



مركز الإمارات العالمي للاعتماد

Emirates International Accreditation Centre

متطلبات الاعتماد لهيئات التصديق/التحقق

Accreditation Requirements for Validation/ Verification Bodies

EIAC-RQ-CB-011

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|--------------|---|
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1 Scope

- 1.1 This document is applicable on Validation/Verification Programs/Schemes/Sub Schemes of the Emirates International Accreditation Centre (EIAC).
- 1.2 This document is applicable on the Conformity Assessment Bodies (CABs) providing Validation/Verification service in compliance with ISO/IEC 17029, ISO 14065, ISO 14066 and ISO 14064-3 for ISO 14064-1, ISO 14064-2, ISO 14067 etc.

2 Definitions

2.1 Conformity Assessment Body (CAB)

For the purpose of this accreditation, a conformity assessment body (CAB) is an independent & impartial third-party body, possessing the necessary competence and reliability and operates in accordance with main standard ISO/IEC 17029, and ISO 14065 and associated technical specifications to perform validation/verification activities. The conformity assessment body is also referred to as validation/verification body (VVB).

2.2 Key Activities

Policy formulation; process and/or procedure development; initial approval of conformity assessment personnel, or control of their training; on-going monitoring of conformity assessment personnel; application review; assignment of conformity assessment personnel; control of validation/verification execution; review and/or decision, Opinion issuing.

2.3 Branch Office of CAB

The other fixed office location(s), regional office(s), franchise (s), subcontracted office(s) are referred to as branch office of Conformity Assessment Body (CAB) in this document.

2.4 Other validation/Verification Office of CAB

The branch office of conformity assessment body from where it intends to issue EIAC accredited validation/verification opinions and intends to write the address of this branch office on the opinion document. The other validation/verification office must be under direct legal control of the conformity assessment body.

2.5 Shall

The term “shall” is used throughout this document to indicate those provisions which, reflect the requirements are mandatory.

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3 General requirements

- 3.1 The Conformity Assessment Body (CAB) shall be a legally licensed entity, and all employees of conformity assessment body shall have legally valid document/permission to work for the conformity assessment body.
- 3.2 The Conformity Assessment Body (CAB) applying for accreditation shall have a management system in compliance with ISO/IEC 17029, ISO 14065, ISO 14066 and ISO 14064-3. The CAB shall also follow the relevant technical specifications/standards as applicable.
- 3.3 The Conformity Assessment Body (CAB) shall use ISO 14064-1, ISO 14064-2, ISO 14067 and consider ISO 14064-3, for validation/verification activities as applicable.
- 3.4 The CAB shall fulfill the specific mandatory criteria defined in relevant International Accreditation Forum (IAF) MD documents. It should also consider the guidance defined in the relevant IAF & Asia Pacific Accreditation Cooperation (APAC) and Arab Accreditation Cooperation (ARAC) documents published time to time (these documents are available on websites of respective accreditation cooperations).
- 3.5 The CAB shall have a formal system for “Pre-engagement review” and “Engagement” before execution of validation/verification activities.
- 3.6 The CAB shall have an agreement & arrangement with all clients that any of the CAB’s validation/verification activities (execution) can be witnessed by the EIAC assessors.
- 3.7 The CAB shall also have an agreement & arrangement with all clients that any time after the issue of the validation/verification statement, EIAC assessors can visit the client premises to verify certain validation/verification requirements. The CAB representative(s) may accompany the EIAC assessors.
- 3.8 Management system documents including quality manual/procedures of CABs shall be available in English language. Quality records including internal audit, management review, and records related to safeguarding impartiality/impartiality risk analysis shall also be in English language.
- 3.9 The CAB shall employ suitable and qualified technical and administrative staff for the validation/verification scheme(s). As availability of minimum resources, the CAB is required to have at least one permanently employed application/contract reviewer, one qualified validation/verification execution person and one qualified reviewer and decision maker for the scheme applied for accreditation/accredited scheme.
- 3.10 The Conformity Assessment Body shall define the competence criteria and evaluation process for key positions related to each certification scheme. The CAB shall formally approve and authorize application/contract reviewer(s), validation/verification execution person and reviewer and decision maker(s) for each applicable scheme.

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- 3.11 When the CAB subcontracts/engages individuals or employees of other organizations to provide additional resources or expertise, it shall have legally valid contract with those individuals with clearly stipulated terms & conditions, defined roles & responsibilities and remuneration package.
- 3.12 As a pre-requisite, the applicant CAB must have met the following conditions:
- Issued at least one validation/verification opinion for the scheme applied for accreditation or the CAB has two applicants for which they have completed at pre-engagement and engagement process.
 - Conducted at least one internal audit and one management review.
 - Conducted at least one comprehensive review of risks to impartiality/potential conflict of interests, preferably with balanced consultation with appropriate interested parties, with no single interest predominating.
- 3.13 Accredited Validation/Verification Bodies are required to submit accumulated data reports containing details of issued opinions under EIAC accreditation scheme(s) and up to date lists of authorized validation/verification persons for EIAC accreditation scheme(s) on prescribed formats on 10 January, 10 April, 10 July and 10 October every year.
- 3.14 The CAB is obliged to send the following documents to EIAC lead assessor/assessment team member before each validation/verification activity to be witnessed by EIAC assessment team;
- CV(s) of validation/verification execution team member (s).
 - Man days (time) calculation/estimation (justification for calculation of time required for validation/verification execution).
 - Previous validation/verification report (if applicable),
 - Previous validation/verification opinion(s) (if applicable),
 - Validation/Verification Plan for the activity to be witnessed.
 - Validation/Verification report (containing conclusion on the outcome of the activities and draft validation/verification opinion) of the witnessed activity (to be sent to EIAC team once CAB's validation/verification execution team has prepared the report)
- 3.15 Where there is evidence of fraudulent behavior, or the CAB intentionally provides false information or conceals information, the EIAC shall initiate its process for suspension/withdrawal of accreditation.
- 3.16 The CAB shall not certify any illegal entity and illegal activity/scope. The CAB shall maintain the legal license record (the name/title of such document may vary in various jurisdictions) of its clients.



3.17 The accredited Validation/Verification Body (CAB) shall not issue non-accredited (without EIAC's accreditation symbol/combined symbol) validation and verification opinions in scopes for which they are accredited.

Note: Any exception to the use of the EIAC accreditation symbol or reference to the accreditation status must be justified to the EIAC by the Validation/Verification Body, and if accepted by the EIAC, the validation and verification is still considered accredited.

4 Time & duration requirements for office assessment & witness activities.

The time required for assessment is based on the following main elements which are covered during assessment:

- Scope for accreditation (sectors, activities/claims etc.), number of opinions issued and number of CAB's technical persons
- Head office assessment
- Assessment of all locations where key activities take place
- Witness of validation/verification execution activities for different scope sectors

4.1 Initial Assessment

4.1.1 Office assessment

4.1.1.1 This is the assessment conducted at CAB's office. Total number of required man days depends upon the applied scope. Minimum one-man day is required if the CAB operates all key activities from the applicant office only and the applied scope of accreditation is for one level and one sector. In case CAB has applied accreditation for more scope then man-days may be increased for office assessment.

4.1.1.2 All critical locations (where key activities are performed) shall be assessed during initial assessment.

4.1.1.3 All branches where key activities are carried out with respect to EIAC applied scope shall be assessed at the time of initial assessment.

4.1.1.4 All other branches, where any key activity is not carried out and CAB wants to include subject branches in the EIAC accreditation scope document, shall be assessed at the time of initial assessment.

4.1.2 Witness assessment

4.1.2.1 Validation/verification execution activities should be witnessed as per the scope categorization given in Annex-1 of this document and considering the risks associated with the sectors covered under the scope of accreditation.

4.1.2.2 Total number of witnesses can be reduced if the head office of the CAB has directly applied for EIAC accreditation and holds accreditation(s) for the same scope(s) from any other MLA signatory accreditation body (ies). In this case, the CAB shall provide access to assessment reports issued by other accreditation body (ies). This reduction is not applicable to branch offices directly seeking EIAC accreditation unless the branch office is directly accredited for the

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same scope(s) from any other MLA signatory accreditation body (ies). In this case witnesses for surveillance may also be reduced.

4.2 Periodic assessment

4.2.1 During the accreditation cycle, the EIAC should conduct a periodic assessment every year. An accreditation cycle shall begin at or after the date of the decision for granting the initial accreditation or decision after reassessment. The periodic assessment activities may include assessment at CAB's office, witness activities, review of CAB's data reports and feedback from clients/market.

4.3 Reassessment

4.3.1 The reassessment is similar to initial assessment, however, experience gained during previous assessments are taken into account.

4.3.2 It is expected that total number of man-days would be less than the initial assessment and more than any surveillance assessment, however, this may vary due to associated risks, number of opinions issued etc.

4.4 Scope Extension

4.4.1 For scope of extension, both office assessment & witness audits may be applicable.

4.4.2 The required number of witnesses depends upon the applied scope.

4.5 Extraordinary Assessments

4.5.1 The EIAC may conduct additional special surveillance assessments (extraordinary assessments) as a result of complaints or changes, or other matters that may affect the ability of the CAB to fulfil requirements for accreditation.

4.6 Multi Location Validation/Verification Bodies

4.6.1 The Validation/Verification Bodies may operate from various geographical locations. All such locations where one or more key activities are conducted or controlled are the subject of EIAC assessment.

4.6.2 The CAB shall formally apply and seek approval of EIAC for inclusion of a branch office and or new geographical location for validation/verification in EIAC scope of accreditation.

4.6.3 If a CAB is operating in one country (country A) and intends to offer EIAC accredited certifications in another country (country B) by establishing a branch office in country B. Then EIAC should assess the branch office in country B and after successful assessment & EIAC's scope extension decision, subject branch office shall be included in scope of accreditation.

4.6.4 If a CAB is operating in one country (country A) and intends to offer EIAC accredited certifications through branches in other cities of the same country. Then the same principle applies as mentioned in the above clause.

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- 4.6.5 At the time of initial assessment, the EIAC will assess all such branches.
- 4.6.6 During surveillance assessment EIAC will select the sample of branches.
- 4.6.7 If a CAB has its head office in one country and provides EIAC accredited services to various other countries by managing all key activities from head office. The CAB shall apply and seek approval of EIAC before providing validation/verification in any other country/economy. Then EIAC may decide to conduct witness(es) in those countries as applicable. After EIAC's scope extension decision, subject country (ies) shall be included in scope of accreditation.
- 4.6.8 If a CAB intends to issue validation/verification opinions from its any "other validation/verification office" and intends to write the address of that office on the certificate, the CAB shall formally apply and seek approval of EIAC for inclusion of "other validation/verification office" in the scope of accreditation. This other office must be under direct legal control of the conformity assessment body. The CAB shall be the owner/shareholder of the "other validation/verification office".
- 4.6.9 The EIAC shall conduct assessment at that "other validation/verification office" and after successful assessment & EIAC's scope extension decision, subject ""other validation/verification office" shall be included in the scope of accreditation.
- 4.6.10 The EIAC follows cross-frontier accreditation principles time to time defined by MRA/MLA cooperations while accrediting foreign CABs.



5 EIAC accredited Opinions

- 5.1 The accredited Validation/Verification Bodies are entitled to issue validation/verification opinions bearing EIAC accreditation symbol for accredited scope only.
- 5.2 Before using EIAC accreditation symbol or any reference to EIAC accreditation symbol, the accredited Validation/Verification Bodies are required to take formal approval from EIAC for the use of EIAC accreditation symbol or any reference regarding EIAC accreditation, [Ref: Doc. EIAC-RQ-GEN-002].
- 5.3 The certificate must contain the full name and full address of head office of certification body. If “other certification office” of CAB is included in the EIAC’s scope of accreditation, then address of “other certification office” can be written/printed on the certificate.
- 5.4 The certificate must contain the full name and address of a certified client.
- 5.5 The validation/verification opinion must contain the reference of the relevant sector (as mentioned on the accreditation certificate).
- 5.6 CABs shall not issue any non-accredited opinion in the scopes for which they hold EIAC accreditation and, further to this, all opinions covered by accreditation must include the EIAC accreditation symbol or reference to EIAC Accreditation.



6 Suspension of Accreditation

- 6.1 If the accreditation of CAB is suspended. The CAB is required to take corrective action and remove the reason of accreditation within three months of suspension.
- 6.2 If CAB is not able to implement corrective action or remove the reasons for suspension within three months, then it can request EIAC for extension in suspension duration. EIAC may extend the suspension to six months.
- 6.3 In case the CAB does not implement corrective action or remove the reasons for suspension within six months, the accreditation should be withdrawn.
- 6.4 EIAC may require conducting assessment to verify the corrective actions taken by the CAB before lifting the suspension.

7 Scope Reduction or Withdrawal of Accreditation

- 7.1 Accreditation scope can be reduced and/or accreditation of CAB can be withdrawn either voluntarily or forced if CAB is not able to maintain compliance with accreditation criteria and/or does not provide access to EIAC for conducting assessments/complaints investigation and/or found involved in fraudulent validation/verification activities and/or does not pay the accreditation fee.



8 Annex No. 1. Validation & Verification Scope- Green House Gases- ISO/IEC 17029-(ISO 14065, ISO 14064-3, ISO 14066) for ISO 14064-1, ISO 14064-2)}

8.1 Organization Verification (Organization Level)

| Sector | Examples of included activities |
|---|---|
| Power Generation and Electric Power Transactions | Transmission of electricity Generation of bulk electric power Transmissions from generating facilities to distribution centers and/or distribution to end users Renewable energy systems Purchased electricity, steam |
| General Manufacturing (physical or chemical transformation of materials or substances into new products) | Manufacturing – Electric and electronics equipment, industrial machinery Manufacturing – Food processing Note: Civil engineering, e.g. construction, will cover under this sector |
| Oil and Gas Exploration, Extraction, Production and Refining, and pipeline distribution, including Petrochemicals | Conventional exploration and production Oil sands and heavy oil upgrading Coal bed methane production Gas processing plants Gas well completions Transportation and distribution Natural gas storage and LNG operations Crude oil transportation Refining Petrochemical manufacturing Emissions from process vents in oil and gas treatment Process emissions (e.g. glycol dehydration, acid gas removal/sulphur recovery, hydrogen production, fluid catalytic cracker (FCC) catalyst regeneration) Venting emissions (e.g. vessel loading, tank storage and flashing, and venting of associated gas) Fugitive emissions (e.g. leaks from equipment and piping components) Non-routine events (e.g. gas releases during planned pipeline and equipment maintenance, releases from unplanned events) |

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| Sector | Examples of included activities |
|--|--|
| Metals Production | Production of processing of ferrous metals Production of secondary aluminum Processing of non-ferrous metals, including production of alloys Production of coke Metal ore roasting or sintering, including palletization Production of pig iron or steel including continuous casting |
| Aluminum Production | Primary aluminum |
| Mining and Mineral Production | Production of cement clinker and production of lime or calcinations of dolomite or magnetite Glass and ceramic, mineral wool |
| Pulp, Paper and Print | |
| Chemical Production | Production of carbon black Production of ammonia Production of bulk organic chemicals by cracking, reforming, partial or full oxidation or by similar processes Production of hydrogen and synthesis gas by reforming or partial oxidation Production of soda ash and sodium bicarbonate Production of nitric acid Production of adipic acid Production of glyoxal and glyoxylic acid |
| Carbon Capture Storage | Capture and transport of GHG by pipelines for geological storage Geological storage of GHG in a storage site |
| Transport | Aviation Other transportation |
| Waste handling and disposal | Water and wastewater treatment Landfill and Composting Facilities |
| Agriculture, Forestry and Other Land Use (AFOLU) | |
| General | Building Services/facilities management Education Hospital Others |

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8.2 Project Validation and Verification (Project Level)

| Sector | Example of included activities |
|--|--|
| Energy Industries (renewable/non-renewable sources) | Thermal energy generation from fossil fuels and biomass including thermal electricity from solar |
| | Energy generation from renewable energy sources |
| Energy Distribution | Electricity distribution |
| | Heat distribution |
| Energy Demand | Energy demand |
| Manufacturing Industries | Cement sector |
| | Aluminum |
| | Iron and steel |
| | Refinery |
| Chemical Industry | Chemical process industries |
| Construction | Construction |
| Transport | Transport |
| Mining/Mineral Production | Mining and mineral processes, excluding oil and gas industry, coal mine methane recovery and use |
| | Oil and gas industry, coal mine methane recovery and use |
| Metal Production | Metal production |
| Fugitive Emissions from Fuels (solid, oil and gas) | Mining and mineral processes, excluding oil and gas industry, coal mine methane recovery and use |
| | Oil and gas industry, coal mine methane recovery and use |
| Fugitive Emissions from Production and Consumption of Halocarbons and Sulphur Hexafluoride | Chemical process industries |
| | GHG capture and destruction |
| Solvents Use | Chemical process industries |
| Waste Handling and Disposal | Waste handling and disposal |
| | Animal waste management |
| Afforestation and Reforestation | |
| Agriculture | Agriculture |
| Carbon Capture and Storage of CO ₂ in Geological Formations | Carbon capture and storage of CO ₂ in geological formations |

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