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A CHECKLIST FOR PRODUCT TEAMS · 2026

The Product Passport Readiness Checklist

Fifteen things to have on record for every product before a customer, a retailer or an auditor asks. Tick what you have. Count what you don't.

01	02	03	04	05
06	07	08	09	10
11	12	13	14	15

Takes about ten minutes per product. Works for footwear, apparel and bags, and for brands at ten styles or a thousand.

Don't build your passport after the product is finished. Build the data while you build the product.

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Your product shouldn't become transparent after it's made.

The EU's Ecodesign for Sustainable Products Regulation makes a Digital Product Passport part of selling a product in Europe, product group by product group. Textiles are in the Commission's first working plan. The exact fields and dates are set per product group in delegated acts, and they are still being written.

That uncertainty is not a reason to wait. Every field the passport will ask for is a field someone already asks you for today: a retailer's sustainability questionnaire, a customs declaration, a certification audit, a customer's email.

Most teams can answer those questions. The cost is that each answer is a hunt: the composition is in a tech pack, the certificate is in an inbox, the origin is in a supplier's head.

This checklist turns the hunt into a list. Fifteen data points per product. If each one has a home on the record, the passport is a view of what you already have. If it does not, you now know exactly what to collect, and from whom.

What people actually ask, in their words

A retailer: "Where will this material be produced, and can you prove it?"

An auditor: "Show me the certificate that was valid on the day this batch shipped."

A customer: "What is in it, and where does it come from?"

Your own team: "Which version of the tech pack did the factory get?"

How to use the next two pages

Pick one product you ship today. For each of the fifteen points, tick the box only if the data exists *on one record* that your whole team can open, not in someone's inbox or memory. Then count the unticked boxes and turn to the last page.

The checklist

THE PRODUCT ITSELF

- [ ] 01 **One record per product, with a stable identifier**
  A style number or product ID that does not change between seasons, samples and versions. Everything below hangs off it.

  Why it matters
  A passport needs a unique product identifier. A spreadsheet row is not one.

- [ ] 02 **Name, category, description and one image**
  The product as a customer would recognise it, written once.

  Why it matters
  The first thing on a public passport page, and the easiest to get inconsistent.

- [ ] 03 **Who is responsible for placing it on the market**
  The legal operator: your company, with its registered identifier.

  Why it matters
  The passport names an operator. Brands with several entities often cannot say which.

WHAT IT IS MADE OF

- [ ] 04 **A bill of materials with every part**
  Each component, its material and its placement, including trims, thread, labels and packaging that ships with the product.

  Why it matters
  Composition is computed from parts. A BOM that stops at "upper, lining, sole" cannot answer a percentage question.

- [ ] 05 **Mass per part**
  Grams, not "small". Weigh a sample if the supplier did not tell you.

  Why it matters
  Every composition percentage and every footprint figure is weighted by mass.

- [ ] 06 **Material composition as percentages**
  Fibre or substance shares per material, from the supplier's own specification, not from memory.

  Why it matters
  The composition claim is the one a customer reads first, and the one most often wrong on a label.

- [ ] 07 **Substances of concern screened**
  For each material, whether it has been checked against the restricted substance lists you sell under, and the result.

  Why it matters
  "We think it is fine" is not a screen. A screen has a date, a list and an outcome.

- [ ] 08 **Packaging listed like any other part**
  Material and mass of what the product ships in.

  Why it matters
  Packaging rules arrive alongside product rules, and the data is cheapest to collect now.

WHERE IT COMES FROM

- [ ] 09 **A supplier on every part, with a country**
  Who made or supplied each material, and where. "Asia" is not a country.

  Why it matters
  Country of origin is derived from the parts. One unknown part makes the whole answer "unknown".

- [ ] 10 **Traceability below the first tier**
  For your key materials, the chain from the assembled part down to the raw material, each link named.

  Why it matters
  The questions that hurt are two tiers down: the membrane's resin, the leather's tannery.

THE PROOF

- [ ] 11 **Certificates on the material they cover, with validity dates**
  Each certificate attached to its material, with the valid-from and valid-until dates recorded, not just the PDF.

  Why it matters
  A certificate that expired in January is a liability in March. Dates on the record make expiry visible.

- [ ] 12 **Test reports, versioned**
  Every test report on the product, each new version kept beside the old one, never overwritten.

  Why it matters
  An auditor asks for the report that applied on a date. Overwriting destroys the answer.

- [ ] 13 **Documents you can prove were not altered**
  A record of when each document was registered and a way to show it is the same file today.

  Why it matters
  Proof is only proof if it cannot have been edited after the fact.

PUBLISHING IT

- [ ] 14 **A public page and a QR code that never change**
  One URL per product that a customer can scan, which stays the same when the data behind it changes.

  Why it matters
  The code goes on the product. The product outlives your website redesign.

- [ ] 15 **Every published version kept**
  When the record changes and you republish, the earlier version stays readable, with its date.

  Why it matters
  What a buyer saw in March must still be what the passport says they saw in March.

Count the unticked boxes

Each unticked box is one question you cannot yet answer from the record. The number tells you where to start, not how far you are from a passport: most of the data exists somewhere in your company already.

0 to 2	You are close. The passport is a view of your record, and the remaining gaps are a week of supplier emails.
3 to 7	Typical. The data exists in your company; it is just not on one record. The work is gathering, not inventing.
8 to 15	You are starting from spreadsheets and PDFs. Start with one product line and the materials it shares with the rest of the range.

Want the gaps found for you?

Bring one cost sheet or BOM to a demo. Maneten turns it into a product record, matches your materials, creates your suppliers, and shows you which of these fifteen points are still empty. You leave with the product and the list.

Book a demo

maneten.com

This checklist is a practical guide, not legal advice. Passport requirements are set per product group in EU delegated acts; check the act that covers your products for the exact data fields and dates. © 2026 Maneten.