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PEP-AP0008-ed4-EN-2016 03 29

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-bbbbbb-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-bbbbbb-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 :2014	
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 ecompassport® 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	✓		✓			PEP association reasons	New PCR version New PSR concerning the product New PSR version with impacts on existing 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		✓	✓				New PSR version without impacts on existing PEP
	Modification of the editorial rules : checklist title box (Cartouche) , PEP logo, ...		✓	✓				Modification of the editorial rules : checklist title box (Cartouche) , PEP logo, ...
Company reasons	Formal Modification (text, image, logo: form modification without value or scope modification)		✓		✓		Company reasons	Formal Modification (text, image, logo: form modification without value or scope modification)
	Modification of substance & materials list : additional information without existing values modification		✓		✓			Modification of substance & materials list : additional information without existing values modification
	Additional references to be added on the PEP, having identical impact indicators.		✓		✓			Additional references to be added on the PEP, having identical impact indicators.
	Contact modification		✓		✓			Contact modification
	Translation in new language		✓			✓		Translation in new language
	Modification of the LCA software or LCA database	✓				✓		Modification of the LCA software or LCA database
	For any reason, modification of any numerical value (indicator or material family)	✓				✓		For any reason, modification of any numerical value (indicator or material family)
	Modification of company or commercial name / Brand		✓		✓			Modification of company or commercial name / Brand
Modification of geographical representativity with modification of energetic mix	✓				✓		Modification of geographical representativity with modification of energetic mix	
Other	End of PEP validity period	✓				✓	Other	End of PEP validity period



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