# PCR development Checklist

This checklist is intended to guide the PCR Moderator and PCR Committee in the process to develop a PCR within the framework of the International EPD® System, and serve as an archived documentation of the PCR development.

By submitting this document to the Secretariat, you and any stakeholders listed agree that your name, e-mail and organisation will be stored electronically, published in relation to the PCR at www.environdec.com, and that we will send you relevant information related to this and other PCRs.

This checklist is structured as followed:

1. Initiation phase
2. Preparation phase
3. Consultation phase
4. Approval and publication phase

More information is available on [www.environdec.com/PCR.](http://www.environdec.com/PCR)

## 1. Initiation phase – Information about the PCR

*To be filled out by PCR Moderator and sent to the Secretariat (**pcr@environdec.com**). If accepted, the PCR development will be announced on* [*www.environdec.com*](http://www.environdec.com) *and the preparation phase may start.*

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| --- | --- |
| Type of PCR development: | [ ]  New PCR, or[ ]  Update of PCR with registration number:       |
| Proposed PCR name: |       |
| Proposed scope | Product category definition/description: |       |
| CPC classification |       |
| Geographical: |       |
| Have you checked that there is not already a valid PCR or similar document for this product category?*Relevant resources are available at* [*http://environdec.com/en/PCR/Global-PCR-harmonization/*](http://environdec.com/en/PCR/Global-PCR-harmonization/)*Through mutual recognition agreement, existing PCRs in some programmes may be possible to adopt into the PCR library of the International EPD® System instead of developing a new PCR.* | [ ]  Yes, in the PCR library at [www.environdec.com](http://www.environdec.com)[ ]  Yes, in other programmes operated in accordance with ISO 14025. List of programmes checked:     [ ]  Yes, in the European Commission Product Environmental Footprint (PEF) initiative[ ]  Yes, in ongoing standardisation within CEN Product TCs, related to EN 15804 *Only relevant for construction products*If a PCR already exists, explain why are you proposing the development of a new PCR:      |
| Proposed PCR-moderator:*The person leading and responsible for the overall preparation of draft PCR documents by the PCR Committee and in contact with stakeholders.* | Name:      E-mail:      Organisation:      Relevant qualifications* LCA and EPD skills:
* Project management skills:
 |
| PCR Committee:*Other organisations participating in the development/drafting of the PCR. This data will be stored electronically and listed at* [*www.environdec.com*](http://www.environdec.com)*.* |       |
| Does the PCR Committee as a whole possess competence in:* LCA, and
* the key technologies and processes that contribute to the life cycle of those products that belong to the product category covered by the PCR?
 | Yes/No:       |
| Have you considered all the following categories of stakeholders to take part in the PCR Committee? * manufacture products in the product category,
* use products in the product category,
* are experts in the product category,
* represent manufacturers or users of products in the product category,
* have financial interests in the product category,
* are in the chain of accountability,
* have authority or decision-making power over some aspect of products in the product category,
* are programme operators,
* are PCR developers,
* are experts in the field of product sustainability, and
* are non-governmental organisations (NGOs) or other organisations interested in societal wellbeing or environment protection.
 | Yes/No:       |
| What industry associations are relevant for you contact to make the announcement and to spread information in the industry? |       |
| How will you ensure that other relevant stakeholders are aware of the PCR development, and are given the opportunity to participate?  |       |
| Besides announcement on [www.environdec.com](http://www.environdec.com), what other communication channels will be used to inform stakeholders?*E.g. through industry associations, trade publications or at industry meetings/seminars.* |       |
| Expected date to start open consultation:*It is recommended to allow at least four weeks between announcement and the start of the open consultation.* |       |

2. Preparation phase – Information before open consultation

*To be filled out by PCR Moderator and sent to the Secretariat (**pcr@environdec.com**) together with the draft PCR. The Secretariat will check this list and the document to make a quality control of the PCR before it is sent to open consultation.*

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| --- | --- |
| The draft PCR fulfils all requirements in the General Programme Instructions: | [ ]  Yes, or[ ]  No (describe and motivate any deviations below):      |
| PCR Basic Module used as template/guideline: | Name:      Version or date:      *Deviations from the PCR Basic Module should be commented and justified in the PCR document*.Alternatively: [ ]  There is currently no relevant PCR Basic Module |
| Other PCRs that has been used as references during the development: |      *Other PCRs used to support methodological choices should be referenced in the PCR document.* |
| LCA reports, scientific articles, etc., used as references during the development: |      *LCAs supporting the methodological choices made in the PCR should be referenced in the PCR itself.* |
| Key organisations/persons have been identified to be invited to open consultation: | [ ]  Yes*The list of organisations and e-mail addresses should be provided in a separate file.* |

3. Consultation phase – Information about the open consultation phase before review

*The updated draft as well as an open consultation report shall be sent to the Secretariat (**pcr@environdec.com**), who will forward the document to the Technical Committee for review. The report shall describe the comments received and how they have been incorporated into the updated draft PCR.*

*There is not (yet) a template for the report, but it should contain each comments received and how they were handled as well as a short summary of the consultation. This summary shall also be published on the PCR Forum by the Moderator.*