

CFP Communication Program

Procedures of registration and assessment of CFP system auditor

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Japan Environmental Management Association for Industry

This document prescribes the procedures of assessment and registration of CFP System Auditor in accordance with the "Requirements for competence of CFP system auditor," under the CFP Communication Program (hereinafter called "the CFP Program") operated and managed by JEMAI (Japan Environmental Management Association for Industry).

The qualification of CFP System Auditor is classified into two categories: "CFP system auditor" and "CFP system lead auditor." Accordingly, this document prescribes each procedure of the application for initial registration of CFP system auditor, the application for promotion to CFP system lead auditor, and the maintenance and renewal of CFP System Auditor, respectively.

1. Application for initial registration of CFP system auditor

1-1. Application for registration of CFP system auditor

A CFP system certification body shall fill in the "list of staff members involved in CFP system certification" and the "table for Individual working members" without omission, which will be attached with the "application for audit of registration of CFP system certification body," and submits them to the secretariat of the CFP Program.

Details of application

1) Application

* List of staff members involved in CFP system certification

- (1) Name, title, and affiliation of the person responsible for operation and management
- (2) No., name, division, role, form of contract, and any experience of product-by-product verification of each staff member involved in the audit team or the review team
- (3) Name, division, and title of each staff member involved in operation and management

* Table for individual working members

- (1) No. (the number described in the list of staff members involved in CFP system certification)
- (2) Name
- (3) Division and title
- (4) Any experience of conducting product-by-product verification or similar type of verification
- (5) Expert knowledge of and eligibility for CFP/LCA or similar subjects
- (6) Participation in a training session regarding CFP/LCA
- (7) Experience of conducting management system audit or similar experience
- (8) Expert knowledge of and eligibility for subjects similar to management system
- (9) Participation in a training session for management system
- (10) Business background
- (11) Qualification and the number given in previous registration (not applicable for unregistered applicants)
- (12) Educational background

2) A written pledge

1-2. Assessment based on application

The secretariat of the CFP Program checks the submitted list of staff members involved in CFP system certification, the table for Individual working members, and the written pledge, then judges its conformance to the "Requirements for competence of CFP system auditor."

The secretariat of the CFP Program notifies the CFP system certification body of the judgment result.

1-3. Training for CFP system auditor (hereinafter called "training")

The secretariat of the CFP Program provides training for CFP system auditor prior to initial application or after the applicant has passed as a result of judgment of the initial application.

During the training, the secretariat of the CFP Program judges the conformity of the applicant to the "Requirements for competence of CFP system auditor."

1-4. Registration

The secretariat of the CFP Program notifies the final judgment result based on the training to the applicant. The secretariat of the CFP Program registers the applicant passed as a CFP system auditor.

2. Application for promotion to CFP system lead auditor

2-1. Application for promotion to CFP system lead auditor

The CFP system certification body shall fill in the "application for promotion to CFP system lead auditor" and the "letter of recommendation" without omission, and submit them to the secretariat of the CFP Program.

Details of application

1) Application

* Application for promotion to CFP system lead auditor

- (1) No. (the number described in the list of staff members involved in CFP system certification)
- (2) Name
- (3) Division and title
- (4) No. of qualification as a licensed reviewer
- (5) Experience of conducting product-by-product verification or experience product-by-product verification in CFP system audit, within the past 3 years
- (6) Experience of conducting management system audit or similar experience, within the past 3 years
- (7) Any appeal or complaint received (if there is any, the report on such appeal or complaint shall also be submitted)

2) Letter of recommendation

2-2. Assessment based on application

The secretariat of the CFP Program checks the submitted “application for promotion to CFP system lead auditor” and the “letter of recommendation,” then judges its conformance to the "Requirements for competence of CFP system audit."

The secretariat of the CFP Program notifies the judgment result to the CFP system certification body.

2-3. Registration

The secretariat of the CFP Program notifies the final judgment result to the applicant. The secretariat of the CFP Program registers the applicant who was passed the assessment as a CFP system lead auditor.

3. Application for maintenance and renewal of registration of CFP System Auditor

3-1. Maintenance and renewal of registration

After the registration, CFP System Auditor shall apply for maintenance of its registration every year, and apply for renewal every 3 years. The procedures of maintenance and renewal of CFP system auditor and CFP system lead auditor are described in the following sections.

3-2. Application for maintenance of registration of CFP system auditor

To maintain/renew the registration of CFP system auditor, the CFP system certification body shall fill in the "Application for maintenance/renewal of registration of CFP system auditor" without omission, and submit it to the secretariat of the CFP Program.

Details of application

* Application for maintenance/renewal of registration of CFP system auditor

- (1) Selection of maintenance or renewal
- (2) No. (the number described in the list of staff members involved in CFP system certification)
- (3) Name
- (4) Division and title
- (5) Any appeal or complaint received (if there is any, the report on such appeal or complaint shall also be submitted)
- (6) Whether or not the CFP system auditor has qualification as a licensed reviewer
- (7) Any experience of conducting product-by-product verification
- (8) Any experience of conducting CFP system certification
- (9) Any participation in a training session for CFP/LCA

3-3. Application for maintenance of registration of CFP system lead auditor

To maintain its registration of a CFP system lead auditor, the CFP system certification body shall fill in the "Application for maintenance/renewal of registration of CFP system lead auditor" without omission, and submit it to the secretariat of the CFP Program.

Details of application

* Application for maintenance/renewal of registration of CFP system lead auditor

- (1) Selection of maintenance or renewal
- (2) No. (the number described in the list of staff members involved in CFP system certification)
- (3) Name
- (4) Division and title
- (5) Any appeal or complaint received (if there is any, the report on such appeal or complaint shall also be submitted)
- (6) Whether or not the CFP system lead auditor has qualification as a licensed reviewer
- (7) Any experience of conducting product-by-product verification within the past 1 year
- (8) Any experience of conducting CFP system audit within the past 1 year
- (9) Any participation in a training session for CFP/LCA

3-4. Application for renewal of CFP system lead auditor

To renew its registration of a CFP system lead auditor, the CFP system certification body shall fill in the "Application for maintenance/renewal of registration of CFP system lead auditor" without omission, and submit it to the secretariat of the CFP Program.

Details of application

* Application for maintenance/renewal of registration of CFP system lead auditor

- (1) Selection of maintenance or renewal
- (2) No. (the number described in the list of staff members involved in CFP system certification)
- (3) Name
- (4) Division and title
- (5) Any appeal or complaint received (if there is any, the report on such appeal or complaint shall also be submitted)
- (6) Whether or not the CFP system lead auditor has qualification as a licensed reviewer
- (7) Any experience of conducting product-by-product verification within the past 3 years
- (8) Any experience of conducting CFP system audit within the past 3 years
- (9) Any participation in a training session for CFP/LCA

3-5. Assessment based on application

The secretariat of the CFP Program checks each of the submitted application documents, and judges its conformance to the "Requirements for competence of CFP system auditor."

The secretariat of the CFP Program notifies the judgment result to the CFP system certification body.

3-6. Maintenance and renewal of registration

The secretariat of the CFP Program notifies the final judgment result to the applicant. The secretariat of the CFP Program maintains or renews the registration of the applicant who was passed as a CFP system lead auditor.

3-7. Demotion of qualification

As a result of the final judgment, if the CFP system lead auditor was judged as failing to meet the requirements for maintenance or renewal, the secretariat of the CFP Program notifies the CFP system certification body of the demotion of the CFP system lead auditor to a CFP system auditor.

3-8. Suspension and revocation of qualification

In applying for maintenance or renewal, if the applicant does not meet any of the requirements, the secretariat of the CFP Program notifies the CFP system certification body of the suspension or revocation of qualification of the applicant.

4. Suspension and revocation of qualification of CFP System Auditor

If there is a CFP System Auditor who acts inappropriately in CFP system audit or who violates any of the rules for the handling of ethical and confidential matter under the CFP Program, the secretariat of the CFP Program confirms the fact with the CFP System Auditor and the CFP system certification body. Based on the confirmation results, the secretariat of the CFP Program sends notification related to the handling of registration of the CFP System Auditor to the CFP system certification body, regardless of the time for maintenance or renewal of the registration.

Supplementary provision

This document shall come into effect on July 2, 2012.