



**DECLARATION OF OTHER OFFICES PERFORMING VALIDATION AND
VERIFICATION/CERTIFICATION FUNCTIONS
(Version 03.0)**

Entity name	
UNFCCC entity ref. no.	
Do you intend to allocate functions to offices other than your central office or to other legal entities (outsourced entities)? Note: this form shall be provided with the submission of the application for accreditation or upon the CDM accreditation panel's request. Subsequent changes to the information provided in this form shall be notified to the secretariat in accordance with paragraph 256 of the CDM accreditation procedure (version 11.0).	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", complete the sections below.
Description of other offices (add rows as necessary)	
Office number 1.1	
Postal address	
Physical address	
Legal entity at the location	
Relationship with the DOE For example, branch (i.e. office other than the central office) independent company, office of other legal entity belonging to the same group.	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form.	
Office Number 1.2	
:	
Description of outsourced entities (add rows as necessary)	
Office number 2.1	
Postal address	
Physical address	
Legal entity at the location	
Relationship with the DOE For example, branch (i.e. office other than the central office) independent company, office of other legal entity belonging to the same group.	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form.	
Office number 2.2	
:	

Outsourced functions in accordance with appendix 1

Use the following table to indicate which functions have been outsourced, as defined by paragraphs 63–68 of the CDM accreditation standard (version 5.2). Indicate the function by entering the office number (as defined above) of the outsourced entity.

*Outsourcing can be done exclusively in the context of the other functions that are carried out by the outsourced body.

Chapter	Requirement		Function	Para	Outsourcing	Office number (from above)
6	Legal status and matters			10-13	N/A	
7	Liability and finance	Financial stability		14-15	NO	
		Liability		16-17	NO	
8	Entity's management	Management structure		18-21	NO	
		Management functions		22-24	NO	
9	Safeguarding impartiality	General		25-30	N/A	
		Safeguarding impartiality at the policy level		31-34	NO	
		Safeguarding impartiality at the organization level		35-39	NO	
		Safeguarding impartiality at the operational level		40-47	YES*	
		Review of effectiveness		48-50	NO	
10	Human resources and competence	Sufficiency of human resources	General	51-58	NO	
			Use external individuals	59-61	YES*	
			Outsourcing	62-67	NO	
		Competence requirements	Initial competence analysis	69-73	NO	
			Competence for management functions	74-75	NO	
			Competence for validation or verification teams	76-90	NO	
			Competence for technical experts	91-60(c)	NO	

Chapter	Requirement		Function	Para	Outsourcing	Office number (from above)
			Competence for technical reviewers	92-93	NO	
		Management of human resource and competence	Demonstration of competence and qualification of personnel	94-102	NO	
			Monitoring of performance and ensuring competence	103-109	NO	
			Personnel records	110	NO	
11	Information management	Information to be made available in the public domain		111-1	NO	
		Confidentiality		112-114	YES*	
		Contract review	Validation/verification contract review	115-117	YES	
				118-120	NO	
		Selection of the validation or verification/certification personnel		121, 123-126	YES, excluding appointment of technical review teams	
				122	NO	
		Validation and verification/certification		127	YES	
				128	NO	
		Technical review		129-130	NO	
		Issuance of final validation or verification/certification opinions and reports		131-133	NO	
13	Quality management system	General		134-135	NO	
		Responsibilities of top management		136-137	NO	

Chapter	Requirement		Function	Para	Outsourcing	Office number (from above)
		CDM quality manager		138	NO	
		Document and record management system	Control of documents	139-140	NO	
			Control of records	141-144	YES*	
			Records pertaining to validation and/or verification/certification functions	144(a), (c)–(l), 145	YES*	
				143(b),(f)–(k)	NO	
		Internal audits		147-149	NO	
		Corrective and preventive actions		150-155	NO	
		Management review		156-159	NO	
14	Handling complaints, disputes and appeals	Complaints		160-162	NO	
		Disputes		163-165	NO	
		Appeals		166-169	NO	

Name of entity representative	
Signature of entity representative	
Date (dd/mm/YYYY)	

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
03.0	30 April 2014	Revision to: <ul style="list-style-type: none"> Align and improve according to version 11.0 of the <i>CDM accreditation procedure</i> and version 5.2 of the <i>CDM accreditation standard</i>; Change the title from <i>Form for declaration of non-central sites (F-CDM-NCS)</i> to <i>Declaration of other offices performing validation and verification/certification functions (CDM-DOO-FORM)</i>.
02.2	11 September 2012	Editorial change to amend version 02.0 revision date from 21 September 2011 to 4 January 2012.
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02.0	4 January 2012	Revised to be in line with version 02.0 of the Accreditation Standard.
01.0		Initial publication.
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