

# CFP Communication Program

## Procedures for CFP verification

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Japan Environmental Management Association for Industry

To conduct product-by-product verification of Carbon Footprint of Products (hereinafter called “CFP”) under the CFP Communication Program (hereinafter called “the CFP Program”) operated and managed by JEMAI (Japan Environmental Management Association for Industry), this document prescribes individual roles and responsibilities of a CFP verification applicant, a CFP verifier, the review panel, and the secretariat of the CFP Program (in JEMAI).

## 1. Basic matters concerning CFP verification

### 1.1 Basic perspectives and instructions for conducting CFP verification

In CFP verification, CFP quantification and CFP declaration draft are reviewed. The focuses of the verification process are as follows:

- Conformity with relevant documented rules
- Conformity with the applicable Product Category Rules for CFP (hereinafter called “CFP-PCR”).
- Ensuring of data traceability

In conducting CFP verification, the CFP verifier and committee members of the review panel shall has a responsibility to conduct the audit pursuant to the procedures prescribed in this document, while retaining expert skepticism.

The CFP verification applicant shall have responsibility for CFP quantification results and the contents of CFP declaration.

The secretariat shall support organization of documents required for CFP verification and the paperwork for conducting CFP verification.

## 2. Materials prepared for CFP verification

CFP verification applicant, CFP verifier, and committee members of the review panel shall conduct a set of procedures related to “applications for CFP verification” and “CFP verification,” by using the latest materials listed below.

### 2.1 Materials published on the CFP website

The materials listed below can be downloaded from the CFP website. (<http://www.cfp-japan.jp/>)

- (1) Program instructions
- (2) Rules on CFP quantification and declaration
- (3) Rules on CFP verification
- (4) Rules on registration and release of CFP declarations
- (5) Rules for handling of ethical and confidential matters
- (6) Case examples of decisions made by the review panel
- (7) Approved CFP-PCR
- (8) “Application of CFP verification,” “Registration information,” “Value in CFP mark,” “Life cycle flow chart,” “Details of data inventory and quantification results”, and the format for “Grounds on data” (hereinafter collectively called the “a set of applications for verification”)
- (9) Checklist of applications for CFP verification
- (10) Secondary data (basic secondary data, available secondary data, etc.)

## 2.2 Materials provided from the secretariat to the CFP verifier

- (1) A set of applications for CFP verification filled in by a CFP verification applicant
- (2) “Report on verification results” and the format for “checklist of applications for verification” (hereinafter collectively called the “a set of reports on CFP verification results”)
- (3) Judgment criteria on CFP verification

## 2.3 Other items that the CFP verifier prepares in advance

- (1) Calculator

## 3. Procedures before CFP verification

Prior to CFP verification, the following procedures shall be conducted.

- (1) The secretariat conducts the procedures for registering licensed reviewer and the procedures for delegating committee members of the review panel, and makes an agreement on handling of confidential information with them.
- (2) The business that wishes to make a CFP declaration shall quantify their CFP in accordance with No.2.1 and applicable CFP-PCR, and create a CFP declaration draft.
- (3) The business that wishes to make a CFP declaration shall develop a set of applications for CFP verification by including CFP quantification results and a CFP declaration draft using provided formats.
- (4) The business shall submit a set of applications for CFP verification and a checklist of applications for CFP verification after using the checklist to ensure that the set of applications meet the requirements listed in the checklist.
- (5) The secretariat checks the submitted “set of applications for CFP verification” and the “checklist of applications for CFP verification”. When they fulfill a given format, the secretariat conducts procedures for acceptance of the applications, and notifies the result to the applicant.
- (6) The secretariat selects in principle one CFP verifier among from licensed reviewers, and asks the licensed verifier to conduct a CFP verification.
- (7) The licensed reviewer who received the request to conduct a CFP verification from the secretariat, judges whether he/she can conduct the verification in light of his/her own expertise and experiences in LCA, then responds in the affirmative or negative.
- (8) The secretariat notifies the assignment of a CFP verifier to the CFP verification applicant.
- (9) The CFP verifier receives the set of applications for CFP verification (which were submitted by the CFP verification applicant). The secretariat appoints the committee members of the review panel.

## 4. Procedures for conducting CFP verification

The CFP verifier conducts CFP verification by the following three steps; 4.1 “Check of the set of applications for CFP verification,” 4.2 “Interview with the CFP verification applicant,” and 4.3 “Judgment on approval, and creating of the report on CFP verification results”.

The review panel checks the CFP verification results by the CFP verifier, then makes a

final judgment of approval or not.

#### 4.1 Check of the set of applications for CFP verification

- (1) The CFP verifier checks the contents of the set of applications for CFP verification by referring to the materials prescribed in No.2.
- (2) For “checklist of applications for CFP verification,” the CFP verifier describes the checked results in a set of reporting format for CFP verification results.
- (3) The CFP verifier checks whether the evidence can be trucked back to its data source, i.e., the CFP verifier checks that data source and data creator are described clearly in the applications.
- (4) The CFP verifier organizes questions and indicated points revealed in the process of the checks, to make preparations for conducting an interview.
- (5) In the phase of preparing CFP verification (the phase of confirmation via document prior to making an interview,) when there is a case which has specificity, and it is considered that it cannot be responded by ordinal CFP verification due to its specificity, the CFP verifier contacts and consults with the secretariat.

#### 4.2 Interview with the CFP verification applicant

- (1) The CFP verifier contacts with the CFP verification applicant, and confirms unknown points and validity of the method of the CFP quantification by interviews (phone, e-mail, or face-to-face).
- (2) If there is a part needs to be revised, the CFP verifier concretely indicates the contents to the CFP verification applicant. The CFP verifier shall mutually confirm the contents with the CFP verification applicant by the document.
- (3) The CFP verification applicant and the CFP verifier mutually confirm the appointed day for submitting the revised set of applications for CFP verification to the CFP verifier.
- (4) When there is an indicated point, the CFP verifier shall not conduct any consulting.

#### 4.3 Judgment on approval, and creating of the report on CFP verification results

- (1) When there is a part which needs to be revised, the CFP verification applicant revises a set of applications for CFP verification by referring to the indicated points which were mutually confirmed with the CFP verifier via the document, then submits them to the CFP verifier.
- (2) Any indications related to revisions, and responding of the indicated points, should be completed at one time.
- (3) The CFP verifier checks the revised contents by referring to the set of applications for CFP verification, then makes a judgment whether approval or not.
- (4) The CFP verifier develops “report on CFP verification results” by writing the points to be confirmed and the indicated/revised points to the CFP verification applicant. When there is a point which is not clearly described in applicable CFP-PCR and documents, it is described in “report on CFP verification results” as considerations.
- (5) The CFP verifier shall submit the set of reports on CFP verification results and the set of applications for CFP verification to the secretariat by a specified date.  
The CFP verifier submits “report on CFP verification results” and “the set of applications for CFP verification” to the secretariat by the appointed day.

#### 4.4 Checks by the review panel

- (1) The review panel checks the verification results based on “necessary part of a set of applications for CFP verification” and “report on CFP verification results,” which were submitted from the CFP verifier, then makes a final judgment whether it is approved or not.
- (2) The CFP verification applicant do not participate in the review panel in principle.
- (3) The secretariat notifies the final judgment result to the CFP verification applicant and the CFP verifier. A fail notification will be accompanied by reasons. When the final judgment is “disapproval,” the secretariat notifies it to the applicant with its reason.

#### 5. Handling of results

<Judgment result by the review panel: “Needs to be revised”>

- (1) When there is an indicated point for the set of applications for CFP verification by the judgment made by the review panel, the applicant revises the set of applications for CFP verification based on the notification, and then submits them again to the CFP verifier.
- (2) The CFP verifier checks the set of revised applications for CFP verification, makes a judgment again whether approval or not, and develops report on CFP verification results.
- (3) The CFP verifier submits the “report on CFP verification results” and the “set of revised CFP verification documents” to the secretariat by the appointed day.
- (4) The secretariat confirms the contents to the chairperson of the review panel by following the instructions by the review panel, and then notifies the result to the CFP verification applicant and the CFP verifier.

<Judgment result by the review panel: “Approval”>

- (1) When the judgment result by the review panel is “approval,” the CFP verifier completes all his works, and the CFP verification applicant conducts procedures for registration and release of CFP by following instructions of the secretariat.

<Judgment result by the review panel: “Disapproval”>

- (1) When judgment result by the review panel is “disapproval,” the CFP verifier completes all his works, and the CFP verification applicant conducts procedures for making payments by following instructions of the secretariat.
- (2) The secretariat should introduce trainings and individual consultations of the CFP Program to the CFP verification applicant. However, the secretariat shall not introduce any services provided by an organization to which the CFP verifier of the applicable CFP verification belongs.

#### Supplementary provision

This document shall come into effect on April 23, 2012.

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