



PRELIMINARY ASSESSMENT REPORT

Entity name and address of site(s) assessed	
UNFCCC ref no.:	
Type of report (Please underline)	<i>Full preliminary report</i> <i>Limited preliminary report ("List L" case)</i>
Name of the scope assessed	
CDM-AT leader	
SUMMARY <i>The summary should address the following aspects:</i> <i>An assessment of the competence and experience of the organization within the scope of accreditation assessed. The names of key staff encountered and their qualifications, experience and authority shall be attached or alternatively a cross references to where information is identified may be provided;</i> <i>The adequacy of the internal organization and procedures adopted by the applicant entity ensuring confidence in the quality of its services;</i> <i>Description of the validation and/or verification/certification activities witnessed, as applicable;</i> <i>A description of the conformity of the applicant entity with the accreditation requirements, in particular with regard to issues identified by the CDM-AP and, where applicable, any useful comparisons with the results of previous assessments of the applicant entity;</i> <i>An identification and description of non-conformities. One non-conformity form (F-CDM-NC) is to be attached for each non-conformity.</i> <i>The Overall conclusion of the CDM-AT</i> <i>Instead of repeating detailed information cross-references to forms used in this assessment shall be provided, as applicable. In accordance with the detailed procedures to operationalize the accreditation of operational entities under the CDM this summary may be provided in two parts.</i>	
Administration of assessment: - State the date(s) (DD/MM/YYYY) of the assessment(s): Indicate the type of assessment i.e. whether an on-site assessment, witnessing or other activity was carried. - List the names of the CDM-AT responsible for this report: - List the names and address(es) of all the relevant entity sites assessed:	

Documents supplied by the applicant and reviewed by the CDM-AT		
Document	Copy available	Reviewed
Application for accreditation		
Documentation on its legal status		
Specific documents related to a scope of accreditation (see description of scope)		
A declaration of all the organization's actual and planned involvement in CDM project activities		
A declaration that the applicant entity has not pending any judicial process for malpractice, fraud and/or other activity incompatible with its functions		
Documentation on its quality assurance policy and procedures		
Documentation on administrative procedures including document control		
An organizational chart showing lines of authority, responsibility and allocation of functions		
Documentation on its procedures for handling complaints, appeals and disputes		
List of documents prepared in relation to this assessment (e.g. work plan, on-site assessment report, non-conformity forms):		
Signature by CDM-AT team leader:	Date:	