

CFP Communication Program

Rules on document control

Revised on October 1, 2012

Document ID: R-01-07

Japan Environmental Management Association for Industry

<Purpose>

1. This rules prescribes control of documents and records used in the CFP Communication Program (hereinafter called “the CFP Program” operated and managed by JEMAI (Japan Environmental Management Association for Industry)).

<Control of document>

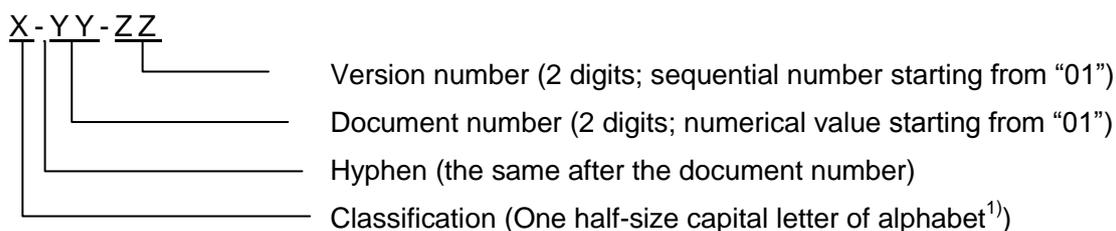
2. Rules, requirements, criteria, and procedures used in the CFP Program shall be totally managed by using the table of documents of the CFP Program in Annex 1, and revision history shall be clearly stated in each document.

3. Category of “disclosed” and “not disclosed” about rules, requirements, judgment criteria, and procedures shall be clearly stated in the table of documents of Annex 1, “Table of documents of the CFP Program” used in the CFP Program.

<Document ID>

4. Document ID shall be prescribed as below.

(1) “Program instructions,” “rules,” and “requirements, judgment criteria, and procedures”



¹⁾ G: program instructions, R: rules, C: standards, requirements, judgment criteria, and procedures

<Storage period of documents and records>

5. (1) Documents shall be stored by two types of independent electronic medium in principle.

The storage period shall be 5 years after abolished the document.

When the document cannot be stored by using such electronic medium, the storage period shall be 6 months after abolished the document.

(2) Records shall be stored by two types of independent electronic medium in principle.

The storage period shall be the date until the attributed document will be abolished.

Supplementary provisions

The rules in this document shall come to effect as from April 2, 2012.

Date of release: April 2, 2012 (R-01-01)

Date of revision: May 1, 2012 (R-01-02)

Date of revision: June 25, 2012 (R-01-03)

Date of revision: June 28, 2012 (R-01-04)

Date of revision: July 2, 2012 (R-01-05)

Date of revision: July 6, 2012 (R-01-06)

Date of revision: October 1, 2012 (R-01-07)

Annex1 (Table for document control): Table of documents of the CFP Program

(1) Primary document (Guideline)				
Name of document	Document ID	Release date	Abolished date	Category
Program instructions	G-01	04/02/2012		Disclosed

(2a) Secondary document (Rules)				
Name of document	Document ID	Release date	Abolished date	Category
Rules on document control	R-01	04/02/2012		Disclosed
Rules on establishment and operation of advisory board	R-02	04/02/2012		Disclosed
Rules on establishment and operation of review panel	R-03	04/25/2012		Disclosed
Rules on establishment and operation of review panel for emission factor	R-04	06/25/2012		Disclosed
Rules on verification and operation of emission factor data	R-05	06/25/2012		Disclosed
Rules on approval of CFP-PCR	R-06	06/25/2012		Disclosed
Rules on CFP quantification and declaration	R-07	06/25/2012		Disclosed
Rules on CFP verification	R-08	04/02/2012		Disclosed
Rules on CFP system certification	R-09	06/28/2012		Disclosed
Rules on registration and release of CFP declaration	R-10	05/01/2012		Disclosed
Rules on registration and assessment of licensed reviewer	R-11	04/02/2012		Disclosed
Rules on registration and assessment of CFP system certification body	R-12	06/28/2012		Disclosed
Rules for the handling of ethical and confidential matter	R-13	04/02/2012		Disclosed
Rules on fees	R-14	04/02/2012		Disclosed
Rules on appeals, complaints, and dispute resolution	R-15	04/02/2012		Disclosed

(2b) Secondary document (requirements, judgment criteria, and procedures)				
Name of document	Document ID	Release date	Abolished date	Category
Requirements for basic secondary data	C-01	06/28/2012		Disclosed
Requirements for available secondary data	C-02	05/10/2012		Disclosed
Judgment criteria on verification of basic secondary data	C-03	05/01/2012		Not disclosed

Judgment criteria on check of available secondary data	C-04			Not disclosed
Procedures for verification of emission factor data	C-05	06/25/2012		Disclosed
Requirements for CFP-PCR	C-06	07/02/2012		Disclosed
Judgment criteria of approval of CFP-PCR	C-07	10/01/2012		Not disclosed
Procedures for CFP-PCR approval	C-08	06/28/2012		Disclosed
Requirements for CFP quantification and declaration	C-09	07/02/2012		Disclosed
Judgment criteria on CFP verification	C-10	04/23/2012		Not disclosed
Procedures for CFP verification	C-11	04/23/2012		Disclosed
Requirements for CFP system certification	C-12	06/28/2012		Disclosed
Requirements for CFP declaration method	C-13	05/01/2012		Disclosed
Procedures for registration and release of CFP declaration	C-14	05/01/2012		Disclosed
Requirements for competence of licensed reviewer	C-15	06/25/2012		Disclosed
Judgment criteria on registration of licensed reviewer	C-16	06/25/2012		Not disclosed
Procedures of registration and assessment of licensed reviewer	C-17	06/25/2012		Disclosed
Requirements for competence of CFP system certification body under the CFP Communication Program	C-18	06/28/2012		Disclosed
Requirements for competence of CFP system auditor under the CFP Communication Program	C-19	06/28/2012		Disclosed
Criteria on registration and assessment of CFP system certification body	C-20			Not disclosed
Criteria on registration and assessment of CFP system auditor	C-21			Not disclosed
Procedures of registration and assessment of CFP system certification body	C-22	06/28/2012		Disclosed
Procedures of registration and assessment of CFP system auditor	C-23	06/28/2012		Disclosed
Procedures relating to fees	C-24	07/06/2012		Disclosed