

FREE WORKBOOK / DIGITAL PRODUCT PASSPORT

DPP Pilot Starter Kit

Your first Digital Product Passport starts with the right data.

01 / CHOOSE YOUR STARTING POINT

Keep the first pilot focused: one product family, one audience, one question to answer.

Product family / example product

Who needs the information?

What question should the passport answer?

What would a useful result look like?

Example: help a distributor find the latest product document without asking your team to send it again.

Four pages. One useful output.

Define your scope here. Locate the data on page 2. Assign the gaps on page 3. Take the pilot brief on page 4 into your first project conversation.

Fill in the fields in a PDF reader, or print and write. Save a copy when you finish.

Find the data you already have.

Tick a box when you have located a usable source. This is a pilot planning checklist; the fields needed for a specific product must be established for that project.

PRODUCT IDENTITY

- ☐ Product name, model and existing product reference
- ☐ Identity level: product, batch, lot or individual item
- ☐ Responsible organization and a contact owner
- ☐ Current product description, version and image

INFORMATION & EVIDENCE

- ☐ Relevant material or composition information
- ☐ Origin information and its supporting source
- ☐ Relevant lifecycle or traceability events
- ☐ Supporting documents, with issuer and revision date
- ☐ Relevant use, repair or end-of-life information

PUBLISHING & OWNERSHIP

- ☐ Source system or file location for each selected field
- ☐ Owner responsible for checking and updating the data
- ☐ Decision on what is public and what stays restricted
- ☐ Product identifier, link or QR access approach

Where are your main source records? (PIM, ERP, documents, supplier files...)

Link to source records instead of copying confidential data into this workbook. A QR code provides access; the underlying record and evidence make it useful.

Turn gaps into actions.

Choose a status, assign an owner and write the next practical action. There is no compliance score in this worksheet.

Ready / Partial / Missing / Out of scope

01 Identity

Can you identify the exact product or product family?

Status	Owner	Next action

02 Source data

Can you locate a reliable source for the selected information?

Status	Owner	Next action

03 Evidence

Can you link the information to supporting documents?

Status	Owner	Next action

04 Ownership

Who checks, approves and updates the information?

Status	Owner	Next action

05 Publication

Have you separated public information from restricted records?

Status	Owner	Next action

06 Pilot outcome

Can the intended user complete the chosen task?

Status	Owner	Next action

Start with the gaps that block your chosen user task. Add more fields or integrations only when they support the pilot objective.

Your one-page pilot brief.

Bring this brief to your team or an OriginSpan scoping conversation. The scope and acceptance checks are yours to define.

Product family, sample size and target audience

The user task we want to make easier

Available records, evidence and access restrictions

Business owner, data owner and approver

How we will know the pilot works

What is outside this first pilot

Examples: the right record opens; evidence is current; restricted data stays private; the owner can update the record.

Ready to turn the brief into a pilot?

Discuss the product family, data gaps and next step with Virginia and the OriginSpan team.

Virginia Zampella · Director of Business Development & Partnerships

Virginia.Zampella@OriginSpan.com | +1 (980) 202-4387

[Explore the DPP demo](#)

[Discuss your pilot](#)

[Privacy](#)