

CFP Communication Program

Requirements for competence of  
licensed reviewer

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Japan Environmental Management Association for Industry

This document prescribes the requirements for licensed reviewers under the CFP Communication Program (hereinafter called "the CFP Program"). The licensed reviewers in this document refers to the individuals who have registered to serve as a CFP-PCR reviewer who conducts Carbon Footprint of Products - Product Category Rule (hereinafter called "CFP-PCR") review (hereinafter called "CFP-PCR review"), or as a CFP verifier who conducts CFP verification.

The requirements prescribed in this document will be revised timely and appropriately manner during activities of the CFP Program.

## 1. General requirements

The credibility and reliability of the process of CFP-PCR review and CFP verification depend on the competence of CFP-PCR reviewers and CFP verifiers. The licensed reviewers are required to meet the requirements for competence prescribed in Sections 2 to 5. Registration procedures are prescribed in Sections 6 and 7.

## 2. Knowledge and skills

CFP verifier and CFP-PCR reviewer shall have knowledge and skills in the following fields.

### a) Knowledge of LCA/CFP

- Knowledge of CFP rules
  - > Knowledge of the program instructions, CFP-PCR, and various rules
- Expertise in LCA and procedures for LCA work (general knowledge on LCA)
  - > Distribution method, etc.
- Knowledge of the quantification method of GHG emissions
  - > Knowledge of GHG source
  - > Knowledge of quantification method of GHG emissions related to site and transportation
- Knowledge of environmental declaration label
  - > Knowledge of ISO14025 and ISO14020, etc.

### b) Skill of CFP verification

- Skill to conduct verification in accordance with the judgment criteria for CFP verification and procedures for CFP verification
- Communication skill
- Skill for report writing and reporting
- Capability to appropriately handle issues designated during the review process
- Capability to make an expert judgment

## 3. Education and work experience

### 3.1 General

Licensed reviewers should have the following education and work experiences.

- a) Having completed courses of adequate education necessary to acquire the knowledge

- and skills listed in section 2.
- b) Having work experience which contributes to the development of knowledge and skills listed in section 2. This work experience should be the experience in a technical, managerial or expert position, including making judgment, solving problems, and communicating with other managers, experts, colleagues, customers and/or other interested parties.
  - c) Having completed a training session which contributes to development of the knowledge and skills listed in section 2.

### 3.2 Level of education and work experience

Licensed reviewers shall meet the following standard levels of education and work experience listed in Table 1.

Table 1. Level of education and work experience for licensed reviewers

Item	Description
Education	Graduated from a high school or higher which is defined in the School Education Act, or has the equivalent academic background
Work experience	Work experience in a technical, managerial or expert position for over 5 years
Knowledge and skill	Knowledge and skills listed in Section 2
LCA-related work experience	Experience of LCA quantification or LCA verification
Staff training	Completing a training session on CFP verification

In addition, CFP-PCR reviewers shall have work experience as a CFP verifier under the CFP Program. CFP-PCR reviews are required to have higher level of competence than required for CFP verifiers, and they are required to have completed a training session on CFP-PCR review.

### 4. Personal qualities

Licensed reviewers should have the following qualities:

- a) Ethical: fair, credible, faithful, honest and sensible
- b) Broad-minded: willing to take different opinions and views into consideration
- c) Diplomatic: tactfully communicate with others to achieve objectives
- d) Cooperative: effectively interact with others
- e) Observant: conscious of physical circumstances and activities around him/her
- f) Perceptive: intuitively recognize and understand the situation
- g) Responsive: easily adapt to changing situation
- h) Persistent: persevering and focused on achieving objectives
- i) Decisive: timely reaching to a conclusion based on logical reasons and analysis

- j) Autonomous: acts independently and plays his/her role
- k) Professional: behave appropriately in the workplace as a whole in a polite and faithful manner
- l) Strong mind: willing to take responsibility and act ethically even if his/her action is not accepted or can cause discrepancy or conflict
- m) Systematic: demonstrates effective time management, prioritization, planning, and efficiency.

## 5. Maintenance and improvement of competence

### 5.1 Ongoing development of professional skill

Ongoing development of professional skills leads to maintenance and improvement of knowledge, skills, and personal qualities. This can be achieved in various ways including additional work experiences, training, self-learning, teaching, assembly, participating in a seminar or meeting, and other related activities. Licensed reviewers should demonstrate ongoing development of their professional skills.

### 5.2 Maintenance of skill

Licensed reviewers should maintain and demonstrate their audit skills, by participating in CFP-PCR review and CFP verification on a regular basis.

## 6. Standard qualifications as licensed reviewer

### 6.1 Definition of licensed reviewer

A licensed reviewer means the person who is approved by JEMAI (Japan Environmental Management Association for Industry) as fulfilling the qualifications standard prescribed in Article 6.2 and who has been registered as a licensed reviewer.

### 6.2 Qualifications standard for licensed reviewer

Licensed reviewers shall meet all the requirements listed from (a) to (e), and should meet (f).

- a) Having academic background of graduation from a high school or higher defined in the School Education Act, or having the equivalent academic background as specified below:
  - (1) Graduating from a technical college; completing a 3-year or longer upper secondary course of specialized training college, designated by the Minister of Education, Culture, Sports, Science & Technology; having acquired the certificate for students achieving the proficiency level of upper secondary school graduates, specified by Ordinance of the Ministry of Education, Culture, Sports, Science and Technology; or completing an overseas institution of secondary education or higher.
  - (2) Having completed a course of an educational institution within an organization which is equivalent to high school or higher.
- b) Having work experience for over 5 years.

- c) Having experience of LCA quantification or LCA verification in at least one case.
- d) Having completed and passed a training session provided for licensed reviewers which are hosted by JEMAI within the past 1 year prior to the date of application.
- e) Being recommended as a person having personal qualities listed in Section 4, by a manager of the organization in which he/she has been working for over 1 year.
- f) Having passed the LCA Expert Certificate Examination which is jointly conducted by JEMAI and the Institute of Life Cycle Assessment, Japan.

## 7. Registration of licensed reviewers

### 7.1 Qualification as licensed reviewer

A person who meets the requirements prescribed in Article 6.2 can be registered as a licensed reviewer. A licensed reviewer shall follow the procedure to maintain and renew the qualification registration every year.

### 7.2 Maintenance and renewal of qualification as licensed reviewer

#### 7.2.1 Maintenance and renewal of qualification registration as licensed reviewer

When maintaining and renewing the registration every year, a licensed reviewer shall report a record of the following matters. As for b) and c), a licensed reviewer shall have conducted either one of them.

- a) Details of appeals or complaints, if received from a business.
- b) Participation in a training session for licensed reviewers to improve skills provided by JEMAI or other cooperative organizations.
- c) Performance of the following "Continuing Professional Development" (hereinafter called "CPD") for 5CPD hours.
  - (1) Applicable field of professional skill  
The applicable fields are those related to knowledge and skills of LCA/CFP.
  - (2) Development method of applicable professional skills and counting of CPD hours  
Performing an activity that falls in the fields specified above for one hour using the following methods is counted as 1 CDP hour.

Development method of skills	Description and requirements	CPD hour
(1) Self-learning	Reading books and literatures, learning in a voluntary group (Group discussion in a training session is classified in "(2) Passive activity.") * Searching information or learning with literatures on the Internet is not approved. * Reading magazines is not approved, but learning with a relevant featured article is approved. * Activities such as creating materials, summarizing ideas or checking are not included in (1).	Hours of learning

(2) Passive activity	<p>Lectures and internal/external training sessions (including group discussion and presentation in a training session)</p> <p>* Visiting an environmental exhibition, eco-tour, or observation personally or in a voluntary group are not approved. However, visiting a business for environmental observation purpose hosted by a specific entity is approved.</p> <p>* Self-learning "before and after" a lecture or a training session cannot be counted in the CPD hours.</p>	<p>Hours of participation</p> <p>(Note) Time for break is excluded.</p>
(3) Autonomous activity	<p>Internal/external lectures and lectures in training sessions (Group discussion in a training is classified in "(2) Passive activity.")</p> <p>* If a lecture on the same subject is repeated several times a year, only the first lecture can be counted.</p> <p>* Creating presentation materials for a lecture or a training session cannot be counted in the CPD hours.</p>	Hours of lecture
	<p>Writing articles or scientific literature in relation to LCA/CFP</p> <p>* Proofreading hours are excluded.</p>	Hours of writing
(4) Project activity	<p>Activities in a temporary research/development project, providing technical instructions or voluntary activity in a training session held at university or other academic institution.</p> <p>* Internal/external activity or technical teaching as regular tasks in a company is not approved.</p>	Hours of participating

### 7.2.2 Suspension and revocation of qualification

JEMAI can suspend or revoke the registration of licensed reviewer who falls short of expected appropriateness in performing the works of licensed reviewer, or who violates the rules of the handling of ethical and confidential matter under the CFP Program. If JEMAI find that a licensed reviewer had obtained its qualification by some unfair means, JEMAI can suspend or revoke the registration of the licensed reviewer.

### Supplementary provision

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