

 <b>DECLARATION OF OTHER OFFICES PERFORMING VALIDATION AND VERIFICATION/CERTIFICATION FUNCTIONS</b> (Version 02.0) <sup>1</sup>	
<b>Entity name</b>	
<b>UNFCCC entity ref. no.</b>	
<b>Do you allocate functions to offices other than your central office</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", complete the section 1 below.
<b>Do you allocate functions to other legal entities (outsourced entities)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", complete the section 2 and the table outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard below.
<b>1. Description of other offices (add rows as necessary)</b>	
<b>Name of the office number 1.1</b>	
<b>Physical address</b>	
<b>Country</b>	
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	
<b>Relationship with the DOE</b> For example: Branch (i.e., office other than the central office)	
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	
<b>Functions allocated</b> Summary of functions allocated to the office other than the central office and the paragraph numbers referred to the A6.4 accreditation standard in which such other office conducts these functions	
<b>Name of the office number 1.2</b>	
<b>Physical address</b>	
<b>Country</b>	
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	
<b>Relationship with the DOE</b> For example: Branch (i.e., office other than the	

<sup>1</sup>This form shall be provided with the submission of the application for accreditation or upon the A6.4 mechanism accreditation expert panel's request. Subsequent changes to the information provided in this form shall be notified to the secretariat in accordance with the provisions under the notification of changes of the Article 6.4 accreditation procedure.

central office)	
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	
<b>Functions allocated</b> Summary of functions allocated to the office other than the central office and the paragraph numbers referred to the A6.4 accreditation standard in which such other office conducts these functions	
<b>Name of the office number 1.3</b>	
<b>Physical address</b>	
<b>Country</b>	
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	
<b>Relationship with the DOE</b> For example: Branch (i.e., office other than the central office)	
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	
<b>Functions allocated</b> Summary of functions allocated to the office other than the central office and the paragraph numbers referred to the A6.4 accreditation standard in which such other office conducts these functions	
<b>2. Description of outsourced entities (add rows as necessary)</b>	
<b>Office number 2.1</b>	
<b>Physical address</b>	
<b>Country</b>	
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	
<b>Relationship with the DOE</b> For examples: Independent company, office of other legal entity belonging to the same group, etc.	
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	
<b>Functions allocated</b> Summary of functions allocated to the outsourced entity and to complete the table "Outsourced	

functions in accordance with appendix 1 of the A6.4 accreditation standard" below	
<b>Office number 2.2</b>	
<b>Physical address</b>	
<b>Country</b>	
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	
<b>Relationship with the DOE</b> For examples: Independent company, office of other legal entity belonging to the same group, etc.	
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	
<b>Functions allocated</b> Summary of functions allocated to the outsourced entity and to complete the table "Outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard" below	
<b>Office number 2.3</b>	
<b>Physical address</b>	
<b>Country</b>	
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	
<b>Relationship with the DOE</b> For examples: Independent company, office of other legal entity belonging to the same group, etc.	
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	
<b>Functions allocated</b> Summary of functions allocated to the outsourced entity and to complete the table "Outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard" below	

**Outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard**

Use the following table to indicate which functions have been outsourced, as defined by paragraphs 60–65 of the Article 6.4 accreditation standard (version 02.0). 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 of the outsourced entity (from above)
6	Legal status and matters			12-15	N/A	
7	Liability and finance	Financial stability		16-17	NO	
		Liability		18-19	NO	
8	Entity management	Management structure		20-23	NO	
		Management functions		24-26	NO	
9	Integrity	Integrity		27-28	NO	
10	Independence	Independence		29-30	NO	
11	Safeguarding impartiality	General		31	N/A	
		Safeguarding impartiality at the policy level		32-34	NO	
		Safeguarding impartiality at the organization level		35-39	NO	
		Safeguarding impartiality at the operational level		40-48	YES*	
		Review of effectiveness		49-51	NO	
12	Human resources and competence	Sufficiency of human resources	General	52-58	NO	
			Recruitment and outsourcing to an entity	59-65	NO	
			Outsourcing to an external individual	66-68	YES*	

Chapter	Requirement	Function		Para	Outsourcing	Office number of the outsourced entity (from above)	
		Competence requirements	Initial competence analysis	69-73	NO		
			Competence for validation or verification/certification teams	74	NO		
			Competence for technical experts	74	NO		
				Competence for technical reviewers	74	NO	
		Management of human resource and competence	Demonstration of competence and qualification of personnel	75-79	NO		
			Monitoring of performance and ensuring competence and training	80-86	NO		
			Personnel records	87	NO		
13	Information management	Information to be made available in the public domain		88	NO		
		Confidentiality		89-91	YES*		
14	Validation and verification/certification process	Contract review		92-94	YES		
				95-97	NO		
		Selection of the validation or verification/certification personnel		98, 100-102	YES, excluding appointment of technical review teams		
				99	NO		
		Validation and verification/certification		103	YES		
				104	NO		
		Technical review		105-106	NO		
Issuance of final validation or verification/certification		107-109	NO				

Chapter	Requirement	Function		Para	Outsourcing	Office number of the outsourced entity (from above)
		opinions and reports				
15	Quality management system	General		110-111	NO	
		Responsibilities of top management		112-113	NO	
		Article 6.4 quality manager		114	NO	
		Document and record management system	Control of documents	115-116	NO	
			Control of records	117-120	YES*	
			Records pertaining to validation and/or verification/certification functions	121(a), 121(c) –(e), and 122	YES*	
			Records pertaining to validation and/or verification/certification functions	121(b), and 121(f) –(l)	NO	
		Internal audits		123-125	NO	
		Corrective and preventive actions		126-131	NO	
		Management review		132-135	NO	
16	Handling complaints, disputes and appeals	Complaints		136-137	NO	
		Disputes		138-140	NO	
		Appeals		141-143	NO	

<b>Name of entity representative</b>	
<b>Signature of entity representative</b>	
<b>Date (DD/MM/YYYY)</b>	

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**Document information**

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	21 October 2025	Revision to align with version 02.0 of the Article 6.4 Accreditation Standard.
01.1	9 October 2024	Editorial revision to enhance usability and to add additional rows to sections 1 and 2.
01.0	31 March 2024	Initial publication.

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