



AP0008 ed7  
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PEP-AP0008-ed7.0-EN-2022 07 05

## **PEP Editorial Rules**

### **applicable as per PCR-ed3-EN-2015 04 02 or PCR-ed4-EN-2021 09 06**

This document describes the editorial requirements to register a PEP certifying the compliance of this document with the PEP ecopassport® program and ISO 14025, namely three components:

- The presence of the “PEP ecopassport®” logo,
- The registration number,
- The check-list box.

A PEP is a corporate document so there are no requirements regarding the style of the document.

#### **The PEP ecopassport® logo:**

- Definition according to document PEP- AP0007 in force
- Digital Image available on request from “[contact@pep-ecopassport.org](mailto:contact@pep-ecopassport.org)”
- Presence on the first page
- Minimum size: defined in PEP-AP0007




### The registration number of a PEP ecopassport®:


- The registration number must appear on each page together with the words “PEP ecopassport®”
- All characters are upper case
- Definition: AAAA-bbbbbb-Vxx.yy-cc (e.g. ENTR-01962-V01.01-EN)
  - “AAAA”: unique code of 4 alpha-numeric characters assigned to the applicant company or its affiliated brand and defined by the company during the first registration
  - The dashes “-” between the groups of characters form part of the registration number
  - “bbbbb”: unique document number of 5 digits managed by the applicant company
  - “V” = fixed character relating to the PEP version
  - “xx.yy”: identification of the version of the document according to the rules defined in the appendix to this document
    - The application of a modification of a PEP is the responsibility of the company that filed the initial PEP and meets the rules defined in the general instructions of the program in force
    - “xx”: “major” version number from 01
    - “yy”: “minor” version number from 01
    - The first version of a PEP begins with the number “01.01”
  - “cc”: 2 characters code giving the language of the document according to ISO 639

### The check-list box:

- Presence of the following table on the first or last page of the PEP
  - For a PEP compliant with PCR ed3-EN-2015 04 02:

Registration number: <b>AAAA-bbbbbb-Vxx.yy-cc</b>	Drafting rules: <b>“PCR-ed3-EN-2015 04 02”</b> <b>Supplemented by “PSR-edx-EN-yyyy mm dd”</b>
Verifier accreditation number: <b>VHxx</b>	Information and reference documents: <b>www.pep-ecopassport.org</b>
Date of issue: <b>MM-YYYY</b>	Validity period: <b>5 years</b>
<b>Independent verification of the declaration and data in compliance with ISO 14025: 2006</b>	
Internal: <input type="checkbox"/>	External: <input type="checkbox"/>
The PCR review was conducted by a panel of experts chaired by Philippe Osset (SOLINNEN)	
PEPs are compliant with XP C08-100-1:2016	
The components of the present PEP may not be compared with components from any other program.	
Document complies with ISO 14025:2006 “Environmental labels and declarations. Type III environmental declarations”	
	

- For a PEP compliant with PCR ed4-EN-2021 09 06:

Registration number: <b>AAAA-bbbbbb-Vxx.yy-cc</b>	Drafting rules: <b>“PCR-ed4-EN-2021 09 06”</b> <b>Supplemented by “PSR-edx-EN-yyyy mm dd”</b>
Verifier accreditation number: <b>VHxx</b>	Information and reference documents: <b>www.pep-ecopassport.org</b>
Date of issue: <b>MM-YYYY</b>	Validity period: <b>5 years</b>
<b>Independent verification of the declaration and data in compliance with ISO 14025: 2006</b>	
Internal: <input type="checkbox"/>	External: <input type="checkbox"/>
The PCR review was conducted by a panel of experts chaired by Julie Orgelet (DDemain)	
PEPs are compliant with XP C08-100-1:2016 or EN 50693:2019	
The components of the present PEP may not be compared with components from any other program.	
Document complies with ISO 14025:2006 “Environmental labels and declarations. Type III environmental declarations”	
	



- MM-YYYY: 2 digits for the month, followed by 4 digits for the year
- Text *“supplemented by “PSR-ed-x-EN-yyyy mm dd”: see version on the chosen document, if no PSR is mentioned delete this text*



## **APPENDIX:**

### Definitions:

In the event of reissue of a PEP, apply the major / minor categorization described as per the following table and register the PEP according to the general instructions and conditions below:

- Minor modification:
  - Submission of the modified document to the PEP ecopassport® program does not require verification by an accredited verifier.
  - No change to the end date of validity of the PEP.
  - The data are updated online by the company.
  - Minor changes are processed in accordance with the rules defined in the version of PCR given on the PEP concerned by the modification. Example: PEP issued according to the PCR “PEP-PCR-ed4-EN-2021 09 06” is the subject of a minor modification during its validity period. This modification will follow the rules of the PCR “PEP-PCR-ed4-FR ...”, regardless of the existence of any later version of the PCR.
- Major modification:
  - The PEP is considered a new PEP and the conditions for its registration apply.
  - The modified PEP is verified by a verifier accredited by the program.
  - After checking compliance with the PEP rules in force, the validity period is renewed for the period defined by the general instructions of the program.

The “PEP digital update” tool available via the PEP registration interface can only be used by the PEP registrant in the following situations:

- Where the cases of minor or major changes defined in the procedure are not applicable.
- In the event of agreement or explicit request of the PEP ecopassport® program.
- At the request of the verifier when the data has already been approved and sent to the INIES database and there has been no modification of the PEP pdf file.
- Adding information to the [Name] field of the PEP does not imply a change in the pdf format of the PEP.
- The addition of information in the [Product or brand covered by the text] field of the PEP does not imply any change in the pdf format of the PEP.



Subject	Type of modification			Impact on an existing PEP			Example: New PEP number if modification (from ENTR-00089-V01.01-FR)	Comments
		Major	Minor	None	PEP modification	New PEP		
Reasons related to PEP association	New version of PCR	✓		✓			ENTR-00089-V02.01-FR	No compulsory modification of the PEP before the end of validity period in the event of modification of the PCR or the PSR. If the PEP is reissued using the new PCR or PSR, then the PEP must be registered as a new PEP.
	New PSR concerning the product	✓		✓			ENTR-00089-V02.01-FR	
	New version of the PSR with impacts on existing PEP	✓		✓			ENTR-00089-V02.01-FR	
	New version of the PSR without impacts on existing PEP		✓	✓			ENTR-00089-V01.02-FR	The only modification concerns the reference to the PSR
	Modification of the drafting rules: check-list box, PEP logo, etc.		✓	✓			ENTR-00089-V01.02-FR	If the PEP is modified with the new check-list box or logo without changing the calculations and results, the PEP receives a V0x.02 number
Corporate reasons	Modification of formatting (text, image, logo) without modification of value or scope		✓		✓		ENTR-00089-V01.02-FR	
	Modification of list of substance & materials: additional information without modification of existing values		✓		✓		ENTR-00089-V01.02-FR	
	Additional references to be added to the PEP having identical impact indicators		✓		✓		ENTR-00089-V01.02-FR	
	Modification of contact		✓		✓		ENTR-00089-V01.02-FR	
	Translation into another language without any modification of the existing content of the PEP		✓			✓	ENTR-00089-V01.01-EN	
	Translation into another language with modification of commercial references of the product(s) covered but without modification of the existing content of the PEP		✓			✓	ENTR-00089-V01.01-EN	
	Modification of the LCA software or LCA database	✓				✓	ENTR-00089-V02.01-FR	
	Irrespective of the reason, modification of any numerical value (indicator or family of materials)	✓				✓	ENTR-00089-V02.01-FR	
	Modification of company or commercial name / brand		✓		✓		ENTR-00089-V01.02-FR	In this situation the existing version (for example V01.01) is no longer valid and should be archived.



Subject	Type of modification			Impact on an existing PEP			Example: New PEP number if modification (from ENTR-00089-V01.01-FR)	Comments
		Major	Minor	None	PEP modification	New PEP		
Corporate reasons	Registration of an existing PEP under another brand and other commercial references of products without modification of the content of the PEP	✓				✓	ENTR-00090-V01.01-FR	In this situation the existing PEP (ENTR-00089-V01.01) remains valid. The verification may take into account the supporting evidence already provided for the existing PEP taking into account the similarity of the products and only changes to the brand and commercial references.
	Modification of geographical representativity with modification of the energy mix	✓				✓	ENTR-00089-V02.01-FR	
	Addition of indicators for the declared product in addition to those for the functional unit without modifying the existing content of the PEP		✓		✓		ENTR-00089-V01.02-FR	In this situation the old version (ENTR-00089-V01.01) is no longer valid and should be archived. For information purposes the applicant company shall give the verifier the new version of the PEP and, if necessary, the updated version of the LCA report. In the event of a problem, the verifier informs the PEP program.
	Addition of detailed indicators of the use phase (modules B1 to B7) in addition to those already registered without modifying the content of the existing PEP		✓		✓		ENTR-00089-V01.02-FR	In this situation the old version (ENTR-00089-V01.01) is no longer valid and should be archived. For information purposes the applicant company shall give the verifier the new version of the PEP and, if necessary, the updated version of the LCA report. In the event of a problem, the verifier informs the PEP program.
	Addition of the file relating to extrapolation rules without modifying the existing content of the PEP that already refers to extrapolation coefficients or formulas		✓	✓			ENTR-00089-V01.01-FR	In this specific case the version of the PEP is not modified. The extrapolation file is sent to the verifier for information.
	Addition of extrapolation rules without modifying the values or the scope	✓			✓		ENTR-00089-V02.01-FR	In this situation the old version (ENTR-00089-V01.01) is no longer valid and should be archived. For information purposes the applicant company shall give the verifier the new version of the PEP and, if necessary, the updated version of the LCA report. In the event of a problem, the verifier informs the PEP program.
	Adding xml file(s) without changing the existing content of the PEP		✓	✓			ENTR-00089-V01.01-FR	In this specific case the version of the PEP is not modified. The xml file(s) should be sent to the verifier for information.
Other	End of PEP validity period and the applicant company wants to maintain it	✓				✓	ENTR-00089-V02.01-FR	Review and mandatory verification of the PEP with a new number and a new registration.



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