The purpose of this document is to describe the verification process to be carried out to ensure that a PEP conforms to the requirements of the Program.

PEPs are verified by an independent verifier who holds a current PEP ecopassport Program accreditation. The verifier can be internal or external to the company requesting the verification, but must not be involved in the process of publishing the PEP to be verified.

The role of the verifier is to ensure that the PEP conforms to the requirements of the Program PCR “Product Category Rules”.

In compliance with the ISO 14025 standard (subclauses 8.1.3 and 8.1.4), the verification focuses on:
- the LCA methodology (accompanying report, software, processes used),
- the plausibility of the results,
- the accuracy of the information published,

1 Verification

The verification must refer to the "PEP PCR" document validated by the Program’s "Review panel" and which is current at the time the PEP was drawn up.

The verifier compiles a verification report (PEP-RE0001) based on the checklist of points to be verified (see section 4). The report must mention:
- Whether each of the points listed has been complied with.
- Any points to be improved.

A checklist item that is not specific to the product can be presumed to be compliant without additional verification if its conformity has already been confirmed by a PEP verification less than four years old and if the manufacturer can demonstrate that the same procedure has been used to draw up the proposed PEP. In this case, the references of the verification report containing the certificate of compliance must be mentioned in the comments.

If applicable, the verifier draws up a declaration of conformity (see Section4) (PEP-RE0002).

The verification report is a confidential document that is available on request from the company publishing the PEP.

The conformity declaration is a document that can be accessed through the PEP ecopassport Program.
Figure 1 summarizes the verification procedure and its document flowchart.

2 Verifier status and accreditation

The verifier must be independent: verifiers must not have been involved in the LCA, nor in drawing up the PEP to be verified.

Verifiers are accredited by the program in accordance with the "Verifier accreditation procedure" (PEP-AP0003). Their names must appear in the list of persons accredited by the program. This list is made public by the program, by means of the accredited verifiers list (PEP-AP0006).

3 Confidentiality

Verifiers are bound to confidentiality. As part of their mission, they undertake not to pass on any information to which they have had access.

4 Associated forms

PEP ecopassport Verification Report: PEP-RE0001
PEP ecopassport Conformity Declaration: PEP-RE0002