short product description.

The LCA data request can include many records from the company and its supply chain. The project team activates the needed fields after it confirms the product, declared unit, boundary, product category rule and method.

Product and performance**Technical identity and function.**

Product code, formulation or composition, declared unit, density, performance standard, product version and family rationale where used.

Materials and suppliers**Composition and source context.**

Mass per declared unit, supplier specification, origin, recycled or renewable content, transport and evidence for each material where required.

Manufacturing operations**Site-level production records.**

Production volume, electricity, fuel, heat, water, process emissions, waste, co-products, allocation and data period.

Lifecycle information**Stages inside the boundary.**

Packaging, transport mode and distance, installation, use or end-of-life scenarios only when the project boundary includes them.

Method and quality**How the data can be used.**

Data source, document version, geography, time period, representativeness, uncertainty, assumptions and limitations.

Factors and calculations**Controlled technical sources.**

Approved factor source, factor version, allocation rule and calculation manifest. These are selected by the controlled method route.

The project team will issue the final request list.

This guide helps you prepare. It does not ask you to guess the method or select your own factors. The agreed project scope tells you which source records must be submitted.

Before you begin

What the SPD service does.

SPD is a controlled project service for a defined product and production site. It brings together the evidence, method, calculation, independent review and technical report. It does not produce an automatic certificate or a general marketing claim.

Your responsibility

Provide accurate product and site evidence.

You nominate owners for product, production, procurement and technical data. You explain any gap, assumption or unusual value.

Our responsibility

Set and control the project route.

United Metric confirms the scope, controls the method and assigns the review and programme decision route.

Main output

A defined technical report.

The report identifies the product, declared unit, boundary, data period, result, method, evidence quality and limitations.

Certificate route

Requires a separate decision.

A certificate can be considered only after the review is complete and a programme decision permits an issue.

Use this guide with your project contact.

The examples are illustrative. Your project team confirms the required fields, evidence and dates for the actual product and site.

1

Plan the work

Assign one owner for each source of data.

Product, production, procurement and energy records often have different owners. Name each owner before collection starts.

2

Protect the evidence

Keep source documents and decisions in the controlled file.

Do not rely on copied values without a source record, period and responsible person.

3

Read the limits

Use a result only within its defined scope.

A result for one product, site or boundary does not automatically cover another product or project.

Step 1

Request a controlled project.

Start with one clear request. State the product, site and business need. This allows the project team to decide whether an SPD route is suitable and what information must be prepared first.

Project enquiry

Example form

Organisation

Example: Alpine Concrete GmbH

Project owner

Example: Maya Keller, technical manager

Product or family

Example: Ready-mix concrete C30/37

Production site

Example: Vienna batching plant

Purpose of the request

Example: Prepare a controlled technical report for a client tender. The report must cover one product and one named site.

1 Send the request

Name the applicant, product, site and intended use.

Do not send confidential evidence through the public form. The form starts the scope discussion only.

2 Confirm the route

Agree the scope, responsibilities, data path and expected output.

The project starts only after the responsible parties agree the controlled project arrangement.

Step 2

Define the product and project boundary.

The first workspace form fixes the identity of the work. A clear product identity, declared unit, site and boundary prevent data from different products or periods being mixed together.

SPD-F04 · Product technical data

[Example form](#)

Product code and version

Example: C30/37 XC4 · Mix revision 6

Declared unit

Example: 1 m³ of ready-mix concrete

Named production site

Example: Vienna batching plant

Data period

Example: 1 January to 31 December 2025

Proposed boundary and product description

Example: A1-A3 boundary. Product covers production of the defined concrete mix at the named site.

Prepare these records before onboarding.

Provide the current technical data sheet, product specification, product code, declared unit, production-site identity and any applicable product category rule or standard.

Product family

Explain the coverage.

If one declaration covers several variants, show why their composition, process and performance are comparable.

Data period

Use a stated period.

Use records from the declared time period. Explain if a current document supports a historical value.

Step 3

Record materials and supplier context.

The bill of materials shows what is in the declared unit. Each material needs a quantity, unit, source and product relation. The project team checks that the record matches the agreed product version.

SPD-F05 · Raw materials and supply chain

Example form

Material	Quantity per declared unit	Supplier or source	Evidence reference
Portland cement	320 kg / m ³	Named supplier	Supplier specification v4
Coarse aggregate	1,040 kg / m ³	Named quarry	Delivery record 2025
Admixture	4.2 kg / m ³	Named supplier	Technical data sheet

What to prepare.

Provide the controlled bill of materials or recipe, supplier specifications, recycled or renewable content evidence where relevant, and an explanation if a material is represented by a family or average value.

Step 4

Record site operations and energy.

The operational form records the data that is attributable to the named manufacturing site. The evidence must state the period, measurement source and allocation basis used for the declared product.

SPD-F06 · Process and operational data

[Example form](#)

Electricity use

Example: 8.4 kWh / m³

Source record

Example: Meter log and allocation sheet

Fuel or on-site heat

Example: 0.9 MJ / m³

Data period

Example: Calendar year 2025

Allocation method and note

Example: Site electricity allocated by production volume. Method and monthly output record attached.

✓ Metered electricity records

✓ Fuel, heat and water records

✓ Production volume for the same period

✓ Allocation method and owner

✓ Waste and co-product records

✓ Source documents and file versions

Step 5

Record packaging and transport where required.

The project team confirms which logistics and lifecycle information applies to the agreed scope. A generic transport value is not treated as a fact unless its assumption and limitation are visible in the project file.

SPD-F07 · Packaging, transport and lifecycle data

[Example form](#)

Data item	Example value	Source	Project note
Inbound transport	Road, 64 km	Supplier logistics record	State route and reporting period.
Packaging	Not applicable	Product delivery method	Explain why no packaging is included.
End-of-life scenario	Not included in A1–A3	Agreed project scope	Do not imply a verified outcome.

Keep the boundary visible.

The report states the agreed boundary. If the scope is A1–A3, it does not make a claim about later transport, installation, use or end-of-life stages.

Step 6

Add selected ESG evidence with its boundary.

Selected ESG records can support a controlled disclosure. They are not an ESG score or rating. Each record must state whether it relates to the product, site, supplier or organisation.

SPD-F08 • Selected ESG evidence

[Example form](#)

Evidence topic

Example: Water and washout control

Boundary

Example: Named production site

Record period

Example: January to December 2025

Accountable owner

Example: Site environmental manager

Source and permitted statement

Example: Controlled washout record supports a site-process disclosure only. It does not demonstrate lower water impact.

Use clear labels.

Do not present site evidence as product evidence. Do not present supplier evidence as an organisation-wide performance claim. The project team records the boundary on every selected disclosure.

Step 7

Register evidence before calculation.

The evidence register is the official list of the records used in the controlled file. It identifies the document, source, owner, version, confidentiality status and review state. A known gap remains visible until it is resolved.

SPD-F09 · Evidence register and control

[Example form](#)

Evidence ID	Record	Owner	Status
E-014	Electricity meter record	Site operations	Linked
E-021	Product recipe revision 6	Product manager	Linked
G-003	Supplier transport distance	Procurement	Open action

Freeze the input set.

When the required evidence is complete, the project team freezes the input set. Later changes must be recorded. The calculation must not use an unregistered or uncertain file.

Step 8

Run a controlled and reproducible calculation.

The calculation starts only after the evidence set is frozen. It uses the approved method, boundary, factor source and allocation rules. The calculation manifest records the route that produced the result.

The calculation manifest records the method.

It links the product, site, declared unit, evidence set, factor version, boundary, allocation approach, calculation date and output status. This allows an independent reviewer to inspect the result.

- 1** **Eligibility check**
Check units, periods, scope and evidence status.
The project team resolves unclear data, missing sources and unsupported assumptions before the calculation can proceed.
- 2** **Calculation control**
Apply the approved method and factor sources.
The project record keeps the factor version and calculation assumptions visible.
- 3** **Output status**
Send the controlled output to independent review.
A result is not yet an external claim, report or certificate.

Step 9

Complete the independent review.

An assigned independent reviewer checks the product definition, evidence, calculation route and report draft. The reviewer declares any conflict and records findings that must be answered before the project can proceed.

Review finding

Example form

Finding

Transport distance has no source record.

Status

Open action

Responsible owner

Procurement manager

Target date

18 October 2026

Required response

Provide the controlled supplier logistics record. State the route, distance and reporting period.

Do not bypass an open finding.

The reviewer decides whether the response closes the finding. A commercial deadline does not replace the review process.

Step 10

Receive the report and understand the certificate route.

After review, the technical report brings together the controlled results and limitations. The Programme Decision Authority then considers whether an issued record is allowed under the agreed programme rules.

The technical report includes**Scope, method and result.**

It identifies the product, site, declared unit, boundary, data period, factor source, result, quality, assumptions and limitations.

The decision considers**The controlled project file.**

It considers the completed review and technical record. It does not replace the independent reviewer.

If an issue is allowed**Record version and status.**

An issued record has controlled status, version and validity information. Registry or QR controls follow the applicable route.

If an issue is not allowed**Correct, pause or close.**

The project may need more evidence, a corrected method route or further review before a later decision can be considered.

A certificate is never automatic.

Certificate artwork is a separate controlled template. It is not a substitute for the technical report, independent review or programme decision.



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