

**GUIDANCE FOR THE ACCREDITATION OF GHG
VERIFICATION BODIES ACCORDING TO ELOT EN
14065:2013 AND REGULATION (EU) No 600/2012**

Hellenic Accreditation System

ESYD GD-GHG

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1. Objective

The objective of this document is to specify the assessment process for the accreditation of Greenhouse Gas Verification Bodies (GHG verifiers) applying to ESYD for accreditation according to the requirements of ISO 14065:2013, and Commission Regulation (EU) No 600/2012 (AVR). The general provisions laid down in document ESYD PA “Accreditation Procedures” also apply.

2. Definitions

For the purpose of this guidance, the definitions laid down in article 3 of Directive 2003/87/EC, in article 3 of Regulation (EU) No. 600/2012 and in article 3 of Regulation (EU) No. 601/2012 apply.

However, the term “GHG Verifier -VB” means, for the purpose of this guidance, any **legal person or legal entity** carrying out verification activities pursuant to Regulation (EU) 600/2012. **ESYD does not grant accreditation to natural persons as GHG verifiers.**

3. Accreditation criteria and guidelines

GHG Verifiers (VB’s) wishing to be accredited in order to carry out verification activities must comply with the requirements laid down in the following documents:

- ISO 14065:2013, Greenhouse gases - Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition
- ISO 14064-3:2006, Greenhouse gases - Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions.
- Commission Regulation (EU) No 600/2012, Regulation on Accreditation & Verification Regulation No 600/2012 of 12 July 2012 (A&V Regulation)
- IAF MD6:2014 IAF Mandatory Document for the Application of ISO 14065:2013
- EA-6/03:2013 (and subsequent amendments) EA Document for Recognitions of Verifiers under the EU ETS Directive
- ESYD RA (Regulation for Accreditation)
- ESYD NAL (Regulation for the Use of the National Accreditation Logo)

3.1 Documents for Conformity Assessment

- ISO 14064-1: 2006

4. Application for accreditation

GHG verifiers interested in being accredited according to the aforementioned accreditation criteria in order to carry out verification activities must complete and submit to ESYD the relevant application form (ESYD AB-14065), including the relevant statutory – legal documents and the Quality Manual.

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4.1 VB Documentation prior to the assessment

Documents* to be made available prior to the assessment (in Greek or English)	Pre-assessment	Initial Assessment or Reassessment	Surveillance	Scope extension
<ul style="list-style-type: none"> ➤ A description of the legal status of the verification body, including the name of its owners, if applicable, and, if different, the names of the persons who control it. ➤ arrangements to cover liabilities arising from the activities and areas in which it operates ➤ an organizational description, and, in particular, the relationship between those responsible for the assessment and those taking decisions regarding verification statements ➤ information on the process for ensuring continuous impartiality and independence 	√	√	√	√
<ul style="list-style-type: none"> ➤ management procedures for conducting management reviews, internal audits, handling nonconformities and for assuring the effectiveness of any corrective actions taken ➤ the procedures for the recruitment and training of verification body personnel (including verifiers) and monitoring their performance ➤ the policy and procedures for implementing the verification process, including <ul style="list-style-type: none"> — the conditions for issuing verification statements, — the procedures for performing verifications ➤ a process for dealing with appeals ➤ a process for dealing with complaints (including indicative timescale) ➤ adequate arrangements to safeguard the confidentiality of information obtained ➤ a process and policy for communication with the operator or aircraft operator and other relevant parties 	√	√		
<ul style="list-style-type: none"> ➤ a procedure or process for outsourcing verification activities to other organisations 	√	√		
Procedures or instructions relevant to verifications Activities, contract review, verifier qualifications and the review process, relevant to ETS emission data verification		√	√	√
A template of verification statement	√	√	√	√
<ul style="list-style-type: none"> ➤ General competence criteria for all personnel involved verification activities ➤ specific competence criteria for each function within the verifier undertaking verification activities, in particular for the EU ETS auditor, EU ETS independent auditor, independent reviewer and technical expert 	√	√		√
For the purpose of witnessing assessments all documents that verification team has, shall be may available		√	√	√
<i>*In addition to the requested information in the relevant application form (ESYD AB-14065).</i>				

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5. Selection of the assessment team

ESYD selects the assessment team members on the basis of competence and absence of conflict of interest, according to procedure ESYD CAS “Criteria for ESYD assessors”. All selected assessors must have signed the confidentiality and conflict of interest declaration.

Information about the assessors are provided to the applicant verifier, who has the right to object to the proposed assessment team members based on perceived or actual conflict of interest. The application package and supporting documentation are forwarded to the assessment team for review.

6. Document review

The assessment team reviews the application package and accompanying documentation in order to determine whether the requirements for accreditation have been satisfactorily integrated into the applicant’s management system and operating procedures. The results of document review are recorded and forwarded to the verifier.

During the document review the lead assessor may request the verifier to provide additional documentation or clarifications, in which case the verifier must respond in due time. ESYD reserves the right not to proceed with the on-site / office assessment, in case the document review reveals considerable deviations from the accreditation requirements. In such case, all findings are communicated to the verifier and a formal letter is sent informing the verifier that the assessment cannot proceed.

7. Onsite – Office Assessment

7.1 Pre-assessment (voluntary)

Pre-assessment is voluntary and is carried out prior to the assessment after the confirmation of the applicant. The pre-assessment is proposed for the applicant, in order to avoid problems or delays during the assessment.

Pre-assessment carried out by Lead Assessor according to ESYD PA (Accreditation Procedures).

The results of the pre-assessment visit are recorded in a report, which is notified to the applicant. Depending on the findings of pre-assessment it can be judged that:

- A plan for assessment can be prepared, after the applicant implements any corrective actions that might have been raised as a result of the preassessment visit;
- A further pre-assessment visit is required.

7.2 Initial office assessment

Upon successful completion of the document review process and whenever requested the pre-assessment process the lead assessor prepares the assessment plan which is forwarded to the verifier, following a mutual acceptance of the assessment date. The assessment plan includes the following:

- the type of assessment

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- date(s) and expected duration of assessment
- description of activities to be accomplished during the assessment
- any other relevant arrangements

The onsite office assessment begins with an opening meeting, in the presence of verifier's representatives. The purpose of the opening meeting is for ESYD assessors to clearly describe the purpose and scope of the assessment, the accreditation criteria and to confirm the assessment plan and assessment deliverables.

During the onsite assessment, the assessment team members assess the implementation of the verifier's quality management system and review a representative sample of the internal verification documentation, in order to assess conformance to accreditation requirements, including conformance to the applicant's own policies and procedures.

At the end of the onsite assessment, an intermediate meeting is held with the verifier's representatives. During the closing meeting the lead assessor presents all findings and non-conformities identified by the assessment team members and requests the verifier to respond to the reported findings and non-conformities by taking appropriate corrective actions to address all non-conformities reported during the assessment. The verifier shall inform the assessment team of all corrective actions taken or planned to be taken, within one month of the onsite assessment. Upon receipt of the corrective actions or corrective action plan submitted by the verifier, the assessment team reviews these actions for acceptability and informs the verifier accordingly.

Where the assessment team finds the response of the verifier to be insufficient or ineffective, further information or action from the applicant may be requested. The assessment team may also request evidence of the effective implementation of actions taken or carry out a follow-up assessment to assess the effective implementation of the corrective actions.

8. Witnessed assessments

One or more witness assessments are required to grant or maintain accreditation. The number and type of the witnessed assessments is determined so that a representative part of the requested scope for accreditation is covered and the performance and competence of a representative number of the applicant's staff involved in the verification of the operator's or aircraft operator's report is assessed.

Before the witness assessment takes place, the verifier shall submit to ESYD the strategic and risk analysis, the verification plan, the contract with the operator, the GHG permit where relevant, the approved monitoring plan, the emission report and any other relevant document that the verification team had, shall be available.

After the completion of the witnessed assessments, a closing meeting is held, if necessary, at the applicant's premises in order for the lead assessor to finalize the proposed scope of accreditation and to inform the representative of the applicant about his recommendation.

9. Decision on Accreditation

Once all witness assessments are complete and all non-conformities are closed, the assessment team submits to ESYD the assessment report, including a recommendation as to granting, reducing or extending accreditation. The assessment report and all relevant

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information submitted by the assessment team are evaluated by the relevant Technical Committee (e.g Accreditation Manager supported by an EU-ETS Expert or Lead Assessor if required), who acts as internal reviewers. Upon a positive decision to grant or extend accreditation, an accreditation certificate is issued to the accredited verifier.

10. Surveillance

Accredited verifiers are subject to surveillance during the first, second and third years after the year of their initial accreditation or reaccreditation. The preferred interval for subsequent surveillance visits is 12 months. Each surveillance visit comprises an on-site (office) assessment and at least one witness assessment according to the witnessing policy as described in the paragraph 12. ESYD may choose to increase the number and type of witness assessments based on the overall performance of the verification body and factors like the extent of accreditation scope, applications for extension of scope submitted by the verification body, changes in organizational structure or verification body personnel, any complaints received against the verification body etc.

11. Reassessment

Accredited verifiers are subject to full reassessment every four years, prior to expiry of their accreditation. Reaccreditation follows the same procedure as the initial assessment process. ESYD prepares its plan for the reassessment of each verifier in a manner that allows representative samples of the scope of accreditation to be assessed. The assessment team takes into account the results of previous assessments in planning and conducting the reassessment.

12. Scoping policy

The applicant verifier must indicate the activities and sectors for which it seeks accreditation during the application phase of the assessment process. Any activities or sectors that are added following the start of the initial assessment process shall be considered to be an extension of scope and verifiers must request scope extension to be considered by ESYD as an application for these additional activities and sectors. The scope of accreditation of verifiers shall be indicated in the accreditation certificate using the groups of activities as laid down in Annex I of Commission Regulation (EU) No 600/2012.

A verifier must demonstrate throughout the initial assessment process that it has performed a competence analysis for each technical area in which it operates. In addition, an applicant verifier must demonstrate competence in each sector for which it seeks accreditation. As part of this demonstration, a verifier must undergo an onsite (office) assessment and one or more witness assessments, according to clauses 7 and 8.

The main concept for selecting witnessing assessments is that all critical Verification Activities of applicant / accredited GHG Verifier are covered during initial assessment / accreditation cycle respectively.

In any case, including the extension of scope of accreditation, at least one (1) witnessing assessment of complete verification activity (=system relevant plus data verification) shall be carried out.

In addition to criticality criteria the number of clients per activity group (Annex I 600/2012) is taken into consideration. The following guidance is applied:

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1-9 clients = 1 witness

10-19 clients = 2 witness

20 or more = 3 clients

13. Information from verifiers to draft the accreditation work program

In order for ESYD to prepare the accreditation work programme according to the provisions laid down in article 70 of Commission Regulation (EU) No 600/2012, verifiers accredited by ESYD shall, **by 15 November of each year**, send the following information to ESYD:

- the planned time and place of the verifications that the verifier is scheduled to perform;
- the address and contact details of the operators or aircraft operators whose emissions or tonne-kilometre reports are subject to its verification.

Failure to provide the above information on time may lead to suspension of the accreditation. Where changes occur in the above information, the verifier shall notify those changes to ESYD by 15 December at latest.