

**TITLE REGULATION FOR THE ACCREDITATION OF
VERIFICATION AND VALIDATION BODIES**

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NOTE *The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to the Italian version only.*

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0.1 SCOPE AND FIELD OF APPLICATION

The present Regulation is applicable to the accreditation of verification and validation bodies (hereafter referred to as VBs).

It defines the conditions and procedures for granting, surveillance, extension, renewal, reduction/self-reduction, suspension/self-suspension, restoration, renunciation and withdrawal of accreditation of VBs, in compliance with applicable rules and guides, with the introduction of appropriate specifications where the reference regulations/standards for the scheme contain rather general requirements and where the conditions and procedures are not covered by the General Regulation RG-01.

The present regulation shall not be applied separately from the application of the General Regulation RG-01.

0.2 NORMATIVE REFERENCES

The reference standards to be considered for the application of the present Regulation are detailed/referred to in the version in force of the ACCREDIA document LS-12: *"Reference standards and documents for the accreditation of Verification and Validation Bodies."*

It follows that – in the framework of a given verification and validation scheme/inspection, this Regulation is integrated by the specific regulations and technical documents (RT and DT), and technical circulars, if any.

0.3 TERMS AND DEFINITIONS

The provisions of General Regulation RG-01 and of the standards are applicable.

0.4 ACRONYMS

- ACCREDIA-DC: ACCREDIA Department of Certification and Inspection Bodies;
- CSA: Sector Accreditation Committee;
- DDC: Director of the Department of Certification and Inspection;
- VDDC: Vice Director of the Department of Certification and Inspection;
- FT: Technical Officer;
- VB: Verification/Validation body.

PART 1 - GENERAL REQUIREMENTS REGARDING THE ACCREDITATION PROCESS

1. REQUIREMENTS AND INFORMATIONS FOR ACCREDITATION

1.1. GENERAL INFORMATIONS

Accreditation and the subsequent recording in the ACCREDIA database are issued to bodies which operate against reference standards and documents applicable to them and reported in the ACCREDIA document LS-12.

Accreditation relating to verification or validation activities is issued according to the applicable reference standards or regulations.

1.2. PRESENTATION AND SUBMISSION OF THE APPLICATION FOR ACCREDITATION

The requirements of General Regulation RG-01 are applicable with the specification that the application for accreditation of a VB shall be presented to ACCREDIA-DC using the modules DA-00 and DA-11, available on ACCREDIA's website, together with all the necessary documents.

1.3. PROCESS OF ACCREDITATION

1.3.1. DOCUMENT REVIEW

The provisions of General Regulation RG-01 and of the standards are applicable.

1.3.2. ASSESSMENTS

The requirements of General Regulation RG-01 are applicable with the specification that the duration of the on-site assessment is determined taking into consideration the specifics of the scheme (e.g. the number and criticality of the activities requested, the number of locations to assess) and other factors such as the number of findings of the document review to be closed, the language, the transfer times etc.

In specific cases (e.g. schemes just started, EU ETS, etc.) witness assessments can be carried out after the granting of accreditation. In such cases, the VB shall inform ACCREDIA-DC about the conduct of the first assessment, during which the witness assessment will be organized.

1.4. DECISION-TAKING PROCESS AND GRANTING OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable with the following specification:

- the accreditation certificate, limited to environmental schemes, will have a duration of 5 years and no extensions are allowed.

1.5. SURVEILLANCE AND RENEWAL OF ACCREDITATION

1.5.1. SURVEILLANCE OF ACCREDITATION

1.5.1.1. GENERAL

The requirements of General Regulation RG-01 are applicable.

1.5.1.2. PROGRAMMED SURVEILLANCE OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable with the following specification:

- the on-site and witness assessments are planned so as to enable a representative sampling of the scope of accreditation over the entire cycle of accreditation.

1.5.1.3. UNPROGRAMMED SURVEILLANCE OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.5.1.4. UNPROGRAMMED AND PROGRAMMED SURVEILLANCE OF ACCREDITATION REMOTELY

The requirements of General Regulation RG-01 are applicable.

1.5.1.5. DECISION-TAKING PROCESS AND THE GRANTING OF MAINTENANCE OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.5.1.6. VARIATION OF THE FIELD OF ACCREDITATION AND OF THE ACCREDITATION STANDARDS

The requirements of General Regulation RG-01 are applicable.

1.5.1.7. TRANSFER OF ACCREDITATION BETWEEN ACCREDITATION BODIES

The requirements of General Regulation RG-01 are applicable.

1.5.1.8. TRANSFER OF OWNERSHIP OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.5.2. RENEWAL OF ACCREDITATION

1.5.2.1. PERFORMANCE OF THE RENEWAL OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.5.2.2. DECISION-TAKING PROCESS AND GRANTING OF RENEWAL OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.6. EXTENSION OF ACCREDITATION

1.6.1. GENERAL INFORMATIONS

The requirements of General Regulation RG-01 are applicable.

1.6.2. PRESENTATION AND EXPLANATION OF THE APPLICATION FOR EXTENSION

The requirements of General Regulation RG-01 are applicable with the specification that the application for extension of accreditation of a VB shall be presented to ACCREDIA-DC using the modules DA-00 and DA-11 available on ACCREDIA's website together with the necessary documents.

1.6.2.1. FLEXIBLE SCOPE

For the extension of accreditation to flexible scope, the requirements set out in the General Regulation RG-01 and in the Technical Regulation RT-37 in current revision apply.

1.6.3. DOCUMENT REVIEW

The requirements of General Regulation RG-01 are applicable.

1.6.4. ASSESSMENTS

The requirements of General Regulation RG-01 are applicable.

In specific cases (e.g. schemes just started, EU ETS, etc.), the witness assessments can be conducted after the granting of the extension. In such cases, the VB shall inform ACCREDIA-DC about the performance of the first assessment, during which the witness assessment will be organized.

1.7. DECISION-TAKING PROCESS AND THE GRANTING OF EXTENSION OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.8. SUSPENSION, WITHDRAWAL AND REDUCTION OF ACCREDITATION

1.8.1. MINOR SANCTIONS MEASURES

The requirements of General Regulation RG-01 are applicable.

1.8.2. MAJOR SANCTIONS MEASURES (SUSPENSION, REDUCTION, WITHDRAWAL)

The requirements of General Regulation RG-01 are applicable.

1.8.3. SUSPENSION REQUESTED BY THE VB

The requirements of General Regulation RG-01 are applicable.

1.8.4. PROCEDURAL REDUCTION OF SCOPE AND RENUNCIATION OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.8.5. RESTORATION OF ACCREDITATION

The requirements of General Regulation RG-01 are applicable.

1.9. COMPLAINTS, RESERVATIONS AND APPEALS

1.9.1. COMPLAINTS

The requirements of General Regulation RG-01 are applicable.

1.9.2. RESERVATIONS

The requirements of General Regulation RG-01 are applicable.

1.9.3. APPEALS

The requirements of General Regulation RG-01 are applicable.

1.10. OBLIGATIONS OF THE VB

The requirements of General Regulation RG-01 are applicable.

1.11. OBLIGATIONS OF ACCREDIA-DC

The requirements of General Regulation RG-01 are applicable.

2. PART 2 - REQUIREMENTS CONCERNING VERIFICATION AND VALIDATION BODIES

Part 2 contains a series of requirements regarding the procedures of VBs with which the VBs are under obligation to conform as a part of conformity to the applicable normative references.

2.1. IMPARTIALITY

It is recommended that the VB uses the document issued by the Steering and Guarantee Committee "Recommendations made by the ACCREDIA Steering and Guarantee Committee relating to the definition of harmonized criteria for the verification of some requirements of the standard UNI CEI EN ISO/IEC 17029" as a basis for developing the risk analysis document, or as a checklist to carry out internal or external audits.

However, it should be noted that, in the case of verification/validation of claims in the financial field (e.g. corporate sustainability reporting) the VB can offer the same client (including all associated companies) either consultancy activities or verification/validation activities.

The ascertained violation of the above provisions entails the adoption of the sanctions set out in § 1.8.

2.2. PERFORMANCE OF VERIFICATION AND VALIDATION ACTIVITIES

In order to carry out its validation/verification activities, with reference to all the geographical areas in which it operates, the VB must be able to demonstrate that:

- it has evaluated the risks deriving from its activities;
- it has taken adequate measures (for example insurance or provisions for risks recorded in the financial statements) to cover the professional risks of internal staff and collaborators (e.g. inspectors), which derive from its activities, also in relation to the activities of its clients.

3. ANNEX 1 - REQUIREMENTS RELATING TO THE VERIFICATION AND VALIDATION BODIES OF GREENHOUSE GAS EMISSIONS

3.1. SCOPE AND FIELD OF APPLICATION

This annex contains additional clarifications, compared to the previous parts of the Regulation, and applies to the accreditation of the Verification and Validation Bodies of greenhouse gas emissions:

➤ in the voluntary area:

- verification of the statements relating to the quantification and reporting of greenhouse gas emissions and their removal (GHG inventories) of an organization, in accordance with UNI EN ISO 14064-1;
- verification and validation of the Carbon Footprint of the product (CFP) in accordance with the standard UNI EN ISO 14067;

➤ in the regulated area:

- verification of the GHG emissions: EU Emission Trading Scheme (ETS);
- evaluation of monitoring plans and verification of reports on CO₂ emissions generated by maritime transport in accordance with Regulation (EU) 757/2015 (Maritime MRV).

3.2. PART 1 – GENERAL REQUIREMENTS RELATING TO THE ACCREDITATION PROCESS

3.2.1. CRITERIA AND INFORMATIONs FOR ACCREDITATION

3.2.1.1. GENERAL INFORMATIONs

In the area of the ETS scheme, accreditation is issued with reference to the sectors (groups of activities defined in Annex I of the EU Regulation concerning data verification and accreditation of verifiers in accordance with Directive 2003/87/EC).

3.2.1.2. A VB MAY OBTAIN ACCREDITATION ON CONDITION THAT IT POSSESSES:

- at the time of the initial assessment at its site:
 - a) in the ETS regulated area, a contract for ETS verification activities.

Any exceptions regarding special cases shall be submitted to the ACCREDIA-DC DDC or VDDC for approval.

3.2.2. ACCREDITATION OF A VB FOR THE VERIFICATION OF GHG INVENTORIES IN ACCORDANCE WITH UNI EN ISO 14064-1.

The requirements specified in the reference circular are applicable.

3.2.3. ACCREDITATION OF A VB FOR THE VERIFICATION OF THE CFP IN ACCORDANCE WITH UNI EN ISO 14067.

The requirements specified in the reference circular are applicable.

3.2.4. ACCREDITATION OF A VB FOR THE VERIFICATION OF MRV MARITIME

The requirements specified in the reference circular are applicable.

3.3. PROCESS OF ACCREDITATION

3.3.1. ASSESSMENTS

The sampling of the activities to be verified is carried out on a voluntary basis taking into consideration the number and complexity of the GHG inventories or CFPs verified by the VB and, in the regulated area, taking into consideration the sectors (groups of activities listed in Annex I of the EU Regulation concerning data verification and accreditation of verifiers according to Directive 2003/87/EC) and the VB auditors for ETS or the type and number of approved PdMs or emissions checks carried out for MRV Maritime.

For the ETS verification activities (throughout the accreditation cycle) the VB shall send ACCREDIA-DC, at least 10 days before the performance of the assessment, the following documentation:

1. Monitoring plan and related attachments, monitoring and assessment procedure of operator risks;
2. Draft of the emission report prepared by the operator;
3. Monitoring methodology plan and related attachments, operator procedures;
4. NIMS (Baseline Data Report) module completed for data collection relating to the free assignment of phase 4;
5. Draft of the report on activity levels prepared by the operator;
6. Copy of the VB assessment procedures;
7. Copy of the strategic analysis and risk analysis;
8. Copy of the previous validation report relating to emissions;
9. Copy of the previous of emissions verification statement;
10. Copy of the previous verification statement relating to the monitoring methodology plan;
11. Sampling and testing plan;
12. Verification time calculation document;
13. Internal program of the VB with the different phases and times foreseen for the verification (off-site and on-site);
14. Contract with the manager/operator;
15. Checklists or other documentation that gives evidence of the activity carried out by the VB to keep the competence of the verification team updated;
16. Qualification file and CV of the inspectors in the verification team;
17. Letters of appointment of the VB's verification team.

As regards the duration of the witness assessments, it should be noted that for the ETS scheme, ACCREDIA-DC may be present at all stages of the verification (art.11 - 27 of Reg. 2067/2018).

The preparation phase (for clarity the term Stage 1 is used) will be evaluated in the following ways:

- if Stage 1 is undertaken at the aircraft manager/operator, ACCREDIA-DC will be present as observer, if possible. This activity must be communicated in advance and also included in the notification template;
- if Stage 1 is not undertaken at the manager/operator (back office): ACCREDIA-DC will be able to attend the activity carried out at the VB's site or will carry out this document assessment. In both cases, the possibility of interacting with the VB's verifier will be required.

If the VB performs in the office the verification of the management of the data collected from the aircraft manager/operator, ACCREDIA-DC may also be present in this final phase.

3.4. EXTENSION OF ACCREDITATION

3.4.1. GENERAL INFORMATIONS

- In the voluntary area (GHG and CFP inventories):
 - The extension of accreditation to other sectors is not envisaged, as accreditation is issued in a unitary manner for the scheme, without effecting the requirement that the VB ensures the use of competent verifiers for all sectors of activity in which it operates or demonstrates an interest in operating (e.g. by issuing quotations for GHG or CFP verification activities).
- In the regulated area
 - ETS: The extensions are issued with reference to the groups of activities listed in Annex I of the EU Regulation concerning the verification of data and the accreditation of verifiers in accordance with Directive 2003/87/EC.
 - MRV Maritime: The criteria specified in the reference circular apply.

3.4.1.1. FLEXIBLE SCOPE

The flexible scope is not applicable for greenhouse gas emissions verification/validation bodies.

3.4.2. ASSESSMENTS

In the regulated ETS area, a witness assessment is performed for each new sector (group of activities defined in Annex I of the EU Regulation concerning data verification and accreditation of verifiers in accordance with Directive 2003/87/EC).