



**DECLARATION OF OTHER OFFICES PERFORMING VALIDATION AND  
VERIFICATION/CERTIFICATION FUNCTIONS  
(Version 01.1)<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 57–62 of the Article 6.4 accreditation standard (version 01.0). 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			11-15	N/A	
7	Liability and finance	Financial stability		16-17	NO	
		Liability		18-19	NO	
8	Entity's management	Management structure		20-23	NO	
		Management functions		24-26	NO	
9	Safeguarding impartiality	General		27-29	N/A	
		Safeguarding impartiality at the policy level		30-32	NO	
		Safeguarding impartiality at the organization level		33-37	NO	
		Safeguarding impartiality at the operational level		38-45	YES*	
		Review of effectiveness		46-48	NO	
10	Human resources and competence	Sufficiency of human resources	General	49-55	NO	
			Recruitment and outsourcing to an entity	56-62	No	
			Use external individuals	63-65	YES*	
		Competence requirements	Initial competence analysis	66-70	NO	
			Competence for validation or verification/certification teams	71	NO	

Chapter	Requirement	Function		Para	Outsourcing	Office number of the outsourced entity (from above)
			Competence for technical experts	71	NO	
			Competence for technical reviewers	71	NO	
		Management of human resource and competence	Demonstration of competence and qualification of personnel	72-76	NO	
			Monitoring of performance and ensuring competence and training	77-83	NO	
			Personnel records	84	NO	
11	Information management	Information to be made available in the public domain		85	NO	
		Confidentiality		86-88	YES*	
12	Validation and verification/certification process	Contract review	Validation/verification contract review	89-91	YES	
				92-94	NO	
		Selection of the validation or verification/certification personnel		95, 97-99	YES, excluding appointment of technical review teams	
				96	NO	
		Validation and verification/certification		100	YES	
				101	NO	
		Technical review		102-103	NO	
Issuance of final validation or verification/certification opinions and reports		104-106	NO			
13	Quality management system	General		107-108	NO	

Chapter	Requirement	Function	Para	Outsourcing	Office number of the outsourced entity (from above)
		Responsibilities of top management	109-110	NO	
		Article 6.4 quality manager	111	NO	
		Document and record management system	Control of documents	112-113	NO
			Control of records	114-117	YES*
			Records pertaining to validation and/or verification/certification functions	118(a), 118(c) –(e), and 119	YES*
			Records pertaining to validation and/or verification/certification functions	118(b), and 118(f) –(l)	NO
		Internal audits	120-122	NO	
		Corrective and preventive actions	123-128	NO	
		Management review	129-132	NO	
14	Handling complaints, disputes and appeals	Complaints	133-134	NO	
		Disputes	135-137	NO	
		Appeals	138-140	NO	

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

-----

**Document information**

<i>Version</i>	<i>Date</i>	<i>Description</i>
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.

Decision Class: Regulatory  
 Document Type: Form  
 Business Function: Accreditation  
 Keywords: A6.4 mechanism, accreditation assessment, accreditation requirements