

Japan EPD Program by SuMPO

System Certification Body Registration and Evaluation Procedures

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Sustainable Management Promotion Organization

Revision history

Version	Date	Page	Details
03	April 1, 2022	-	Modifications due to changes in the program name.
02	October 1, 2019	-	Modifications due to changes in the program operator.
01	February 26, 2018	-	Document created. Newly published following integration of EcoLeaf Program and CFP Program.

This document specifies the procedures for evaluating and registering system certification bodies according to the “Requirements for Competence of System Certification Bodies” in the Japan EPD Program by SuMPO (the “Program”) operated and administered by Sustainable Management Promotion Organization (“SuMPO”).

1. Application for Initial Registration as System Certification Body

1-1. Application for Registration as System Certification Body

Organizations that wish to be registered as a system certification body (the “Applicant Organization”) shall complete the “Application for Registration as System Certification Body” without omission and submit it to SuMPO. The Applicant Organization must also send SuMPO the documents created in accordance with the “Requirements for Competence of System Certification Bodies”.

Application Details:

- 1). Application for registration as system certification body
 - (1) Name of the representative of the organization
 - (2) Name of company
 - (3) Contact person’s name, title, division, email 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 declarations
 - (7) Establishment of systems for implementing system certification
 - (8) Experience conducting GHG management verification
 - (9) Confirmation of agreement to the Section 7 of Requirements for Competence of System Certification Bodies
- 2). A list of personnel involved in system certification
 - (1) Affiliation, position, and name of the administrative manager
 - (2) The number, name, department, role, and contract type of personnel in the audit or review team
 - (3) Names, department affiliations, and positions of personnel involved in operations
- 3). Individual worker charts
- 4). Documents for conducting system certification audits

1-2. Evaluation

SuMPO checks the submitted documents and conducts on-site audits, etc., to determine conformance with the “Requirements for Competence of System Certification Bodies”.

SuMPO then notifies the results of the assessment to the applicant organization.

1-3. Registration

SuMPO will register Applicant Organizations deemed compatible as a system certification body. This will also be published on the Program website.

2. Maintenance and Renewal of System Certification Body Registration

2-1. Maintenance and Renewal of Registration

System certification bodies must undergo procedures to retain registration every year and renew registration every three years. The system certification body registration maintenance and renewal procedures are as follows.

2-2. Application for Extension of Registration as System Certification Body

System certification bodies shall complete the “Application for Extension of Registration as System Certification Body” without omission and submit it to SuMPO to maintain registration. SuMPO will notify the system certification body of on-site inspections or submission of documents related to system certification held by the system certification body when deemed necessary. This includes documents related to system certification audits that have been conducted.

Application Details:

- 1). Application for extension of registration as system certification body
 - (1) Name of the person in charge of management
 - (2) Name of company
 - (3) Contact person’s name, title, division, email address, telephone and fax numbers, and address
 - (4) Any changes in systems for implementing system certification
 - (5) Any changes to documentation systems for system certification
 - (6) Number of system certification audits conducted annually
 - (7) Any objections or complaints received since the previous registration or application for maintenance/renewal, and the response

- 2). A list of personnel involved in system certification
 - (1) Affiliation, position, and name of the administrative manager
 - (2) The number, name, department, role, contract type, and experience of product-by-product verification of personnel in the audit or review team
 - (3) Names, department affiliations, and positions of personnel involved in operations

2-3. Application for Renewal of Registration as System Certification Body

System certification bodies shall complete the “Application for System Certification Body Registration” without omission and submit it to SuMPO to renew registration. The Applicant Organization must also send SuMPO the documents created in accordance with the “Requirements for Competence of System Certification Bodies”. This includes documents related to system certification audits that have been conducted. SuMPO will notify the system certification body of on-site inspections, etc., when deemed necessary.

Application Details:

- 1). Application for renewal of system certification body registration
 - (1) Name of the representative of the organization
 - (2) Name of company
 - (3) Contact person’s name, title, division, email address, telephone and fax numbers, and

address

- (4) Systems for implementing system certification
- (5) Documentation systems for system certification
- (6) Number of system certification audits conducted per year since previous registration or renewal of registration
- (7) Any objections or complaints received since the previous registration or renewal, and the response

- 2). A list of personnel involved in system certification
- 3). Individual worker charts
- 4). Documents on system certification audits that have been conducted
- 5). Documents for conducting system certification audits
- 6). Documents addressing requirements for certification body competence

2-4. Evaluation

SuMPO checks the submitted documents and conducts on-site audits, etc., to determine conformance with the “Requirements for Competence of System Certification Bodies”.

SuMPO will notify the system certification body of their decision.

2-5. Registration

SuMPO will renew registration for system certification bodies deemed compatible.

2-6. Suspension and Revocation of Registration

When a system certification body’s application for maintenance or renewal fails to meet the requirements, SuMPO will notify the system certification body of the suspension or revocation of its registration.

3. Suspension and Revocation of System Certification Body Registration

If a system certification auditor lacks appropriateness or violates the Program’s ethics and confidential information handling rules during a system certification audit, SuMPO will verify the facts of the matter with the system certification body and, based on these results, notify the system certification body regarding suspension or revocation of registration, regardless of when registration was maintained or renewed.

End of document.