

CFP Communication Program

Rules on registration and assessment of CFP system certification body

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Japan Environmental Management Association for Industry

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

1. Application for initial registration of CFP system certification body

1-1. Application for registration of CFP system certification body

An organization that wishes to be registered as a CFP system certification body (hereinafter called the "applicant") shall fill in the "Application for audit of registration of CFP system certification body" without omission, and submit it to the secretariat of the CFP Program. The applicant shall also send the documents created in accordance with the "Requirements for competence of CFP system certification body" to the secretariat of the CFP Program.

Details of application

1) Application

* Application for audit of registration of CFP system certification body

- (1) Name of the representative of the organization
- (2) Name of the organization for contact
- (3) Contact person's name, his/her title, division, e-mail address, telephone and fax numbers, and address
- (4) Any approval acquired from a certification body
- (5) Range of certification services
- (6) Any basic knowledge regarding LCA/environmental declaration
- (7) System establishment for conducting CFP system certification
- (8) Experience of conducting GHG management verification
- (9) Confirmation of agreement on the requirements for competence of CFP system certification body

2) A list of staff members involved in CFP system certification

3) Table for Individual working members

1-2. Audit for registration

After receiving a set of applications for audit from the applicant, the secretariat of the CFP Program notifies the applicant about the information of the audit. The notice includes the body involved in the audit, the way to contact, and the information about the documents required for the audit.

1-3. Assessment based on application

The secretariat of the CFP Program checks the submitted documents (including the application for audit of registration of CFP system certification body, the list of staff members involved in CFP system certification, the table for individual working members, and other documents required for conducting CFP system audit), and conducts an attendance audit, then judge its conformity to the "Requirements for competence of CFP system certification body."

The secretariat of the CFP Program notifies the judgment result to CFP system certification body.

1-4. Registration

The secretariat of the CFP Program registers the applicant that was judged as conforming to the requirements for a CFP system certification body, and releases the registered CFP system certification body on the CFP website.

2. Maintenance and renewal of registration of CFP system certification body

2-1. Maintenance and renewal of registration

After the registration, the CFP system certification body shall apply for maintenance of its registration every year, and apply for renewal every 3 years. The procedures of maintenance and renewal of registration of CFP system certification body are described in the following sections.

2-2. Application for maintenance of registration of CFP system certification body

To maintain its registration of CFP system certification body, the CFP system certification body shall fill in the "Application for maintenance of registration of CFP system certification body" without omission, and submit it to the secretariat of the CFP Program.

If it is deemed necessary, the secretariat of the CFP Program notifies the CFP system certification body about conducting of an audit for the documents relating to CFP system certification which the body has, or an audit for the next attendance of the review panel that will be conducted within the body. Aforementioned documents related to CFP system certification include those documents related to the CFP system audit that was conducted.

Details of application

1) Application

* Application for maintenance of registration of CFP system certification body

- (1) Name of the representative of the organization
- (2) Name of the organization for contact
- (3) Contact person's name, his/her title, division, e-mail address, telephone and fax numbers, and address
- (4) Any change in the system for conducting CFP system certification

- (5) System for documentation related to CFP system certification
 - (6) Number of CFP system audits conducted during a year
 - (7) Any appeal or complaint received since previous registration or maintenance/renewal of registration has been made, and the status of the response to such appeal or complaint
- 2) A list of staff members involved in CFP system certification
 - 3) Table for Individual working members

2-3. Application for renewal of registration of CFP system certification body

To renew its registration of CFP system certification body, the CFP system certification body shall fill in the "Application for renewal of registration of CFP system certification body" without omission, and submit it to the secretariat of the CFP Program. The applicant shall also send the documents created in accordance with the "Requirements for competence of CFP system certification body" to the secretariat of the CFP Program. The documents to be sent include those documents related to the CFP system audit that was conducted.

If it is deemed necessary, the secretariat of the CFP Program notifies the CFP system certification body about conducting of an audit for the next attendance by the review panel that will be conducted in the body.

Details of application

1) Application

* Application for renewal of registration of CFP system certification body

- (1) Name of the representative of the organization
 - (2) Name of the organization for contact
 - (3) Contact person's name, his/her title, division, e-mail address, telephone and fax numbers, and address
 - (4) System for conducting CFP system certification
 - (5) System for documentation related to CFP system certification
 - (6) Number of CFP system audits conducted during a year
 - (7) Any appeal or complaint received since previous registration or maintenance/renewal of registration has been made, and the status of the response to such appeal or complaint
- 2) A list of staff members involved in CFP system certification
 - 3) Table for individual working members

2-4. Assessment by audit

The secretariat of the CFP Program checks the submitted documents (including the application for audit of registration of CFP system certification body, the list of staff members involved in CFP system certification, the table for individual working members, and other documents required for conducting CFP system audit), and conducts an attendance audit, then judge its conformity to the "Requirements for competence of CFP system certification body."

The secretariat of the CFP Program notifies the judgment result to the CFP system certification body.

2-5. Registration

The secretariat of the CFP Program renews the registration of the CFP system certification body that was judged as conforming to the requirements for a CFP system certification body.

2-6. Suspension and revocation of registration

In applying for maintenance or renewal of registration of a CFP system certification body, if the applicant does not meet any of the requirements, the secretariat of the CFP Program send notification about suspension or revocation of its registration to the applicant.

3. Suspension and revocation of registration of CFP system certification body

If there is a CFP system auditor who acts inappropriately in its CFP system certification or who violates any of the rules for the handling of ethical and confidential matter under the CFP Program, the secretariat of the CFP Program confirms the fact with the CFP system certification body. Based on the confirmation result, the secretariat of the CFP Program send notification related to suspension or revocation of its registration to the CFP system certification body, regardless of the time of maintenance or renewal of the registration.

Supplementary provisions

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