

Title	Application for Accreditation of Verification Bodies verifying GHG (greenhouse gases) inventories
Reference	DA-07
Revision	03
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Preparation	Approval	Authorization of issue	Application date e
The Management System Head	The Directors of Department	The General Director	07-04-2017

ACCREDITATION

REQUEST FOR PRELIMINARY ASSESSMENT

TRANSFER OF ACCREDITATION

Acronym and name of the VB.....

1. APPLICATION FOR ACCREDITATION FOR A BODY PERFORMING

- [] Verification of GHG inventories in accordance with UNI EN ISO 14064-1
- [] Verification of GHG emissions in the mandatory sector: Emission Trading Scheme (ETS)
- [] Validation and verification of carbon footprint in accordance with UNI ISO / TS 14067
- [] Verification for the Maritime MRV (monitoring, communication and verification of Co2 emissions generated by maritime transport) according to EU 757/15 Regulation.

2. CATEGORY/ACCREDITATION SCHEME

2.1 TYPE OF CONFORMITY ASSESSMENT ACTIVITY AND CONFORMITY WITH REFERENCE STANDARDS

Specify the conformity assessment activities for which accreditation is requested as well as the corresponding reference standards which are applicable to the Body.

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2.2 REFERENCE STANDARDS FOR THE BODY'S CLIENTS, APPLICABLE TO THE ACCREDITED ASSESSMENT ACTIVITIES.

Accreditation scheme

Reference standards

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2.3 ACCREDITATION SECTORS (SCOPE OF ACCREDITATION)

For the verification of GHG emissions in the mandatory sector: EMS

Group of activities (in accordance with Annex 1 of regulation 600/2012/CE)

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.....

(numerical or descriptive references can be used), (if necessary the references can be given in an Annex)

For the verification of the Maritime MRV

[] Monitoring plans Evaluation

[...] Verification of Co2 emission reports

3. PERSONNEL OF THE BODY

3.1 TOTAL NUMBER OF EXTERNAL COLLABORATORS USED FOR VERIFICATION ACTIVITIES:

- Assessors:
- Experts:
- Other:

3.2 Organization chart; it is necessary to attach an organization chart (and/or related documents) which permits the precise identification of the Body in terms of hierarchy/authority, responsibilities, functions and tasks, from the Directors and down through the entire organizational structure.

The chart must show the relations between the personnel responsible for verification activities, the Direction of the Body and the person/s responsible for decisions concerning the issue of declarations of verification.

This document shall also contain the names and qualifications of persons involved in assessment processes and, if applicable, the Bodies which it represents (when they are external to the applicant Body.)

Annex number.....(obligatory)

4. ASSESSMENT ACTIVITIES AND DECISION REGARDING VERIFICATION

4.1.1 THE PERSON OR UNIT RESPONSIBLE FOR THE FINAL DECISION REGARDING THE ISSUE OF VERIFICATIONS AND THEIR CVS.

Annex number..... (obligatory)

4.1.2 The Composition of the Body (Impartiality Committee) the representative of the interested parties must be described, specifying, for each member, the party represented and the technical competences and/or experiences.

Annex number..... (obligatory)

4.2 SUB-CONTRACTS

4.2.1 List of subcontracted organizations entrusted with conformity assessment activities within the accreditation scope, specifying the name and addresses and stating whether accredited or not. In the case of accredited Bodies, specify the name of the Accreditation Body, the number and date of issue of the accreditation document and (concisely) the scope of accreditation.

Annex number..... (obligatory)

5. DOCUMENTS TO ATTACH TO THE APPLICATION

- list of attachments
- obligatory attachments required in previous points;
- statutory and contractual relations with related entities, such as franchising contracts (required only in case of accreditation. If the Body is already accredited for other schemes, specify the latest version uploaded on the ACCREDIA website- on Certified Bodies Area);
- last available balance (*or equivalent documents*);
- insurance policy (*only required during the accreditation process*);
- procedure or equivalent document of the functioning of the Technical Committee and of the Committee for Impartiality (*only attach in case of accreditation process. If the Body is already accredited for other schemes, specify the latest version uploaded on the ACCREDIA website - on Certified Bodies Area*);
- controlled list of verifiers and experts, including their CVs with certifications or other declarations attesting their competences related to the present application;
- procedure for the qualification of persons performing verifications or equivalent documents (*attach in case of accreditation and extension processes*);

- quality manual (*this can be written according to different criteria, but it must include reference to the above-mentioned criteria*) – (*only attach in case of accreditation process. If the Body is already accredited for other schemes, specify the latest version uploaded on the ACCREDIA website – on Certified Bodies Area*);
- list of procedures, operative instructions and other documents applicable to the Body's activities (*only attach in case of accreditation process*);
- general regulations for the management of assessment activities requiring accreditation, such as the Regulation for the verification of GHG inventories (*attach in case of accreditation and extension processes*);
- general regulation for the trademark use or equivalent document (*only attach in case of accreditation process. If the Body is already accredited for other schemes, specify the latest version uploaded on the ACCREDIA website – on Certified Bodies Area*);
- copy of the models used for setting out contracts between the Verification Body and its client (e.g. questionnaire, standard offer etc.) (*attach in case of accreditation and extension processes*);
- copy of the type of Attestation of Conformity, issued by the Body and its annexes, when necessary (e.g. verification declaration, offer template, CFP Verification Certificates) (*attach in case of accreditation and extension processes*);
- chamber of Commerce registration;
- list of organizations or persons possessing declarations of verification issued by the Body (clients of the Body), limited to assessment activities for which accreditation is required; and, if relevant, copies of the relative declarations of verification (*attach in case of accreditation and extension processes*);
- support documents for the audit team (checklists, guidelines, instructions etc.). – (*attach in case of accreditation and extension processes*).

Note 1: *The statute, the quality manual and the general regulations shall be sent to ACCREDIA as controlled copy. All future revisions shall be made available to ACCREDIA in timely fashion. The electronic format is preferable in all cases.*

Note 2: *In case of an accreditation transfer request from another Accreditation Body signatory of EA MLA agreement, it has to submit for the accreditation request in accordance with point 1.2 provisions, together with all the requested documentation, of the last verification report of the assigning Accreditation Body and of the valid accreditation certificate.*

In case of transfer of accreditation from a not signatory to EA MLA agreements Accreditation Body, the accreditation requirements will be fully applied.