

Japan EPD Program by SuMPO

Document Management Rules

Document ID: JR-01-04

Sustainable Management Promotion Organization

Revision history

Version	Date	Page	Details
04	April 1, 2022	-	Modifications due to changes in the program name.
03	October 1, 2019	-	Modifications due to changes in the program operator.
02	July 17, 2019	3	Changes related to verification number and declaration registration number.
01	March 20, 2018		Document created. Newly published following integration of EcoLeaf Program and CFP Program.

(Objectives)

Article 1. These rules specify the management of documents and records used as part of the Japan EPD Program by SuMPO (the “Program”) operated and administered by Sustainable Management Promotion Organization (“SuMPO”).

(Document management)

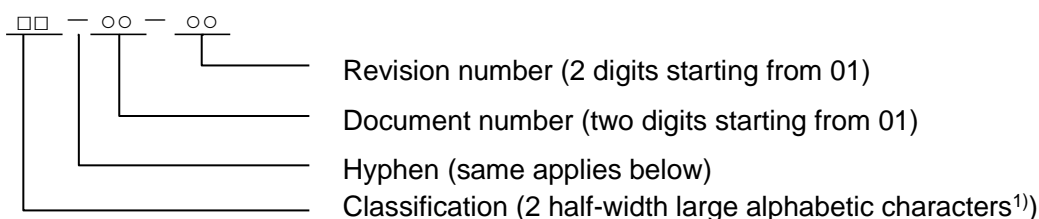
Article 2. All documents, such as rules used in this Program, are to be managed using this Program’s document management ledger in the document management appendix 1, and revision histories shall be clearly indicated within each document.

Article 3. Documents, such as rules used in this Program, are to be clearly classified as published or private within this Program’s document management ledger in the document management appendix 1.

(Document ID)

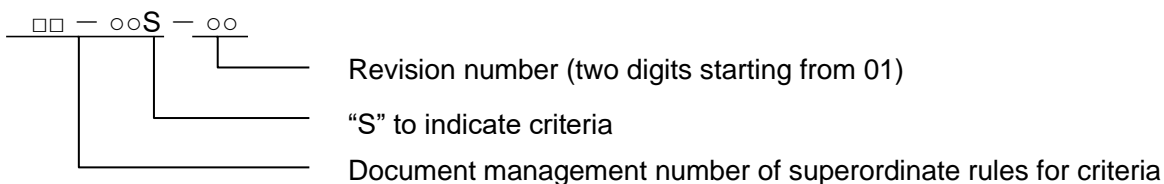
Article 4. Document management numbers are to be assigned as follows:

(2) General Program Instructions, Rules

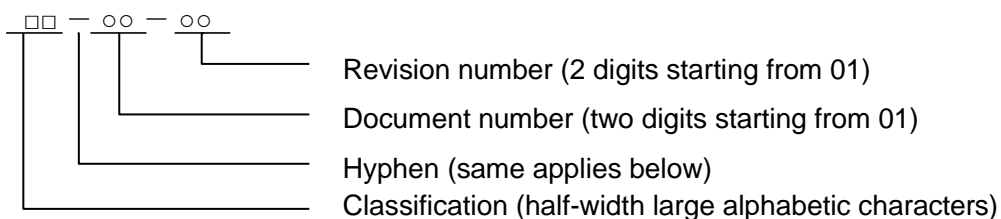


1) General Program Instructions: JG, Rules: JR

(3) Secondary documents (excluding those related to criteria, system certification bodies, and system certification auditors)

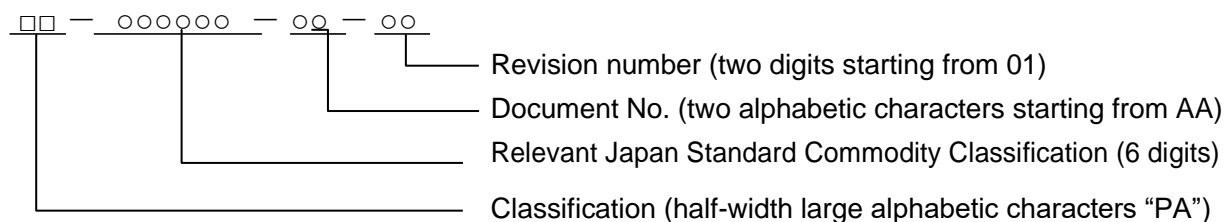


(4) Secondary documents (those relating to requirements, criteria, procedures/system certification bodies and system certification auditors)

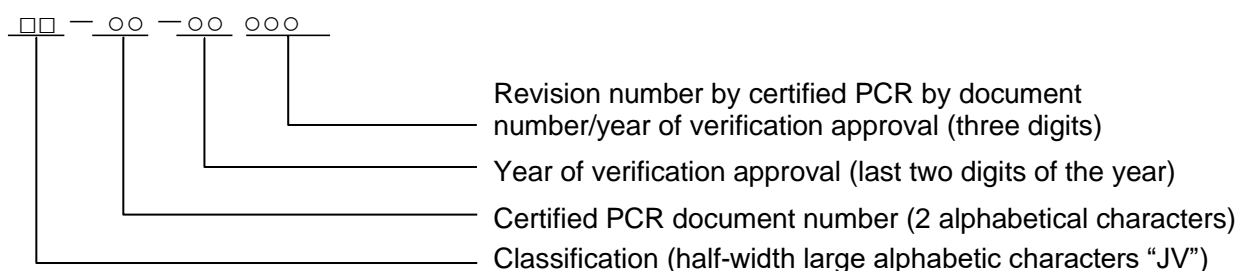


(5) Others

(5)-1 Certified PCR number



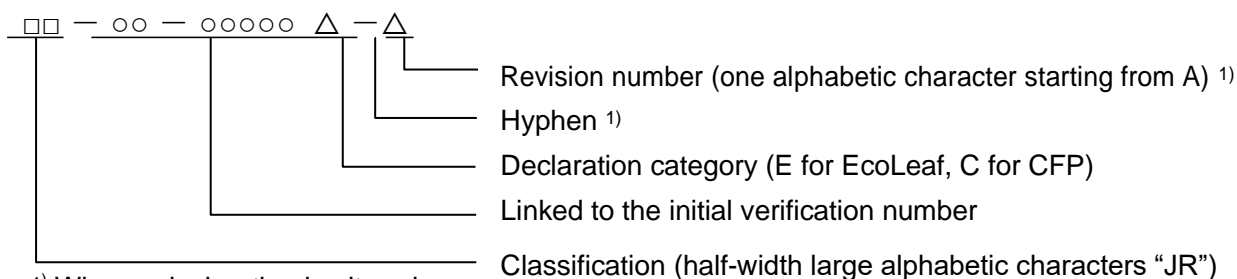
(5)-2 Verification number



When a PCR is reverified, its verification number shall be reissued.

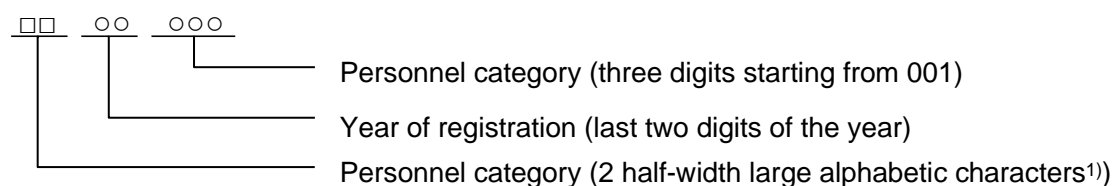
(5)-3 Declaration registration number

Upon notification of the verification number, a temporary declaration registration number which consists of the verification number and declaration category will be issued. This temporary registration number is made official upon the receipt of the registration and publication application. When a declaration is altered, a hyphen and one alphabetic character will be appended to its original registration number.



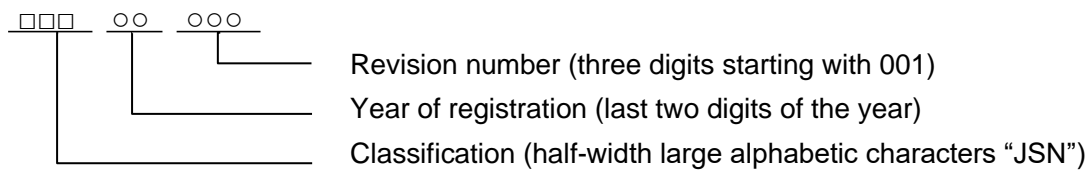
¹⁾ When a declaration is altered

(5)-4 Personnel (registered reviewers, internal verifiers, system certification auditors) registration number



¹⁾ Registered reviewer: JL, Internal verifier: JI, System certification auditor: JS

(5)-5 System registration number



(Storage period for documents and records)

Article 5. All documents and records, in principle, shall be stored on two independent electronic mediums.

- (2) Documents shall be stored for five years following their expiry. Documents that cannot be stored electronically shall be retained for six months following their expiry.
- (3) Records shall be retained until the expiry of attributed documents.

Document Management Appendix 1 Japan EPD Program by SuMPO Document Management Ledger

(1) Primary documents (guidelines)				
Name	Document No.	Publication date	Expiry date	Publication status
General Program Instructions	JG-01	'17.04.28		Published

(2a) Secondary documents (rules)				
Name	Document No.	Publication date	Expiry date	Publication status
Document Management Rules	JR-01	'18.03.20		Published
Advisory Board Establishment and Operation Rules	JR-02	'17.04.28		Published
Review Panel Establishment and Operation Rules	JR-03	'17.04.28		Published
Emission Factor Data Evaluation and Operation Rules	JR-05	'17.04.28		Published
PCR Certification Rules	JR-06	'17.04.28		Published
Quantification and Declaration Rules	JR-07	'17.11.01		Published
Verification Rules	JR-08	'17.11.01		Published
System Certification Rules	JR-09	'17.11.28		Published
Rules for Registration and Publication of Declarations, and Usage of Marks	JR-10	'18.03.20		Published
Registered Reviewer/Internal Verifier Registration and Evaluation Rules	JR-11	'17.04.28		Published
System Certification Body Registration and Evaluation Rules	JR-12	'18.02.26		Published
Ethics and Confidentiality Rules	JR-13	'17.04.28		Published
Fee Rules	JR-14	'17.04.28		Published
Objection/Complaint/Dispute Resolution Rules	JR-15	'17.04.28		Published

Secondary Documents (excluding those related to system certification bodies and system certification auditors)

(2b) Secondary documents (criteria)					
Name	Document No.	Publication date	Expiry date	Publication status	Audience
Evaluation Criteria for Emission Factor Data	JR-05S	'17.04.28		Private	Emission factor evaluators
Criteria for PCR Certification	JR-06S	'17.04.28		Private	Registered reviewer
Verification Criteria	JR-08S	'17.11.01		Private	Registered reviewer, internal verifiers, and system certification auditor
System certification criteria	JR-09S	'18.02.26		Private	System certification auditor
Criteria relating to the competence of registered reviewers and internal verifiers	JR-11S	'17.04.28		Private	Only the secretariat

Secondary documents concerning system certification bodies and system certification auditors

(2b) Secondary documents (requirements, criteria, and procedures)				
Name	Document No.	Publication date	Expiry date	Publication status
Requirements for Competence of System Certification Bodies	JC-01	'18.02.26		Published
Requirements for Competence of System Certification Auditors	JC-02	'18.02.26		Published
Criteria for Evaluation and Registration of System Certification Body	JC-03	'18.02.26		Private
Criteria for Evaluation and Registration of System Certification Auditor	JC-04	'18.02.26		Private
System Certification Body Registration and Evaluation Procedures	JC-05	'18.02.26		Published
System Certification Auditor Registration and Evaluation Procedures	JC-06	'18.02.26		Published