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PEP-AP0008-ed5-EN-2019 03 14

PEP Editorial Rules

Applicable with PCR « PCR-ed3-EN-2015 04 02 »

This document describes the editorial requirements to register a PEP, certifying the compliance of this document with the PEP program *ecopassport*[®] and ISO 14025, namely three elements:

- The presence of PEP *ecopassport*[®] Logo,
- The registration number,
- The Check List Title box

PEP is a company document, so no requirement is requested for the style of the document

The logo PEP *ecopassport*[®] :

- Definition according to the in force document EP- AP0007
- Digital Image available from "contact@pep-ecopassport.org"
- Presence on the first page
- Minimum dimensions: defined in PEP-AP0007



The registration number of a PEP ecopassport®:

- Writing on each page of the registration number with the mention "PEP ecopassport®"
- All characters are capital characters
- Definition: AAAA-bbbbb-Vxx.yy-cc (eg ENTR-01962-V01.01-EN)
 - "AAAA": unique code of 4 alpha-numeric characters assigned to the applicant company. This code is defined during the first registration of the company
 - The dashes "-" between each group of characters are part of the registration number.
 - "bbbbb" : Unique document number of 5 digits managed by the applicant Company
 - "V" = fixed character before the PEP version
 - "xx.yy": identification of the version of the document according to the rules defined in the Annex at the end of this document.
 - The application of a modification of a PEP is the corporate responsibility that filed the initial PEP and meets the rules defined in the general instructions of the program in force
 - "xx" version number "major" from 01
 - "yy": version number of "minor" from 01
 - The first version of a PEP begins with the number "01.01"
 - "cc": code of 2 characters for the language of the document according to ISO 639

The check list box :

- Presence of the table below on the first or last page of the PEP

Registration number : AAAA-bbbbb-Vxx.yy-cc	Drafting Rules « PCR-ed3-EN-2015 04 02 » Supplemented by « PSR xxxxxxx »
Verifier accreditation number : VHxx	Information and reference documents : www.pep-ecopassport.org
Date of issue : MM-AAAA	Validity period : 5 years
Independent verification of the declaration and data, in compliance with ISO 14025 : 2010	
Internal : <input type="checkbox"/>	External : <input type="checkbox"/>
The PCR review was conducted by a panel of experts chaired by Philippe Osset (SOLINNEN)	
PEP are compliant with XP C08-100-1 :2016	
The elements of the present PEP cannot be compared with elements from another program.	
Document in compliance with ISO 14025 : 2010 « Environmental labels and declarations. Type III environmental declarations »	



- MM-AAAA: 2 digits for the month, followed by 4 digits for the year
- Text "supplemented by" PSR xxxxxxx "": see version on the chosen document, if no PSR is to mention delete this text



ANNEX:

Definitions:

In case of reissue of a PEP, apply the categorization major / minor described according to the scenario of the table below, and register the PEP according to general instructions and conditions below

Minor modification :

- The submission of the modified document to the PEP program ecopassport® require no verification by an accredited verifier
- No change to the end date of validity of the PEP
- The data is posted online by the company
- Minor changes are processed in accordance with the rules defined in the version of PCR mentioned on the PEP concerned by the change. Example: PEP edited according to the PCR "PEP-PCR-ed2.1-EN-2013 12 11" is the subject of a minor modification during its validity period. This change will follow the rules of the PCR "PEP-PCR-ed2.1-FR ...", regardless of the existence of any later version of the PCR

Major modification :

- The PEP is considered as a new PEP and conditions for the corresponding registration apply
- The modified PEP must be verified by an accredited verifier
- After checking the compliance to the in force PEP rules, the validity period is renewed for the period defined by the program general instructions.



Topics	Modification type			Impact on an existing PEP			Example : New PEP number (from ENTR-00089-V01.01-FR)	Comments
		Major	Minor	None	PEP modification	New PEP		
PEP association reasons	New PCR version	✓		✓			ENTR-00089-V02.01-FR	No modification of the PEP before the end of validity period in case of modification of the PCR or the PSR. If the PEP is reissued using the new PCR or PSR, then the PEP must be registered as a new PEP.
	New PSR concerning the product	✓		✓			ENTR-00089-V02.01-FR	
	New PSR version with impacts on existing PEP	✓		✓			ENTR-00089-V02.01-FR	
	New PSR version without impacts on existing PEP			✓	✓		ENTR-00089-V01.02-FR	The only modification concerns the reference to the PSR
	Modification of the editorial rules : checklist title box (Cartouche) , PEP logo, ...			✓	✓		ENTR-00089-V01.02-FR	If the PEP is modified with the new title box (cartouche) or logo, without changing the calculations and results, the PEP receives a V0x.02 number
Company reasons	Formal Modification (text, image, logo form modification) without value or scope modification		✓		✓		ENTR-00089-V01.02-FR	
	Modification of substance & materials list : additional information without existing values modification		✓		✓		ENTR-00089-V01.02-FR	
	Additional references to be added on the PEP, having identical impact indicators.		✓		✓		ENTR-00089-V01.02-FR	
	Contact modification		✓		✓		ENTR-00089-V01.02-FR	
	Translation in new language without any modification of the contain of the existing PEP		✓			✓	ENTR-00089-V01.01-EN	
	Translation in new language with modification of commercial references of the products but without modification of the contain of the existing PEP		✓			✓	ENTR-00089-V01.01-EN	
	Modification of the LCA software or LCA database	✓				✓	ENTR-00089-V02.01-FR	
	For any reason, modification of any numerical value (indicator or material family)	✓				✓	ENTR-00089-V02.01-FR	
	Modification of company or commercial name / Brand		✓		✓		ENTR-00089-V01.02-FR	In this case, the existing version (for example V01.01) is not valid anymore and shall be archived.
Registration of an existing PEP under another brand and others commercial references of products without modification of the contain of the PEP	✓				✓	ENTR-00090-V01.01-FR	In this case, the existing PEP (ENTR-00089-V01.01-FR) remains valid. The verification may take into account the supporting evidence already provided for the existing PEP taking into account the similarity of the products and only changes of the mark and commercial references.	



	Modification of geographical representativity with modification of energetic mix	✓				✓	ENTR-00089-V02.01-FR	
	Addition of indicators at the level of the declared product in addition to those at the level of the functional unit without modifying the content of the existing PEP		✓		✓		ENTR-00089-V01.02-FR	In this case, the existing version (ENTR-00089-V01.01-FR) is not valid anymore et shall be archived. The applicant company shall give for information to the verifier the new version of the PEP and, if necessary, the updated version of the LCA report. In case of problem, the verifier informs the program operator PEP.
	Addition of indicators to detail the use stage (B1 to B7 modules) in addition of those already registered without modification of the contain of the existing PEP		✓		✓		ENTR-00089-V01.02-FR	In this case, the existing version (ENTR-00089-V01.01-FR) is not valid anymore et shall be archived. The applicant company shall give for information to the verifier the new version of the PEP and, if necessary, the updated version of the LCA report. In case of problem, the verifier informs the program operator PEP.
	Addition of the file about extrapolations rules without modification of the contain of the existing PEP that already refers to extrapolation coefficients or formulas		✓	✓			ENTR-00089-V01.01-FR	In this case, the version of the PEP is not modified. The extrapolation file is sent to the verifier for information.
	Addition of extrapolations rules without modification of the values or the scope	✓			✓		ENTR-00089-V01.02-FR	In this case, the existing version (ENTR-00089-V01.01-FR) is not valid anymore et shall be archived. The applicant company shall give for information to the verifier the new version of the PEP and, if necessary, the updated version of the LCA report. In case of problem, the verifier informs the program operator PEP.
Other	End of PEP validity period and the applicant company want to maintain it	✓				✓	ENTR-00089-V02.01-FR	The PEP is not valid anymore and shall be archived.



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