



**Application for accreditation
(Version 06.0)**

SECTION 1: GENERAL INFORMATION

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:

Tel: +49 (228) 815 1000

Fax: +49 (228) 815 1999

E-mail: secretariat@unfccc.int

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

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	
Sectoral scope(s) applied for			

TYPE OF ACCREDITATION SOUGHT

Initial accreditation (only applicable to entities which are not designated operational entities)		Extension of sectoral scope of accreditation		Re-accreditation	
Other (<i>specify</i>)					

SECTION 2: INFORMATION REGARDING YOUR ORGANIZATION

Description of the main activities of the applicant entity.

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:

Name, address and contact information (Tel, Fax, E-mail) of: *(delete non-applicable row(s))*

Parent organization:

Other organizations in group/divisions:

Branches at other locations:

Describe relationship and links between above-mentioned organizations and applicant entity seeking accreditation:

If the applicant entity intends to outsource CDM functions to entities other than the entity's central office, please give the following details. The declared outsourced entities may be subject to assessments.

Names and addresses of other sites	CDM validation/verification or certification functions outsourced

What is the legal status of your organization?

Total number of employees	Number of employees involved in area(s) seeking accreditation

Attach an organogram of your organization indicating the structure of the sections/units/areas that will fall under accreditation and their relation to the rest of the organization.

Status of the organization

Has the organization ever been accredited before to certify quality management systems and/or environmental management systems? *(If so, state by which body)*

Does the organization have an established formal system? *(e.g. ISO 17021, ISO Guide 65 or other)*

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?

SECTION 3: INFORMATION ON TOP MANAGEMENT AND SENIOR STAFF

*For each member of the top management and the key senior staff, please give the following details. This includes the **Quality Manager**.*

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	
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			

SECTION 4: DECLARATION
<i>The Chief Executive Officer (CEO) or authorized official must authorize this form.</i>
The following is enclosed (<i>please tick/indicate, as appropriate</i>):

Copy of the Quality Manual		Application fee <ul style="list-style-type: none"> • 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) Completed declaration form (CDM-DOO-FORM) of other offices performing validation and verification/certification functions, clearly indicating functions undertaken at each office;		<input type="checkbox"/>
(c) Financial statements of the last three years or any other relevant evidence such as shareholders' commitment for newly established companies;		<input type="checkbox"/>
(d) Documentation on its legal entity status		<input type="checkbox"/>
(e) 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"/>
(f) Organizational chart showing lines of authority, responsibility and allocation of functions;		<input type="checkbox"/>
(g) Quality assurance policy and procedures, including procedures and manuals on how the entity conducts validation and verification/certification activities;		<input type="checkbox"/>
(h) Administrative procedures including document control;		<input type="checkbox"/>
(i) 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"/>
(j) Procedures for handling complaints, appeals and disputes;		<input type="checkbox"/>
(k) A declaration that the AE/DOE 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"/>
(l) A statement that operations of the AE/DOE are in compliance with applicable national laws;		<input type="checkbox"/>
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 or programme of activities:		
(m) 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 or programme of activities;		<input type="checkbox"/>
(n) A clear definition of links with other parts of the organization, demonstrating that no conflict of interest exists;		<input type="checkbox"/>
(o) 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"/>
(p) 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 in its independence of judgement and integrity in relation to its activities, and that it complies with any rules applicable in this respect;		<input type="checkbox"/>
(q) List of all offices (including outsourced entities) and locations where the CDM validation, verification and certification functions are undertaken clearly indicating functions undertaken at		<input type="checkbox"/>

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

each	
(r) Completed self-completeness check form (CDM-SCC-FORM), referring to specific documents, procedures and forms that address the CDM accreditation requirements;	<input type="checkbox"/>
(s) Schedule of internal audits, management review meetings and impartiality committee meetings, indicating planned and completed activities;	<input type="checkbox"/>
(t) List of project activities and programme of activities completed and in process, indicating the status (only for re-accreditation and extension of sectoral scopes);	<input type="checkbox"/>
(u) Summary of the changes since previous on-site assessment (only for re-accreditation and extension of sectoral 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 and understand that this fee is not refundable except, in accordance with the appendix "Fees and costs" of the CDM Accreditation Procedure.</p> <p>I understand the manner in which the accreditation system operates and its functions. The CDM 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 CDM Executive Board or the UNFCCC 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>	
Signature	
Name	
Position if other than CEO	
Date	

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Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
06.0	1 October 2018	Revision to align and improve according to version 14.0 of CDM accreditation procedure (CDM-EB05-A02-PROC).
05.0	30 April 2014	Revision to: <ul style="list-style-type: none"> Align and improve according to version 11.0 of <i>CDM accreditation procedure</i>; Change the reference number from <i>F-CDM-A</i> to <i>CDM-AA-FORM</i>.
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

<i>Version</i>	<i>Date</i>	<i>Description</i>
03	22 July 2009	scopes. 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	2 August 2002	Initial publication.

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