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Ministry of Power  
Government of India

INDIAN  
Carbon  
MARKET



Ministry of Environment, Forest  
and Climate Change

# Accreditation Procedure and Eligibility Criteria for Accredited Carbon Verification Agency



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Disclaimer: The applicant agency should use the latest version of this document and adhere to all roles and responsibilities provided therein.

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## 1. Definitions

- a. **Accreditation advisory committee (AAC)** means committee constituted by Bureau of Energy Efficiency (Bureau) for the purpose of accreditation of the agencies under the procedure;
- b. **Validation** means the process of independent evaluation of a project before registration under the 'Offset Mechanism' by an ACV agency as per the detailed procedure for the offset mechanism;
- c. **Verification** means the process of independent evaluation by an ACV agency to issue a verification report as per detailed procedure for compliance and offset mechanism.

The words and expression used herein and not defined, but defined in the Carbon Credit Trading Scheme and its amendments or detailed procedure of compliance and offset mechanism shall have meanings respectively assigned to them in those documents.

## 2. Introduction

**2.1.** The Central Government has established the framework for Indian Carbon Market (ICM) through the Carbon Credit Trading Scheme (CCTS), 2023. The clause (9) of the scheme states that Bureau of Energy Efficiency (Bureau) in its capacity as administrator shall publish the procedure including eligibility criteria for accreditation of any agency to function as an ACV agency.

**2.2.** The scheme defines two mechanism – Compliance and Offset Mechanism, where under the compliance mechanism of the Carbon Credit Trading Scheme (CCTS) the verification of GHG emissions and GHG emissions intensity of the obligated entity during the compliance years is to be undertaken by an ACV agency as per the detailed procedure for compliance mechanism.

**2.3.** Where, under the offset mechanism, the validation and/or verification of the project activity by the non-obligated entity for registration of the projects and subsequent issuance of the carbon credit certificates is to be undertaken by an ACV agency as per the detailed procedure for offset mechanism.

**2.4.** The objectives of this document are:

2.4.1. Provide minimum eligibility requirements that any agency shall fulfil to get accreditation to perform activities as an ACV agency.

2.4.2. Provide a clear and transparent procedure for accreditation of any eligible any agency as an ACV agency to undertake validation and/or verification activity under ICM as specified by the Bureau from time to time.

### 3. Scope of accreditation

- 3.1.** An ACV agency shall at minimum meet requirements of this procedure and any additional requirements as required by 'ISO 14065:2020: General principles and requirements for bodies validating and verifying environmental information'.
- 3.2.** An ACV agency is also required to have or obtain ISO 14065 accreditation and in case during the time of application the agency does not have the ISO 14065 accreditation, may get provisional ACV agency accreditation from the Bureau. However, the agency is required to get ISO 14065 accreditation within one year from the application for ACV under CCTS to get final ACV agency accreditation from the Bureau, and agency can perform activities such as validation and/or verification functions under CCTS, after getting final ACV accreditation. In case, agency fails to submit ISO 14065 accreditation within one year of issuance of provisional ACV agency accreditation by the Bureau, his provisional ACV agency accreditation will be cancelled.
- 3.3.** An ACV agency must also comply with additional requirements outlined in this procedure and shall also obtain necessary accreditation under the CCTS.
- 3.4.** An agency can apply for accreditation for Compliance mechanism or Offset mechanism or for both the mechanisms under the CCTS scheme.
- 3.5.** To conduct the validation and/or verification activity under any of the mechanisms, an ACV agency shall be accredited for the sector scope (s) within those mechanisms.
- 3.6.** An ACV agency shall indicate in their application sector scope (s) they are applying for and provide the experience and competence details of the agency as well the sector and/or technical experts.
- 3.7.** An agency can apply for accreditation in one or more sector scope (s) under the compliance mechanism as listed in Table 1

**TABLE 1 LIST OF SECTOR SCOPE (S) FOR ACCREDITATION UNDER COMPLIANCE MECHANISM**

<b>Sr. No</b>	<b>Sector Scope</b>
1	Aluminum
2	Cement
3	Chlor-Alkali
4	Fertilizer
5	Iron and Steel
6	Petrochemicals
7	Petroleum Refining
8	Pulp and Paper
9	Textile

3.8. The agency can apply for accreditation in one or more sector scope (s) under the offset mechanism as listed in Table 2

**TABLE 2: LIST OF SECTOR SCOPE (S) FOR ACCREDITATION UNDER OFFSET MECHANISM**

<b>Sr. No</b>	<b>Sector Scope (s)</b>
1	Energy
2	Industries
3	Waste handling and disposal
4	Agriculture
5	Forestry
6	Transport
7	Construction
8	Fugitive Emissions
9	Solvent use
10	Carbon Capture and Storage and other removals

3.9. The list of sector scope (s) under compliance mechanism and offset mechanism can be updated by the Bureau based on the recommendation by National Steering Committee for Indian Carbon Market (NSC-ICM) and subsequent approval of the Central Government.



## 4. Minimum Eligibility Criteria

### 4.1. Legal requirements

- 4.1.1. An ACV agency shall be a firm or entity registered under the Indian Partnership Act 1932 (9 of 1932) or a company incorporated under the Companies Act 2013, or Societies Registration Act, 1860 or any other legal entity competent to sue or to be sued or enter contracts.
- 4.1.2. An ACV agency shall not have any pending judicial enquiry for malpractice, fraud, or other activity incompatible with functions as ACV agency under the CCTS.
- 4.1.3. An ACV agency shall maintain a record of all the judicial processes pending against it as well as information of any judicial cases held in the past.
- 4.1.4. If a judicial process of subject matter is pending or instituted against the ACV agency, that it is relevant with its functions as ACV agency, the ACV agency shall promptly report the matter to the Bureau.

### 4.2. Financial requirements

- 4.2.1. An ACV agency shall have a minimum annual turnover of rupees fifty lakh per annum in at least one of the previous three years. In case of a newly formed company/firm (incorporated within last three years from the date of application)- a net worth of rupees twenty lakh shall apply.
- 4.2.2. An ACV agency shall demonstrate that it has financial resources and stability required for undertaking functions as defined under CCTS and provide as evidence the below:
  - a) Financial statement including audited balance sheets, profit and loss statement for the last three years.
  - b) In case of a newly formed company/firm, documents establishing the net worth of the company/firm shall be furnished.
- 4.2.3. An ACV agency shall have a process to regularly monitor its income and expenditure to determine the financial stability required for its functions under the CCTS.

### 4.3. Minimum Resource Requirement for an ACV agency

- 4.3.1. An ACV agency shall have minimum one full time Team Lead/Lead Verifier (meeting the criteria in section 4.4) on the company’s pay rolls for each mechanism.
- 4.3.2. An ACV agency shall have minimum two full time team members as verifiers for each mechanism, they have applied for.
- 4.3.3. If an ACV agency has only one full time Team Lead it will need to contract an independent reviewer from an outside organization to do the independent review.
- 4.3.4. An ACV agency shall have either part time or full-time sector expert (compliance mechanism) or technical expert (offset mechanism) for the relevant sector scope (s) under which accreditation is sought.

### 4.4. Minimum requirements for Team composition

- 4.4.1. For conducting the verification activity under the compliance mechanism, an ACV agency shall appoint a team meeting the minimum qualifications and competence requirements as per Table 3.

**TABLE 3: TEAM COMPOSITION FOR COMPLIANCE MECHANISM**

Team Composition	Role	Minimum Requirements
Team Lead (Compliance Mechanism)	Lead verifier	<p><b>Educational qualification:</b> As per The Bureau of Energy Efficiency (Qualification for Accredited Energy Auditors and Maintenance of the list) Regulations, 2010</p> <p><b>Certification:</b> The lead verifier must have the following certifications</p> <ul style="list-style-type: none"> <li>a. Accredited Energy Auditor by the Bureau and</li> <li>b. Lead Verifier certification for ISO 14064 1/2/3</li> </ul> <p><b>Competency Requirement:</b> A lead verifier shall meet the competence requirements for verifiers (as per section 5.6 of this document) and shall have demonstrated competence to lead a</p>

Team Composition	Role	Minimum Requirements
		verification team and carry out verification activities.
<b>Team Members (Compliance Mechanism) (2 members)</b>	Verifiers	<p><b>Educational qualification: As per the Energy Conservation (Minimum Qualification for Energy Manager) Rules. 2006</b></p> <p><b>Certification:</b> The verifiers must have the following certifications</p> <ol style="list-style-type: none"> <li>a. Certified Energy Auditor by the Bureau and</li> <li>b. Lead Verifier certification for ISO 14064 1/2/3</li> </ol> <p><b>Competency Requirements:</b> A verifier shall meet the competence requirements for verifiers (as per section 5.6 of this document) and shall have demonstrated competence to carry out verification activities.</p>
<b>Sector Expert (Full time/Part time)</b>	Technical Guidance	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology or equivalent</li> </ul> <p><b>Experience:</b> At least 10 years of process experience in the sector where verification activity is proposed to be undertaken (in GHG emissions)</p> <p><b>Competency Requirements:</b></p> <p>To effectively support the verification team members or independent reviewer on the subject matter and/or sector specific technical matters.</p>

4.4.2. The minimum qualification and competence requirement for validation/verification team under offset mechanism shall be as per Table 4.

**TABLE 4: TEAM COMPOSITION FOR OFFSET MECHANISMS.**

Team Composition	Role	Minimum Requirements
<p><b>Team Lead (Offset Mechanism)</b></p>	<p>Lead verifier</p>	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology or</li> <li>• Master of science or equivalent</li> </ul> <p><b>Certification:</b> The lead verifier must have the following certification</p> <p style="padding-left: 40px;">a. Lead Verifier certification for ISO 14064 1/2/3</p> <p><b>Experience:</b> At least 5 years’ experience in validation and/or verification activity as team member in CDM or VCM activities</p> <p><b>Competency Requirements:</b> A lead verifier shall meet the competence requirements for verifiers (as per section 5.6 of this procedure) and shall have demonstrated competence to lead a validation and /or verification team and to be responsible for carrying out the validation and/or verification activities.</p>
<p><b>Team Members (Offset Mechanism) (2 members)</b></p>	<p>Verifiers</p>	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology or</li> <li>• Master of Science or equivalent</li> </ul> <p><b>Certification:</b> The verifier must have the following certifications</p> <p style="padding-left: 40px;">a. Lead Verifier certification for ISO 14064 1/2/3</p> <p><b>Experience:</b> At least 3 years’ experience in validation and /or verification activity as team member in a GHG project.</p> <p><b>Competency Requirements:</b> A verifier shall meet the competence requirements (as per section 5.6 of this procedure document) and shall have knowledge of the Detailed Procedure for Offset Mechanism;</p>

Team Composition	Role	Minimum Requirements
<b>Technical Expert (Full time/Part time)</b>	Technical Guidance	<b>Educational qualification:</b> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology or</li> <li>• Master of Science or equivalent</li> </ul> <b>Experience:</b> At least 5 years' experience in the sector where verification activity is proposed to be undertaken  <b>Competency Requirements:</b> A technical expert shall have specific knowledge and/or skills in technical, methodological, and/or sector specific aspects, and demonstrable ability to apply such knowledge and skills.

4.4.3. In addition to the above team members, there is a requirement that the validation and/or verification activities is to be reviewed by an independent reviewer, who is not a part of the team conducting the validation and/or verification activity. The independent reviewer can be from the same ACV agency or can be from outside the organisation and contracted by the ACV agency to undertake the review. The independent reviewer shall meet the minimum qualification requirements as specified for the Team Lead under the respective mechanisms. The independent reviewer shall have minimum competence to confirm the completeness and integrity of the information, challenge missing or contradictory information, check data trails to be able to assess whether the internal validation and/or verification documentation is complete and provides sufficient information to support the validation and /or verification report and opinion.

## **5. Other terms and conditions**

### **5.1. Liability**

5.1.1. An ACV agency shall demonstrate that it has analysed, identified, and evaluated the nature, scale, and impact of all potential financial risks arising from its validation and/or verification activity and has adequate arrangements to cover the identified financial risks.

5.1.2. The means to cover potential financial risk shall be:

- a) Liability insurance and/or
- b) Financial resources reserve such as banks savings, short/long term liquidities.

### **5.2. Confidentiality**

5.2.1. An ACV agency shall be responsible, for the management and confidentiality of all information obtained or developed during the performance of validation and/or verification activities.

5.2.2. An ACV agency and its personnel shall keep all information obtained in the validation and/or verification activities, as confidential unless they are required by law.

### **5.3. Management structure**

5.3.1. An ACV agency shall have a management structure that has overall responsibility for the performance and implementation of its functions, including quality assurance procedures and final decision-making on validation and/or verification activities.

5.3.2. An ACV agency shall document the names, qualifications, experience, and terms of reference of the top management personnel responsible for its validation and/or verification functions.

5.3.3. An ACV agency shall establish, document, implement and maintain a procedure for the allocation of responsibility within the organization, and make it publicly available.

### **5.4. Other terms and conditions for team composition**

5.4.1. An ACV agency may utilise external individuals who may be self-employed, or employed by any other company as sector experts or technical experts to

meet the requirements and shall be contracted by the ACV agency to conduct such services.

- 5.4.2. An ACV agency shall be responsible for the activities of the individuals who are contracted by the agency to be a part of the validation and/or verification activity. There should be a written agreement between the ACV agency and the individual and it should clearly state that they meet the requirements and there is no conflict of interest.
- 5.4.3. The independent reviewer that reviews the validation and/or verification activity, opinions, report, and internal verification documentation shall not be part of the validation and/or verification team conducting such activity.
- 5.4.4. The independent reviewer shall have the requisite competence to analyse the information provided to endorse the completeness and integrity of the information, to identify missing or contradictory information and to check data trails to assess whether the internal documentation is complete and provides sufficient information to support the report and opinion.
- 5.4.5. The sector experts and/or technical experts can be considered expert for multiple sectors or areas if he/she is able to demonstrate the required expertise and experience as per the minimum requirements specified in Table 3 and Table 4.
- 5.4.6. The team leads or other members if they meet the requirements for sector expert and/or technical expert can also act as experts for the team. However, the minimum strength of the verification team must be four.

## **5.5. Safeguarding impartiality**

- 5.5.1. An ACV shall ensure that the validation and/or verification activity are undertaken impartially.
- 5.5.2. An ACV agency shall be responsible for ensuring impartiality during its activities and shall not allow commercial, financial, or other attributes to compromise impartiality.
- 5.5.3. An ACV agency shall always ensure integrity in its validation and/or verification activities and shall work in a credible, independent, non-discriminatory, and transparent manner.

- 5.5.4. An ACV agency shall establish its policy on safeguarding impartiality and ensure that is understood and implemented at all levels of the organisation.
- 5.5.5. An ACV agency shall monitor its activities and those of their personnel and contracted persons to identify threats to impartiality and take measures to eliminate or minimize such risks and threats.
- 5.5.6. An ACV agency shall have a documented structure that safeguards impartiality of its operations.
- 5.5.7. If an ACV agency is part of a larger organisation, it shall ensure that no conflict of interest exists between its validation and/or functions and the functions of other departments of the organisation.
- 5.5.8. There shall not be any relation between the ACV agency and obligated/non-obligated entity (for which validation and/or verification is undertaken) that can lead to an unacceptable threat to impartiality such as common ownership, governance, finances, management, resources, contracts, or markets.
- 5.5.9. An ACV agency should not verify the report of an obligated entity (under the compliance mechanism) for which it has advised on its monitoring and reporting process or supported development of its monitoring plan.
- 5.5.10. There should not be any relationship based on common ownership between the ACV agency and a consultancy agency or other type of organisation that is carrying out work for obligated or non-obligated entity.

## **5.6. Competency requirements and management**

- 5.6.1. An ACV agency shall have access to personnel, facility, equipment, system, and support services that are necessary to perform its validation and/or verification activities.
- 5.6.2. A lead verifier of the team appointed by the ACV agency shall meet the competence requirements (refer 5.6.3.) and shall have demonstrated competence to lead a validation and/or verification team and to be responsible for carrying out the validation and/or verification activities.
- 5.6.3. The team members of the ACV agency shall have the following competencies:



- a) Ability to apply generic verification concepts (evidence gathering, risk management, auditing techniques, application of the level of assurance).
- b) Knowledge and experience of energy and GHG accounting and management techniques, GHG emission sources and associated technologies, development and auditing of GHG emission factors and calculation methodologies including energy / non-energy (process) GHG emissions where applicable, statistical uncertainty analysis of GHG emission calculations and technical expertise related to monitoring and reporting of GHG emissions.
- c) Knowledge of relevant rules, regulations and procedures including the Energy Conservation (Amendment) Act, 2022, Environment Protection Act, 1986 and Carbon Credit Trading Scheme, 2023.
- d) Other business skills such as communication, analytical, statistical, and financial aspects.
- e) Collection of information through effective interviewing, listening, observing, and reviewing documents, records, and data.
- f) Knowledge on data, information, and system auditing techniques and methodologies.
- g) Risk assessment techniques and methodologies.
- h) Data and information sampling techniques and methodologies.
- i) Ability to verify the accuracy of collected information, evaluation of the sufficiency, and appropriateness of gathered evidence to support verification findings and conclusions.
- j) Knowledge and experience in the sector specific or technical monitoring and reporting aspects that are relevant for the sector scope (s) of accreditation in which the verifier is carrying out validation and /or verification.
- k) Assessing conformity with the procedures as defined under mechanisms of CCTS.

- 5.6.4. An ACV agency shall ensure that its personnel have the required competence for the duties and responsibilities that they undertake.
- 5.6.5. An ACV agency shall have documented process of determining and managing the competence of its personnel to undertake validation and/or verification activity and shall include the following:
- a) An ACV agency shall have a process in place to identify and appoint the team to undertake verification activity.
  - b) An ACV agency shall have a process in place to communicate the roles and responsibilities of team members to undertake the verification activity.
  - c) An ACV agency shall have a process to identify training needs and provide, as necessary, training on verification processes, requirements, methodologies, activities, and other relevant programmes.
- 5.6.6. An ACV agency shall periodically monitor the competence and performance of its personnel.

## 6. Roles and Responsibilities of an ACV Agency

:

- 6.1.1. An ACV agency shall document its structure, showing lines of authority, responsibilities, and allocation of functions stemming from the top management. It shall include the management personnel, verification personnel, other personnel involved in verification activities, and any operational or supervisory committees.
- 6.1.2. An ACV agency shall inform the Bureau within 30 days if any change take place with respect to the Team Lead or any Team Members. The profiles of the replacements shall be submitted to the Bureau. The Bureau will assess the profiles of the replacements as per the conditions laid down in Table 3 and Table 4 and take a decision whether to allow the replacements. The Bureau will inform the agency of the decision within 30 days of submission of request for replacements.
- 6.1.3. As part of the verification process under the compliance mechanism, the ACV agency shall follow the processes and submit the documents as specified in the “Detailed Procedure for Compliance Mechanism”.
- 6.1.4. As part of the validation and/or verification activity under the Offset Mechanism, the ACV agency shall follow the processes and submit the documents as specified in the “Detailed Procedure for Offset Mechanism”.

### 6.2. Records and Communication

- 6.2.1. An ACV agency shall maintain and manage records of its validation and/or verification activity, competence and impartiality for minimum three years from the date of completion of validation and/or verification activity.
- 6.2.2. The records can be in the form of emails, documents, evidence, forms, statement, minutes of meetings, contract, report, measurement (if any), photographs, logbooks, and other information collected to perform validation and/or verification activity.

### 6.3. Handling of Appeals and Complaints

- 6.3.1. An ACV agency shall have a documented process to receive, evaluate and make decisions on appeals and complaints.

6.3.2. The process for handling appeals and complaints shall include at least the following:

- a) description of the process for receiving, investigating, substantiating the appeals and complaints, and deciding what actions are to be taken in response.
- b) tracking and recording the appeals and complaints, including the actions to resolve it.
- c) ensure appropriate action is taken.

6.3.3. An ACV agency receiving the appeals and complaints shall be responsible for gathering all necessary information to determine whether the appeals and complaints is substantiated.

6.3.4. An ACV agency shall acknowledge receipt of the appeals and complaints and provide the appellant and complainant with the outcome and, if applicable, progress reports.

6.3.5. A description of the process for handling appeals and complaints shall be available to any interested party.

6.3.6. An ACV agency shall be responsible for all decisions during the process for handling appeals and complaints.

6.3.7. Investigation and decision on appeals and complaints shall not result in any discriminatory actions.

6.3.8. The decision on the appeals and complaints shall be made by, or reviewed and approved by, individuals not involved in the decision which is the subject of the appeal in question.

#### **6.4. Requirements of Public Information**

6.4.1. An ACV agency shall ensure the following information is made publicly available:

- a) information about the validation and/or verification process.
- b) commitment to impartiality.
- c) list of validation and/or verification activities the ACV agency provides, including reference to applicable mechanisms and sector scope (s) under CCTS.

d) complaints and appeals process.

6.4.2. An ACV agency shall maintain and, upon request, provide clear, traceable, and accurate information about its activities.

#### 6.5. Management System Requirements

6.5.1. An ACV agency shall establish, document, implement and maintain a management system to support and demonstrate the consistent achievement of the requirements of this document and ISO 14065.

6.5.2. The management system at ACV agency shall at least include the following.

- a) policies and responsibilities.
- b) management review
- c) internal audits
- d) corrective actions
- e) actions to address risks and opportunities.
- f) records and information

#### 6.6. Procedures for Verification Activity

6.6.1. An ACV agency shall establish, document, implement and maintain a procedure for carrying out validation and/or verification activities in accordance with the Detailed Procedure for the compliance and offset mechanism.

6.6.2. An ACV agency shall have a legally enforceable contract with the obligated/non-obligated entity for the provision of validation and/or verification activity and such a contract shall be in the name of the ACV agency.

6.6.3. For every validation and/or verification activities conducted, the ACV agency shall document and maintain record of the complete details of the contract review process (conduction and approval of contract reviews), including the justification for the decision to undertake the validation and/or verification and the contract details.

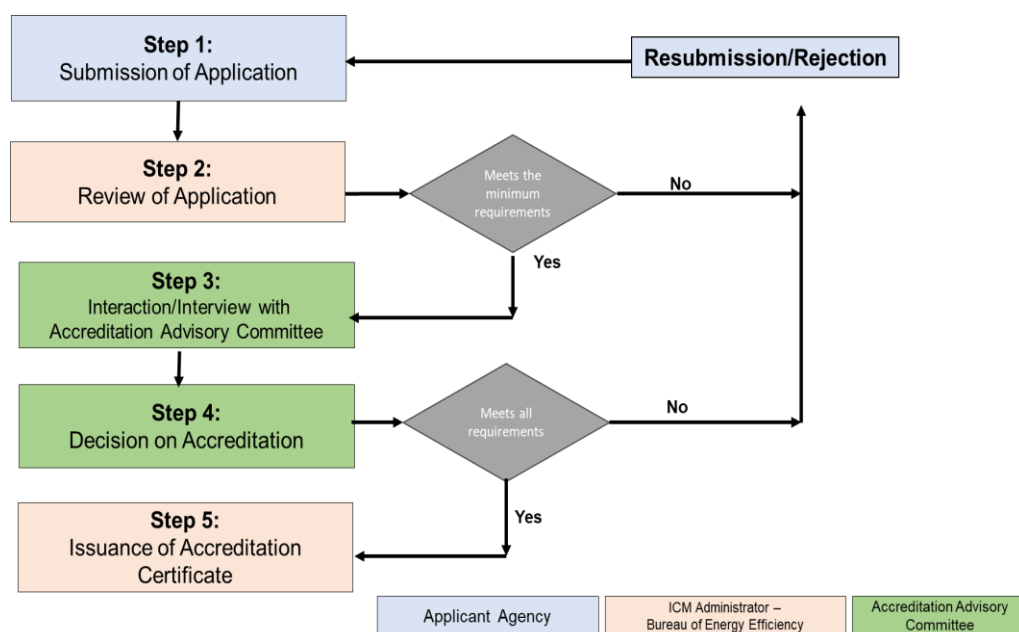
6.6.4. An ACV agency should follow various steps in conducting the validation and/or verification activities including strategic analysis, risk analysis,

verification plan, actual verification (process analysis) and finalisation of the verification.

6.6.5. Issuance of final validation and/or verification opinions, reports and other requirement as per Detailed Procedure for compliance and offset mechanism.

## 7. Accreditation Procedure

The procedure for accreditation is as follows:



**FIGURE 1: ACCREDITATION PROCEDURE**

### 7.1. Application for Accreditation

- 7.1.1. Any agency who wants to undertake the validation and/or verification functions under the CCTS shall submit to the Bureau a duly completed application form (refer Annexure-A), along with a declaration of all other offices of the agency or outsourced agency where the agency's validation and/or verification functions are to be performed.
- 7.1.2. The agency in their accreditation application shall highlight the following:
- Mechanisms under which the agency is applying for accreditation.
  - Sector Scope (s) for which the agency is applying for accreditation.
  - The sector expert and/or technical experts for the sector scope (s) for which accreditation is sought.
  - Procedure for continued competence of its personnel carrying out verification activity.
  - Procedures for validation and/or verification activities and other relevant procedures such as the procedure for allocating responsibilities to personnel
  - All documents and evidence indicating how they meet the eligibility criteria defined under sections (3) and (4) of this document.

- g) The agency shall provide supporting documentary evidence to demonstrate the qualifications, knowledge and expertise of the personnel involved in validation and/verification, including sector specific or technical knowledge and expertise of the relevant accreditation sector scope (s). This documentary evidence consists of various elements: e.g., certificate of energy auditor, ISO certifications, experience in the relevant sector (years of experience), evidence of qualifications (degree/diplomas), other documents, procedures on competence, relevant internal competence criteria, etc. (refer Annexure-B for list of documents to be submitted)
- h) The agency shall pay the application fee of INR 10,000 along with the application form for accreditation.

## **7.2. Review of Application**

- 7.2.1. Once the application is received, the Bureau will review the application and undertake a completeness check.
- 7.2.2. If the documentation is found incomplete, the Bureau will inform the applicant within 15 days of receipt of application regarding missing elements.
- 7.2.3. The agency will have 15 days to address the missing elements and to submit application for completeness check.
- 7.2.4. After a successful completeness check, the Bureau shall publish the name of the verification agency on the ICM website for stakeholder comments.
- 7.2.5. The stakeholders shall have 15 days to provide any comments and information in respect of the verification agency to the Bureau through an email communication.
- 7.2.6. After completion of the stakeholder consultation period, the Bureau shall review the agency's competence, impartiality, and other requirements as per this procedure and prepare an assessment report.
- 7.2.7. When assessing the competence, impartiality, and performance of the verification agency for the purpose of preparing the assessment report, the Bureau shall:
  - a) Review documentation submitted by the verification agency.
  - b) Assess procedures, processes, and verification reports as well as quality of recommendations and corrections.



- c) Conduct witness audit if required, by having a representative from the Bureau to attend an actual validation and/or verification with the ACV agency.
- d) On its own or designate any agency to visit the premises of the ACV agency.

7.2.8. The assessment report shall include the following analysis:

- e) Knowledge, competence and experience of the verification agency and its personnel involved.
- f) Evaluation of the validation and/or verification activities and corresponding reports.
- g) Number and kinds of sectors in which the agencies have worked.
- h) Proof of association of the agency with number and kind of resources, sector experts and/or technical experts as well as the full time and part time resources.
- i) If during the preparation of assessment report any non-conformities are observed in the application, the Bureau shall request the agencies to address those non-conformities.

### **7.3. Interview/Interaction with Accreditation Advisory Committee**

7.3.1. The Bureau for assessment and interaction/interview with the prospective ACV agency shall constitute an Accreditation Advisory Committee (AAC).

7.3.2. The Bureau will invite the prospective verification agency representatives consisting of team leads, sector and/or technical experts and/or team members for interview with the AAC.

7.3.3. The AAC shall conduct the interview/interaction with the prospective ACV agency and will assess the competence based on the assessment report and interaction/interview with the agency.

7.3.4. The AAC shall evaluate the prospective ACV agency in the following areas:

- a) Competence in management functions
- b) Knowledge and skills of the team leads and other members
- c) Knowledge and skills of the Sector Experts/Technical experts

The scoring sheet that will be used by the AAC for evaluation of prospective ACV agency is provided in Annexure F.

#### **7.4. Decision on Accreditation**

- 7.4.1. Based on the interaction and assessment report, the AAC shall conclude on the agency's accreditation application.
- 7.4.2. When concluding the assessment on accreditation, the AAC shall issue a recommendation to the Bureau to
- a) accredit the verification agency for the mechanism and sector scope (s) in which they are eligible to carry out validation and/or verification activities under the ICM or
  - b) reject the application for accreditation.
  - c) While rejecting the application for accreditation, the Bureau shall record the reasons for doing so in writing and communicate this to the prospective agency within a period of one month from the date on which the verification agency was interviewed.

#### **7.5. Issuance of Accreditation Certificate**

- 7.5.1. The Bureau on acceptance of the recommendation of AAC and where the decision to accredit the ACV agency is positive, shall issue the certificate to the agency as an 'Accredited Carbon Verification Agency'.
- 7.5.2. On the issuance of the accreditation certificate by the Bureau, the name of the ACV agency shall be entered in the register of 'List of Accredited Carbon verification Agency'.

## 8. Validity, Renewal, Suspension, and withdrawal of Accreditation

### 8.1. Validity of accreditation

8.1.1. The accreditation shall be valid for five years or until withdrawn by the Bureau.

### 8.2. Application for accreditation of additional Sector scope (s)

8.2.1. The ACV agency who is already accredited for certain sectors, may apply accreditation under additional sector scope (s).

8.2.2. The ACV agency shall submit the qualification and competence details of relevant sector experts and/or technical experts for the additional sector scope (s) for which accreditation is sought.

8.2.3. The accreditation process for additional sector scope (s) shall follow the same accreditation procedure as per section (7) of this document.

8.2.4. The ACV agency has to pay application fee of INR 5000 for every such applications.

### 8.3. Renewal of Accreditation

8.3.1. An ACV Agency shall apply for renewal of accreditation six months prior to the end of the accreditation validity.

8.3.2. The accreditation process for such renewals shall follow the same accreditation procedure as per section (7) of this document.

8.3.3. The ACV agency has to pay renewal fee of INR 5000 for every such applications.

### 8.4. Suspension of accreditation certificates

8.4.1. The Bureau can suspend or restrict the scope of accreditation of an ACV agency on the following basis:

- a) Any major change has taken place in the legal status, ownership, impartiality etc. and has not be notified to the Bureau in the stipulated time.
- b) An ACV agency has not carried out validation and/or verification in accordance with the detailed procedure for compliance and offset mechanism.
- c) The ACV agency has persistently failed as under the below conditions:
  - i. Failure to meet the 'Performance Monitoring' requirements and

ii. No or poor corrective action in response to the non-conformities observed during Performance Monitoring.

d) A judicial process for malpractice, fraud, or other activity incompatible with verification functions has been initiated against the ACV agency and is pending.

e) If the agency has failed to pay annual accreditation fee

8.4.2. The Bureau shall reinstate the accreditation on the request of the ACV agency subject to that the agency has demonstrated that it has taken the corrective actions/measures against the non-compliance resulting in suspension of the accreditation. The decision to reinstate will be taken by the Bureau based on the recommendation of AAC.

8.4.3. The Bureau shall give opportunity to the ACV agency for hearing before the suspension of the accreditation.

## **8.5. Withdrawal of accreditation**

8.5.1. The Bureau shall withdraw the accreditation of an ACV agency on the following grounds:

a) The ACV agency has failed to remedy the grounds for a decision to suspend the accreditation within 6 months of suspension.

b) If the accreditation has been granted based on incorrect, misleading, or false information provided by the agency.

c) The ACV agency has committed a serious breach of the requirements and applicable procedures.

d) If a member of the top management of the ACV agency or a person of the ACV agency's staff, involved in verification activities has been found guilty of professional misconduct or fraud.

e) The ACV agency has intentionally provided false information or concealed any information.

f) Any other situation deemed appropriate by the Bureau.

8.5.2. The Bureau shall reinstate the accreditation on the request of the ACV agency subject to that the agency has demonstrated that it has taken the corrective actions/measures against the non-compliance resulting in withdrawal of the

accreditation. The decision to reinstate will be taken by the Bureau based on the recommendation of AAC.

8.5.3. The Bureau shall give opportunity to the ACV agency for hearing before withdrawing the accreditation.

## **9. Fee Payable for Accreditation Procedure, Renewal and Maintenance of Accreditation**

9.1.1. An agency shall pay an application fee of INR 10,000 along with the application form for seeking accreditation.

9.1.2. An ACV agency shall pay an annual accreditation fee of INR 2,000 until renewal.

9.1.3. An ACV agency shall pay an accreditation fee of INR 5,000 for accreditation of additional Sector scope (s).

9.1.4. At the end of the accreditation period, in case of renewal of accreditation, the agency shall pay an renewal fee of INR 5,000 along with the application for renewal of accreditation.

9.1.5. Bureau shall take following actions if any agency fails to pay the required fee:

- a) Stop further processing of the application.
- b) Suspend and/or withdraw the accreditation.

## **10. Performance Monitoring**

10.1.1. The Bureau may call upon the ACV agency to furnish - Information relating to details of validation and/or verification activity conducted along with necessary documentation.

10.1.2. The Bureau shall also monitor the performance of the ACV agency for the validation and/or verification activity by requesting ACV agency to submit annual report on verification activity.

10.1.3. Where non-compliance is identified by the Bureau, ACV agency shall take necessary action to correct the non-compliance. Where the non-compliance is not corrected, the Bureau shall decide on the impact of the non-compliance on the accreditation of the ACV agency.

10.1.4. Based on the results of the performance monitoring, the Bureau may decide whether to permit the continuation or suspend/withdraw of the accreditation

## 11. Accreditation Advisory Committee

### 11.1. Constitution of Accreditation Advisory Committee

11.1.1. The Bureau shall, for the purpose of grant of certificate of accreditation constitute an Accreditation Advisory Committee (AAC)

11.1.2. The Accreditation Advisory Committee shall consist of the following members: -

**TABLE 5: ACCREDITATION ADVISORY COMMITTEE MEMBERS**

Sr. No	Member	Role
1.	Deputy Director General – Technical, Bureau of Energy Efficiency	- ex-officio Chairperson
2.	Director or equivalent to the Government of India in Ministry of Environment Forest and Climate Change	- ex-officio Member
3.	Director or equivalent to the Government of India in Ministry of Power	- ex-officio Member
4.	Director or equivalent to the Government of India in Ministry of New and Renewable Energy	- ex-officio Member
5.	Director or equivalent to the Government of India in Ministry of Steel	- ex-officio Member
6.	Director or equivalent to the Government of India in Ministry of Agriculture and Farmers' Welfare	- ex-officio Member
7.	Director, Bureau of Energy Efficiency	- ex-officio Member Secretary

11.1.3. The AAC may invite relevant ministries and expert members if required to attend its meeting.

### 11.2. Meetings of Advisory Committee:

11.2.1. The Accreditation Advisory Committee shall meet at least once every quarter.

11.2.2. The Secretary of the AAC shall issue a meeting notice along with the agenda to AAC members not later than seven days before the meeting.

11.2.3. The Secretary of the AAC shall prepare and circulate detailed agenda for the meeting among the AAC members not later than three days before the meeting.

11.2.4. The minutes of the proceedings of each meeting shall be circulated to among members of the AAC.

11.2.5. The quorum necessary for the transaction of the business at the meeting of the AAC shall be half of the total number of members of the committee besides the chairperson.

## **12. Changes in the status of the ACV agency**

**12.1.** The ACV agency shall inform the Bureau within 30 days if any change takes place in any of the aspects of its status or operation that affects its:

- a) Legal, financial, or organizational status
- b) Changes in key managerial staff
- c) Policies or procedures, where appropriate
- d) Capability to undertake verification activities.
- e) Sector Scope (s) of accredited activities
- f) Conformance with the requirements of the accreditation criteria
- g) Any complaint/ feedback of serious nature received from key stakeholders.
- h) Any other condition rendering ACV agency incapable and unable to discharge its normal functioning.

## **13. Grievance Redressal**

**13.1.** The applicant agency may file an appeal against the decision of the AAC to Director General, BEE through Director, BEE. The appeal against the decision of the AAC must be made within 30 days of the notification of that decision. The Director or nominated person shall acknowledge the appeal and indicate the approximate time required to resolve the same within 7 days.

**13.2.** All appeals against a decision of the AAC shall be filed in writing along with the necessary documents in support of the appeal.

**13.3.** The Director or nominated person shall arrange to verify the documents for completeness and may ask for additional documentary support if necessary. Once the documents are complete, the Director or nominated person acknowledges the receipt of the appeal and forwards the same to the Director General, BEE.

**13.4.** The Director General, BEE has the right to either disallow the appeal or refer to AAC based on the merit of the contents of the appeal.

**13.5.** The AAC shall examine the appeal and give its recommendation to the Director General, BEE for necessary action to discharge the appeal to the satisfaction of the appellant and preventive actions, if any, that must be taken to avoid such recurrences.

**13.6.** The Director General, BEE shall give the decision on the appeal based on the recommendation by the AAC.

**13.7.** The decision given by the Director General, BEE shall be final and binding on the applicant agency.

#### **14. Power to Relax**

**14.1.** The Ministry of Power may relax any of the provisions of these procedures on the recommendation of the National Steering Committee for Indian Carbon Market.



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## Annexures

### Annexure A APPLICATION FOR ACCREDITATION

#### Part – A – Application Letter

To  
Director General  
Bureau of Energy Efficiency,  
4<sup>th</sup> Floor, Sewa Bhawan R.K. Puram, Sector-1,  
New Delhi-110066

Subject: Application for (Initial/Renewal/Additional Sector Scopes) – Accredited Carbon Verification Agency

Dear Sir/Madam,

I am working as ..... (designation) at ..... (organisation) having registered address at.....( full address of the place of work)) apply for .....(Initial/Renewal/Additional sector scope) accreditation to be an Accredited Carbon Verification Agency.

The required documents are enclosed with the application.

I hereby confirm that the payment towards required (application/annual/renewal) fee has been made

I request that the accreditation process for the organization may be initiated.

I hereby state that information furnished above is true and correct to the best of my knowledge.

Dated this ..... day of ..... 20 ..... Place.....

Yours faithfully,  
Signature.....  
Name.....  
Designation.....  
For and on behalf of.....

## Annexure A

### Part – B – Application Form

S. No.	Particulars		
<b>A. Agency Details</b>			
1.	Organization Name		
2.	Year of Establishment		
3.	Organization Type	Public/Private/NGO/other (Please specify)	
4.	Organization Address		
5.	Key Activities undertaken by the Organization.  Main Description of the main activities of the Organization. Please underline those activities for which accreditation is sought.		
6.	Total Number of Employees in Organization		
7.	Last Three Years Revenue / Net Worth (in INR Lakhs)	FY20XX-XX	
		FY20XX-XX	
		FY20XX-XX	
8.	Parent Organization  If the organization is owned by another organization or is part of a larger group of organizations or has branches/divisions at other locations, please give the following details:	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No	
9.	PAN India Branches	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No	
9.	Does the Organization have any pending judicial process for malpractice, fraud, and/or other activity?  If yes, provide further details on status.	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No	

10.	<p>Have all potential sources of identified financial risks been analysed, identified, and evaluated?</p> <p>If yes, explain what measures have been taken to minimize identified risks.</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
11.	<p>Have all potential sources of conflict of interest, whether within the Organization or from activities of the related bodies, been identified?</p> <p>If yes, explain what measures have been taken to minimized conflict of interest</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
12.	<p>Has the organization ever been accredited before to under other offset standards?</p> <p>If yes, provide details of accreditation</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
13.	<p>Has the organization ever been empanelled as Em-Accredited Energy Auditor firm ?</p> <p>If yes, provide details of empanelment.</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
14.	<p>Does the organization have an established formal system for conducting verification activities?</p> <p>If yes, provide details on the system including number of years of implementation, details on training on implementation and maintenance of system and people within the Organization who have undergone this training.</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
15.	<p>Provide information on systems implemented at your organization to safeguard impartiality.</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
16.	<p>Provide information on systems at your organization for determining and managing competency of its personnel</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
17.	<p>Provide information on how verification activity is planned at your organization ?</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
18.	<p>Provide information on how appeals and complaints are handled at your organization ?</p>	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
19.	<p>Number of Employees involved in area(s) seeking Accreditation</p>	

20.	<b>Contact Person Details</b>	
(a)	Name:	
(b)	Designation:	
(c)	Email Id:	
(d)	Contact Number:	
21.	<b>Authorised Signatory Details</b>	
(a)	Name:	
(b)	Designation:	
(c)	Email Id:	
(d)	Contact Number:	
<b>B. Agency Details</b>		
1.	<b>Type of Accreditation</b>	<input type="checkbox"/> Initial Accreditation <input type="checkbox"/> Additional Sector Scope (s) Accreditation <input type="checkbox"/> Renewal-Accreditation
2.	<b>Type of Mechanisms for Accreditation</b>	<input type="checkbox"/> Compliance Mechanism <input type="checkbox"/> Offset Mechanism
3.	Choose Sector Scope (s) under Compliance Mechanism	<input type="checkbox"/> Aluminium (1) <input type="checkbox"/> Cement (2) <input type="checkbox"/> Chlor-Alkali (3) <input type="checkbox"/> Fertilizer (4) <input type="checkbox"/> Iron and Steel (5) <input type="checkbox"/> Petrochemicals (6) <input type="checkbox"/> Petroleum Refining (7) <input type="checkbox"/> Pulp and Paper (8) <input type="checkbox"/> Textile (9)
4.	Choose Sector Scope (s) under Offset Mechanism	<input type="checkbox"/> Energy (1)

		<input type="checkbox"/> Industries (2) <input type="checkbox"/> Waste handling and disposal (3) <input type="checkbox"/> Agriculture (4) <input type="checkbox"/> Forestry (5) <input type="checkbox"/> Transport (6) <input type="checkbox"/> Construction (7) <input type="checkbox"/> Fugitive Emissions (8) <input type="checkbox"/> Solvent use (9) <input type="checkbox"/> Carbon Capture and Storage and other removals (10)
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**C. Team Member Details**

1.	<b>Proposed Team Members for Compliance Mechanism</b>	
(a)	<b>Position - Team Lead and Role – Lead Verifier</b> <i>Note: please add additional rows if more than one lead verifiers are there at the agency</i> <i>Note: For each member undertaking as per the format is to be submitted</i>	
i.	Accredited Energy Auditor	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
ii.	ISO 14064 1/2/3 Certification	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
iii.	Education Qualification	<input type="checkbox"/> M.E/M. Tech or equivalent <input type="checkbox"/> B.E. / B.Tech or equivalent <input type="checkbox"/> Master of science or equivalent (select option)
iv.	Years of experience	<input type="checkbox"/> >5 Years <input type="checkbox"/> >10 Years <input type="checkbox"/> >15 Years <input type="checkbox"/> >20 Yeas
v.	Details on Past employment	
vi.	Position and Area of Responsibility in the current organisation	
vii.	No. of staff directly/indirectly supervised	<input type="checkbox"/> 1-5 Members <input type="checkbox"/> 5-30 Members <input type="checkbox"/> > 30 members
viii.	Work Experience	

ix.	Training Details	
x.	Certifications	
xi.	Proof of association with current organisation (issued not less than 2 months before the date of application)	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
(b)	<b>Position - Team Members and Role Verifier</b> <i>Note: please add additional rows more team members</i> <i>Note: For each member undertaking as per the format is to be submitted</i>	
i.	Certified Energy Auditor	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
ii.	ISO 14064 1/2/3 Certification	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
iii.	Education Qualification	<input type="checkbox"/> M.E/M. Tech or equivalent <input type="checkbox"/> B.E. / B.Tech or equivalent <input type="checkbox"/> Master of science or equivalent (select option)
iv.	Years of experience	<input type="checkbox"/> >2 Years <input type="checkbox"/> >5 Years <input type="checkbox"/> >10 Years <input type="checkbox"/> >15 Years
v.	Details on Past employment	
vi.	Position and Area of Responsibility in current organisation	
vii.	Work Experience	
viii.	Training Details	
ix.	Certifications	
ix.	Proof of association with current organisation (issued not less than 2 months before the date of application)	<input type="checkbox"/> Yes (Please specify and attach) <input type="checkbox"/> No
(c)	<b>Position – Sector Expert (s)</b> <i>Note: please add additional rows if more than one sector experts are there at the agency</i> <i>Note: For each member undertaking as per the format is to be submitted</i>	

i.	Type of Contract	<input type="radio"/> <b>Full Time</b> <input type="radio"/> <b>Part Time (Please specify the contract duration)</b>
ii.	Sector expert for (if more than one sector is selected, relevant proof of experience is to be provided)	<input type="checkbox"/> Aluminium (1) <input type="checkbox"/> Cement (2) <input type="checkbox"/> Chlor-Alkali (3) <input type="checkbox"/> Fertilizer (4) <input type="checkbox"/> Iron and Steel (5) <input type="checkbox"/> Petrochemicals (6) <input type="checkbox"/> Petroleum Refining (7) <input type="checkbox"/> Pulp and Paper (8) <input type="checkbox"/> Textile (9)
iii.	Education Qualification	<input type="checkbox"/> M.E/M. Tech or equivalent <input type="checkbox"/> B.E. / B.Tech or equivalent <input type="checkbox"/> Master of science or equivalent (select option)
iv.	Number of years of experience in the sector	<input type="checkbox"/> >10 Years <input type="checkbox"/> >15 Years <input type="checkbox"/> >20 Years <input type="checkbox"/> >30 Years
v.	Previous Association with companies (relevant to sector applied for)	
vi.	Area of Responsibility in the current organisation	
vii.	Work Experience	
viii.	Training Details	
ix.	Certifications	
x.	Proof of association with current organisation (issued not less than one month before the date of application)	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
2.	<b>Proposed Team Members for Offset Mechanism</b>	

(a)	<b>Position - Team Lead and Role – Lead Verifier</b> <i>Note: please add additional rows if more than one lead verifiers are there at the agency</i> <i>Note: For each member undertaking as per the format is to be submitted</i>	
i.	ISO 14064 1/2/3 Certification	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
ii.	Education Qualification	<input type="checkbox"/> M.E/M. Tech or equivalent <input type="checkbox"/> B.E. / B.Tech or equivalent <input type="checkbox"/> Master of science or equivalent (select option)
iii.	Years of experience	<input type="checkbox"/> >5 Years <input type="checkbox"/> >10 Years <input type="checkbox"/> >15 Years <input type="checkbox"/> >20 Yeas
iv.	Details on Past employment	
v.	Position and Area of Responsibility in the current organisation	
vi.	No. of staff directly/indirectly supervised	<input type="checkbox"/> 1-5 Members <input type="checkbox"/> 5-30 Members <input type="checkbox"/> > 30 members
vii.	Work Experience	
viii.	Certifications	
ix.	Proof of association with current organisation (issued not less than 2 months before the date of application)	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
(b)	<b>Position - Team Members and Role - Verifier</b> <i>Note: please add additional rows more team members</i> <i>Note: For each member undertaking as per the format is to be submitted</i>	
i.	ISO 14064 1/2/3 Certification	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No
ii.	Education Qualification	<input type="checkbox"/> M.E/M. Tech or equivalent <input type="checkbox"/> B.E. / B.Tech or equivalent <input type="checkbox"/> Master of science or equivalent (select option)



iii.	Years of experience	<input type="checkbox"/> >2 Years <input type="checkbox"/> >5 Years <input type="checkbox"/> >10 Years <input type="checkbox"/> >15 Years
iv.	Details on Past employment	
v.	Position and Area of Responsibility in current organisation	
vi.	Work Experience	
vii.	Training Details	
xi.	Certifications	
(c)	<b>Position – Technical Expert (s)</b> <i>Note: please add additional rows if more than one technical experts are there at the agency</i> <i>Note: For each member undertaking as per the format is to be submitted</i>	
x.	Type of Contract	<input type="radio"/> <b>Full Time</b> <input type="radio"/> <b>Part Time (Please specify the contract duration)</b>
xi.	Technical expert for (if more than one sector is selected, relevant proof of experience is to be provided)	<input type="checkbox"/> Energy (1) <input type="checkbox"/> Industries (2) <input type="checkbox"/> Waste handling and disposal (3) <input type="checkbox"/> Agriculture (4) <input type="checkbox"/> Forestry (5) <input type="checkbox"/> Transport (6) <input type="checkbox"/> Construction (7) <input type="checkbox"/> Fugitive Emissions (8) <input type="checkbox"/> Solvent use (9) <input type="checkbox"/> Carbon Capture and Storage and other removals (10)
xii.	Education Qualification	<input type="checkbox"/> M.E/M. Tech or equivalent <input type="checkbox"/> B.E. / B.Tech or equivalent <input type="checkbox"/> Master of science or equivalent (select option)
xiii.	Number of years of experience in the sector/technical area	<input type="checkbox"/> >5 Years <input type="checkbox"/> >10 Years

		<input type="checkbox"/> >15 Years <input type="checkbox"/> >20 Years
xiv.	Previous Association with companies (relevant to sector applied for)	
xv.	Area of Responsibility in the current organisation	
xvi.	Work Experience	
xvii.	Training Details	
xviii.	Certifications	
xii.	Proof of association (issued not less than 1 month from the date of application)	<input type="radio"/> Yes (Please specify and attach) <input type="radio"/> No

Dated this ..... day of ..... 20 ..... Place.....

Yours faithfully,  
Signature.....  
Name.....  
Designation.....  
For and on behalf of.....

**Annexure A**

Part C – Undertaking for Lead Verifiers/Team Members/Sector or Technical Experts

**(Submit on company's letter head)**

To,

The Secretary  
Bureau of energy Efficiency,  
4<sup>th</sup> Floor, Sewa Bhawan,  
R. K. Puram, Sector-1,  
New Delhi-110066

**UNDERTAKING**

I ..... hereby undertake that I work as a Lead Verifier/Team Member/Sector or Technical Expert for **(Agency Name)** for undertaking validation and/or verification under the Carbon Credit Trading Scheme.

I am aware that **(Agency name)** is applying for accreditation as 'Accredited Carbon Verification Agency' under the Carbon Credit Trading Scheme.

I hereby confirm that I have not given my name to any other firm, which is also applying for accreditation or already accredited under the Carbon Credit Trading Scheme

I have no objection in including my name as a part of this team.

I will intimate to the Bureau in case of my resignation with **(Agency name)**.

Signature with date

Name .....

Designation.....

Organisation.....

Email.....

Phone No.....

## Annexure B

### Documents to be Submitted by the applicant agency

The following attested documents are to be enclosed along with the filled Accreditation Application Form (Annexure A).

S.No	List of Documents	Status	Remarks
<b>A. Documents relating to organisation requirements</b>			
1.	Documentation on Legal Status of organization	<input type="checkbox"/>	
2.	Last Three years' financial statements of organization (Balance Sheet and Profit and Loss Statement)	<input type="checkbox"/>	
3.	Net Worth of Company (applicable in case of newly incorporated organisations)	<input type="checkbox"/>	
4.	Documentation on the organization's quality assurance policy and procedures, including its procedures for performing validation and/or verification and certification within the scope applied for	<input type="checkbox"/>	
5.	Documentation on organization's administrative procedures including document control	<input type="checkbox"/>	
6.	Documentation indicating organizational chart showing lines of authority, responsibility, and allocation of functions	<input type="checkbox"/>	
7.	Documentation on process for Safeguarding Impartiality	<input type="checkbox"/>	
8.	Documentation on process for determining competency requirement	<input type="checkbox"/>	
9.	Documentation on process for conducting verification activity	<input type="checkbox"/>	
10.	Other Documents – PAN Card/GST Registration Certificate	<input type="checkbox"/>	
11.	ISO 14065 – Accreditation Certificate	<input type="checkbox"/>	
<b>B. Documents relating to Compliance Mechanism</b>			
12.	List of Lead Verifiers with experience and other details for accreditation under compliance Mechanism – along with proof of association and proof of meeting minimum qualification requirements as per this procedure	<input type="checkbox"/>	

13.	List of Verifiers with experience and other details for accreditation under compliance Mechanism – along with proof of association and proof of meeting minimum qualification requirements as per this procedure	<input type="checkbox"/>	
14.	List of sector experts with experience and competence for sector scope (s) where agency is applying for accreditation under compliance Mechanism – along with proof of association and proof of meeting minimum qualification requirements as per this procedure	<input type="checkbox"/>	
15.	List of sectors and organizations where agency has conducted energy audits in the last ten years (provide energy audit reports for 5 sample industry)	<input type="checkbox"/>	
16.	List of organisations where agency has conducted GHG accounting/verification study in the last ten years (provide for 5 sample industry)	<input type="checkbox"/>	
17.	List of organisations where agency has conducted GHG validation/verification study in the last ten years (provide for 5 sample industry)	<input type="checkbox"/>	
18.	Relevant undertaking by team members	<input type="checkbox"/>	
<b>C. Documents relating to Offset Mechanism</b>			
19.	List of Lead Verifiers with experience and other details for accreditation under Offset Mechanism – along with proof of association and proof of meeting minimum qualification requirements as per this procedure	<input type="checkbox"/>	
20.	List of Verifiers with experience and other details for accreditation under Offset Mechanism – along with proof of association and proof of meeting minimum qualification requirements as per this procedure	<input type="checkbox"/>	
21.	List of technical experts with experience and competence for sector scope (s) where agency is applying for accreditation under offset mechanism – along with proof of association and proof of meeting minimum qualification requirements as per this procedure	<input type="checkbox"/>	
22.	List of Programs (offset) where the agency is already accredited along with required proof	<input type="checkbox"/>	
23.	List of Projects validation and/or verification by agency under various programs in the last ten years (provide validation/verification report for at least 5 sample projects)	<input type="checkbox"/>	
24.	Relevant undertaking by team members	<input type="checkbox"/>	

## Annexure C – Format for Certificate of Accreditation



# Bureau of Energy Efficiency Certificate of Accreditation

ACV Agency Name

*Address*

Bureau of Energy Efficiency hereby accredits ACV Agency Name to undertake validation and/or verification functions for the following sectors under relevant mechanisms

Compliance Mechanism	Offset Mechanism
<input type="checkbox"/> Aluminum	<input type="checkbox"/> Energy
<input type="checkbox"/> Cement	<input type="checkbox"/> Industries
<input type="checkbox"/> Chlor-Alkali	<input type="checkbox"/> Waste handling and disposal
<input type="checkbox"/> Fertilizer	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Petrochemicals	<input type="checkbox"/> Forestry
<input type="checkbox"/> Petroleum Refining	<input type="checkbox"/> Transport
<input type="checkbox"/> Iron and Steel	<input type="checkbox"/> Construction
<input type="checkbox"/> Pulp and Paper	<input type="checkbox"/> Fugitive Emissions
<input type="checkbox"/> Textile	<input type="checkbox"/> Solvent use
	<input type="checkbox"/> Carbon Capture and Storage and other removals

**Accreditation Certificate Number:**

**Date of Initial Accreditation:**

**Date of Last Renewal:**

**Validity of Accreditation:**

**Issue Date:**

Authorised Signatory

Disclaimer: The Issued certificate is digital certificate and users should verify the latest details from ICM Portal (BEE Website)

**Annexure D**

**Format for CVs of the team leader/member**

Name :  
 Designation (in the organisation) :  
 Proposed role in the team :  
 Energy Auditor/Manager certification year (if applicable) :  
 EA/EM no. :

Educational Qualification (Diploma/Graduation and higher qualifications only)

Degree	Branch/Specialisation	Passing Year	University	Full- time/ part- time/ Distance

Experience details

Name of Organisation	Designation	From (Month, year)	To (Month, year)	Full- time/ part- time

Experience of conducting training workshops on GHG inventorisation and verification

Organisation	Role in the project	From (Month, year)	To (Month, year) *

Experience in conducting GHG verification activities in CDM and other Voluntary Carbon Mechanisms

Organisation	Role in the project	From (Month, year)	To (Month, year) *

Experience in experience of working with Corporates/PSUs/Governments in conducting GHG inventories & Verification and developing decarbonisation roadmaps:

Organisation	Role in the project	From (Month, year)	To (Month, year) *

Other carbon markets related experience (if any)

Signature

## Annexure E

Assessment checklist to be used by Accreditation Advisory Committee

Selection Criteria	Yes/No
Is the Agency a firm or entity registered under the Indian Partnership Act 1932, or a company incorporated under the Companies Act 2013 or Societies Registration Act, 1860	<input type="radio"/> Yes <input type="radio"/> No
Does the agency have minimum annual turnover of rupees fifty lakh per annum in at least one of the previous three years?  In case of a newly formed company/firm, does the agency have a net worth of rupees twenty lakh?	<input type="radio"/> Yes <input type="radio"/> No
Has the Agency provided following documents as evidence of financial resources? <ul style="list-style-type: none"> <li>• Financial statements including audited balance sheet, profit and loss accounts for the last three years.</li> <li>• Net worth of the firm, in case of a newly formed entity</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
Does the agency have at least one lead verifiers on the company's/entity's payrolls?	<input type="radio"/> Yes <input type="radio"/> No
Has the agency specified whether it is applying for the compliance mechanism or offset mechanism or both?	<input type="radio"/> Yes <input type="radio"/> No
Has the agency specified one or more sector scope (s) that it is planning to carry our validation and/or verification under the ICM framework?	<input type="radio"/> Yes <input type="radio"/> No
Does the proposed Team Leader meet the required minimum qualification requirements under the Compliance Mechanism or the Offset Mechanism or both (depending on which mechanism the agency is applying for accreditation)?	<input type="radio"/> Yes <input type="radio"/> No
Do the Team Members meet the required minimum qualification requirements under the Compliance Mechanism or the Offset Mechanism or both (depending on which mechanism the agency is applying for accreditation)?	<input type="radio"/> Yes <input type="radio"/> No



Do the Sector Experts meet the required minimum qualification requirements under the Compliance Mechanism or the Offset Mechanism or both (depending on which mechanism the agency is applying for accreditation)?	<input type="radio"/> Yes <input type="radio"/> No
Does the Independent reviewer meet the required minimum qualification requirements under the Compliance Mechanism or the Offset Mechanism or both (depending on which mechanism the agency is applying for accreditation)?	<input type="radio"/> Yes <input type="radio"/> No
Is the Agency able to provide documents to demonstrate ability to adequately cover potential financial/liability risks?	<input type="radio"/> Yes <input type="radio"/> No
Is the Agency able to provide documents to demonstrate the existence of an effective management structure within the organisation that will enable the performance and implementation of the validation/verification functions?	<input type="radio"/> Yes <input type="radio"/> No
ISO 14065 Certification	<input type="radio"/> Yes <input type="radio"/> No

## Annexure F

### Scoring Matrix for evaluation of applications from agencies

Area	Points allocated
<b>Assessment based on information submitted as per checklist in Annexure E</b>	
Meeting all the minimum eligibility requirements under the procedure	60
<b>Assessment based on interview</b>	
Technical competence and experience of Team Leader/Lead Verifiers	10
Technical competence and experience of Team Members and Sector and/or technical Experts	10
Experience of the Agency in the carbon market, GHG accounting and verification space	10
Management structure and other competencies existing in the Agency	10

Note: The agency has to score a minimum of 70 points to be accredited as a Carbon Verifier under the ICM

\*\* All the requirements specified in this have to be met and in case any of the minimum requirements is not met, the agency will be disqualified.

