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PEP ecopassport® verification procedure

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.

Le rôle du vérificateur est de s'assurer que le PEP est conforme aux spécifications du PCR du programme « Règles de rédaction des PEP ».

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 provides 2 documents to the organization who solicit him / her :

a) a verification report (PEP-RE0001)

This report mentions :

- Conformity or non-conformity to each listed points,
- Eventual remarks and any points to be improved,
- Check-list of verified points.

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

This report includes a check-list of verification points, which is the reflect of exchanges between the organization and the verifier. It resumes all validation points required for the registration of the PEP and any comment of the verifier and answers of the organization.



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 5 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.

b) a declaration of conformity (PEP-RE0002).

The conformity declaration is a document that can be accessed through the PEP ecopassport® Program. It attests the conformity of the PEP towards the program.

Figure 1 summarizes the verification procedure and its document flowchart.

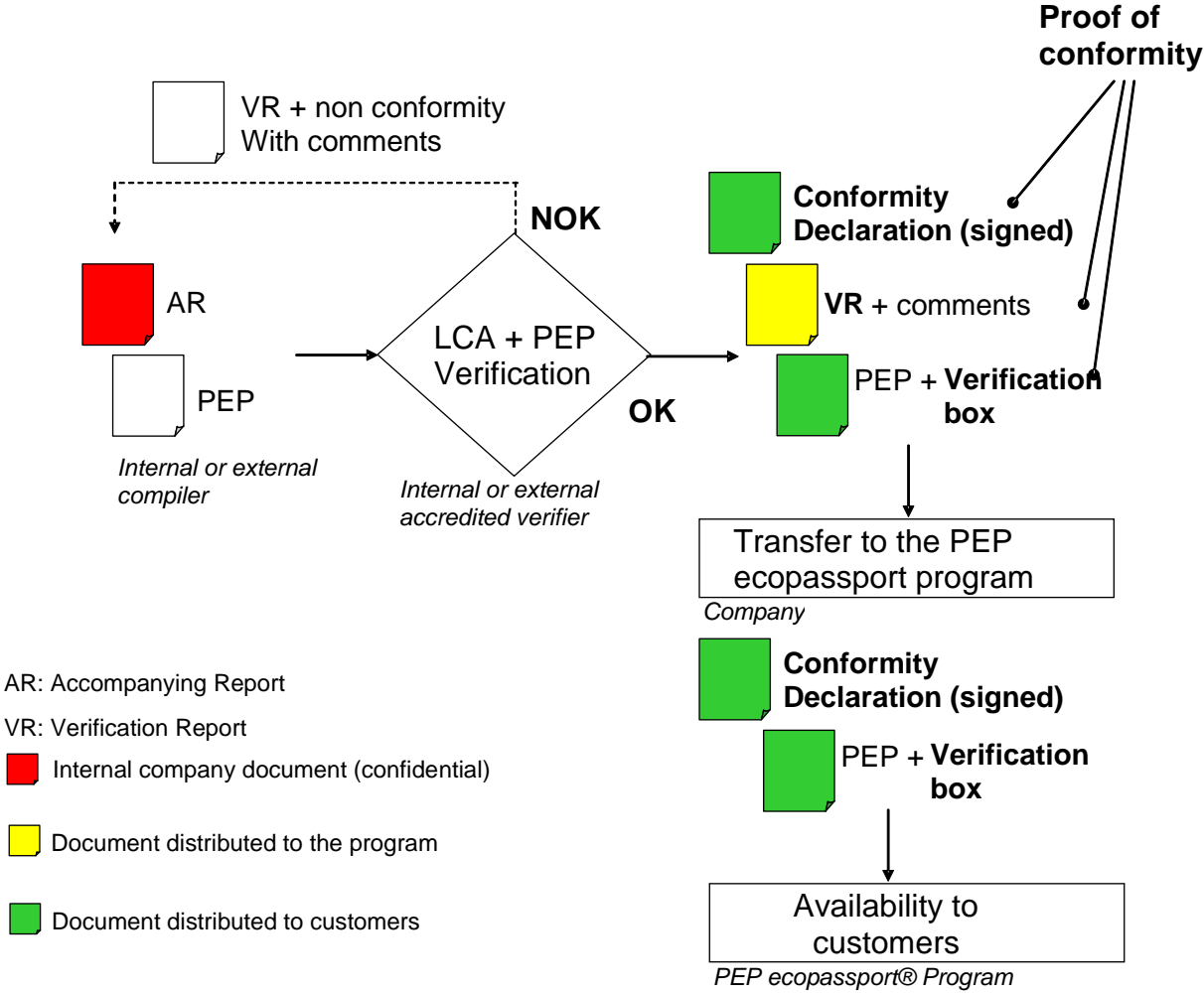


Figure 1 – Verification procedure and document flow

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.

The status of the verifier shall be specified in the check-list box, available in the Editorial Rules document (AP0008).

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