CFP Communication Program
Requirements for CFP system certification

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Contents

Foreword

This document prescribes one of the CFP verification methods, “Requirements for CFP System Certification,” adopted by the Communication Program for Carbon Footprint of Products (hereinafter called “the CFP Program”).
Requirements in this document will be reviewed through CFP experiences.

Requirements for CFP system certification

0.1 Introduction

By establishing and operating a CFP system in accordance with the requirements in this document, comparing to product-by-product verification method, organization can expect to gain the following benefits from usage of this CFP system certification method.

- Enabling shorter time for conducting CFP quantification, verification and release
- Enabling to conduct a set of procedures up to registration of CFP declaration, regardless of its timing of application
- Enabling to display a CFP on many products with less cost
- Establishing a system of CFP quantification within an organization, enabling a variety of use internally

Moreover, this set of requirements is considered and designed for enabling to establish an management system to be integrated with other management system such as EMS (environmental management system) and QMS (quality management system). Therefore, in the case that an organization has already been established other management system, and that the organization plans to establish a CFP system conforming to this set of requirements, it is considered that the CFP system can be established based on the already established management system.

The structure of the requirements is shown in Figure 1. The requirements for the CFP system are broadly classified into four groups: “Plan” for CFP implementation, “Quantification” for collection and quantification of life cycle data, “Release” for disclosure and revision through verification, and “System basis” for the whole basis of CFP system.

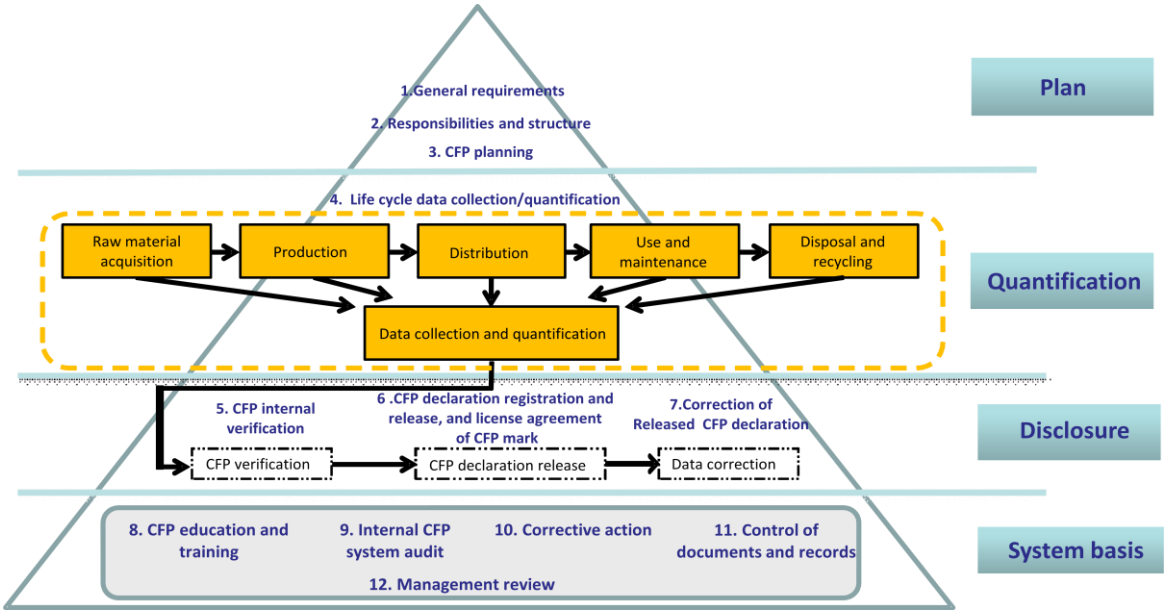

Chart 1: Configuration of requirements

0.2 Scope

This set of requirements is applicable to any organizations, regardless of its type, style, scale, and product (good/service) that participate in the CFP Program, where CFP-PCR exists.

This set of requirements does not prescribe legislative standards or criteria based on laws and regulations.

0.3 Normative reference and guidelines

The following referenced documents are indispensable for the application of this document.

a) Program instructions

b) Rules on registration and release of CFP declaration

c) CFP-PCR of a product covered

0.4 Terms and definitions

For the purposes of this document, the following terms and definitions apply. The terms in the angle brackets “< >” mean referenced materials.

[Terms related LCA (life cycle assessment)]

- LCA (life cycle assessment)

The method to quantify environmental burdens through an entire life cycle of a product, from raw material acquisition stage to disposal and recycling stage.

- CFP-PCR (Carbon Footprint of Products - Product Category Rule)

Common criteria on CFP quantification applied in each product category.

- Life cycle

System boundary of a product, covered by CFP quantification. Life cycle is constituted by the following stages.

> Raw material acquisition stage

> Production stage

> Distribution stage

> Use and maintenance stage

> Disposal and recycling stage

- Cut-off

It does not conduct quantification for the item lower than a certain level of emissions for quantification by using LCA, based on the assumption that the item has no significant influences on the quantification result of the total CO2 emissions of a product.

- Allocation

Method for estimating the usage amount of a target utility or the CO_2 emissions of a target product, from the total amount of such target item, in a process which outputs multiple types of products or in a site in which has different departments

- Primary data

Data collected by a business that quantify CFP on its own responsibility.

- Secondary data

Data only collected by referring to common data and literature data, and by excerpting from case studies of LCA, to be used when it is difficult to collect primary data

- Emission factor data

“Basic secondary data” and “available secondary data” released on the CFP website by the secretariat of the CFP Program

- Product

Any goods or services.

[Terms related to the CFP Program]

- The CFP Communication Program

A system to display CO_2 equivalent emissions on applicable product in an easy and understandable way, by converting from GHG (greenhouse gas) emissions emitted from an entire life cycle of a product, from raw material acquisition stage to disposal and recycling stage, using GWP (global warming potential) of each GHG.

- CFP quantification

Collecting data in accordance with CFP-PCR, multiplying activity data collected by emission factor, then totaling the results

- CFP verification

Confirmation whether or not a CFP quantified conforms to CFP-PCR, independently from CFP quantification, and confirmation of data basis used for the quantification. Confirmation of conformity to the requirements of CFP-PCR and the conformity to the rules related to the CFP Program, which are related to display of CFP.

- CFP declaration

CFP mark, CFP value in the CFP mark, additional information, and registration information released on the CFP website, disclosed based on quantification results.

- CFP system

A system established based on a set of requirements in this document.

- Modification

To modify a released CFP declaration in order to have the CFP declaration maintain in an appropriate status.

[Terms related to management system]

- CFP manual

Document which prescribes outline or procedures of a CFP system established based on the requirements related to a CFP system.

- Top management <ISO9000>

Person or group of people who directs and controls an organization at the highest level

- CFP policy

Intention and orientation related to CFP by an organization, officially expressed by top management.

- CFP internal verification

Action to prove that a quantified CFP in an established CFP system conforms to the applicable CFP-PCR and the requirements relating to display, by a person who has necessary competence with responsibility within an organization.

- Competence <ISO9000>

Demonstrated ability to apply knowledge and skills

- Internal CFP system audit

  Systematic, independent, and documented procedures for collecting evidences for audit and for evaluating them objectively, to judge whether an established CFP system meets the audit requirements prescribed by an organization.

  Reference: In many cases (especially in the case of a small-or middle-sized organization), its independency can be proved, not by having responsibility on any activity covered by the audit.)

- Corrective action <ISO9000>

  Action to eliminate the cause of a detected nonconformity or other undesirable situation

- Nonconformity <ISO14001>

  Non-fulfilment of a requirement

1. General requirements

Organization shall establish, document, implement, and maintain of its CFP system in accordance with the requirements prescribed in this document. The CFP system shall be established to conform to applicable CFP-PCR requirements and to ensure implementation of CFP-PCR.

The organization shall define the scope of its CFP system (product group and organization to be covered) according to the applicable product and CFP-PCR.

CFP system may be established alone or within other ISO management system.

2. Responsibility and management

Organization shall document roles, responsibilities, authorities and implementation system for CFP quantification and declaration, including 2.1 and 2.2.

2.1 Top management

a) Top management shall ensure resources for implementing the CFP system, including human resources, expert skills, technologies, and funds.
b) Top management shall set the CFP policy, including commitments on the objective of the CFP system, human resources, and reliabilities, and shall ensure to implement it.
c) Top management shall appoint a CFP manager, and shall direct roles, responsibilities and authorities, as listed in No.2.2.

2.2 CFP manager

a) CFP manager shall establish, implement, and maintain its CFP system in accordance with the requirements in this document.
b) CFP manager shall report the conditions of the CFP system to top management.
c) CFP manager shall enhance CFP understanding of all employees involved within the system boundary, regardless of within or outside the organization. CFP manager should also make efforts to increase the data supplier and consumer's comprehensions of CFP.

3. Planning of CFP

3.1 CFP annual plan

Organization shall develop a CFP annual plan, which includes the following items, to make clear a setting of release timing of CFP declaration and allocating of relevant personnel. The organization should revise the CFP annual plan as needed.

a) Team for implementation (including CFP quantifier, data suppliers of each stage (person within the organization, and person in charge of supply), and internal verifier, etc.)
b) Schedule

3.2 CFP quantification plan

For implementing CFP quantification of each product, organization shall develop a CFP quantification plan, which includes the following items, to make clear the items to be covered for the CFP quantification. The organization should revise the CFP quantification plan as needed.

a) Product covered
b) applicable CFP-PCR

4. Collection and quantification of life cycle data

4.1 General

Organization shall make clear the data to be collected in each life cycle stage, and shall establish, document, and implement the processes for collection and quantification of reliable data pursuant to applicable CFP-PCR.

To ensure implementing the CFP quantification, organization shall prepare the followings, including clarification of them.

a) Components and materials of the covered product (raw materials, parts, etc.)
b) Life cycle flow chart which makes clear the life cycle stages of the covered product and the process to be collected data
c) Concrete requirements and rules on each life cycle stage needed for CFP quantification
d) Application for using available secondary data

Organization should establish processes to enable the necessary data to be collected continuously for each stage.

4.2 Request for data collection

CFP quantifier shall ensure the followings when requesting for data collection.

a) When requesting for data collection about relative departments within an organization and/or data suppliers outside the organization, CFP quantifier shall send a document on data collection range, accuracy, and other necessary requirements. CFP quantifier shall respond to ensure its data collection, for example, by giving guidance if necessary.

b) CFP quantifier shall confirm that the request contents are valid before sending it to a data supplier.

If process for continuous data collection is established, this section may be omitted.

4.3 Data collection and provision

Data supplier shall conduct the followings when providing the required data to a CFP quantifier.

a) Data supplier shall collect the necessary data for responding to the request, and shall provide the data as a document (in paper or electronic form), without delay.
b) Data supplier shall inquiry unknown part immediately to the CFP quantifier and shall make clear the contents for work.
c) When providing data to the CFP quantifier, data supplier shall check again the validity of the data, receive an approval by an appropriate person in charge, and write his/her name down clearly on the document.
d) Data supplier shall be able to explain accuracy and validity of the data (including validity of calculator).

When requesting data to data supplier outside the organization, CFP quantifier shall consider for taking necessary period for reply and for providing necessary information, in order to ensure for the data supplier to conduct the items listed above.

4.4 CFP quantification

CFP quantifier shall confirm validity of the collected data and shall quantify CFP.

In addition, CFP quantifier shall ensure the followings for CFP quantification.

a) CFP quantifier shall develop necessary documents for internal verification.
b) CFP quantifier shall organize and manage evidence materials for data related to CFP quantification.

4.5 Preparation for CFP declaration and CFP mark

Organization shall prepare documents for CFP application based on CFP quantification results by following the “Rules on registration and release of CFP declaration.”

5. CFP internal verification

When applying for registration and release of CFP declaration and making CFP license agreement, organization shall conduct CFP internal verification by CFP internal verifier to make clear that the contents of CFP application documents fulfill the following requirements of a), b), and c).

a) It conforms to applicable CFP-PCR of appropriate version.
b) It conforms to rules of the CFP Program, i.e., “Basic instructions” and “Application to register and release CFP declaration” of appropriate versions.
c) Data collection and quantification are conducted pursuant to the established processes based on “4. Collection and quantification of life cycle data” in this document.

Organization shall ensure the following items when conducting the internal verification.

d) Internal verifier shall participate in the training for CFP verification.
e) Internal verifier shall have knowledge of LCA and CFP, and shall have competence to conduct data collection and CFP quantification.
f) Internal verifier shall understand the "Rules on CFP verification," one of the rules on CFP Program.
g) Internal verifier shall be independent from data supplier and CFP quantifier of applicable product.
h) Internal verifier shall record the results of verification as a report on the verified results. Evidence of product and collected data shall be available to be traced by using the records.
i) The result of the internal verification shall be reported to the CFP manager.
j) The organization shall have responsibility for the result of the verification, when outsourcing internal verification.

6. Registration and release of CFP declaration, and license agreement of CFP mark

When releasing a CFP declaration inside/outside the organization, the organization shall be permitted to register/release the CFP declaration and shall make license agreement of CFP mark, from the secretariat of the CFP Program. When applying for registration/release of CFP declaration and for license agreement of CFP mark, the organization shall make clear procedures for application, roles, responsibilities, and authorities.

7. Modification of released CFP declaration

Organization shall set criteria for modifying the registered/released information of CFP declaration, monitor the necessity of such revision, modify the information if needed, and report the revised contents and the reason of modification to the secretariat of the CFP Program. Followings show general cases when the CFP information requires revision.

a) When changing data which was released based on pre-marketing assumption value of new product (designed value, planned value), to the data based on actual measurement value.

b) When changing data to more accuracy data such as by converting secondary data to primary data
c) When an error or lack is found in the released CFP declaration

8. Education and training for CFP

Personnel who directly engage in a CFP system (CFP quantifier and internal verifier) and internal CFP system auditor shall have competence to conduct each work. To ensure competence of those personnel, organization shall provide appropriate educations and trainings on CFP and LCA, or shall approve of personnel internally based on his/her experience.

Organization should provide necessary educations also for data suppliers about the general CFP understanding and the collection method of LCA data.

Internal verifier should pass the LCA Expert Certificate Examination or should have considerable knowledge related to applicable product and production process necessary for LCA and CFP quantification. Or, internal verifier should meet "Requirements for competence of licensed reviewer," set of the requirements of the CFP Program.

9. Internal CFP system audit

Aiming at maintaining at this CFP system, organization shall conduct internal CFP system audit by internal CFP system auditor in a given period, to make clear that the following requirements of a), b), and c) are fulfilled.

a) CFP system of the organization shall conform to the requirements in this document.
b) It conforms to CFP manual prescribed by the organization.
c) The CFP system has been conducted and maintained in a planned manner.

Organization shall meet the following requirements when planning and implementing internal CFP system audit.

d) Internal CFP system auditor shall have knowledge about CFP and competence available to conduct internal CFP system audit.
e) In selecting internal CFP system auditor and in implementing audit, audit process shall be ensured objectivity and fairness.
f) Internal CFP system auditor shall not audit his/her own work.
g) Internal CFP system auditor shall record the audit results.
h) Audit results shall be reported to CFP manager and top management.
i) Even outsourcing work of internal CFP system audit, organization shall have responsibility for the audit result.

10. Corrective action

When it finds any nonconformity in the process of CFP internal verification, CFP internal audit, or CFP system audit by CFP system certification body; or after registering/releasing CFP declaration and making agreement on CFP license, the organization shall identify the cause of the nonconformity, revise the nonconformity part, and then shall take measures to remove the cause.

Organization shall review the effectiveness of the corrective action taken, and shall record the results of the corrective action.

11. Control of documents and records

11.1 Control of documents

Organization shall create, maintain, and control the necessary document for the CFP system. Organization shall ensure that the documents are kept the latest status.

When creating and maintaining documents, organization shall refer to appropriate version of necessary documents listed below.

a) Basic instructions
b) Rules on registration and release of CFP declaration
c) Requirements for CFP system certification (requirements in this document)
d) Other program related documents
e) Basic secondary data and available secondary data
f) Application documents for registration and release CFP declaration
g) Applicable CFP-PCR

11.2 Control of records

Organization shall create necessary records including the following items as evidences of its conformity to requirements and its accuracy of CFP value, and shall store the records in a condition to easily search them in an appropriate period.

a) Materials of CFP planning
b) Materials for preparing CFP quantification
c) Application documents for registration and release of CFP declaration
d) Materials of results on CFP data collection for each stage
e) Materials of evidence of data collection
f) Materials of results on internal verification
g) Materials of results on internal CFP system audit
h) Records of education and training
i) Record of the corrective action

j) Materials of managing calculator
k) Records of management review

12. Management review

Top management shall review a CFP system in a given period, to ensure that the CFP system has been appropriate, valid, and effectively functioning.

Inputs to the management review should include the followings.

a) Status of CFP quantification and of registration and release of CFP declaration
b) Annual plan
c) Result of audit
d) Status of communication with stakeholder (e.g., feedbacks)
e) Status of the corrective action
f) Follow-up of the results of the last management review
g) Change in CFP value (CO_2 emissions)
h) Change in the circumstance
i) Proposal to the improvement

Outputs from the management review shall include decisions on the CFP policy and on the necessity of changing in the CFP system.

Annex A (informative): User's guidelines

The additional information provided in Annex A is informative information, and aims to prevent misinterpretation of the requirements described in this document. The information conforms and corresponds to the number of each Chapter, but it does not intend to add, delete, and change any of the requirements.

A.1. General requirements

Organization is required to document the established CFP system in an understandable way to anyone. In the document, it should be stated clearly how the organization fulfills the requirements. The document may include not only documents, but also a flow chart, tables, and chart, and it may not be complied into one document. The degree of documentation can differ according to types of organization activity, complexities of processes, and competence of personnel, and so forth, thereby the businesses may appropriately judge the degree by themselves.

When defining a scope of a CFP system, the organization should consider its target product prescribed in applicable CFP-PCR, and an organization including the business entity.

When the organization operates other management system such as ISO9001 and ISO14001, the organization may establish and operate an integrated system by adding the processes required by this rule to the management system, by referring to Annex B.

A.2. Responsibility and management

To achieve successful operations of the system, it is important to establish an implementation team, and to make clear the individual roles, responsibilities, and authorities of the team member. The implementation team should include top management, CFP manager, CFP quantifier, data suppliers, internal verifier, and internal CFP system auditor, etc.

Especially, the commitment made by the top management to the CFP system is important. To represent the commitment, the organization should create CFP policy, disclose it within and outside the organization, and conduct it. Top management should be the top management layer within the scope of this system.

In addition, as a part of this commitment, it is preferable that top management appoint a specified CFP manager who has prescribed responsibility and authority for conducting CFP. In the case of a large-scale or complicated organization, there is a case that multiple CFP mangers are appointed.

It is preferable that CFP manager manage this system as a whole and make effort to deepen understanding of CFP inside/outside of its organization, while making CFP related communication with top management (e.g. “12. Management review”) as needed.

A.3. Planning of CFP

A.3.1 CFP annual plan

To promote CFP system effectively and efficiently, it is important to develop an annual CFP plan. The annual CFP plan may include implementation team, number of product quantified and verified, and schedule plan. Description level of the plan can differ according to a scale of the organization or number of CFP product, and so forth. For example, it may be described at a level which the organization judges it effective and efficient for the following cases: Whether the name of data supplier should be described in (a); or whether detailed schedule plan should be needed in (b) (e.g., for the items of request for data collection, data collection, compilation, and internal verification, etc.).

A.3.2 CFP quantification plan

To promote CFP system effectively and efficiently, an appropriate plan should be developed before conducting CFP quantification. It is preferable that the plan include target product and target CFP-PCR.

A.4 Collection and quantification of life cycle data

A.4.1 General

Collection and quantification of life cycle data are the most important and central procedures in this system. Therefore, it is important to develop and document procedures for collecting and for quantifying the most appropriate life cycle data for organization.

Procedures for collecting and quantifying life cycle data ordinarily includes the following procedures: a request for data collection, collection and provision of data, CFP quantification, CFP declaration, and creation of a CFP mark.

To effectively promote to conduct procedures of collecting and quantifying life cycle data, it needs to adequately consider detailed information (e.g. clarification of components of target product, creation of life cycle flow chart, and application of available data) and to clarify the implementation policy for ambiguity points before conducting these procedures, which enable to reduce unneeded works as much as possible and to become available proper and effective CFP quantification.

It should establish a process to easily collect and use necessary data from production management information or design information so as to collect data effectively and constantly.

A.4.2 Request for data collection

To obtain necessary data, it is important to ensure to convey relative information to data supplier as much as possible. For data collection period, range, sampling method, and actual method, it should give considerations to improve work efficiency of the data supplier by giving details of the measurement tools.

A.4.3 Data collection and provision

Data supplier should collect data based on a request of data collection without delay, regardless of inside or outside of the organization, but it is important for data supplier to confirm data quantifier for ambiguity part, not only by solely judging by himself. Unneeded works can be avoided such as conducting of data collection twice, by providing appropriate data after clarified the contents and the data quality inquired by the data supplier.

In addition, it is important to clarify where responsibility of the provided data lies, because there is a case that verification is conducted based on the data collected and provided by data supplier during CFP verification.

Especially when data supplier is the person outside of the organization, there is a case that it cannot request directly to data supplier. In such case, data quantifier should responsibly make effort to achieve the equivalent data collection to the case of the inside of the organization, by making close communication with data supplier.

A.4.4 CFP quantification

This is a phase to quantify CFP value based on data collected, and to compile them into the prescribed CFP application form. First, it is preferable to check whether or not it is valid value, for example, collected data is greatly different from estimated data, etc. The validity of quantified CFP value should be judged by recalculating the quantification results or by comparing it with quantification result of the similar product, etc.

In addition, it is necessary to collate and store evidence materials to prepare verification of data. There is a case that confidential matter is included in data, thereby it should have appropriate management system to prevent external leakage due to inappropriate handling of such data.

A.4.5 Preparation for CFP declaration and CFP mark

Specifications of CFP declaration including a CFP mark, additional information, and registration shall be clarified in accordance with applicable CFP-PCR and the “Rules on registration and release of CFP declaration.” As problems have been often found in expressions related to CFP mark, additional information, and registration information through product-by-product verifications, CFP declaration and CFP mark shall also be confirmed in undergoing CFP system audit. At that time, cares should be paid for making it easily understandable and for avoiding any misunderstanding for consumers.

A.5 CFP internal verification

CFP internal verification is important to check an appropriateness of a CFP value and a CFP declaration. Therefore, internal verifier should have knowledge of LCA/CFP, applicable product, and applicable production process, and should be in a position which he/she conducts verification fairly and objectively.

Independency of verifier can be shown by the fact that the verifier is not the person of data supplier and CFP quantifier of the product which was verified by a verifier.

CFP internal verification can be outsourced to the outside entity due to resource problem within the organization, but the responsibility of the verification results shall be lie with the organization.

“Proper version” means the latest version excepting in special circumstances. However, when any contents quantified and released in the past are corrected in accordance with “7. Revision of CFP declaration released” in this document, it needs to be re-verified based on the CFP-PCR when the applicable quantification was conducted. In this case, it shall use appropriate CFP-PCR, not of the latest version.

A.6 Registration and release of CFP declaration, and license agreement of CFP mark

The flow of release of CFP declaration is conducted as follows: making application for the registration and release of CFP declaration, then making application for CFP license agreement to the secretariat of the CFP Program, in accordance with rules of the CFP Program; after completed the procedures described above, releasing the approved CFP declaration on the homepage and on the applicable product (the followings shall be separately prescribed in operational section: details for materials submitted, the way of applying to the secretariat of the CFP Program, and the details whether or not check is conducted).

The procedures for the following items should be clarified including, application for registration and release of CFP declaration; application for CFP license agreement; the

criteria for release (e.g. status available to make apply, etc.); and division of roles (person who conducts application, person who conduct release, and person who finally decide application, etc.) are clarified.

A.7 Modification of released CFP declaration

As there is a case that the value in the released CFP declaration and the actual value is different, judgment criteria and a system (including finding of such differences by surveillance, judgment for necessity of correction, and procedures for making correction) to correct such CFP declaration may be established. Target to be corrected shall include the display as a whole (e.g. additional information).

A.8 Education and training for CFP

Of personnel involved in a CFP system, CFP quantifier, internal verifier, internal CFP system auditor are especially required to have competence to conduct each role of work. Criteria for competence may be set based on the experience on and the training taken in CFP/LCA, internal CFP auditor qualification of management system (e.g. ISO14001), and relative work experience. The current CFP Program does not request the certificates, as external educational organization is not always well-developed.

A.9. Internal CFP system audit

For internal CFP system audit, it is important to regularly check the establishment progress of a system and its operational status by the organization fulfilling the requirements in this document. Therefore, when auditing processes of CFP internal verification by internal system audit, the results on internal verification which has already conducted may be checked.

Competence of internal CFP system auditor is required not only for knowledge of CFP, but also for management system. Competence related to management system can be ensured by having qualification of internal auditor of ISO9001 and ISO14001.

Independency of internal CFP system auditor can be proved by the following: internal CFP system auditor is the person other than the top management and the CFP manager; and CFP quantifier does not conduct internal audit for the product whose CFP was quantified by himself/herself.

There is a case that internal CFP system audit is outsourced because of a problem of resources within the organization or raising up of its own internal CFP system audit, but the responsibility of the CFP system audit shall be lie with the organization.

A.10. Corrective action

Nonconformity can occur in CFP system, CFP value, and CFP declaration, etc.

For avoiding such error from repeating, it is effective to eliminate the cause of nonconformity and to establish a system to prevent recurrence. However, it does not intend here to establish a heavy system which take time and labor.

Efficient and effective method may be considered, for example, share among parties by adding measures to prevent recurrence of the nonconformity found or by writing it as notes in an idea balloon along with a life cycle flow chart created in 4.1 b).

A.11. Control of documents and records

A.11.1 Control of documents

The minimum documents which shall be developed in this requirements are CFP manual (refer to “1. General requirements”) and written procedures for collecting and quantification of life cycle data (refer to “4. Collection and quantification of life cycle data”). In this document, CFP manual means the document describing outline and procedure for a CFP system established by an organization based on the requirements, and written procedures means the document which prescribes the further details of the part of work procedures (who, when, and how, etc.). The written procedure includes data collection sheet, calculation sheet, emission factor list created within the organization, and the criteria for CFP quantification, etc. When an organization judges necessary, it can prepare another written procedure.

In creating document, it may refer to relative external document described in the requirements of “11.1, Control of documentation”. “d) Rules on operation” refers to the document which prescribes several rules of the CFP Program, described in the CFP website. “e) Basic secondary data” refers to the data approved by the review panel on emission factor, and “available secondary data” refers to the data to complement basic secondary data. The business quantifying CFP can register emission factor data which is collected by itself, as available data.

These document needs to be appropriately managed to prevent from misusing inappropriate version document.

“Appropriate version” here means the latest version excepting in special circumstances. However, the past document is required to be maintained, provided that the product which was released based on the past document is still on the market.

A.11.2 Control of records

It should prepare to show the records proving conformity to the requirements in this document and the records related to CFP quantification (e.g. data and its basis) used for CFP quantification. These records may be organized and stored so that they can be represented immediately, because they are required in CFP internal verification and internal CFP system audit.

The storage period may be decided by considering renewal period of the CFP system certification.

A.12. Management review

Management review may include clarifications of the inputs of information for top management, and the indicated points related to the CFP system (outputs) from top management. Management review may use as a place of internal communication related to commitment by top management.

Management review can be used for organization to collect information aiming at using CFP strategically, and can be used as a place for changing information.

Annex B (informative): Requirements for CFP system, and the correspondence between JIS Q 14001, JIS Q 9001, and the EcoLeaf environmental declaration

Table B.1 shows technical correspondence of the requirements in this document between the requirements of JIS Q 14001, JIS Q 9001, and EcoLeaf environmental declaration. This comparison aims to represent the relations of CFP system to other systems for reference and to show the availability of the combined usage for establishing a CFP system, for organizations that have already been operating these systems and that wish to newly operate a CFP system in the future. It does not mean that the combination of the requirements shown in this table shall be used for establishing a CFP system combining two systems.

Table B.1: Correspondence between requirements for CFP system certification, JIS Q 14001, and JISQ 9001

Requirements for CFP system certification	Correspondence between JISQ14001, JISQ9001, and EcoLeaf environmental declaration		
	JISQ14001	JISQ9001	EcoLeaf
1. General requirements	4.1 General requirements	4.1 General requirements	1-1 General requirements (estalishing of policies, appointing of supervisor, and establishing of EcoLeaf manual, by top management)
2. Responsibiltiy and management **2.1 Top management** **2.2 CFP manager**	4.2 Environmental policy 4.4.1 Resources, roles, responsibility and authority	5.1 Management comittment 5.3 Quality policy 5.5.1 Responsibility and authority 5.5.2 Management representative 6.1 Provision of resources	
3. Planning of CFP **3.1 Annual CFP plan** **3.2 CFP quantification plan**	4.3.3 Objectives, targets and programmes	7.1 Planning of product realization	2-1 Criteria for data collection and processing
4. Collection and quantification of life cycle data **4.1 General**	4.4.6 Operational control	7.1 Planning of product realization 7.5.1 Control of production and service provision 7.5.2 Validation of processes for production and service provision	2-1 Criteria for data collection and processing 3-1 Integration system for product information/data 3-2 Integration system for manufacturing site data 3-3 Integration system for indformation/data on logistics/use/disposal and recycling 5-1 Management of measurement
4.2 Request for data collection	4.4.3 Communication 4.4.6 Operational control	5.5.3 Internal communication 7.4.2 Purchasing information	
4.3 Data collection and provision	4.5.1 Monitoring and measurement 4.4.6 Operational control	7.6 Control of monitoring and measuring equipment	
4.4 CFP quantification	4.3.1 Environmental aspects 4.4.6 Operational control	7.4.3 Verification of purchased product 7.5.1 Control of production and service provision	4-1 System for processing integrated data
4.5 Preparation for CFP declaration and CFP mark	4.4.6 Operational control	7.5.1 Control of production and service provision	
5 CFP internal verification	4.5.1 Monitoring and measurement	8.2.4 Monitoring and measurement of product	6-1 Verification system for product environmental information/data
6. Registration and release of CFP declaration, and license agreement of CFP mark	4.4.3 Communication 4.4.6 Operational control	7.5.1 Control of production and sercice provision	8-1 EcoLeaf labeling system
7. Modification of released CFP declaration	4.4.7 Emergency preparedness and response 4.5.1 Monitoring and measurement	8.2.4 Monitoring and measurement of product	7-1 Correction system for product environmental information/data
8. Education and training for CFP	4.4.2 Competence, training and awareness	6.2 Human resources	1-1 General requirements (education and training)
9 CFP internal audit	4.5.5 Internal audit	8.2.2 Internal audit	–
10. Corrective action	4.5.3 Nonconformity, corrective action and preventive action	8.3 Control of nonconforming product 8.5.2 Corrective action	6-1 Verification system for product environmental information/data (corrective action in internal verification)
11 Control of documents and records **11.1 Control of documents** **11.2 Control of records**	4.4.5 Control of documents 4.5.4 Control of records	4.2.2 Quality manual 4.2.3 Control of documents 4.2.4 Control of records	7-2 Control of documents and records
12. Management review	4.6 Management review	5.6 Management review	–

Supplementary provisions

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