



REPORT ON WITNESSING ACTIVITY

Complete one form for each witnessing activity

Entity name Address of site(s) assessed		
UNFCCC ref no.		
Scope of accreditation assessed:		
Activity witnessed (describe in brief the nature of the activity witnessed (e.g. single assessor, team, dates, duration))		
CDM-AT leader		
CDM-AT members involved in the witnessing activity		
Evaluation		
<i>(key: AB = Above Average, SAT = Satisfactory, UA = Unacceptable, N/A = Not Observed)</i>		
Criteria (fill as applicable to the activity witnessed)	Key	Comments
Assessment of effective planning by the entity witnessed - Review by entity assessor(s) of pertinent documentation - Review by entity assessor(s) of applicable requirements, modalities and procedures - Ability of entity assessor(s) to plan and control - Ability of the entity to acquire specialists knowledge and skills - Composition and/or use of checklists for performing its activities (general or specific)		
Conduct of an opening meeting with project participants Has the (lead) assessor of the entity addressed the following - Introduction - Definition of the scope and objectives of the meeting and of the work ahead - Communication ability - Management of resources - Time and place of closing meeting - Ask for questions		

Skills and technique The (lead) assessor(s) of the entity: - Remained within the scope of work defined? - Remained objective, unbiased? - Posed open questions (When, Why , What etc) or closed questions (questions provoking yes or no answers)? - Used leading questions? - Used crosschecks, went into depth, showed persistence? - Concluded based on objective evidence? - Showed ability to anticipate problems being aware of the circumstances? - Showed ability to listen? - Showed ability to generate appropriate atmosphere when interacting with project participants? - Showed knowledge of the project participants and the project activity? - Showed ability to identify instances of non-conformance of a proposed project activity and/or submitted monitoring report? - Based all findings on adequate factual evidence and referenced where necessary? - Showed ability to make considered decisions and justify them in English?		
Meeting(s) of entity assessment team witnessed - Ability of the lead assessor to collect positive comments? - Ability to consolidate findings? - Ability to exchange information? - Ability to ensure that scope of assessment was covered (validation or verification and certification)? - Ability to discuss and conclude on contents and strategy of closing meeting with project participants?		

Conducting closing meetings with project participants - Have observations been clearly presented and explained? - Has the significance of observations been explained? - Have the procedures been complied with?		
Reporting by entity - Clear and concise - o Orally ▪ English ▪ Other languages (please indicate) - o In writing ▪ English ▪ Other languages (please indicate)		
Entity's personnel skills - Open minded? - Ability to understand complex activities? - Coverage and interpretation of the requirements? - Relationship with CDM-AT - Relationship with project participants		
General comments - Was work systematically approached and implemented? - Did the entity's team provide the impression that results would be provided with the same quality at all times? - In case the entity established a team, did the leader of the entity's team control the validations or verification and certification activity? - Was the entity's assessor or its team leader sidetracked? - Was the body language of the entity's team members conducive to the validations or verification and certification activity? - How did the team perform under pressure? - Did the entity team show the capacity to adapt to circumstances as necessary?		

General comments and recommendations:	
CDM-AT team member witnessing	Date:
Leader of the Assessment Team (Signature)	Date: