



**Declaration of other offices performing validation and verification/certification functions
(Version 04.0)**

| | |
|---|--|
| Entity name | |
| UNFCCC entity ref. no. | |
| <p>Do you allocate functions to offices other than your central office or to other legal entities (outsourced entities)?</p> <p>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 paragraphs 30 and 262 of the CDM accreditation procedure (version 14.0).</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "yes", complete the sections below.</p> |
| Description of other offices (add rows as necessary) | |
| Office number 1.1 | |
| Postal address | |
| Physical address | |
| Legal entity at the location | |
| <p>Relationship with the DOE</p> <p>For example, branch (i.e. office other than the central office).</p> | |
| <p>Number of personnel</p> <p>Personal directly involved in validation and verification/certification activities on the date of submitting this form.</p> | |
| 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 | |
| <p>Relationship with the DOE</p> <p>For example, independent company, office of other legal entity belonging to the same group.</p> | |
| <p>Number of personnel</p> <p>Personal directly involved in validation and verification/certification activities on the date of submitting this form.</p> | |
| 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 7). 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 | 63-68 | 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 and 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 | | 111-113 | 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 | 145(a), 145(c) – 145(l), 146 | YES* | |
| | | | | 145(b), 145(f) – 145(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> |
|----------------|-------------------|--|
| 04.0 | 1 October 2018 | Revision to align and improve according to version 14.0 of the CDM accreditation procedure (CDM-EB05-A02-PROC) and version 7.0 of the CDM accreditation standard (CDM-EB46-A02-STAN). |
| 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. |
| 02.1 | 17 May 2012 | Editorial changes to include new logo and other improvements. |
| 02.0 | 4 January 2012 | Revised to be in line with version 02.0 of the Accreditation Standard. |
| 01.0 | | Initial publication. |

Decision Class: Regulatory
Document Type: Form
Business Function: Accreditation
Keywords: accreditation assessment