



PEP-AP0003-ed10-EN-2024 06 13

PEP verifier accreditation procedure

The PEP verifier accreditation procedure is based on the requirements of ISO 14025 and reflects best professional practice. 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 conformity 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 following sections present the accreditation procedure for verifiers which 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 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 takes into account the candidate’s skills and level of experience.



The following table shows the scoring system for each subject.

			Score				
			0	1	2	3	4
Mandatory indicators	Experience	Professional experience (years)	<3	3 - 5	6 - 10	11 - 20	>20
		Knowledge of electrical, Electronics or HVAC-R products (years)	<1	1 - 3	4 - 6	7 - 10	>10
	Life cycle analysis methodology and practice	Experience (years)	<2	2 - 4	5 - 7	8 - 10	>10
	Type III environmental declarations	Completion or verification of type III environmental declarations (Number within the last 2 years)	<3	3 - 5	6 - 10	11 - 30	>30
Optional indicators	Bonus points	Audit / verification practice in the field of the environment	1				
		Chair of a critical review panel on LCA	1				
		Verification accreditation for other environmental declaration programs	1				

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

The applicant needs to justify his / her score for each indicator via his / her application form.

Knowledge

- Expertise in Life Cycle Analysis (LCA): familiarity with the concepts, tools, methods and knowledge of the corresponding standards in the ISO 14040 series,
- Knowledge of the standards applicable to the fields of labelling and environmental declarations and specifically ISO 14020 and ISO 14025,
- Knowledge of the regulatory framework regarding the equipment covered by the program,
- 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 sectoral standards EN 50693:2019 for electrical and electronic equipment, NF E38-500 for HVAC equipment or environmental declaration NF C08-100-1:2022 whose application is mandatory in the context of PEPs carried out in accordance with French regulations on EPDs,
- 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,
- Knowledge of the English, official language of PEP ecopassport® program or French at least.

2 – Verifier accreditation procedure

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

- **1. Examination of the individual application form:**
The form compiled by the applicant indicates the skills, knowledge and experience gained and the supporting evidence, with:
 - a Curriculum Vitae,
 - a covering letter,
 - a declaration of interests over the last three years (according to the model-RE0007),
 - two environmental declarations done by him / herself (declarations + accompanying reports, with data only disclosed to the reference panel in charge of the accreditation interview – see point 2 below).

The applicant's form is examined and validated by the technical committee.

- **2. Interview to check skills, knowledge and experience:**

When the form 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. The members of the panel are accredited verifiers for at least one year and are up to date with their approval. At least one member of this panel is also an active member of the Technical Committee. The assessors are recognized for their experience in LCA, their expertise in the Program PCR, their ethics and their impartiality. They must avoid any action that might result in conflicts 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 undertake the skills evaluation interview during an accreditation interview session on a dedicated day. The dates of these days are defined in advance and are published on the P.E.P. association website (at least 1 session per year).

This interview includes two parts:

- a) **A practical exercise** based on a fictitious case: the candidate will give a reasoned assessment of a PEP and / or accompanying report.
- b) **An oral interview** in which the applicant can demonstrate 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 makes a recommendation, in 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 form 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 an accreditation that is valid for three years,
- includes the applicant in the list of Accredited Verifiers (PEP-AP0006),
- designates a sponsor from among Accredited Verifiers with more than 2 years' experience. This person will be the preferred contact of the new verifier for a period of 1 year (accompanying, discussions, etc.).

In the event of failure, the organization will give reasons for its refusal and the candidate can try again as many times as he/she wishes, through a new interview during the accreditation interview sessions. A minimum of three months must be observed by an unsuccessful candidate before he/she can be interviewed again.

The verifier accreditation procedure is described in Appendix 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 accreditation:

- He/she has carried out at least two PEP verifications for the PEP ecopassport® Program.

- He/she is aware of any modifications to the program's standards and reference documents.
- He/she has drawn up an annual activity report of his/her activity (see model RE0006-Activity report of Accredited Verifier) and sent it to the P.E.P. association prior to the end of January. A summary may be presented in a General Assembly meeting. If the annual activity report is provided after the end of January, suspension of the accreditation will be considered by the steering committee.
- He/she has sent the necessary updates to the declaration of interests (according to model-RE0007)
- He/she has attended at least one accreditation session at the request of the President of the Verifiers' Club.

If all these criteria are met, the verifier must take the necessary steps to renew the accreditation:

- Complete the certificate of verifier accreditation renewal form (PEP-RE0005).
- Send the required proof to the technical committee who will notify this renewal through the Accredited Verifiers list (PEP-AP0006), after agreement of the steering committee.

If the renewal accreditation is unsuccessful, after the third anniversary of the accreditation, the end of accreditation is notified through the Accredited Verifiers list (PEP-AP0006) and a letter to him/her.

4 – Claims and sanctions:

In the event of a claim or issues escalated to the PEP ecopassport® program, the appropriate authority will be applied to and may initiate proceedings.

Claims may include:

- the inadequate knowledge and / or skills of the verifier,
- unsatisfactory verifications,
- non-compliance with the obligation to train,
- insufficient volume of activity,
- established non-independence.

If necessary, sanctions may be applied up to suspension or withdrawal of the accreditation of the verifier.

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

5 – Flat-rate fees:

Application for an accredited verifier role involves **administrative fees** for processing the application. Once the applicant has obtained accreditation and paid the fees, he/she is entitled to join the network of Accredited Verifiers of the PEP ecopassport® Program.

This status is subject to an **annual contribution** to the P.E.P. Association which operates the program.

These flat-rate fees and annual contribution are described in document PEP-AP0019.

Only Accredited Verifiers who have paid their fees and annual contribution on time are allowed to deliver PEP Conformity Declarations in accordance with the PEP ecopassport® Program as described in the AP0002 procedure (verification procedure of a PEP) and document RE0002 (declaration of conformity).

Appendix 1: Diagram of the PEP verifier accreditation procedure

