

CFP Communication Program

Procedures of registration and assessment of licensed reviewer

Established on July 2, 2012

Document ID: C-17-01

Japan Environmental Management Association for Industry

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

1. Application for registration of licensed reviewer

An applicant of registration of licensed reviewer (hereinafter called the "applicant") shall fill in the following application without omission, and submit it to JEMAI with attached materials required for assessment.

Details of application of the applicant

1) Application (in the case of renewal, "application for renewal of registration")

- (1) Name
- (2) Affiliation
- (3) Contact information: address, telephone and fax numbers, and e-mail address
- (4) Address to which notification will be sent
- (5) Date of birth
- (6) Business background (including educational background)
- (7) Qualification and the number given in previous registration (not applicable for unregistered applicants)
- (8) Experience of LCA
- (9) Experience of development of CFP-PCR, CFP quantification, CFP-PCR review, and CFP verification
- (10) Experience of receiving any appeal or complaint

2) A written pledge

3) Attached materials

2. Assessment based on application

JEMAI checks the submitted application and attached materials, and judges their conformance to the "Requirements for competence of licensed reviewer."

The secretariat notifies the judgment result based on the assessment of application to the applicant.

3. Training for CFP-PCR review and CFP verification (hereinafter called "training")

The secretariat sends information about the training to the applicant who passed the application assessment.

During the training, JEMAI judges the conformance of the applicant to the "Requirements for competence of licensed reviewer."

4. Registration

JEMAI notifies the applicant of the final judgment result based on the training. After confirming a completion of payment of the appropriate registration fee by the applicant who passed the assessment, JEMAI registers the applicant as a licensed reviewer.

5. Surveillance

JEMAI can conduct check (surveillance) on the result(s) of CFP-PCR review and/or CFP verification conducted by a licensed reviewer, if necessary. In the surveillance, the licensed reviewer shall submit necessary documents related to the result(s) of CFP-PCR review and/or CFP verification, upon request from JEMAI.

6. Maintenance and renewal of registration

The validity period of the registration of a licensed reviewer shall be 1 year. If a licensed reviewer wishes to maintain or renew its registration of a licensed reviewer, the licensed reviewer shall make an application for maintenance/renewal to JEMAI, and make a payment of a registration fee. JEMAI can request the licensed reviewer to participate in a training session, if necessary.

Supplementary provision

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