



**APPLICATION FOR ACCREDITATION**  
(Version 04.1)

**PART 1: GENERAL**

*This form should be completed in full and returned to:*

**United Nations Framework Convention on Climate Change (UNFCCC)**

**Attention: Mr. Sergey Makarov**

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**E-mail: [secretariat@unfccc.int](mailto:secretariat@unfccc.int)**

*Please complete ALL applicable sections of the form in CLEAR PRINT or in type.*

This form is available in electronic form. Please do not modify the form other than filling in cells provided for this purpose. Any form that is modified will not be recognized as a valid application. Should you have difficulties in filling the form, please contact the UNFCCC secretariat.

If you wish to complete and forward the form by e-mail, please note that the UNFCCC secretariat does not accept responsibility for breach of confidentiality of information or for the receipt of applications. All applications submitted by e-mail must be forwarded, duly signed, by surface/special courier mail.

Receipt of payment of the application fee shall be required prior to processing the application.

Note: If you do not receive acknowledgement of receipt of your application from the UNFCCC secretariat by e-mail or fax within three (3) weeks of dispatch you should contact the secretariat.

Organization	(Name, Acronym) English: Operational language of organization:		
Contact Person	Name, first name:	Title	
Position			
Physical Address of the central office of the applicant entity			
		Tel	
Postal Address			
		Fax	
Mobile		E-mail	
Reference of scope(s) applied for			
<b>TYPE OF ACCREDITATION SOUGHT</b>			
<b>Initial Accreditation</b> (only applicable to entities which are not designated operational entities)		<b>Extension of scope of accreditation</b>	<b>Re-accreditation</b>
Other ( <i>specify</i> )			

<b>PART 2: INFORMATION REGARDING YOUR ORGANIZATION</b>			
Description of the main activities of the applicant entity. <i>Please underline those activities for which accreditation is sought.</i>			
<b>If the applicant entity is owned by another organization or is part of a larger group of organizations or has branches/divisions at other locations, please give the following details:</b>			
Name, address and contact information (Tel, Fax, E-mail) of: <i>(delete non applicable row(s)).</i>			
Parent organization:			
Other organizations in group/divisions:			
Branches at other locations			
Describe relationship and links between above-mentioned organizations and applicant entity seeking accreditation.			
<b>If the applicant entity intends to allocate CDM functions to sites other than the central office, please give the following details. The declared sites may be subject to assessments.</b>			
Names and addresses of other sites		CDM functions to be allocated	
What is the legal status of your organization?			
Total number of employees		Number of employees involved in area(s) seeking accreditation	
<b>Attach an organigram of you're the organization indicating the structure of the sections/units/areas to be accredited and their relation to the rest of the organization.</b>			
Demonstrate that your organization together with its senior management and staff is not involved in any commercial, financial or other process which might influence its judgement or endanger trust in its independence of judgement and integrity in relation to its activities.			
<b>Indication of status of the organization</b>			
Have all potential sources of conflict of interest, whether within the applicant entity or from activities of the related bodies, been identified?			
Explain what measures have been taken to avoid any conflict of interest between its functions as an entity and any other functions that it may have, and how business is managed to minimize any identified risk to impartiality?			
Has the organization ever been accredited before to certify quality management systems and/or environmental management systems? <i>(If so, state by which body).</i>			
Does the organization have an established formal system? <i>(e.g. ISO 17021, ISO Guide 65 or other)</i>			
How long has this system been in operation?			

What training has been provided for implementation and maintenance of the system? To whom has it been provided?			
<b>PART 3: INFORMATION ON TOP MANAGEMENT AND SENIOR STAFF</b>			
<i>For each member of the top management and the key senior staff, please give the following details. This includes the <b>Quality Manager</b>.</i>			
Name		Position	
Area of responsibility			No. of staff directly or indirectly supervised in area
Experience and training			
Name		Position	
Area of responsibility			No. of staff directly or indirectly supervised in area
Experience and training			
Name		Position	
Area of responsibility			No. of staff directly or indirectly supervised in area
Experience and training			
Name		Position	
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Area of responsibility			No. of staff directly or indirectly supervised in area
Experience and training			
Name		Position	
Area of responsibility			No. of staff directly or indirectly supervised in area
Experience and training			

<b>PART 4: DECLARATION</b>		
<b><i>The Chief Executive Officer (CEO) or authorized official must authorize this form.</i></b>		
The following is enclosed ( <i>please tick/indicate, as appropriate</i> ):		
Copy of the Quality Manual		Application Fee • Transfer order placed ( <i>please attach banking information on the transfer</i> )
Other documentation ( <i>Specify any attachment to the application form and/or tick below</i> )		
Documentation* to be submitted:		
a) This application form duly completed.		<input type="checkbox"/>
b) Financial statements of the last three years or any other relevant evidence to demonstrate financial stability, as required by the CDM accreditation standard.		<input type="checkbox"/>
c) Copy of the documentation of the legal status.		<input type="checkbox"/>
d) The names, qualifications, experience and terms of reference of senior management personnel such as the senior executive, board members, senior officers and other relevant personnel.		<input type="checkbox"/>
e) Organization chart showing lines of authority, responsibility and allocation of functions.		<input type="checkbox"/>
f) Quality assurance policy and procedures, including a procedures manual on how the entity conducts validation as well as verification and certification activities.		<input type="checkbox"/>
g) Administrative procedures including document control.		<input type="checkbox"/>
h) Policy and procedures for the recruitment and training of AE personnel, for ensuring their competence for all necessary validation as well as verification and certification functions, and for monitoring their performance, including qualification procedures and competence matrix.		<input type="checkbox"/>
i) Procedures for handling complaints, appeals and disputes.		<input type="checkbox"/>
j) A declaration that the AE has no pending any judicial process for malpractice, fraud and/or other activity incompatible with its functions as an accredited independent entity.		<input type="checkbox"/>
k) A statement that operations of the AE are in compliance with applicable national laws.		<input type="checkbox"/>
l) If part of a larger organization and where parts of that organization are, or may become, involved in the identification, development or financing of any CDM project activity:		
▪ A declaration of all the organization's actual and planned involvement in CDM project activities, if any, indicating which part of the organization is involved and in which particular CDM project activity.		<input type="checkbox"/>
▪ A clear definition of links with other parts of the organization, demonstrating that no conflict of interest exists.		<input type="checkbox"/>
▪ A demonstration that no conflict of interest exists between its functions as a DOE and any other functions that it may have, and how business is managed to minimize any identified risk to impartiality. The demonstration shall cover all sources of conflict of interest, whether they arise from within the AE or from the activities of related bodies.		<input type="checkbox"/>
▪ A demonstration that it, together with its senior management and staff, is not involved in any commercial, financial or other processes which might influence its judgement or endanger trust		<input type="checkbox"/>

\* Only documents revised in the three years of the accreditation period should be submitted for re-accreditation

in its independence of judgement and integrity in relation to its activities, and that it complies with any rules applicable in this respect	
<ul style="list-style-type: none"> <li>▪ List of all sites where the CDM functions are undertaken clearly indicating functions undertaken at each site</li> </ul>	<input type="checkbox"/>
m) Completed completeness check form (F-CDM-SCC), referring to specific documents, procedures and forms that address the CDM accreditation requirements	<input type="checkbox"/>
n) Schedule of internal audits, management review meetings and impartiality committee meetings, indicating planned and completed activities	<input type="checkbox"/>
o) List of project activities completed and in process, indicating the status (only for re-accreditation and extension of scopes)	<input type="checkbox"/>
p) Summary of the changes since previous on-site assessment (only for re-accreditation and extension of scopes)	<input type="checkbox"/>
<p>Upon accreditation, this applicant entity agrees to comply with CDM accreditation requirements and procedures.</p> <p>I enclose a copy of the Quality Manual.</p> <p>I enclose an application fee. I understand that this fee is not refundable except, in accordance with the annex "Fees" of the procedural guidelines for accrediting operational entities by the executive board of the clean development mechanism, in the case that the CDM-AP modifies the proposed scope and this applicant decides to withdraw its application.</p> <p>I understand the manner in which the accreditation system operates and its functions. The executive board does not accept any responsibility for the actions, or the results of any actions, of an accredited organization. I, the undersigned, agree, as the authorized officer of the applicant entity that any liability of the executive board or the secretariat which may arise due to negligence related to an accreditation is limited to a refund of the non-reimbursable fee paid by the applicant entity.</p> <p>I declare that the information given in this application is correct to the best of my knowledge and belief. I undertake to inform the UNFCCC secretariat immediately of any changes with respect to the application and accept full responsibility for any costs incurred as a result of any changes not reported to the UNFCCC secretariat in accordance with the procedures for accreditation.</p>	
<b>Signed and stamped</b>	
<b>Name (print)</b>	
<b>Position if other than CEO</b>	
<b>Date</b>	

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## History of the document

Version	Date	Nature of revision
04.1	20 April 2012	Editorial changes to include new logo and other improvements.
04	22 October 2010	The list of documents to be submitted aligned with version 10.1 of the CDM Accreditation Procedure; removed Part 4, Proposed new scopes
03	22 July 2009	Part 5, list of required documents expanded in accordance with Appendix 1 of the CDM Accreditation Procedure.
02	22 March 2007	Part 5, list of required document expanded
01	02 August 2002	Initial document
<b>Decision Class:</b> Regulatory <b>Document Type:</b> Form <b>Business Function:</b> Accreditation		