CFP Communication Program

Procedures for CFP-PCR approval

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Japan Environmental Management Association for Industry

To conduct procedures for approval of the Product Category Rules for Carbon Footprint of Products (hereinafter called “CFP-PCR”) 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 of an applicant of CFP-PCR approval (hereinafter called “applicant”), a CFP-PCR reviewer, the review panel, and the secretariat of the CFP Program (in JEMAI).

1. Basic matters concerning CFP-PCR review

1.1 Basic perspectives and instructions for conducting CFP-PCR review

In the CFP-PCR review, CFP-PCR draft is checked in terms of conformity with the relevant documented rules.

In conducting CFP-PCR review, the CFP-PCR reviewer and the review panel have a responsibility to conduct the audit pursuant to the procedures prescribed in this document, while retaining expert skepticism.

In the CFP-PCR review, the differences between the “CFP-PCR draft” and the “Sector Guidance for CFP-PCR development” are mainly checked.

The secretariat supports organizing documents required for CFP-PCR review and the paperwork for conducting CFP-PCR review.

2. Materials prepared for CFP-PCR review

Applicant, CFP-PCR reviewer, and committee members of the review panel shall conduct a set of procedures related to “application for CFP-PCR approval” and “CFP-PCR review,” by using the latest materials listed blow.

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) Requirements for CFP-PCR
(3) Requirements for CFP quantification and declaration
(4) Rules for the handling of ethical and confidential matters
(5) Case examples of judgment by the review panel
(6) Application format for CFP-PCR approval
(7) Sector Guidance for CFP-PCR development
(8) Checklist for CFP-PCR draft

2.2 Materials provided from the secretariat to the CFP-PCR reviewer

(1) The application of CFP-PCR approval (The documents of (1), (2), and (3) listed here are hereinafter collectively called “a set of applications for approval”.)
(2) CFP-PCR draft
(3) Report on results of public comment

(4) Reporting format for CFP-PCR review results
(5) Judgment criteria on CFP-PCR approval

2.3 Other items that the CFP-PCR reviewer prepares in advance
(1) Calculator

3. Procedures before CFP-PCR review

Prior to CFP-PCR review, 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 licensed reviewer and/or committee member of the review panel .
(2) The applicant creates a set of applications for approval and a CFP-PCR draft pursuant to the relevant documented rules in Chapter 2.1.
(3) The applicant checks the conformity based on “checklist for CFP-PCR draft,” then submits “a set of applications for approval” and the checked “checklist for CFP-PCR draft” to the secretariat.
(4) The secretariat checks “a set of applications for approval” and “checklist for CFP-PCR draft”. When they fulfill a given format, the secretariat conducts procedures for acceptance of the application, and notifies the result to the applicant. When they do not fulfill a given format, the secretariat does not accept the application, and notifies the result to the applicant by the document.
(5) The secretariat conducts the public comment for the CFP-PCR draft for 5 business days on the CFP website (http://www.cfp-japan.jp/).
(6) The secretariat organizes the results of the public comment, and gives those feedbacks to the applicant.
(7) The applicant responds to the public comments (The applicant revises the CFP-PCR draft as appropriate).
(8) The secretariat selects in principle one CFP reviewer among from licensed reviewers, and asks the licensed reviewer to conduct a CFP-PCR review.
(9) The licensed reviewer who received the request to conduct CFP-PCR review from the secretariat, judges whether he/she can conduct the review in light of his/her own expertise and experiences in LCA, then responds in the affirmative or negative.
(10) The secretariat notifies the assignment of a CFP-PCR reviewer to the applicant.
(11) The CFP-PCR reviewer is received a set of applications for approval (which was submitted from the applicant) from the secretariat. However, there is a case that a CFP-PCR reviewer is selected during the period of public comment described in (5). Therefore, when the applicant revises the CFP-PCR draft based on the results of the public comment, the secretariat submits the “revised CFP-PCR draft” and the “reports on public comment results” to the CFP-PCR reviewer.

(12) The secretariat appoints the committee members of the review panel.

4. Procedures for conducting CFP-PCR review

The CFP-PCR reviewer conducts CFP-PCR review by following three steps; 4.1 “Document review by CFP-PCR reviewer based on a set of applications for approval,” 4.2 “Face-to-face review,” and 4.3 “Judgment on approval, and creating of the report on CFP-PCR review results”.

The review panel checks the CFP-PCR review results by the CFP-PCR reviewer, then makes a final judgment of approval or not.

4.1 Document review by CFP-PCR reviewer based on a set of applications for approval

(1) CFP-PCR reviewer conducts the document review on the contents of a set of applications for approval, based on materials prescribed in Chapter 2.

(2) For “checklist for CFP-PCR draft,” the CFP-PCR reviewer describes the checked results in a set of reporting format for CFP-PCR review results.

(3) The CFP-PCR reviewer organizes questions and indicated points revealed in the process of the document review, to make preparations for the face-to-face review.

(4) In the process of the document review, when there is a case which has specificity, and it is considered that it cannot be responded by ordinal CFP-PCR review due to its specificity, the CFP-PCR reviewer contacts and consults with the secretariat.

4.2 Face-to-face review

(1) The CFP-PCR reviewer conducts the face-to-face review based on the questions and indicated points organized through the document review, contacting with the applicant in an interactive manner. Be sure to check the points which could not be checked by the document audit in the face-to-face verification. It is considered as inappropriate procedure that the CFP-PCR reviewer newly provides directions for its revisions at a later date, for the points which were not indicated in the face-to-face review. Therefore, all issues are required to be stated in the processes prior to the face-to-face review.

(2) The CFP-PCR reviewer receives explanations from the applicant by using product catalogue or actual product itself, and grasps the outline of the target product.

(3) Based on the results of the document review, the CFP-PCR reviewer asks and indicates necessary points, while hearing the applicant’s explanations.

(4) If there is a part needs to be revised, the CFP-PCR reviewer concretely indicates the contents to the applicant. The CFP-PCR reviewer shall mutually confirm the contents with the applicant by the document.

(5) The applicant and the CFP-PCR reviewer mutually confirm the appointed day for submitting the revised CFP-PCR draft to the reviewer.

(6) When there is an indicated point, the CFP-PCR reviewer shall not conduct any consulting.

(7) In the face-to-face review, same as the document review, when there is a case which has specificity, and it is considered that it cannot be responded by ordinal CFP-PCR

review due to its specificity, the CFP-PCR reviewer contacts and consults with the secretariat as appropriate.

4.3 Judgment on approval, and creating of the report on CFP-PCR review results

(1) When there is a part which needs to be revised, the applicant revises a set of applications for approval by referring to the indicated points which were mutually confirmed with the CFP-PCR reviewer via the document, then submits them to the CFP-PCR reviewer.

(2) Any indications related to revisions, and responding of the indicated points, should be completed at one time (to and from).

(3) The CFP-PCR reviewer checks the revised contents by referring to a set of applications for approval, then makes a judgment whether approval or not.

(4) The CFP-PCR reviewer develops “report on CFP-PCR review results” by writing the points to be confirmed and the indicated/revising points to the applicant. When there is a point which is not clearly described in applicable CFP-PCR, it is described in “report on CFP-PCR review results” as considerations.

(5) The CFP-PCR reviewer submits “report on CFP-PCR review results” and “a set of applications for approval” by the appointed day to the secretariat.

4.4 Checks by the review panel

(1) The review panel checks the review results based on “necessary part of a set of applications for approval” and “report on CFP-PCR review results,” which were submitted from the CFP-PCR reviewer, then makes a final judgment whether it is approved or not.

(2) The applicant and the CFP-PCR reviewer do not participate in the review panel in principle.

(3) The secretariat notifies the final judgment result to the applicant and the CFP-PCR reviewer. 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 a set of applications for approval by the judgment made by the review panel, the applicant revises a set of applications for approval based on the notification, and then submits them again to the CFP-PCR reviewer.

(2) The CFP-PCR reviewer checks a set of revised applications for CFP-PCR approval, makes a judgment again whether approval or not, and develops a report on CFP-PCR review results.

(3) The CFP-PCR reviewer submits “report on CFP-PCR review results” and “a set of revised documents on CFP-PCR review” by the appointed day to the secretariat.

(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 applicant and the CFP-PCR reviewer.
(5) When the applicant does not respond to the revised points indicated by the review panel for a given period of time, it is considered that the applicant is not willing to revise it, and the status is changed from “needs to be revised” to “disapproval”.

<Final judgment result by the review panel: “Approval”>
(1) When the judgment result by the review panel is “approval,” the review panel approves the applicable CFP-PCR draft, and the secretariat officially releases it on the CFP website.

<Final judgment result by the review panel: “Disapproval”>
(1) When judgment result by the review panel is “disapproval,” the applicant can apply for CFP-PCR approval again after revising the CFP-PCR draft.

6. Handling of approved CFP-PCR

The procedures to revise already approved and released CFP-PCR in principle follow the procedures from Chapter 1 to Chapter 5 prescribed in this document. In the case that the revisions of an approved CFP-PCR is applied by the business other than the one that previously developed the approved CFP-PCR, the business applies for its revision after hearing opinions from the previous business that developed the approved CFP-PCR.
However, it does not apply to the following cases.

(1) When falling under any of the following, the secretariat can request an audit by hearing the opinions of interested parties, and by representing a revised CFP-PCR draft of the approved CFP-PCR to the review panel.
  (i) It has been judged that revisions of approved CFP-PCR will be required, along with the revisions of the relevant rules.
  (ii) When an obvious error is found in the CFP-PCR, and the way of responding to the revision is clearly known, thereby it has been judged that immediate revision is required.
  (iii) When a target product is simply added to the approved CFP-PCR, and it is expected that no change in the requirements is occurred as a result of the additions.
(2) In the cases described above, it may not conduct any public comment and any review by the reviewer, as the revision part is obvious.

Supplementary provisions

This document shall come to effect as from July 2, 2012.

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