

GHG Accreditation Body and Verification Bodies

Regulations

Announced Date: 2016.01.07

Full text in 23 articles promulgated by the official document Huan-Shu-Wen-Tzu No. 1040111322 of
Environmental Protection Administration of Executive Yuan

Article 1

GHG Accreditation Body and Verification Bodies Regulations (this Regulation) are established pursuant to paragraph 2 of article 16 of the Greenhouse Gas Reduction and Management Act (this Act).

Article 2

This glossary of terms are to be interpreted with the following meanings:

1. Validation and verification (V/V) means a systematic, documented and independent process for the evaluation of a greenhouse gas (GHG) assertion against designated criteria.
2. Verification Bodies (V/VBs) are the entities applying for V/V permits and offer designated V/V services in accordance with this Regulation.
3. Verifiers are those who conduct designated V/V as a lead verifier and verifiers of an audit team in accordance with this Regulation. A lead verifier of an audit team is responsible for V/V plan, resources management, teamwork facilitation, etc.
4. A list of verifiers contains registered verifiers within one of designated V/VBs by the central competent authority.
5. Accreditation is an assessment process which recognizes V/VBs with capabilities of offering V/V services, including document review, office assessment and witness assessment.
6. GHG verification at the organization-level (the Organization Level) means to verify GHG emissions or reduction (carbon sinks included).
7. GHG validation and verification at the project-level (the Project level) means to validate project design documents, to verify GHG reduction (carbon sinks included) or to understate specific evaluations.

Article 3

To apply for a V/VB permit, an applicant shall be an entity either with recognition from the international community or as a branch registered domestically, and accredited by the central competent authority or the accreditation body authorized by the central competent authority.

Article 4

The following requirements are the prerequisites to authorize accreditation services by the central competent authority.

1. To be a member of the International Accreditation Forum and in compliance with ISO/IEC 17011, which is the international standard published by the International Organization for Standardization and the International Electrotechnical Commission,
2. To be a signatory party of international GHG multilateral agreement (MLA). If there is no GHG MLA applicable for participation, to be a signatory party of international management system and product MLA and to claim that to be a signatory party of GHG MLA no later than two years after the GHG MLA is established are required.

To obtain the accreditation service authorization, an applicant shall submit the following information to get approval of the central competent authority.

1. Proof of prerequisites,
2. Quality manual,
3. Documents of process and standards for initial accreditation, surveillance, reassessment and extension,
4. Others designated by the central competent authority.

Article 5

To apply for a V/VB permit, an applicant shall submit the following information in paper format to the central competent authority and in electronic format to the designated online registry.

1. Application form,
2. Proof of a private organization as a legal person, a government-owned company or a government organization other than a competent authority of environmental protection,

3. Copy of accreditation certificate rendered by the central competent authority or the authorized accreditation body,
4. V/V design document must include:
 - (1) Governance structure to support administrative verification functions,
 - (2) quality management system and process,
 - (3) V/V levels and criteria,
 - (4) V/V process, including approaches and methodologies,
 - (5) Technical review and verification decision making,
 - (6) Service charges,
 - (7) V/V logo usage,
 - (8) Treatment of complaints and appeals,
 - (9) Competence of verifiers and technical experts,
5. Practical case as proof of V/V competence by each specific scope and methodology, including a verification report, documents and records of verification activities, and a sample of verification statement,
6. Proof of information on the list of verifiers, including personal identification, education, experiences, expertise and training,
7. Others designated by the central competent authority.

Article 6

A V/VB permit contains the following information.

1. Name of the V/VB and the office address,
2. Name of the legal representative,
3. Duration of the permission,
4. Permitted levels, scopes, methodologies or specific evaluations,
5. Others designated by the central competent authority.

Article 7

Two categories of V/V levels are the Organization Level and the Project Level. Scopes for each V/V level are listed in the Annex I.

The methodologies under each scope of the Project Level are designated by the central competent authority.

Article 8

An applicant for a V/VB permit shall have at least two qualified verifiers within itself, and among the qualified verifiers, at least one qualified lead verifier as total full-time person is included.

Verifier qualifications are:

1. An associate or college degree or equivalent, and one of the following relevant work experiences and personal development activities,
 - (1) With minimum of two years experiences in testing, engineering design, consulting or verification in environmental protection or management, energy technology or management, occupational safety and health affairs, risk management or quality management,
 - (2) With minimum of two years experiences in standards or regulations drafting, revising or review, or
 - (3) With the National Examination Certificate in categories of environmental protection or management, occupational safety and health affairs or quality management.
2. Completion of training held by the central competent authority or the designated institution. A certificate of completion is required.
3. Practical experiences
 - (1) To apply as a qualified verifier in the Organization Level, completion of on-site observations in two organization-level cases at least and up to ten working days is required.
 - (2) To apply as a qualified verifier in the Project Level, meeting the requirements of point 1 of subparagraph 3 of paragraph 2 of article 8 of this Regulation as well as completion of on-site observations in project-level cases and up to five working days are required.

Lead verifier qualifications are:

1. To apply as a qualified lead verifier in the Organization Level, meeting

the requirements of subparagraph 1, subparagraph 2 and point 1 of subparagraph 3 of paragraph 2 of article 8 of this Regulation as well as completion of at least one organization-level case, including the whole verification process and on-site verification, under a qualified lead verifier's directions are required.

2. To apply as a qualified lead verifier in the Project Level, meeting the requirements of subparagraph 1, subparagraph 2 and point 2 of subparagraph 3 of paragraph 2 of article 8 of this Regulation as well as completion of at least one project-level case, including the whole verification process and on-site verification, under a qualified lead verifier's directions are required.

If an applicant has limited V/V services for specific applied level so that there is not enough case as practical experiences for applying as a qualified lead verifier in accordance with paragraph 2 of article 8 of this Regulation, submission of equivalent authentic proofs may be required by the central competent authority.

Article 9

To apply for V/V scope extension of duration of permission, an applicant shall submit the following information in paper format to the central competent authority and in electronic format to the designated online registry in accordance with subparagraph 1, subparagraph 3 to 5 and subparagraph 7 of article 5 of this Regulation.

Article 10

To apply for case-specific scope extension of duration of permission due to catering for government policies, an applicant shall submit the following information in paper format with expected V/V conducting duration for the specific case to the central competent authority and in electronic format to the designated online registry.

1. Information to meet the requirements of subparagraph 1, subparagraph 4, subparagraph 6 and subparagraph 7 of article 5 of this Regulation,
2. Proof of accreditation application for the specific scope accepted by the authorized accreditation body,
3. Proof of the specific case in participation of the central industry competent authority's reduction agreements, consultation, subsidy, or energy-saving/carbon reduction programs.

Article 11

If any of the following approved/registered information changes by the date of permission, a V/VB must submit the following information in paper format to the central competent authority and in electronic format to the designated online registry for approval.

1. For any changes in relation of governance structure to support administrative verification functions, quality management system and process, V/V process, technical review and verification decision making or competence of verifiers and technical experts which is deliberated in the approved V/V design document, the application shall be submitted in advance and in accordance with subparagraph 4 and subparagraph 7 of article 5 of this Regulation.
2. For any changes of the registered list of verifiers, the application shall be submitted within 30 days after the occurrence of changes and in accordance with subparagraph 6 and subparagraph 7 of article 5 of this Regulation.
3. For any changes of the registered name of V/VB, office address and the name of legal representative, the application shall be submitted within 30 days after the occurrence of changes and in accordance with subparagraph 2 of article 5 of this Regulation.
4. For any changes of the registered accreditation duration, the application shall be submitted within 30 days after the occurrence of changes and in accordance with subparagraph 3 of article 5 of this Regulation.

Article 12

Duration of permission of a V/VB permit and every permission extension is no longer than three years.

To apply for permission extension, a V/VB must submit the following information in paper format to the central competent authority and in electronic format to the designated online registry in accordance with subparagraph 1, subparagraph 3, subparagraph 6 and subparagraph 7 of article 5 of this Regulation. Meanwhile, the application shall be submitted 90 days prior to the date of permission but no earlier than 120 days prior to the date of permission

To apply for case-specific scope permission extension, a V/VB must submit the following information in paper format to the central competent

authority and in electronic format to the designated online registry in accordance with subparagraph 1 and subparagraph 7 of article 5 of this Regulation. Meanwhile, the application shall be submitted 90 days prior to the date of permission but no earlier than 120 days prior to the date of permission.

Article 13

The central competent authority shall conduct the document review for applications of a V/VB permit, scope extension, case specific extension, information changes for approval, case specific scope extension or permission extension. If required, on-site review can be conducted following the document review.

The central competent authority must finalize the review of application in 90 calendar days. If submitted information is not in accordance with this Regulation or required more supplement, the central competent authority must request to amend with time limit. Days of amendments are excluded from the 90-days of review and with 90-day maximum. If the amendment is not completed before the time limit or by 90 days, rejection of the application is applicable.

If the application has indirect influence to the obligation and interest of the designated emission source of paragraph 1 of article 16 of this Act, a V/VB shall submit paper application with elaboration of particular indirect influences at least 6 months in advance of the designated deadline for the designated emission source. The central competent authority has to finalize the review at least 4 months in advance of the designated deadline for the designated emission source.

If a V/VB submits an application in accordance with the deadline of article 12 of this Regulation but the central competent authority has not finalized the review by the date of permission, the V/VB may conduct V/V service of permitted levels, scopes, methodologies and specific evaluations designated by the permit.

If a V/VB does not submit an application in accordance with the deadline of article 12 of this Regulation and the central competent has not finalized the review by the date of permission, the V/VB shall cease to provide designated V/V services.

If a V/VB does not submit an application for permission extension or case specific scope permission extension by the date of permission, the permission becomes invalid. For continuing the past designated V/V

services, a whole new application of permission is required to be submitted.

Article 14

A V/VB shall abide by the following rules in conducting the designated V/V services.

1. Comply with the central-competent-authority-approved V/V design document.
2. Verifiers assigned for the specific V/V service are of the list of verifiers.
3. A lead verifier of the list of verifiers, who has not participated in conducting V/V services for the specific case, has to provide independent technical review of the specific case.
4. For the specific V/V case, either the lead verifier of the audit team or the one who conducts independent technical review has to sign the V/V report.
5. A V/V report shall be elaborated with correct and sufficient information.
6. The following information shall be submitted to the designated online registry.
 - (1) A notice of the planned V/V schedule with verifiers on duty at least 7 days in advance to conduct the on-site V/V.
 - (2) A notice of the actual V/V schedule with verifiers on duty, V/V opinions and date of independent technical review as well as V/V report.
 - (3) Confirmation of information which the designated emission source of article 16 of this Act and/or the project applicant of article 22 of this Act has submitted to the designated registry.

Any designated V/V service that has not complied with the former rules may not be recognized by the central competent authority

Article 15

The central competent authority may establish a technical panel for the following affairs.

1. Supervise the accreditation body and verification bodies.

2. Assist other management affairs in accreditation and verification.

A technical panel consists of one chair and six additional members who are experts in the relevant field. Every member is in 3-year termed agreement with the central competent authority. Agreement renewal is acceptable.

Article 16

The central competent authority may appoint representatives with identification to enter offices of accreditation body or V/VBs, accreditation sites or V/V sites and to request information for supervision. Supervision includes document and onsite reviews. Any delaying, denying, limiting, or refusing from accreditation body or V/VBs is not acceptable.

The central competent authority may supervise accreditation body and V/VBs in the following ways.

1. Request for information listed in the Annex II during document review.
2. Check documents and records, observe accreditation and verification activities, or interview with relevant staff, by entering into offices of accreditation body or V/VBs, accreditation sites or V/V sites. On-site review shall not affect accreditation and verification activities.

The central competent authority may request accreditation body or V/VBs for additional explanations by paper notification or onsite interaction, if necessary. Additional explanations must be presented within 90 days.

As appointing the representative for on-site review, the central competent authority may notify the local competent authority to verification sites.

The central competent authority may appoint members of the technical panel of paragraph 2 of article 15 of this Regulation as representatives for supervision or paragraph 1 of this article.

Article 17

The central competent authority may request V/VBs for appointing appropriate or designated verifiers to participate in continuous trainings. Refusal from V/VBs is not acceptable.

Article 18

If any of the followings occurs, the central competent authority shall execute pursuant to paragraph 1 of article 31 of this Act.

1. In violation of paragraph 1 of article 8, subparagraphs 2 to 4 and

subparagraph 7 of paragraph 1 of article 14, paragraph 1 of article 16, or article 17 of this Regulation.

2. In violation of article 11 of this Regulation and up to 3 times a year.
3. In violation of article 14 of this Regulation, specifically in inconsistency of V/V levels and criteria, V/V process, technical review and verification decision making, competence of verifiers and technical experts specified in the central-competent-authority-approved V/V design document.
4. Incorrect critical information in the verification report, which is in violation of subparagraph 5 of paragraph 1 of article 14 of the Regulation, has confirmed by the central competent authority and up to 3 times a year.
5. In violation of subparagraph 6 of paragraph 1 of article 14 of this Regulation, which is not caused by internet connection failure or refusal for cooperation by V/VBs' customers, and up to 3 times a year.

If a verifier under a V/VB provides incorrect information or incomplete statements, the central competent authority may delete his/her name from the list of verifiers and restrict his/her re-registration for 3 years.

Article 19

If any of the followings happens to the permitted V/VB, the V/VB permit may be revoked or abolished by the central competent authority.

1. Operation or specific permitted services ceased voluntarily,
2. Company shutdown,
3. Accreditation certificate terminated by the accreditation body,
4. Incorrect information or incomplete statements for critical issues provided to the central competent authority, or
5. Other significant violations of this Regulation.

Article 20

If any of the following happens to the accreditation body, the accreditation authorization may be terminated by the central competent authority.

1. In violation of paragraph 1 of article 4 or paragraph 1 of article 16 of this Regulation,

2. Operation or specific permitted services ceased voluntarily or company shutdown,
3. If accreditation services are not conducted according to the approved quality manual and procedures or the entrusted affairs are not completed, accreditation body has not corrected by the time limit requested by the central competent authority.

Article 21

Any submitted document in accordance with this Regulation with foreign language is required to be translated into the official language.

Article 22

As for the bodies held with accreditation authorization and V/VB permits before this Regulation takes effect, application for replacement shall be submitted to the central competent authority no later than six months after this Regulation takes effect.

Article 23

This Regulation enters into effect on the date of promulgation.