



*P-02*

***ALLOCATION OF  
RESPONSIBILITIES –  
UNFCCC A.6.4  
PROCESSES***



The purpose of this procedure is to define the authority, roles and responsibilities of the management personnel, validation and verification/certification personnel, other personnel involved in the Article 6.4 activities and the operational or supervisory committee.

The authority, roles and responsibilities are defined in the matrix below.

Responsibility/Authority	Roles											
	Managing Director	Certification Director	Technical Director	Sales Director	Impartiality Committee	Lead Auditor (team leader)	Auditor (team member)	Internal Technical Reviewer	Technical Expert	Quality Manager	Internal Auditor	Administrative Manager
Top management	X	X	X									
Appointment of the Director of Certification and the Technical Director	X											
Delegation of authority to committees or persons according to the case, to carry out defined activities on their behalf	X											
Formulation and development of policy issues related to the fulfilment of the Article 6.4 mechanism accreditation requirements <sup>1</sup> .	X	X										
Supervision and monitoring of implementation of policies and procedures.		X								X		

<sup>1</sup> Other GHG Programs accreditation requirements as well, such as Gold Standard

## P-02

### Allocation of Responsibilities – UNFCCC A.6.4 Processes



Documentation of policies and procedures and their implementation, including quality assurance procedures.		X										
Supervision of finance, administrative matters and dealing with contractual matters and arrangements.	X	X										X
Supervision of validation and verification functions and management of VVC services and processes		X										
Approve Contract Review	X	X		X								
Signing contracts as the main legal representative	X											
Determine the human resource requirements	X	X										
Nomination of GHG Personnel		X										
VVC Team Approval	X	X										
Training of Personnel		X	X			X	X		X	X		
Team Leader and Preliminary Opinion of VAL /VER						X						
Independent Technical Review								X				
VAL/VER team member or Technical Review team member							X		X			
Final approval/decision on VVC activities	X	X	X									
Respond to UNFCCC requests for adjustments/corrections in the documentation of specific assessments.						X						
Submission of applications for scope extension or renewal of accreditation		X										

## P-02

### Allocation of Responsibilities – UNFCCC A.6.4 Processes



Monitoring the performance of the activities of Auditors and Technical Experts						X		X	X			
Management Review	X	X										
Internal audits	X	X								X	X	
Provide adequate and competent resources (human and other) for VVC activities	X	X										
Decisions related to complaints or disputes <sup>2</sup>	X	X										
Review of the periodic conflict of interest analysis and evaluation of the impartiality system		X			X							
Accreditation Audits	X	X	X							X		
Reporting to the top management on the performance of the quality management system and proposing required improvements.		X										
Establish, implement and maintain a quality management system		X										

Revision history of this document:

Revision	Date	Description and reason for review
Rev. 00	30/10/2024	- Initial Adoption

<sup>2</sup> Supported by the Technical Director if applicable according to P-03