



**PEP-AP0003-ed7-EN-2017 09 29**

## **PEP verifier accreditation procedure**

The PEP verifier accreditation procedure is based on the requirements of ISO 14025 and reflects professional best practices. The aim of the procedure is to qualify and endorse the required skills, in order to ensure that the PEPs submitted to the PEP ecopassport® Program conformance process are properly and independently verified.

The role of the accredited verifiers is to check, within the framework of the procedures specified by the Program, that the PEPs conform:

- to the "General instructions of the PEP ecopassport® Program"
- to the "PEP ecopassport® PCR-Product Category Rules", specified in the PCR – "Product Category Rules" and eventually completed by a PSR – "Product Specific Rules".

The accreditation procedure includes:

- The minimum requirements in terms of skill, knowledge and experience to be met by the verifiers,
- The verifier accreditation process,
- The conditions for maintaining the accreditation.

### **1 – Verifier accreditation criteria**

Verifier accreditation is based on the objective criteria of skills, knowledge and experience established in conformance with ISO standard 14025 and required in the performance of a verifier's duties.

#### **Skills and experience**

Evaluating the relevance of candidates is premised on a scoring system, which take into account the candidate's skills and experience level.



The above tab presents this scoring system for each subject.

			Score				
			0	1	2	3	4
<b>Mandatory criteria</b>	Experience	Professional experience (years)	<3	3 - 5	6 - 10	11 - 20	>20
		Electrical / Electronic / HVAC -R experience (years)	<1	1 - 3	4 - 6	7 - 10	>10
	Life Cycle Assessment methodology and practice	Experience (years)	<1	1 - 3	4 - 6	7 - 10	>10
	Type III environmental declarations	Type III environmental declarations production or verification (number, for less than 2 years)	<3	3 - 5	6 - 10	11 - 30	>30
<b>Optional criteria</b>	Bonus points	Audit practice / verification in environmental sphere	1				
		Chair of a LCA review panel	1				
		Other environmental declarations program accreditation	1				

The minimum score required for continue the accreditation procedure is: Four points, with at least one point for each of the four mandatory criteria.

The applicant needs to justify his / her score for each criterion, through his application dossier.

## Knowledge

- Expertise in Life Cycle Assessment (LCA): familiarity with the concepts, tools, methods and knowledge of the corresponding standards in the ISO 14040s series,
- Knowledge of the standards applicable to the fields of labeling and environmental declarations and specifically ISO 14020 and ISO 14025,
- Knowledge of the regulatory framework regarding the equipment covered by the program,
- Knowledge of sectorial standards NF EN 15804+A1 :2014 or XP C08-100-1 :2014
- Familiarity with the PEP ecopassport® Program reference documents: "PEP ecopassport® PCR-Product Category Rules" and "General Instructions of the PEP ecopassport® Program"
- Knowledge of the activities related to the electrical and electronic products and of the environmental aspects associated with their life cycle,
- Knowledge of the language in which the verifier conducts verifications.

## 2 – Verifier accreditation procedure

The application is checked against the accreditation criteria mentioned in the previous section. This is done in two successive stages:

- **1. Examination of the individual application dossier:**  
The dossier compiled by the applicant indicates the skills, knowledge and experience gained and the supporting evidence, with:
  - o A Curriculum Vitae
  - o A cover letter
  - o 2 environmental declarations done by himself / herself (declarations + accompanying report, with data only disclosed to the reference panel in charge of the accreditation interview – see point 2 above).
 The applicant's dossier is examined and validated by the technical committee.
- **2. Interview to check skills, knowledge and experience:**  
When the dossier has been accepted by the technical committee, a panel of program assessors consisting of at least two members who are external to the organization to

which the applicant belongs is appointed. Members of this panel are also active members of the technical committee, for at least two years, and accredited verifiers for at least one year, updated of their accreditation. The program assessors' panel is appointed by the technical committee. The assessors are recognized for their experience in LCA, their expertise in program PCR, their ethics and their impartiality. They must avoid any action that may result in a conflict of interest. The assessors can belong to organizations that are not involved in the program or they can be members of the program.

The panel will realize the skills evaluation interview during a session of accreditation interview in a dedicated day. Dates of these days are defined in advance and are communicated on P.E.P. association website (minimum 1 session per year).

This panel interviews the applicant to assess his / her skills, knowledge and experience, through two elements:

- a) **A practice exercise**, based on a fictitious case: the candidate will give an argued reading of a PEP and / or accompanying report
- b) **An interview** for which the applicant can claim his / her skills, knowledge and experience. The interview focuses on the applicant's practical experience of creating type III environmental declarations and knowledge of drafting PEPs according to the rules of the PEP ecopassport® Program.

After the interview, the panel make a recommendation, through an accreditation verifier interview report (PEP-RE0004).

When these two stages have been completed, verifier accreditation is awarded by the PEP ecopassport® Program steering committee. It is based on the admissibility of the application dossier declared by the technical committee after a panel of assessors has checked the knowledge and experience of the applicant.

The steering committee:

- declares that the applicant is an accredited verifier,
- issues a declaration that is valid for three years,
- and includes the applicant in the list of accredited verifiers (PEP-AP0006).
- designates a sponsor, among more than 2 years accredited verifiers, and who will be the privileged contact of the new verifier during a period of 1 year (accompanying, exchanges...)

If the application is unsuccessful, the accreditation body gives the reasons for its rejection and the applicant can reapply as many times as he wishes, after a minimum period of three months.

The verifier accreditation procedure is described in annex 1.

### 3 - Maintaining and renewing the accreditation

In order to renew the accreditation, the verifier must demonstrate to the competent body that during the three years following his accreditation:

- He has carried out at least two PEP verifications for the PEP ecopassport® Program.
- He is aware of any modifications to the program's standards and reference documents, if applicable,
- He has realized an annual activity report of his activity (see model RE0006-Activity report of accredited verifier) and communicated it to the P.E.P. association, prior to end of January. The synthesis can be presented in General Assembly. If the annual activity report is provided after end of January, the accreditation suspension will be considered at technical committee level.

If these 3 criteria are successful, the verifier must take the necessary steps to renew its accreditation:

- Complete the certificate of verifier accreditation renewal form (PEP-RE0005).
- Communicate the required proofs to the technical committee, who will notify this renewal through the accredited verifiers list (PEP-AP0006), after steering committee agreement.

If the renewal accreditation is unsuccessful, after the third anniversary of the accreditation, the end of accreditation is notified through the accreditation verifiers list (PEP-AP0006).

### 4 – Reclamations and sanctions

In case of claim or issues lift to the PEP ecopassport® program, the relevant instance will be seized and may initiate proceedings.

Claims may include:

- the knowledge and / or inadequate skills of the verifier,
- unsatisfactory audits;
- non-compliance with its obligation of training;
- the volume of insufficient activity;
- the non-independence recognized.

If necessary, sanctions could be applied up to a suspension or withdrawal of recognition ability of the verifier.

Decisions may constitute jurisprudence will be followed up by the appropriate authority.

### 5 – Associated fees

The application to an accredited verifier role involves **administrative fees** for processing the application

Once the accreditation is obtained by the applicant, and fees payment made, he is entitled to join the network of the Accredited verifiers of the PEP ecopassport® Program.

This status leads to an **annual contribution** to the program operator P.E.P. Association.

These associated fees are described in the AP0019 procedure.

Only accredited verifiers who have paid in due time fees and annual contribution are allowed to deliver the PEP Conformity Declaration in accordance with the PEP ecopassport® Program as described in the AP0002 procedure.

## Annex 1: PEP verifier accreditation procedure schema:

