HELLENIC
ACCREDITATION
SYSTEM

APPLICATION FOR THE ACCREDITATION OF A VALIDATION / VERIFICATION BODY ACCORDING TO ELOT EN ISO/IEC 17029:2019

Please type or write in CAPITAL LETTERS

Part 1 BODY

1.0 Body details

Name: **Legal form:**
Address: **Phone number:** **Fax number:** **Email address:** **VAT:** **Revenue Office:**
Name of person in charge for contacts with ESYD:

1.1 Full name and position (Managerial level) of the person authorized for the application

First name:	**Surname:**
Position:	

1.2 Name and address of the parent or related company (in case it differs from table 1.0)

Name:	
Address:	
Phone number:	**Fax number:**

1.3 Invoice mailing address (in case it differs from table 1.0)

Address:	
Phone number:	**Fax number:**

Part 2 Personnel

2.1 Please state the name, the technical qualifications and other relevant experience of the following personnel:

Person responsible for the management of the Quality System of the Body

Full name	
Technical Qualifications	
Relevant Experience	

List of Lead Verifiers / Verifiers / Technical Experts (CVs should be attached)

Full name	**Lead Verifiers/ Verifiers / Technical Experts**	**Competence** According to Regulations (EU) No 2067/2018, (EU) No 757/2015, (EU) No 957/2023, Standards ELOT EN ISO/IEC 17029:2019, ELOT EN ISO 14065:2022, ELOT EN ISO 14064-1:2019, ELOT EN ISO 14064-2:2019, ELOT EN ISO 14064-3:2019, ISO 14066:2023, ISO 14067:2018, ISO 14068-1:2023, ISO 14046:2014, IAF MD6, EA-6/03,CLIMATE LAW 4936/2022 / other

Part 3.1 Scope of the applied accreditation for Verification / Validation Bodies according to Regulations

Please tick accordingly

ELOT EN ISO/IEC 17029:2019	
Reg. (EU) 2067/2018	
Reg. (EU) 757/2015	
Reg. (EU) 957/2023	
ELOT EN ISO 14 065:2022	
ELOT EN ISO 14 064-1:2019	
ELOT EN ISO 14064-2:2019	
ELOT EN ISO 14 064-3:2019	
ISO 14 066:2023	
ISO 14 067:2018	
ISO 14 068-1:2023	
ISO 14 046:2014	
CLIMATE LAW 4936/2022	
other	

Please complete the following table:

Scope of Accreditation (Code of activities)	**Activities**	**Standards / Regulations**

Part 3.2 List of Verified Installations

Please complete the following table *:

Name & location of installation**	**Activity**	**Code of Activity** **According to Regulations (EU) No 2067/2018, (EU) No 757/2015, (EU) No 957/2023, Standards ELOT EN ISO/IEC 17029:2019, ELOT EN ISO 14065:2022, ELOT EN ISO 14064-1:2019, ELOT EN ISO 14064-2:2019, ELOT EN ISO 14064-3:2019, ISO 14066:2023, ISO 14067:2018, ISO 14068-1:2023, ISO 14046:2014, IAF MD6, EA-6/03, CLIMATE LAW 4936/2022 / other**

* In case the above space is not adequate, another table of identical type may be used.

** For each of the above-mentioned installations, the Verification Body must have available for evaluation:
α) the final permit for greenhouse gas emissions from the Ministry of Environment where required
b) the submitted application for the issuance of the license where it is required
c) the installation report
d) the certificate of approved grades (from the Ministry of Environment) where required

Part 4 Quality Management System

You are kindly requested to answer each question, by adding remarks, where appropriate

A. Organization and Management

	Yes	No	Reference to corresponding documentation
1. Was a copy of the Quality Manual submitted along with your application? If not, please mention the reason.			
2. In which way is the independence and impartiality of the body assured?			
3. Is there a mechanism to ensure impartiality?			
4. Is there an affiliated organization, staff member or subcontractor of yours, who provide consulting services?			
5. Does your Quality Manual incorporate diagrams showing: the organizational structure of the body? the relationship among the activities related to verification?			
6. Has the Body the resources (insurance liability, financial resources) to cover its legal obligations in relation to the provided services?			
7. Is the objective and non-discriminatory treatment for its clients ensured?			
8. Is the confidentiality and security information of clients ensured?			
9. Is public information ensured according to the relevant Standards?			
10. The Quality Management System refers to: ✓ the Body's organizational structure ✓ delegation of authorities, responsibilities and duties of staff ✓ documented structure and operation of the mechanism for ensuring impartiality			

B. Personnel for Verification

	Yes	No	Reference to corresponding documentation

1. a. Has the Body defined criteria / requirements for the competence of its personnel? b. List with the names and skills of verifiers			
2. Has the verification Body procedures and criteria for recruitment, monitoring and training of the personnel involved?			
3. Does the Body maintain records regarding the skills, training and experience of personnel?			
4. a. Does the personnel have documented instructions about their duties and responsibilities? b. Does the Body require its personnel to commit themselves to comply with its rules regarding confidentiality and impartiality?			
5. When an activity is subcontracted or assigned to external resources (outsourced), does the Body have procedures to ensure that the personnel involved meet the relevant requirements?			

*The verification Body shall provide ESYD with a list of all the verifiers it employs, including name-surname, education, working experience, and evaluation by the verification Body.

C. Documentation and Control of changes

	Yes	No	Reference to corresponding documentation
1. Does the Body have a system for the control of the documentation, relevant to the verification system?			

D. Records

	Yes	No	Reference to corresponding documentation
1. Does the Body have records in which information relevant to the provided verification activities is kept?			

F. Validation / Verification Procedures

	Yes	No	Reference to corresponding documentation
1. Reference to Verification Procedures / Rules.			
2. Do the body audits for the supplier's quality system comply with the ELOT EN ISO 19011 standard?			

G. Resources

	Yes	No	Reference to corresponding documentation
1. Does the Body have the necessary resources to carry out the relevant verification / validation activities?			
2. For the verification is it necessary the performance of testing?			
3. Does the Body have its own laboratories, or does it collaborate with third-party laboratories?			
4. If it cooperates with third-party laboratories where is this mentioned in the Body's documentation?			
5. How is ensured that the requirements of the Standard ELOT EN ISO/IEC 17 025 are met for testing?			
6. Does the Body carry out verifications according to the Standards ISO 14 065, ISO 14 064-1/2/3 and EA 6/03, IAF MD6?			
7. Has the Body documented agreement that covers the Body's cooperation with external bodies?			
8. How the Body covers Liability arising from its activities?			

H. Confidentiality

	Yes	No	Reference to corresponding documentation
1. Has the Body procedures to ensure confidentiality of the received information?			

I. List of clients

	Yes	No	Reference to corresponding documentation
1. Has the Body a register of verified installations?			
2. Is this register publicly available?			

J. Appeals

	Yes	No	Reference to corresponding documentation
1. Does the Body have documented procedure for the evaluation of appeals against the body's decisions?			

K. Internal audits & Management Reviews

	Yes	No	Reference to corresponding documentation
1. Does the Body conduct internal audits and management reviews to monitor its continuous compliance with ESYD requirements?			

L. Improper use of Verification reports

	Yes	No	Reference to corresponding documentation
1. Does the Body monitor the verification reports?			
2. Does the Body take corrective actions regarding the improper use of the verification reports?			

M. Complaints

	Yes	No	Reference to corresponding documentation
1. Are the Verifiers required to keep records of complaints and corresponding corrective actions regarding the quality system or the verifications?			

N. Withdrawals

	Yes	No	Reference to corresponding documentation
1. Does the Body have documented procedures for suspension or withdrawal of the granted reports?			

O. Compliance with the Regulations (EU) 2067/2018, (EU) 757/2015, (EU) No 957/2023, Standards ELOT EN ISO/IEC 17029:2019, ELOT EN ISO 14065:2022, ELOT EN ISO 14064-1/2/3:2019, ISO 14066:2023, ISO 14067:2018, ISO 14068-1:2023, ISO 14046:2014, CLIMATE LAW 4936/2022, Documents EA-6/03 & IAF MD 6 and ESYD Accreditation Regulations (ESYD RA)

1. Do you consider that your body complies with the following:

Reg. (EU) 2067/2018	YES •	NO •
Reg. (EU) 757/2015	YES •	NO •
Reg. (EU) 957/2023	YES •	NO •
ELOT EN ISO/IEC 17029:2019	YES •	NO •
ELOT EN ISO 14064-1:2019	YES •	NO •
ELOT EN ISO 14064-2:2019	YES •	NO •
ELOT EN ISO 14064-3:2019	YES •	NO •
ISO 14066:2023	YES •	NO •
ISO 14067:2018	YES •	NO •
ISO 14068-1:2023	YES •	NO •
ISO 14046:2014	YES •	NO •
NATIONAL CLIMATE LAW 4936/2022	YES •	NO •

other, IAF MD 6, EA-6/03 and ESYD RA?

YES • NO •

2. If "not", in which areas the body does not comply with and when the non-conformity is expected to be lifted?

Non-conformities	Corrections (date)

Part 5 Other Accreditations

Please mention in detail other accreditations granted to your body

Name and Address of the accreditation body	Scope of accreditation and certificate number (if exists)	Validity period of the accreditation certificate	
		Date of Issue	Expiry date

Part 6 Declaration

1. The Body is applying to ESYD for accreditation for the purpose specified below
   - ❑ Initial Accreditation
   - ❑ Extension of Scope of the existing Accreditation

2. After the granting of accreditation, the Body shall comply with the following ESYD requirements, as mentioned in detail below:

   Regulation (EU) 2067/2018, Regulation (EU) 757/2015, Regulation (EU) 957/2023, Standards ELOT EN ISO/IEC 17029:2019, ELOT EN ISO 14065:2022, ISO 14064-1/2/3:2019, ISO 14066:2023, ISO 14067:2018, ISO 14068-1:2023, ISO 14046:2014, CLIMATE LAW 4936/2022, documents IAF MD6, EA-6/03, ESYD Accreditation Regulations (ESYD RA), ESYD Regulation for the use of the National Accreditation Logo (ESYD NAL) as well as in any other defined by ESYD related publication.

3. The following documentation is sent preferably in electronic form or alternatively in hard Copies.
   1. Quality Manual
   2. Verification Regulations (Mandatory)
   3. Verification Procedures

3.1 Review of contracts
3.2 Strategic Analysis
3.3 Risk Analysis
3.4 Analysis of verification plan
3.5 Process Analysis
3.6 Technical Review
3.7 Composition of reports and verification declarations

In particular, in accordance with the Regulations (EU) 2067/2018, (EU) 757/2015, (EU) 957/2023, as well as the relevant and delegated implementing regulations as amended and in force, the applicants make available to the national accreditation body, upon request, information on:

(a) the procedures, the processes and the quality management system
(b) the competence criteria, the results of the continuous competence process and other relevant documentation on the competence of all personnel involved in verification activities
(c) the process for ensuring continuous impartiality and independence
(d) the technical experts and key personnel involved in the assessment of monitoring plans and verification of emissions reports
(e) the procedures and processes for ensuring appropriate verification, including those concerning the internal verification documentation
(f) relevant records
(g) other aspects deemed relevant by the national accreditation body
(h) Legal documents and certificates of the Body (see Annex A)
(i) Pricelist of the Body's services.

4. The Body fully understands and accepts the way the Hellenic Accreditation System operates.

5. The Body accepts the performance of pre-assessment* according to ESYD Accreditation Procedures (ESYD PA)

YES ● NO ●

6. The Body declares that all information provided in the documents is correct.

7. The Body undertakes the payment of all fees to ESYD in accordance with the ESYD fees policy, regardless of the granting of the accreditation certificate.

8. The Body provides a copy of the deposit of the application fees.

9. <u>Solemn Declaration (See Annex B)</u>

**The pre-assessment is not mandatory and is carried out before the assessment, after the documented acceptance of the applicant. The pre-assessment is strongly recommended for avoiding further problems during the assessment.*

Title of the Body:
Address:

Phone Number:

Fax Number:

Legal Status:

Legal Representative's Signature Full name:

Date:

Position:

Certification of the authenticity of the signature

INSTRUCTIONS

The present application applies to Verification Bodies for GHG.

Accreditation in the above case requires compliance with Regulation (EU) 2067/2018, Regulation (EU) 757/2015, Regulation (EU) 957/2023, Standards ELOT EN ISO/IEC 17 029:2019, ELOT EN ISO 14 065:2022, ELOT EN ISO 14 064 –1/2/3:2019 according to the emission monitoring program, ISO 14 066:2023, ISO 14 067:2018, ISO 14 068-1:2023, ISO 14 046:2014, CLIMATE LAW 4936/2022, documents EA 06/03, IAF MD 6, ESYD Accreditation Regulations (ESYD RA) as well as in any other defined by the ESYD related publication.

❖ Accreditation in accordance with the above means that the body is accredited to grant certificates of conformity of products or services to the relevant standards, specifications, Regulations or other documents specifically relating to requirements to be met by the products themselves or by the services. Standards should be specified in the scope.

Before completing this form, please be informed by the following documents:

- ESYD Accreditation Regulations (ESYD RA) which governs the accreditation of conformity assessment bodies
- ESYD Accreditation Procedures (ESYD PA)
- Regulation (EU) 2067/2018
- Regulation (EU) 757/2015
- Regulation (EU) 957/2023

- International Standard to which accredited bodies must comply
  (ELOT EN ISO/IEC 17029:2019, ELOT EN ISO 14065:2022, ELOT ISO 14064-1/2/3:2019, ISO 14066:2023, ISO 14067:2018, ISO 14068-1:2023, ISO 14046:2014)
- CLIMATE LAW 4936/2022
- Guidelines of EA and IAF on the above, EA 6/03, IAF MD 6
- Guidelines for the Accreditation of Environmental Verifiers
- List of fees adopted by ESYD

ANNEX A

LEGAL DOCUMENTS AND CERTIFICATES

A. For Legal Entities under Private Law applying for Accreditation

1. Unified certificate of legal solvency of the company from the competent Court of First Instance (issued within the last two months).
2. Copy of the articles of incorporation and, if there have been amendments, the consolidated articles of association.
3. Certificate from the General Commercial Registry (GEMI) regarding amendments to the articles of association (issued within the last two months).
4. Certificate from the General Commercial Registry (GEMI) regarding the current legal representation (issued within the last two months).
5. Social Security Clearance Certificate.
6. Tax Clearance Certificate.
7. Liability insurance contract for the services provided, along with justification of the insured amount for the entire duration of the accreditation.

Additionally:

- For S.A. (Société Anonyme / Public Limited Companies): Announcement from the GEMI regarding the election of the members of the most recent Board of Directors and details concerning the company's legal representation.

- For General Partnerships and Limited Partnerships: Unified certificate of legal solvency from the competent Court of First Instance for the general partners (issued within the last two months).

B. For Legal Entities under Public Law applying for Accreditation

1. Government Gazette (FEK) of establishment and any amendments.
2. Appointment of the legal representative (as indicated either in the Government Gazette of establishment or in the relevant excerpt from the Board of Directors meeting minutes).
3. Declaration from the competent supervising authority covering liability insurance for the entire duration of the accreditation.

ANNEX B

SOLEMN DECLARATION

(Article 8 of Law 1599/1986)

The accuracy of the information submitted with this declaration may be verified based on records held by other services (Article 8, paragraph 4 of Law 1599/1986)

TO[1]:							
Mr. – Ms Name:		Surname:					
Father's Full Name:							
Mother's Full Name:							
Date of Birth[2]:							
Place of Birth:							
Identity Card Number:		Phone:					
Place of Residence:		Street:		No:		Postal Code:	
Fax Number:		Email Address:					

I hereby declare, on my own responsibility and being fully aware of the penalties [3] provided by the provisions of paragraph 6, article 22 of Law 1599/1986, that:

The conformity assessment body "……", its personnel, as well as its shareholders, do not provide consultancy services and are not affiliated with consultancy services related to the subjects of the requested accreditation.

Specifically, the above-mentioned conformity assessment body and any of its departments/branches/subsidiary Entities of the same legal entity do not include in their corporate objectives, do not provide, do not undertake, nor intend to undertake the provision and execution of any kind of consultancy services which fall under the fields of its accreditation and concern its activities as a conformity assessment body, in accordance with the requirements of the relevant accreditation standard. (4

Date: ……/ ……/ 20……..

The Declarant:……..

(Signature)

(1) It is stated by the interested citizen or the Authority or the Public Sector Service to which the application is addressed.

(2) It is written out in full (in words).

(3) "Anyone who knowingly declares false facts or denies or conceals the truth through a written solemn declaration under Article 8 shall be punished with imprisonment of at least three months. If the offender intended to obtain financial gain for himself or another by harming a third party or intended to harm another, he shall be punished with imprisonment of up to 10 years."

(4) In case of insufficient space, the declaration continues on the reverse side and is signed by the declarant.