HELLENIC
ACCREDITATION
SYSTEM SA

APPLICATION FOR THE ACCREDITATION OF A VALIDATION / VERIFICATION BODY FOR GREENHOUSE GASES ACCORDING TO ISO 14065

Please type or write in CAPITAL LETTERS

Part 1 BODY

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

1.1 Full name and position (Managerial level) of 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

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

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

Person (s) responsible for the verification / validation activities (ISO 14065:2013 § 6)

Full name (s) and signature (s)	
Technical qualifications	
Experiences	

2.2 Person (s) responsible for the verification / validation activities (ISO 14065:2013 § 6)

List of Lead Verifiers / Verifiers-Validators / Technical Experts / Technical Reviewers (CVs

Technical qualifications Experiences

Full name	**Team Leader/Validator/Verifier /Technical Expert**	**Competencies - sectors (Reg (EU) No 600/2012, (EU) No 757/2015, ISO 14065:2013, ISO 14064-1, ISO 14064-3, το IAF MD6, EA-6/03) / other**

2.3 Mechanism for safeguarding impartiality (ISO 14065 § 5.4)

Full names	

Technical qualifications	
Interested parties	

Part 3.1 Scope of the applied accreditation for Verification / Validation Bodies EU ETS (as per EN ISO/IEC 14065:2013, Reg (EU) No 600/2012, (EU) No 757/2015, ISO 14064-1, ISO 14064-3, το IAF MD6, EA-6/03) / other)

Please complete the following table :

Scope of Accreditation Field *	Activities	Standards / Normative Regulations

*** as described in the Regulation EU 600/2012 / Regulation 757/2015 / other**

Part 3.2 List of Verified / Validated Companies

Please complete the following table * :

Company name / location / installation **Standard / Normative Regulation**	**Company activity**	**Sector / Activities Annex I (EU) 600/2012 – (EU) 757/2015 / other**

* In case the above space is not adequate, another table of identical type may be used.
* * The relevant licensees for any installation by the relevant Competent Authorities.
***Any other official document that required by the relevant Competent Authorities.

Part 4 Implemented Quality System

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

A. General and Structural Requirements

	Yes	No	Reference to the Quality Manual / other remarks
1. Was a copy of the Quality Manual submitted along with your application? If not, please mention the reason.			
2. In which way the independence of the body is assured?			
3. Is there an independent Certification Council?			
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 the certification ?			
6. Has the Body the financial resources for certification activities and to cover associated liabilities?			
7. Does the Body operate ensuring non-discriminatory conditions for its clients?			
8. Confidentiality and security safeguards are in place?			
9. Is all required information publicly available? How is this made feasible?			
10. The Quality Management System refers to: ✓ the Body's organizational structure ✓ delegation of authorities and responsibilities ✓ documented structure and operation of mechanism for safeguarding impartiality			

B. Resource Requirements

	Yes	No	Reference to the Quality Manual / other remarks

1. a. Has the Body defined criteria / requirements for the competence of personnel? b. List of personnel with the names and their qualifications*			
2. Has the Body procedures for selecting, training, authorizing, monitoring personnel involved in the certification process?			
3. Does the Body maintain records for the personnel involved in the Verification – Validation process, including all necessary information?			
4. a. Has the Body working instructions – job descriptions for the personnel b. Does the Body require its personnel to commit themselves to comply with its rules relating to confidentiality, independence and possible conflict of interest?			
5. When an activity is performed with internal or external resources (outsourced), does the Body monitor that the relevant requirements are met?			

*The Body shall provide ESYD a list of all the verifiers-validators including name/education/experience/knowledge/date of evaluation.

C. Document and File control

	Yes	No	Reference to the Quality Manual / other remarks
1. Does the Body have a documented management system to ensure the control of documents and files?			

D. Records

	Yes	No	Reference to the Quality Manual / other remarks
1. Does the Body have a documented management system to ensure the control of documents and records?			

F. Validation / Verification Procedures

1. Does the Body have a documented management system, Quality Manual and Procedures in place, relevant to the requirements of ISO/IEC 14065?	Yes	No	Reference to the Quality Manual / other remarks
2. Has the Body a methodology for the audits based on the ISO 19011?			

G. Resources

1. Does the Body have the necessary recourses personnel and equipment to carry out the relevant verification / validation activities according to the relevant requirements of ISO/IEC 14065?	Yes	No	Reference to the Quality Manual / other remarks
2. Does the Body have methodology for tests?			
3. Has the Body laboratories as its own part?			
4. Subcontracting with external laboratories			
5. When an activity (test) is performed with external resources (outsourced), does the Body monitor that the relevant requirements of ISO 17025 are met?			
6. Does the Body carry out validations / verifications according to the ISO 14065, ISO 14064-1/2/3 and EA 6/03, IAF MD6?			
7. Has the Body appropriate documented arrangements in place for outsourcing, relevant to the requirements of ISO/IEC 1465?			
8. Has the Body the financial resources for verification /validation activities and to cover associated liabilities? (insurance or reserves)			

H. Confidentiality

1. Has the Body a policy and mechanism for safeguard the confidentiality of information obtained or created during the validation or verification?	Yes	No	Reference to the Quality Manual / other remarks

I. List of clients

1. Has the Body a list of client's related with the validations / verifications? 2. Is the above information publicly accessible?	Yes	No	Reference to the Quality Manual / other remarks

J. Appeals

1. Does the Body have documented process for the evaluation of appeals?	Yes	No	Reference to the Quality Manual / other remarks

K. Internal audits & Management Review

1. Does the Body have a documented management system in place, for the consistent achievement of the relevant requirements for internal audits and management review according to ISO/IEC 14065?	Yes	No	Reference to the Quality Manual / other remarks

L. Improper use of Validation / Verification

1. Does the Body control of validation / verification documents/reports – certificates - statements?	Yes	No	Reference to the Quality Manual / other remarks
2. Does the Body takes measures concerning the improper use of the validation verification reports?			

M. Complaints

1. Does the Body have documented process for the evaluation and manage of complaints?	Yes	No	Reference to the Quality Manual / other remarks

N. Withdrawals

1. Does the Body have documented process for the withdrawals or reducing of the scope of validation / verification?	Yes	No	Reference to the Quality Manual / other remarks

O. Compliance with ISO / IEC 17065 Accreditation Standard and ESYD Accreditation Regulations / (EU) 600/2102), (EU) 2015/757

1. Do you consider that your body complies with **ISO / IEC 14065** Accreditation Standard **(EU) 600/2102), (EU) 2015/757** and **ESYD Accreditation Regulations**?

YES • NO•

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

Non-conformity points	Correction (date)

Part 5 Other Approvals

Please mention in detail other approvals / accreditations granted to your body

Name and Address of the approval body	Scope of the accreditation / approval and certificate number (if exists)	Validity period of the accreditation / approval certificate	
		Issuing date	Expiry date

Part 6 Declaration

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

2. The Body fully accepts the terms and the accreditation procedures and agrees to comply with ESYD requirements, as specified in detail in the Standard ISO/IEC 14 065, EU Regulations, the Guidelines of EA and IAF, ESYD Accreditation Regulations and any other relevant publication defined by ESYD.

3. The following documentation is attached preferably in electronic form, otherwise in hard Copies.
   1. Quality Manual (Mandatory)
   2. Certification – Validation – Verification Regulations (Mandatory)
   3. Validation – Verification Procedures (number of submitted documents)
      3.1 Review of contracts
      3.2 Strategic Analysis
      3.3 Risk Analysis
      3.4 Monitoring Plan Evaluation
      3.5 Process Analysis
      3.6 Technical Review
      3.7 Format of technical reports and validation – verification statement

Especially according to the COMMISSION DELEGATED REGULATION (EU) 2016/2072 of 22 September 2016 on the verification activities and accreditation of verifiers pursuant to Regulation (EU) 2015/757 of the European Parliament and of the Council on the monitoring, reporting and verification of carbon dioxide emissions from maritime transport and the Article 35 Requests for accreditation.

Requests for accreditation shall contain the information required on the basis of the harmonised standard referred to in Article 33. 26.11.2016 L 320/18 Official Journal of the European Union EN 2.In addition, prior to the start of the assessment referred to in Article 36, applicants shall make available to the national accreditation body, upon request, information on:

(a) the procedures and processes referred to in Article 27(1) and the quality management system referred to in Article 27(3);

(b) the competence criteria referred to in points (a) and (b) of Article 22(2), the results of the continuous competence process referred to in that Article and other relevant documentation on the competence of all personnel involved in verification activities as referred to in Articles 24 and 25;

(c) the process for ensuring continuous impartiality and independence, as referred to in Article 30(6);

(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 referred to in Article 28*;*

(f) relevant records, as referred to in Article 29;

(g) other aspects deemed relevant by the national accreditation body.

4. Statutory documents of the Body (see Annex A) (Mandatory)
5. Pricelist of the Body's services.

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

5. The Body accepts the performance of pre-assessment* according to 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 granting accreditation certificate.

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

**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:
Signature (director level) Full name:

Date: Position:

INSTRUCTIONS

The present application applies to Validation / Verifications Bodies for GHG according to the standard ISO 14 065.
An accreditation according to the ISO/IEC 14 065 Standard signifies that the body is accredited as a Verification Body of Greenhouse Gases Emissions according to EU Directives, Regulations, Standards, or other documents relevant to its accredited activities. All these should be specified in the scope of application.

Before filling in the present application, it is crucial that the following documents shall be read:

- Information leaflets of ESYD – ESYD DENHMER Document
- Accreditation Regulation, ESYD RA
- Accreditation Procedures, ESYD PA
- International Standard with which the accredited bodies should comply:
  ISO/IEC 14065
- Guidelines of EA/IAF/ESYD for the above mentioned standards
- Fees policy adopted by ESYD

ANNEX A*

List of Articles / statutory documents of the body

1. Articles of Association of the company
2. Contract for the insurance of the professional indemnity of the company
3. Articles of incorporation / certificate of incorporation and any amendments
4. Certificate issued by the competent public services of your country stating that your company has no debts to the national insurance organization/ to the tax office
5. Certificate issued by the competent public services of your country stating that your company is solvent and has not been declared bankrupt

*please refer to the Greek version or contact ESYD