**Procedure of evaluation of verifiers**

**Tracking of versions**

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| --- | --- | --- |
| **Version** | **Comment** | **date** |
| 1.0  Minimum requirements on verifiers  must be completed with detailed requirements for specific product group, check on resources  Pre-check of received applications, check on experience in case of new personnel  Specific initiatives to contact technical associations, universities and other institutions of higher education, testing institutes, technical experts; for recruitment of persons, if no registered persons are fitting/available  Dossiers of candidates fulfilling the requirements to be passed to PCR Panel, in case of new personnel integration into the PCR review panel  „Ranking list“ of available candidates must be worked out if more than one candidate is suitable  Chosen candidates are designated to act as verifiers for specific product groups  Offers of suitable candidates available?  NO  YES  YES  NO | Introduction of version numbers, complete revision and adaptation of the document, renaming of document title to fulfil requirements on an accredited body as per ISO 17065 | 2022-04-20 |
|  | Adaptation information on familiarity risks, change lead time reissue/extension to 2 years |  |

Application for verification is submitted by manufacturer

M-Doc 27

Programme Operator

BAU EPD GMBH

M-Doc 27

Programme Operator

BAU EPD GMBH

Programme Operator

BAU EPD GMBH

Programme Operator

BAU EPD GMBH

Programme Operator

BAU EPD GMBH

PCR Panel

Programme Operator

BAU EPD GMBH

The candidates receiving the highest score (max. 2) are presented to the manufacturer

Programme Operator

BAU EPD GMBH

Choice of at least one candidate successful?

No

Manufacturer,

M-Doc 03

YES

Chosen candidates are contracted as verifiers for a specific product group/EPD project

Programme Operator

BAU EPD GMBH

M-Doc 18

Another team of candidates (max. 2) is contracted for a specific product group/EPD project

Programme Operator

BAU EPD GMBH

Programme Operator

LCA-practitioners and verifiers are informed that data packages can be submitted and exchanged

BAU EPD GMBH

Note 1: Bias

Manufacturers can reject verifiers in case they can justify bias. The verifier shall not carry out any consulting service in the same project or related project for the manufacturer or have any other personal or employment relation to the client or its partners. The verifier shall not be or have been acting as an expert in cases of dispute concerning the manufacturer.

Note 2: Over-familiarity

The verification process involves reviewing and checking written documentation, with communication only via non-conformity lists in M-Doks 19, 19a and 19b. The verification team is known to the client and assessor through the bias check, but there is little risk of familiarity building over time as EPDs have very long validity periods (5 years). The teams change for various reasons and clients are responsible for the submitted documents themselves according to M-Doc 27-2.

**Procedure of verification:**

Return to applicant stating the non-conformities

Check on formal correctness and completeness of the verification report, check on non-conformities left

Submit verification report to programme operator

EPD documents are submitted to the team of verifiers by the LCA practitioner **(Documents must be checked and approved by the manufacturer!)**

Individual verification of EPD documents

Creation of verification report based on checks and evaluation complying to confidentiality rules.

Complete? Non-conformities repaired?

No

yes

Last formal control and editing/formating of EPD Documents,

Last formal approval by the manufacturer

Certification decision, publication

LCA-practitioner/

manufacturer

Verifiers

M-Doc 19 and 19a

Verifiers

Verifiers

Programme Operator

BAU EPD GMBH

Programme Operator

BAU EPD GMBH

Programme Operator

BAU EPD GMBH

Programme Operator

BAU EPD GMBH

Programme Operator

BAU EPD GMBH

Note for extension/re-issuing of EPD after 5 years:

2 years bevor expiration of validity manufacturers are asked by the programme operator if they expect a seamless extension. In case that adaptations are needed, new contracts must be signed and the procedure start with the application for verification.