

PRACTICAL TIPS TO PREPARE FOR VERIFICATION

A brief and practical guide designed to help your organisation prepare for the Code

1 - Nominate a Code Lead

This is usually a senior technical or marketing role; for smaller organisations this might be the CEO, Managing Director, or other Senior Manager. You may also wish to appoint a coordinator or administrator to assist.

2 - Attend a CCPI webinar or instigate internally designed 'CCPI awareness training' for colleagues

Webinars are an hour long with the opportunity to ask questions. The dates and times of these are publicised by email to all manufacturers on our mailing list. If you are not on our mailing list, please register your interest [here](#).

3 - Leadership and Culture Survey

Depending on the size and structure of your organisation, the Code Lead or coordinator/administrator will need to send a link for the Leadership and Culture survey to a pre-determined number of employees.

In advance, you could start to pull together the email addresses for the employees you want to respond to the survey. Respondents will need to be representative of your organisation across sites / locations, departments (specifically those who have influence over products and product information) and all levels of hierarchy.

See table below for an indication of the number of responses required. We suggest that you send out more links for the survey than the minimum requirement to allow for those who do not respond and to ensure coverage across the whole organisation:

Organisation Size	Estimated Sample Size
>250	60
100-250	40
50-100	30
25-50	20
<25	75% of employees

4 - Undertake a review of your Management Systems for product information

The Code Lead and / or colleagues will be required to upload evidence against each of the questions in the Management Systems Questionnaire.

Organisations in the CCPI Pilot told us that undertaking a mini audit /company evaluation against the 11 clauses of the Code was useful.

For example, you could look at your employee records for competency. Are they up to date? Do they record competency or just attendance at training? Are these records auditable? How do you record competency against job descriptions, roles, or functions?

If you have any questions about the information in this document, please email enquiries@cpicode.org.uk

5 - Think about which product set(s) you want to prioritise for the Product Set Submission

You may wish to consider which products make most commercial sense to have the CCPI Verification Mark?

For the set(s) you select, undertake a review against the clauses of the Code in the same way as for Management Systems. For example, do you have an up-loadable document (probably Excel) of all the SKUs for the products in the set?

**If you are participating in one of the first three waves, you will only be allowed to submit one product set, so you should prioritise the product set that makes most commercial sense for your organisation.*

6 - Start collating certificates, test results, management reviews and other relevant records you might have for the products you want to submit in the set(s)

Ensure these are in a format that can be uploaded onto the online CCPI Verification Portal. If these documents are saved in multiple places, think about consolidating them in a central location that the Code Lead or colleagues can access easily.



If you have any questions about the information in this document, please email enquiries@cpicode.org.uk