



**SRI LANKA ACCREDITATION BOARD
for CONFORMITY ASSESSMENT**

**QUESTIONNAIRE
for ACCREDITATION of
GHG VALIDATION/
VERIFICATION BODIES**

Instructions to the Applicant:

1. Please fill the questionnaire on your own judgment of activities and return with the application
2. This questionnaire is prepared based on the requirements specified in the ISO14065:2013 Standard. This questionnaire could be used as a tool for carrying out a self assessment to determine the preparedness of the applicant's Validation/Verification Body prior to go for Accreditation.
3. Please note that meeting all the requirements specified in the questionnaire should not be construed as applicant's Validation/ Verification Body fulfils all the requirements for Accreditation by SLAB.

**ACCREDITATION SCHEME FOR GREENHOUSE GAS VALIDATION/
VERIFICATION BODIES**

QUESTIONNAIRE

This questionnaire is a self-assessment checklist to assess the preparedness of the Greenhouse Gas Validation/ Verification Body (hereafter it will be referred as V/VB) for it to be considered for Accreditation by SLAB.

Questionnaire Completed By

Name: _____

Position: _____

Name of the GHG validation/verification body: _____

Signature: _____

Date: _____

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Title: Questionnaire for Accreditation of GHG Validation/Verification Bodies			Doc No : GHG-FM (P) -02	
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	Yes	No
1. Principles		
<ul style="list-style-type: none"> • The V/VB's validation or verification process bring public confidence and trust that it is performing an impartial and competent assessment as a third party. • The V/VB conducts operations impartially and all threats to impartibility are identified and controlled. • The validation or verification statement is based on the sufficient objective evidence. • The V/VB has competent personnel for conducting validation or verification activities. • The V/VB provides Publicly Accessible/ disclosing information about Audit & validation or verification process and validation or verification status of clients. • Maintain Confidentiality of Client's Proprietary Information. • Responding to complaints and take reasonable effort to resolve complaints. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Legal and Contractual Matters		
<ul style="list-style-type: none"> • V/VB has acceptable legal status. • V/VB retains authority and responsibility for validation/verification activities, decisions and issuing validation or verification statements. • Legally enforceable agreement for the provision of validation or verification activities to the clients is available. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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3. Management of Impartiality		
<ul style="list-style-type: none"> • Validation/verification activity ensures impartiality; and conflicts of interest situations are identified and avoided. • Publicly accessible statement on impartiality with Chief Executive's Endorsement. • A mechanism, independent of operations is available to ensure that impartiality is being achieved. • No individuals who work or worked as consultants or acting in managerial capacity is chosen as validators or verifiers for audits on the particular clients. • Take necessary action to respond to any threat to its impartiality. • The personnel who involve with validation or verification activities reveal any situation which may lead to conflict of interest. 	<input type="checkbox"/> 	<input type="checkbox"/>
4. Liability and Financing		
<ul style="list-style-type: none"> • V/VB has made necessary arrangements to cover liabilities. • V/VB is free from any financial obligations that may compromise impartiality. • Financial Risks arising from Validation or Verification activities are analyzed and adequate measures are taken. • V/VB evaluates the finances and sources of income and demonstrates commercial, financial and other pressures do not compromise its impartiality. 	<input type="checkbox"/> 	<input type="checkbox"/>

5. Organizational Structure and Top Management		
<ul style="list-style-type: none"> • V/VB has documented its Organizational Structure and relevant mechanisms to show duties, responsibilities and authorities of management and validation/verification personnel. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Line of authority and links with other parts are unambiguously indicated. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Top management having the overall authority in policy making and implementation, adequacy of validation/verification activities, validation/verification of statements, performance monitoring, finances, delegation of authority to committees/individuals, contractual arrangements and provision of resources. is identified. 	<input type="checkbox"/>	<input type="checkbox"/>

6. Competence requirements		
<ul style="list-style-type: none"> • Establish and maintain a procedure with required competencies for each sector V/VB operates. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • V/VB has access to internal or external expertise for advice on specific matters relating to validation or verification of GHG. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • V/VB employs/has access to a sufficient number of validation or verification team leaders, validators or verifiers and technical experts. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The personnel are clear about their duties, responsibilities and authorities. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Up-to-date information is available for personnel involved with GHG programme 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Defined processes are available for selection, training, evaluation and authorization of personnel. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • A process is available to identify training needs of personnel and access to training is facilitated by V/VB. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Competent personnel are appointed to evaluate validation or verification statements 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Procedure and criteria for monitoring and evaluating all personnel involved in verification process are available. 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • Process is available for outsourcing of validation/ verification activities (If outsourcing of GHG programmes is not prohibited). • A procedure is available for qualification and for monitoring of all bodies that are outsourced by V/VB. 	<input type="checkbox"/>	<input type="checkbox"/>
07. Communication requirements		
<ul style="list-style-type: none"> • V/VB provides all information to ensure the transparency of verification activities while maintaining confidentiality. • V/VB ensures no misleading information is provided to client or market place. • All necessary information is clearly stated in the validation/ verification documents and made available to its clients or responsible party. 	<input type="checkbox"/>	<input type="checkbox"/>
8. Process requirements		
<ul style="list-style-type: none"> • V/VB follows the requirements covered in - <ul style="list-style-type: none"> a) ISO 14064- 1; for organizational level GHG emissions and removals b) ISO 14064-2; for project level GHG emissions and removals c) ISO 14067: for carbon footprints • Does validation or verification process include the following phases <ul style="list-style-type: none"> i) Pre-engagement ii) Approach iii) Validation or verification iv) Validation or verification statement 	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

9. Management System Requirements

<ul style="list-style-type: none">• V/VB implements a management system that is consistent with the ISO 14065:2013.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• The above system includes the following but not limited to<ul style="list-style-type: none">○ Processes and procedures needed by the management system are available.○ Top management involvement.○ A manual addressing all applicable requirements of ISO 14065 : 2013○ The manual contains / refers to Scope of validation/verification○ Documents are controlled in accordance with the documented procedure.○ Records are controlled in accordance with the documented procedure.○ Management review is conducted at least once a year.○ Internal audits are held at least once a year.○ Corrective actions are taken in accordance with the documented procedure.○ Preventive actions are taken in accordance with the documented procedure.○ Documented process to manage appeals○ Documented process to handle complaints○ A mechanism to conduct special validations or verifications at short notice, where necessary	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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List of Documents to be submitted along with the Application

- Completed Application for Accreditation (GHG-FM(P)-01).
- Completed Questionnaire (GHG-FM(P)-02).
- V/VB's documented Management System (Manual & Procedures).
- Two signed copies of Terms and Conditions of maintaining SLAB accreditation (GHG-RG(P)-03)
- Job descriptions of key personnel involved in Validation/Verification Activities.
- Complete Organization Structure Chart.
- List of validators and verifiers with their competence for scope sectors.
- Internal Audit report and corrective action records.
- Management review records.
- If already accredited for the Field/Scope Applied, Documentary evidence.
- Cross reference matrix
- Application Fee