

*Criteria sets 1-3 are applied to assess all companies
Evidence requirements are listed below each criterion*

1. MANAGEMENT AND DEVELOPMENT

Objectives

- 1.1K The company has defined its moisture management policy as well as its long-term (3–5 years) goals in this respect.**
Moisture management policy and proof of the management's commitment to the policy.
- 1.2K The company has defined and communicated its annual moisture management objectives complete with indicators.**
Established objectives as part of the action plan; memorandum adopted by the meeting of the board/executive management, or other similar documentation.

Implementation

- 1.3K Moisture management has been organised by defining company, industry and project-specific roles, responsibilities, powers, deputisation arrangements and resource management processes.**
Job-specific roles, responsibilities, powers and deputisation have been defined with due regard to potential changes. The company has in place a procedure for allocating resources to moisture management.
- 1.4K The company's ERP system and the documents guiding the company activities give due consideration to moisture management over the service life of buildings.**
Annually audited operating instructions and model documents (e.g. operating/quality manual, other descriptions and instructions including revision and auditing information as well as version numbering).
- 1.5K Internal and external communications are up to appropriate standards.**
Internal and external communications regarding moisture management, e.g. meeting practices; marketing and crisis communications; employer image; use of social media.

Follow-up and development

- 1.6K The company regularly assesses moisture management performance with regard to appropriate guidelines (internal audit) and initiates development actions in response to the findings.**
Internal audit reports complete with proposals for improvements. A plan for internal audits covering at least the following three years (at least one project audit per year, and an audit of all processes at least once every three years).
- 1.7K The company regularly conducts surveys exploring the expectations and level of satisfaction with moisture management among its customers and other key stakeholders.**
Company memoranda; feedback reports; measurement results and summaries; as well as non-conformance reports. Stakeholders may also include users, subcontractors, other project partners, the authorities and in-house personnel.
- 1.8K The management carries out regular assessments of the company's moisture management performance, decides on the necessary development measures and monitors their impact.**
Procedure for and minutes of management reviews. Evidence of the completion of annual management reviews must be provided. As a minimum, the management review should address the status of development measures initiated in response to previous management reviews; the attainment of moisture management objectives; the adequacy of resources; the findings of internal audits and wrap-up meetings; customer feedback and potential complaints; job satisfaction; feedback from other stakeholders; and the agreed-upon development measures. Assessment of the up-to-dateness of the moisture management policy.

2. RESOURCES

- 2.1K The company ensures that the personnel possess the necessary moisture management expertise and qualifications and are aware of the requirements imposed by their duties and the company's moisture management policy as defined in its ERP system. Steps are taken to respond to the moisture management needs and wishes of the personnel.**
E.g. relevant work experience; personal qualification and training records; CVs; induction materials and forms. Training plan, on-the-job learning, performance appraisal discussions, 'eKosteus' moisture management training.

2.2K	
2.3K	The company sees to it that the personnel are aware of the current regulations and other moisture management-related material relevant to their duties. Up-to-date information on the most relevant regulations, guidelines, standards and other reference material (e.g. as part of the ERP system and model documents or in the form of lists).
2.4K	The company has in place an efficient information management procedure for moisture management. Storage and backup system, data security and archiving, e.g. 'Kuivaketju10' (Dry Chain10) guidelines and user management. Any comments are saved in shared files.
2.5K	The company ensures that it has at its disposal the necessary tools and equipment to support moisture management (machinery, drying equipment, measuring instruments, software, etc.). E.g. equipment list; calibration certificates; software catalogue; annual/seasonal contracts.

3. TENDERING, CONTRACT AND PROCUREMENT OPERATIONS

3.1K	The importance of moisture management has been taken into account in customer relationship management. Procedures and responsibilities for customer contacting and marketing.
3.2K	Due consideration is given to the company's moisture management policy in the tendering process. Procedures (responsibilities, powers and tender content).
3.3K	The requirements and opportunities associated with moisture management are duly recognised. Steps are taken to ensure the availability of the in-house resources and competence and those of the partners required for moisture management. Consultations and studies at the tendering stage; appropriate records of the requirements imposed by the task; and risk assessment (e.g. tender memorandum) A table or similar listing the resources.
3.4K	The company takes the moisture management policy into account when concluding a written agreement on the assignment and its terms and conditions. Procedures (responsibilities, powers and applicable terms of contracts, including the terms for additional work and alterations). Potential use of 'Kuivaketju10' procedures is specified in the contracts.
3.5K	The company has determined how subcontracting and materials procurement will be carried out, taking into account the company's own moisture management policy and the life cycle of buildings. Contractual procedures and conditions, assessment of the suitability of construction products (e.g. drying rate, long-term durability, fault resistance). Feedback is collected, documented and utilised.

The R4 criteria presented below are applied to the assessment of construction management companies' project activities. The criteria applicable to the project activities of construction and installation (U4) and construction design companies (S4) are presented under the corresponding sections U4 and S4, respectively.

R4 CONSTRUCTION MANAGEMENT PROJECTS

Project preparation

R4.1K	The project organisation defines the project objectives and plans the implementation of the project, taking into account the client's and the company's own moisture management policy and objectives. Moisture management report, including general project information; requirements for moisture management at various project stages; measures and procedures to verify moisture management requirements; and the human resources allocated for moisture management. Other potential documents.
Management and steering of design (also in in planning and execution / turnkey projects)	
R4.2K	The project organisation gives due consideration to the moisture management requirements when procuring the design services. Management of design input data (e.g. preliminary studies and plans) and definition of design objectives. Inclusion of moisture management in the design programme and calls for tenders with due regard to life-cycle considerations. The qualifications required of designers and experts are specified in the calls for tenders and contracts. Potential use of 'Kuivaketju10' procedures is specified in the contracts.
R4.3K	The project organisation oversees the design process and completes preparations for the approval of the plans. Design and planning meetings. Potential plan review by a third party or physical building analysis.
R4.4K	Progress made in attaining the moisture management objectives in the design process is assessed. Information accumulated during the project is used for continual improvement. Final settlement of the planning and design project for the client; external and internal project feedback; and proposals for further development.

Management and steering of execution

R4.5K	The project organisation prepares and procures the project services with due regard to moisture management objectives. Moisture management requirements and objectives are taken into account in the preparation of the investment decision, the needs analysis and/or project plan, in the selection of the method of procurement, the building programme, planning permission application, as well as in the comparison of tenders and drafting of contracts, Finnish Association of Civil Engineers RIL 250 pp. 61-63. Potential use of 'Kuivaketju10' procedures is specified in the contracts.
R4.6K	The project organisation oversees construction with due regard to the moisture management objectives. Instructions are provided for moisture management during operation and maintenance Review and approval of the moisture management plan prepared by the contractor, RIL 250 pp. 161-174. Minutes evidencing the provision of induction to the site organisation regarding plans and recognition of moisture management risks. Selection or approval of the party performing moisture measurements, RIL 250 pp. 68-69. Site meetings, potential contractor meetings; compliance with the moisture management plan; evaluation of the optional solutions suggested by the contractor. Minutes of the handover inspection; service manual; recognition of moisture management in the operational and maintenance responsibilities matrix; documentation of user training; RIL 250, pp. 180-181.
R4.7K	Progress in attaining the moisture management objectives in the project is assessed. Information and experiences accumulated during and after the project are used for continual improvement Final settlement of the project for the client; external and internal project feedback; and proposals for further development. Assessment of the attainment of moisture management objectives and the health of the finished building. RIL 250 p. 69, pp. 180-181.

Site supervision

R4.8K	A moisture management coordinator reviews the site's moisture management and measurement plans based on the moisture management report. Sign-off by the moisture management coordinator of the review of the moisture management plan and the moisture measurement plan.
R4.9K	The moisture management coordinator oversees and advises the project personnel based on the moisture management plan. Entries in site records; non-conformance reports by quality assurance; evaluation of optional solutions suggested by the contractor; monitoring of quality assurance performance. RIL 250 pp. 68-69. Potential use of 'Kuivaketju10' risk list and monitoring of verification procedures.
R4.10K	Progress in attaining the moisture management objectives in the project is assessed. Information accumulated during the project is used for continual improvement. Final report by the moisture management coordinator. Assessment of the attainment of moisture management objectives and the health of the finished building. External and internal feedback and proposals for further development.

The S4 criteria presented below are applied to the assessment of construction design companies' project activities. The criteria applicable to the project activities of construction and installation (U4) and construction management companies (R4) are presented under the corresponding sections U4 and R4, respectively.

S4 PLANNING AND DESIGN PROJECTS

Preparation

S4.1K	The project organisation defines the project objectives and plans the implementation of the project, taking into account the client's and the company's own moisture management objectives. Assessment of the risks and opportunities associated with moisture management, risk management plans and any extraordinary ways of working. Project plan, definition of terms of reference as set out in the tender depending on project type and degree of complexity involved (incl. timetable; budget; project organisation; chief designer as appropriate; roles and responsibilities; information sharing; criteria applied to subcontracting and approval of plans). Potential use of 'Kuivaketju10' procedures.
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Execution

S4.2K	The project is managed in a way that ensures the attainment of the moisture management objectives. Documentation evidencing the recognition of moisture management objectives at the design & planning meetings and reviews and in the verification of the design solutions, guidelines and compliance with the objectives set out in the moisture management report, RIL 250, Chapter 4. Potential areas of interest include the estimation of drying times; identification of moisture engineering details requiring work samples; joint details to ensure airtightness: definition of quality assurance procedures. Due consideration is to be given to moisture management in connection with additional work and alterations.
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S4.3K	
S4.4K	
S4.5K	The project organisation ensures that the prepared design documentation is in conformance with the moisture management requirements and objectives. Handover-to-self and cross-checking procedures. Designer participation in planning and site meetings as well as work sample reviews. Potential plan review by a third party or physical building analysis.
S4.6K	

Completion and continuous improvement

S4.7K	The design documentation is finalised with due regard to the building life cycle; to be delivered to the client and archived. Project feedback on the attainment of the moisture management objectives is invited from the client and other stakeholders. Final reviews, service manual, operator training, RIL 250 pp. 179-182. Documentation of project feedback, archiving procedures. Potential use of 'Kuivaketju10' procedures and utilisation of the in-service risk list.
S4.8K	Progress in attaining the moisture management objectives in the project is assessed. Information accumulated during the project is used for continual improvement. The internal project wrap-up meeting assesses successes and areas where improvements are called for; the materialisation of risks and opportunities associated with moisture management; customer satisfaction, anomalies, and complaints.

The U4 criteria presented below are applied to the assessment of construction and installation companies' project activities. The criteria applicable to the project activities of construction design (S4) and construction management companies (R4) are presented under the corresponding sections S4 and R4, respectively.

U4 CONSTRUCTION AND INSTALLATION PROJECTS

Preparation

U4.1K	Moisture management objectives have been set for the project with due regard to the moisture management report prepared by the client and the company's moisture management objectives. The risks and opportunities associated with moisture management are duly managed. Site moisture management plan, overall timetable, budget and communication with due regard to the special features of the project. The risks and opportunities associated with moisture management have been recognised, measures to control the same duly planned and agreement made on monitoring performance during construction. The 'Kuivaketju10' risk list is customised to the project. Scheduling is carried out with due regard to the time required for preparing a moisture management plan, weather protection and the calculated drying times of the structures. Ministry of the Environment Decree on Construction Plans and Reports (216/2015), section 15.
U4.2K	The project resources for moisture management and criteria for commencement have been specified. The site moisture management plan must designate a moisture management supervisor and a moisture management coordinator, unless an external coordinator has been appointed by the client or developer. The moisture management skills, qualifications and role of subcontractors and materials suppliers are known and duly managed. Plans are in place to provide the equipment and transport required for moisture management. Ministry of the Environment Decree on Construction Plans and Reports (216/2015), section 15. Internal and external communications is adequate in view of the moisture management needs (key stakeholders, meeting procedures, monitoring reports). Access to the 'Kuivaketju10' system.
U4.3K	Plans are in place for quality control and assurance with regard to technical moisture management. Inclusion of the quality assurance measures related to moisture management (e.g. moisture measurements, thermal imaging, tightness measurements, site tours) in the moisture management plan. Agreement on the documentation of the measures, e.g. 'Kuivaketju10.' Ministry of the Environment Decree on Construction Plans and Reports (216/2015), section 15.

Execution

U4.4K	Construction project workers and subcontractor employees are provided with induction and training on the principles of moisture management, and steps are taken to ensure that the moisture management requirements imposed by each work phase are known and the work is carried out accordingly. Induction provides instructions for on-site moisture management. Induction forms complete with signatures.
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U4.5K	Project communications and up-to-date documentation related to moisture management, including the risks and opportunities associated with moisture management, are duly managed. Monitoring the progress made in implementing the plans by way of meeting and review procedures: entries made in the records at weekly meetings, contractor meetings and site meetings. Management of contracts, design documents, baseline data, minutes and timetables; handover documentation. Possibly access to the electronic 'Kuivaketju10' system.
U4.6K	
U4.7K	Due consideration is given to moisture management in connection with mid-project alterations. Additional work and alterations are identified and executed with due regard to the moisture management objectives. Steps are taken to ensure that any wet materials or structures are dried or replaced.
U4.8K	The condition of the equipment and the accuracy of the measuring instruments used for moisture management purposes are monitored and maintained. Equipment commissioning inspections; response to failure reports and flaws; servicing and maintenance procedures; calibration certificates of the measuring instruments.
U4.9K	
U4.10K	Compliance with the moisture management plan. Management of working conditions; appropriate storage of the materials used in the project and weather protection to the extent necessary; handover-to-self records of project phases critical to moisture management performance; records of moisture management tours. Acceptance inspections of works carried out by subcontractors. Documentation and correction of anomalies in moisture management performance. Documentation of moisture management observations with photographs. Quality assurance documents related to moisture management (e.g. moisture measurements, thermal imaging, tightness measurements and site tours).
Completion and continuous improvement	
U4.11K	Due preparations for project handover by compiling the handover documentation complete with moisture management data. Induction to maintenance and operating personnel. Agreement on monitoring moisture management performance. Project feedback on the attainment of the objectives related to moisture management is invited from the client and other stakeholders. Delivery of the contract-based handover documentation to the client; service manual; operator training. Documented project feedback. Potential use of 'Kuivaketju10' procedures and utilisation of the maintenance risk list.
U4.12K	Successes and challenges encountered in moisture management during the project are utilised for continual improvement. The internal project wrap-up meeting assesses successes and areas where improvements are called for; the materialisation of risks and opportunities associated with moisture management; customer satisfaction, anomalies, and complaints.