

Allocation of responsibility of SC

1. Top Management of CTI Certification

Impartiality Committee of CTI Certification

- to assist developing policies related to impartiality of validation or verification;
- to oversee and ensure CTI Certification to provide validation or verification free from any influence of business or related pressures;
- to raise suggestions and opinions which may influence validation or verification creditability;
- to review impartiality of validation, verification and financial source periodically;
- to be responsible for handling of appeals which cannot be resolved by CTI Certification;
- to possess right to report to relevant stakeholders such as Accreditation bodies where suggestion raised from Impartiality Committee was not respected by top management of CTI Certification.

General Manager of CTI Certification

- overall responsibility to supervise the implementation of policies and procedures;
- overall responsibility to resolve appeals and complaints;
- overall responsibility to provide adequate, competent resources for validation and verification activities;
- overall responsibility to delegate authorities to committees or individuals to undertake defined activities on its behalf;
- to approve quality management system documents related to validation or verification;
- to supervise finances;
- to be responsible for management review and ensure continuous improvement

2. Senior management personnel of Sustainability Center (SC)

General Director of SC

- to be authorized by GM or Impartiality Committee to hold responsibilities for daily operation of GHG related business on its behalf;
- to establish and issue quality and operational policy, annual plan and medium or long term development plan;

- overall responsibility for contractual arrangement;
- Overall responsibility for supervision of administrative matters and dealing with contractual matters and arrangements;
- to handle liability arising from validation or verification;
- to be responsible for decision related to validation or verification;
- to approve manning plan and program;
- to approve and issue validation opinion or verification statement;
- to supervise internal/external resource to ensure that the validation and verification/certification personnel, irrespective of whether they are internal or external resources.

Operation Manager

- overall responsibility to manage GHG projects validation/verification operation including function of BD, contract review, planning, production and customer service;
- to determine the human resource requirements;
- overall responsibility to ensure conflict of interest analysis;
- to design validation or verification process;
- to maintain GHG service management manual and OPs;
- to participate new process development for each new validation or verification criteria;
- to organize resolution of appeals and complaints;
- to monitor and control validation or verification team performance;
- to approve contract review

Technical Competence Manager

- to follow the latest requirements, technical set out from related GHG programs or authorities;
- to develop and issue technical note for managing and optimizing validation or verification;
- to collect sectors related laws, regulations, technical materials for validation or verification;
- to lead and develop new process for new GHG scheme, if applicable;
- to organize related technical training or workshop;
- to witness performance of validators or verifiers;
- to execute personnel management procedure;

- to evaluate, maintain the competence of its validation and/or verification/certification personnel, and select members of technical review teams

Quality Manager

- to establish, implement and maintain a quality management system for ensuring and demonstrating consistent implementation and compliance with the Article 6.4 accreditation requirements
- to documentation of policies and procedures and their implementation;
- to report the top management on the quality management system performance and further improvement;
- to take responsibility that makes the procedures and information publicly available as required by Paras 24 and 111 of A6.4 Accreditation Standard (version 01.0)

Business Manager

- to develop marketing strategy and plan;
- to develop business related to GHG services;
- to manage documents public available;
- to quote and negotiate with client for contractual arrangement of validation or verification;
- to sign validation or verification agreement;
- to conduct customer lost analysis;
- to manage validation or verification agreement and payment procedure.

3. Other functional positions in SC

Function: Contract Review

- to collect relevant application information for contract review assisted by business development staff;
- to conduct contract review.

Function: Planner

- to schedule validation or verification;
- to analyze impartiality of assigned auditors;
- to appoint competent validation or verification team according to competence required;
- to communicating information with the customer and responsible party for initial

validation/verification

Function: Auditors Team

- to perform strategic analysis and risk assessment of validation or verification;
- to develop validation or verification plan;
- to develop validation or verification sampling plan;
- to assess GHG information system and its controls;
- to assess GHG data and information;
- to validate or verify against corresponding criteria including desk review, site visit, key persons interview; and
- to evaluate GHG assertion;
- to follow actions required to solve problems raised from validation or verification;
- to write validation or verification report, statement or opinions.

Function: Customer Service

- to contact client for arrangement of ex-post activities of validation or verification;
- to investigate clients satisfaction;
- to collect clients demand and create or maintain business;
- to participate resolution of appeals and complaints;
- to consolidate and maintain all customer materials and project records.

Function: Independent Review

- to review and approve validation or verification report, statement or opinion independently;
- to archive validation or verification files;
- to conduct internal audit;
- to organize or support management review.

Other relevant responsibilities

- to executing impartiality risk analysis, and to collect all corrective/preventive information to monitor the daily execution and Key Performance Indicator – Quality Monitoring Dept;
- to execute personnel recruitment and procedure – HR Dept.
- to provide resource and logistics to daily work – Admin Dept.