



**JOINT IMPLEMENTATION
ACCREDITATION STANDARD**

(Version 01)

Effective as of



Contents

	<i>Page</i>
I. INTRODUCTION	3
A. Background	3
B. Objective and structure.....	3
C. Entry into force.....	4
D. Availability of documents	4
E. Terms and definitions specific to the JI accreditation process.....	4
II. LEGAL STATUS	6
III. FINANCIAL STABILITY AND INSURANCE	7
A. Financial stability	7
B. Liability insurance.....	7
IV. MANAGEMENT STRUCTURE	8
A. General requirements.....	8
B. Responsibilities and functions	8
V. IMPARTIALITY.....	11
A. General requirements.....	11
B. Threats to impartiality	11
C. Safeguarding impartiality.....	12
VI. HUMAN RESOURCES AND COMPETENCE.....	13
A. General requirements.....	13
B. Competence requirements for the entity	14
C. Competence requirements for the management	14
D. Competence requirements for the personnel	14
E. Recruitment.....	15
F. Monitoring of performance	15
G. Training	16
H. Use of external personnel.....	16
I. Personnel records	16
J. Subcontracting.....	16
VII. DETERMINATION AND VERIFICATION PROCESSES	18
A. Proposal and contract review	18
B. Determination and verification team member selection	18
C. Determination and verification	19
D. Internal review.....	19
E. Approval of final determination or verification opinions and reports	19
F. Actions subsequent to final determination or verification.....	19
VIII. QUALITY MANAGEMENT SYSTEM.....	21
A. General requirements.....	21
B. Quality manager	21
C. Documents and records.....	21
D. Internal audits.....	22
E. Corrections, corrective actions and preventive actions.....	22
F. Management review	23
IX. CONFIDENTIALITY	24
X. COMPLAINTS, DISPUTES AND APPEALS HANDLING PROCESS	25
A. Complaints	25
B. Disputes	26
C. Appeals	26
XI. PENDING JUDICIAL PROCESSES	27



I. Introduction

A. Background

1. The annex to decision 9/CMP.1¹ (hereinafter referred to as JI guidelines) states that the Joint Implementation Supervisory Committee (JISC) is responsible for the accreditation of independent entities (IEs)² in accordance with appendix A to the JI guidelines.
2. After the JI accreditation process was launched on 15 November 2006, with the publication of the “Procedure for accreditation of independent entities by the Joint Implementation Supervisory Committee” (hereinafter referred to as JI accreditation procedure), the JISC adopted the following documents containing requirements to implement the JI accreditation process:
 - (a) “List of sectoral scopes” (P-JI-ACCR-03), including its appendix A (Competence criteria for an applicant independent entity and accredited independent entity under Joint Implementation);
 - (b) “Clarification regarding responsibility of accredited premises of accredited independent entities” (C-JI-ACCR-04);
 - (c) “Report form – Desk and on-site assessment” (F-JI-DOR).

B. Objective and structure

3. This document consolidates into a single standard all JI accreditation requirements for the implementation of the JI accreditation process by integrating, with modifications as appropriate, existing requirements contained in the documents referred to in paragraph 2 above and adding new requirements deemed necessary for an efficient and transparent JI accreditation process. This standard supersedes appendix A to the “List of sectoral scopes” and the “Clarification regarding responsibility of accredited premises of accredited independent entities”³. The “Report form – Desk and on-site assessment” is simultaneously revised to conform to this standard.
4. The objectives of this standard are to:
 - (a) Facilitate and promote a clear and common understanding of the JI accreditation requirements;
 - (b) Ensure consistent enforcement of the JI accreditation requirements and of assessment of IEs against these requirements by joint implementation assessment teams (JI-ATs), the Joint Implementation Accreditation Panel (JI-AP) and the JISC in accordance with the JI accreditation procedure.
5. At the beginning of each section, the relevant provisions from appendix A to the JI guidelines are quoted in boxes for reference and the relevant JI accreditation requirements against which IEs will be assessed are presented in the subsequent text.

¹ CMP is the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and CMP.1 was its first meeting, which was held in 2005. Decision 9/CMP.1 is available at <http://unfccc.int/resource/docs/2005/cmp1/eng/08a02.pdf#page=2>.

² In this document, the abbreviation IE includes applicant independent entity and accredited independent entity.

³ Notably, as of the date this standard enters into force, the entire legal entity that has applied for accreditation will be eligible for accreditation, regardless of whether all or part of it actually performs determination or verification work.



Joint Implementation Supervisory Committee

C. Entry into force

6. Accredited independent entities and applicant independent entities that have been issued indicative letters in accordance with the JI accreditation procedure shall fully comply with this standard no later than ___ 2010 [*three months from the date on which the JISC adopts it*].

7. Unless a witnessing activity, as described in section C.4.3 of the JI accreditation procedure (version 05), is completed before ___ 2010 [*three months from the date on which the JISC adopts this standard*], documentary evidence relating to a witnessing activity will be assessed under this standard, but the IE will be given until ___ 2010 [*three months from the date on which the JISC adopts this standard*] to fully comply with the standard.

8. Unless an on-site assessment, as described in section C.4.2 of the JI accreditation procedure (version 05), is completed before ___ 2010 [*three months from the date on which the JISC adopts this standard*], on-site assessments will be conducted under this standard, but the IE will be given until ___ 2010 [*three months from the date on which the JISC adopts this standard*] to fully comply with the standard.

D. Availability of documents

9. An IE shall make available to the JISC upon request any document needed to assess whether the IE complies with a JI accreditation requirement.

E. Terms and definitions specific to the JI accreditation process

10. Client: An organization or person requesting a determination or verification opinion and report.

11. Correction: An action to eliminate a detected non-conformity.

12. Corrective action: An action to eliminate the cause of a detected non-conformity.

13. Determination: A determination regarding a JI project design document (PDD) in accordance with paragraph 33 of the JI guidelines.

14. Determination or verification team: One or more determiner(s) or verifier(s) performing determination or verification work within an IE. The determination or verification team may be supported by technical experts.

15. Determination opinion: An IE's conclusions, as included in its determination report, regarding a JI project's compliance with JI requirements as presented in the PDD.

16. Determination or verification work: An IE's analysis, calculations, assessments, opinions, statements, reports, contracts, marketing materials and any other labor and work product in relation to providing a determination or verification opinion and report.

17. Determiner: A member of a determination team who performs determination work.

18. Internal review: An objective evaluation of the determination or verification team's determination or verification opinion and report in order to ensure the determination or verification work has been performed in accordance with applicable requirements.

19. Internal reviewer: A person from the IE's personnel who performs an internal review.

20. JI accreditation: The JISC's formal recognition of an IE's capacity, impartiality and expertise to carry out determination and verification work.



Joint Implementation Supervisory Committee

21. JI accreditation requirement: A requirement contained in this standard with which an IE shall comply to become and stay accredited.
22. Non-conformity: The non-fulfillment of a JI accreditation requirement.
23. Preventive action: An action to prevent the occurrence of one or more non-conformities.
24. Related body: A body related to an IE on the basis of common ownership or governance, personnel, shared resources, finances, contracts, marketing, payment of commission or other inducement for bringing in business or the referral of new clients, etc.
25. Technical expert: A person with specialized knowledge who provides expertise to the determination or verification team, but does not act as a determiner or verifier in the same team.
26. Top management: A person or group of people who direct and control an IE's operations at the highest level.
27. Verification: A determination regarding greenhouse gases (GHG) emission reductions or removal enhancements generated by a JI project in accordance with paragraph 37 of the JI guidelines.
28. Verification opinion: An IE's conclusions, as included in its verification report, regarding whether a JI project has been monitored in accordance with the monitoring methodology in the PDD and the fairness and accuracy of the emission reduction units (ERUs) claimed for the project.
29. Verifier: A member of a verification team who performs verification work.



II. Legal status

1. *An independent entity shall:*

(a) *Be a legal entity (either a domestic legal entity or an international organization) and provide documentation of this status;*

30. An IE shall be an entity registered under applicable national and/or international law so as to allow it to enter into contracts and to sue and be sued for its determination or verification work.

31. An IE shall provide evidence of its status as a legal entity, including a registration number, if any.



III. Financial stability and insurance

1. *An independent entity shall:*
- (c) *Have the financial stability, insurance coverage and resources required for its activities;*
 - (d) *Have sufficient arrangements to cover legal and financial liabilities arising from its activities;*

A. Financial stability

32. An IE shall have the financial stability and resources required for its determination and verification work.
33. An shall demonstrate its financial stability through:
- (a) Documentary evidence of financial resources, such as savings and/or line credit, etc.;
 - (b) Externally audited financial statements (e.g. balance sheets, profit and loss statements)⁴ for the last three years or, for newly established entities, other relevant documentary evidence, such as shareholders commitment; and
 - (c) A financial plan for the current and next two years.

B. Liability insurance

34. An IE shall demonstrate that it periodically analyzes, identifies and evaluates the nature, scale and impact of all potential legal and financial risks arising from its determination and verification work.
35. An IE shall have sufficient arrangements to cover the identified legal and financial risks, including liability insurance.

⁴ Financial statements audited by a related body may not be considered “externally audited financial statements”.



IV. Management structure

1. *An independent entity shall:*

- (e) *Have documented internal procedures for carrying out its functions including, inter alia, procedures for the allocation of responsibilities within the organization and for handling complaints. These procedures shall be made publicly available;*
- (g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*
 - (i) *The names, qualifications, experience and terms of reference of the senior executive, board members, senior officers and other relevant personnel;*
 - (ii) *An organization chart showing lines of authority, responsibility and allocation of functions stemming from the senior executive;*

A. General requirements

36. An IE shall have a documented organizational and management structure defining and showing the duties and responsibilities of:

- (a) Top management and other management personnel;
- (b) Determination and verification personnel;
- (c) Other personnel involved in determination and verification work, including any operational or supervisory committee.

37. An IE shall identify its top management and other management personnel.

38. An IE shall make available to the JISC the documentation of its organizational and management structure, along with:

- (a) The names, qualifications, experience and terms of reference of top management and other management personnel, such as the senior executives, board members, senior officers and other relevant personnel;
- (b) An organization chart showing lines of authority, responsibility and allocation of functions.

B. Responsibilities and functions

39. An IE shall establish and implement a documented procedure for the allocation of responsibilities within the entity.

40. An IE shall make its allocation of responsibilities procedure publicly available.

41. The top management shall have overall responsibility for:



Joint Implementation Supervisory Committee

- (a) Developing policies and procedures relating to the IE's determination and verification work;
 - (b) Supervising and monitoring the implementation of policies and procedures;
 - (c) Ensuring impartiality of the operations of the IE;
 - (d) Ensuring adequate and competent human resources for determination and verification work;
 - (e) Making contractual arrangements with the IE's clients regarding determination and verification work;
 - (f) Approving final determination and verification opinions and reports;
 - (g) Establishing and supervising the implementation of a quality management system in line with determination and verification responsibilities;
 - (h) Ensuring proper handling of the IE's clients' confidential information;
 - (i) Supervising the implementation of the complaints, disputes and appeals procedures;
 - (j) Supervising the IE's finances, administrative and legal matters.
42. The IE's management shall carry out the following tasks (management functions):
- (a) Implementation of the impartiality procedure, including:
 - (i) Documenting and declaring JI activities described in paragraph 48 below;
 - (ii) Identifying and analysing potential conflicts of interest situations described in paragraph 49 below;
 - (b) Implementation of all procedures relating to human resources and competence described in section VI. below, including:
 - (i) Employing a sufficient number of competent personnel;
 - (ii) Defining the competence for performing the determination and verification work;
 - (iii) Ensuring and demonstrating that the IE employs a sufficient number of competent personnel;
 - (iv) Recruiting the personnel;
 - (v) Monitoring the competence and performance of the personnel;
 - (vi) Providing training for the personnel;
 - (vii) Using external personnel, if necessary;
 - (viii) Maintaining personnel records;
 - (ix) Subcontracting, if necessary;
 - (c) Implementation of all determination and verification procedures described in section VII. below, including:



Joint Implementation Supervisory Committee

- (i) Conducting proposal and contract reviews;
 - (ii) Selecting determination and verification team members, technical experts and internal reviewers;
 - (iii) Approving final determination and verification opinions and reports;
 - (iv) Taking actions subsequent to final determination or verification;
 - (d) Implementation of the quality management system;
 - (e) Implementation of the confidentiality procedure;
 - (f) Implementation of the complaints, disputes and appeals procedures;
 - (g) Maintenance of records of judicial processes.
43. An IE shall identify its central office with regard to its JI activities.
44. The management functions, as defined in paragraph 42 above, shall be carried out at the IE's central office.
45. If an IE establishes a committee or body to supervise its determination or verification work, it shall establish and implement a documented procedure for the appointment, terms of reference and operation of such committee or body.



V. Impartiality

2. *An applicant independent entity shall meet the following operational requirements:*
- (a) *Work in a credible, independent, non-discriminatory and transparent manner, complying with applicable national law and meeting, in particular, the following requirements:*
- (i) *An applicant independent entity shall have a documented structure, which safeguards impartiality, including provisions to ensure the impartiality of its operations;*
- (ii) *If it is part of a larger organization, and where parts of that organization are, or may become, involved in the identification, development or financing of any Article 6 project, the applicant independent entity shall:*
- Make a declaration of all the organization's actual and potential Article 6 activities;*
 - Clearly define the links with other parts of the organization, demonstrating that no conflicts of interest exist;*
 - Demonstrate that no actual or potential conflict of interest exists between its functions as an accredited independent entity and any other functions that it may have, and demonstrate how business is managed to minimize any identified risk to impartiality. The demonstration shall cover all potential sources of conflict of interest, whether they arise from within the applicant independent entity or from the activities of related bodies;*
 - Demonstrate that it, together with its senior executive and staff, is not involved in any commercial, financial or other processes which might influence its judgement or endanger trust in its independence of judgement and integrity in relation to its activities, and that it complies with any rules applicable in this respect;*

A. General requirements

46. An IE shall work in a credible, independent, non-discriminatory and transparent manner and comply with applicable national laws. An IE shall avoid conflicts of interest situations and carry out its determination and verification work impartially.

47. An IE shall establish and implement a documented policy to commit the entire entity to act impartially in its determination and verification work.

B. Threats to impartiality

48. An IE shall declare and document all types of actual and potential JI activities that it and its related bodies carry out or will carry out, other than determination and verification work, including, at a minimum identification, development, financing, marketing and promotion of, and consultancy on, JI projects.



Joint Implementation Supervisory Committee

49. An IE shall identify and analyze, based on the information referred to in paragraph 48 above, all potential conflict of interest situations that may threaten its impartiality in carrying out determination or verification work.

C. Safeguarding impartiality

50. An IE shall establish a structure, such as a committee or body, that is separate from, and reports directly to, the top management, is independent from the IE's personnel performing determination and verification work, addresses impartiality issues relating to the IE's determination and verification work and ensures that its impartiality policy is effectively implemented.

51. An IE shall establish and implement a documented procedure to identify and avoid conflict of interest situations and mitigate or eliminate threats to its impartiality.

52. An IE's impartiality procedure shall ensure that:

- (a) The IE, in describing its organizational and management structure in accordance with paragraph 36 above, provides information on work carried out by its related bodies and their relationships with the IE;
- (b) No conflict of interest exists between the IE's determination or verification work and any other functions that it or its related bodies may have;
- (c) The IE, including its top management, other management personnel and other personnel, is not involved in any commercial, financial or other processes that may endanger its independence of judgment and integrity in relation to its determination and verification work;
- (d) The IE does not undertake determination or verification work if it or any of its related bodies is or has been engaged in any activity that has been identified as a direct threat to impartiality, including those listed in paragraph 48 above, unless it has put in place appropriate measures to preserve its ability to make impartial judgements and to form impartial opinions in its determination or verification work;
- (e) The IE does not subcontract determination or verification work to an organization that is or has been involved in any of the activities listed in paragraph 48 above;
- (f) The IE does not identify, develop, finance, market, promote or provide consultancy for JI projects for which it carries out determination or verification work;
- (g) Each staff member involved in determination or verification work is bound by the IE's impartiality policy and acts impartially through contractual or employment conditions and assignment conditions for each determination or verification;
- (h) The IE does not use personnel associated with the project participants of a JI project in any way within the last two years, to carry out determination or verification work for the JI project. If a person was involved in the development of a JI project, then he or she shall not be used at all for determination or verification for the JI project no matter how long ago the involvement was. In this context, the IE is ultimately responsible for ensuring that there is no conflict of interest threatening its impartiality;
- (i) The impartiality requirements regarding the use of external personnel and subcontracting, described in paragraphs 71-72 below and 74-76 below, are fulfilled.



VI. Human resources and competence

1. *An independent entity shall:*
- (b) *Employ a sufficient number of persons having the necessary competence to perform all necessary functions relevant to the verification of emission reduction units (ERUs) generated by Article 6 projects relating to the type, range and volume of work performed, under a responsible senior executive;*

 - (f) *Have the necessary expertise to carry out the functions specified in this and relevant decisions by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP), and, in particular, have sufficient knowledge and understanding of:*
 - (i) *The guidelines for the implementation of Article 6 of the Kyoto Protocol, and relevant decisions of the COP/MOP and of the Article 6 Supervisory Committee;*
 - (ii) *Environmental issues relevant to the verification of Article 6 projects;*
 - (iii) *The technical aspects of Article 6 activities relevant to environmental issues, including expertise in the setting of baselines and monitoring of emissions and other environmental impacts;*
 - (iv) *Relevant environmental auditing requirements and methodologies;*
 - (v) *Methodologies for the accounting of anthropogenic emissions by sources and/or anthropogenic removals by sinks;*

 - (g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*
 - (v) *Its policy and procedures for the recruitment and training of independent entity personnel, for ensuring their competence for all necessary functions and for monitoring their performance;*

A. General requirements

53. An IE shall establish and implement a documented policy that commits it to have the necessary expertise to carry out its determination and verification work and have sufficient knowledge and understanding of:

- (a) The JI guidelines and other relevant decisions of the CMP and the JISC;
- (b) Environmental impacts and issues associated with JI projects relevant to all sectoral scopes in which the IE operates;
- (c) Technical processes and aspects of JI projects associated with all sectoral scopes in which the IE operates;



Joint Implementation Supervisory Committee

- (d) Baseline and monitoring methodologies in each technical area within sectoral scopes, as appropriate, in which the IE operates, including methodologies for the accounting of emission reductions and removal enhancements;
- (e) Relevant environmental auditing requirements and methodologies.

B. Competence requirements for the entity

54. An IE shall employ a sufficient number of competent personnel, including determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers to perform all determination or verification work, taking into account the type, range and volume of work that the IE is carrying out or plans to carry out.

55. An IE shall establish and implement a documented procedure for defining the competence necessary for performing its determination and verification work.

56. The IE's competence definition procedure shall include, at a minimum, provisions for:

- (a) Defining the general competence criteria for performing its determination and verification work for the management personnel, determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers;
- (b) Defining the specific competence criteria for assessing application of baseline and monitoring methodologies, both JI specific approaches and methodologies approved by the CDM Executive Board, for each technical area within sectoral scopes, as appropriate, in which the IE operates;
- (c) Defining the specific competence criteria for assessing technical processes, environmental impacts as well as regulatory, financial and other technical and specific aspects of JI projects, for each technical area within sectoral scopes, as appropriate, in which the IE operates.

57. An IE shall establish and implement a documented procedure for analysing the competence of its management personnel and its personnel involved in determination or verification work, based on the competence criteria defined in paragraph 56 above, to ensure and demonstrate that the IE employs a sufficient number of competent personnel to carry out its determination and verification work.

C. Competence requirements for the management

58. An IE's management personnel shall have sufficient competence in determination and verification relevant to the sectoral scopes in which the IE operates so that it can approve the work and determination or verification opinion and report prepared by the determination or verification team in accordance with paragraph 87 below.

D. Competence requirements for the personnel

59. Any determination or verification team member and internal reviewer shall have sufficient knowledge and understanding of the JI guidelines, relevant decisions of the CMP and the JISC and all determination or verification requirements.

60. A determination or verification team shall collectively have sufficient knowledge and understanding of:

- (a) The Kyoto Protocol;



Joint Implementation Supervisory Committee

- (b) The regulatory requirements relevant to the sectoral scope(s) and the JI project under determination or verification;
 - (c) Data, information and data systems auditing requirements and methodologies relating to assessment of PDDs or monitoring reports;
 - (d) Quality management systems;
 - (e) English and any other languages so as to be able to communicate with clients and local stakeholders in their local languages.
61. A determination or verification team shall collectively have sufficient competence for assessing:
- (a) Application of baseline and monitoring methodologies, both JI specific approaches and methodologies approved by the CDM Executive Board, including:
 - (i) The selection, justification and quantification of a baseline scenario;
 - (ii) The project boundary;
 - (iii) The additionality of the proposed JI project to the baseline scenario;
 - (iv) The leakage;
 - (v) The quantification of GHG emission reductions or removal enhancements;
 - (vi) The adequacy of the monitoring plan;
 - (vii) The consistency between the determined project and the project implementation;
 - (b) Process technologies, project design, environmental impacts, financial aspects and other technical aspects of the JI project relevant to determination or verification.
62. A determination or verification team leader shall have the following additional competence:
- (a) Ability to manage determination or verification teams;
 - (b) Ability to communicate effectively with the client, and prevent and resolve disputes.
63. A technical expert shall have specialized knowledge and sufficient expertise in technical aspects of the JI project undergoing determination or verification, and sufficient knowledge of the IE's procedures relating to determination or verification.

E. Recruitment

64. An IE shall establish and implement a documented procedure for recruiting competent personnel for performing determination or verification work.

F. Monitoring of performance

65. An IE shall establish and implement a documented procedure for monitoring the competence and performance of all determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers.
66. The IE's performance monitoring procedure shall include a combination of on-the-job evaluation, review of determination or verification reports and evaluation of feedback from clients and stakeholders.



Joint Implementation Supervisory Committee

67. The IE's performance monitoring procedure shall include provisions for:
- (a) Monitoring the performance of the assessment of application of baseline and monitoring methodologies by determination or verification team members handling such aspects, and recording of the monitoring results;
 - (b) Taking appropriate action to ensure that competence requirements for assessment of application of baseline and monitoring methodologies are fulfilled.

G. Training

68. An IE shall establish and implement a documented procedure for providing training, including competence development, for its personnel involved in determination or verification work and its technical experts to improve their competence or to address new technical or regulatory needs.

69. The IE's training procedure shall include provisions for recording training results, evaluating the effectiveness of the training and providing additional training as needed.

70. An IE shall ensure that determiners, verifiers, determination and verification team leaders, technical experts and internal reviewers have access to up-to-date information on technical processes and technologies, baseline and monitoring methodologies, requirements relating to the implementation of JI projects and any other legal requirements.

H. Use of external personnel

71. If an IE uses external personnel for specific determination or verification work, it shall establish and implement a documented procedure for using such external personnel.

72. The IE's procedure for using external personnel shall ensure that:

- (a) The IE remains fully responsible for the determination or verification work performed by any external determiners, verifiers, determination or verification team leaders or technical experts;
- (b) The IE enters into a written agreement that requires that the external personnel comply with all of the IE's determination and verification policies, procedures and requirements applicable to their work, addresses impartiality and confidentiality requirements, and also requires the external personnel to notify the IE if the external personnel have any existing or prior association with the client.

I. Personnel records

73. An IE shall establish and implement a documented procedure for maintaining up-to-date personnel records of its management personnel and its personnel performing determination or verification work, including those external to the IE. These records shall include relevant education, training, experience, performance monitoring, affiliations and professional status of the personnel performing these.

J. Subcontracting

74. If an IE subcontracts determination or verification work to another legal entity, it shall establish and implement a documented subcontracting procedure.

75. The IE's subcontracting procedure shall ensure and demonstrate that:



Joint Implementation Supervisory Committee

- (a) The IE remains fully responsible for the work carried out by the subcontractor;
 - (b) The subcontractor complies with all IE's determination and verification policies, procedures and requirements applicable to its work and provides evidence of this;
 - (c) The subcontractor's personnel identified to perform the determination or verification work meet the IE's personnel competence requirements;
 - (d) The IE enters into a written agreement that requires that the subcontractor comply with all of the IE's determination and verification policies, procedures and requirements applicable to its work, addresses impartiality and confidentiality requirements, and also requires the subcontractor to notify the IE if it has any existing or prior association with the client.
76. The IE shall not subcontract any of its management functions.



VII. Determination and verification processes

1. *An independent entity shall:*

- (e) *Have documented internal procedures for carrying out its functions including, inter alia, procedures for the allocation of responsibilities within the organization and for handling complaints. These procedures shall be made publicly available;*

A. Proposal and contract review

77. An IE shall establish and implement a documented procedure for reviewing requests from potential clients for determinations or verifications and for evaluating whether the IE is capable of carrying out the requested work (proposal and contract review procedure).

78. The IE's proposal and contract review procedure shall ensure that, before submitting any proposal to potential clients for carrying out determination or verification work and before concluding any contract for carrying out such work, the IE has established that:

- (a) The project falls within the IE's accredited sectoral scopes, or within those applied for accreditation where the IE may act provisionally as an accredited independent entity in accordance with the "Clarification regarding conditions for designated operational entities for acting provisionally as accredited independent entities" (C-JI-ACCR-01);
- (b) The IE and its personnel involved in the determination or verification do not have any conflicts of interest with the client or the project and can perform the work impartially, in accordance with section V. above;
- (c) The IE has available human resources to perform the requested determination or verification with necessary competence, in accordance with section VI. above.

79. The IE's proposal and contract review procedure shall ensure that:

- (a) The IE maintains records of information and results of all proposals or contracts reviewed;
- (b) The IE concludes legally enforceable contracts with clients for carrying out determination or verification work.

B. Determination and verification team member selection

80. An IE shall establish and implement a documented procedure for the selection of determination and verification team members and, if necessary, technical experts.

81. The IE's determination and verification team member selection procedure shall include provisions for appointing one determiner or verifier as the determination or verification team leader and, as appropriate, for the selection of technical experts for each determination or verification. The procedure shall ensure that the persons in the determination or verification team:

- (a) Are independent from the client and the JI project and can act impartially, in accordance with section V. above;



Joint Implementation Supervisory Committee

- (b) Have the competence required for the determination or verification under contract, in accordance with section VI. above.

C. Determination and verification

82. An IE shall establish and implement a documented procedure for carrying out its determination and verification work in accordance with section E of the JI guidelines, relevant decisions of the CMP and the JISC and all determination and verification requirements.

83. The IE's determination and verification procedure shall ensure that:

- (a) The determination or verification team prepares a determination or verification plan for each determination or verification. A determination or verification plan shall cover all steps of the determination or verification, identify all tasks to be performed during the determination or verification, identify the persons (determination or verification team members and internal reviewer) who will perform these tasks, and include a detailed timeframe for the determination or verification;
- (b) A final determination or verification opinion and report are prepared for each determination or verification, which take into account the internal review's results;
- (c) The IE carries out periodic updates and dissemination of new determination and verification requirements to all its determination and verification personnel.

D. Internal review

84. An IE shall establish and implement a documented procedure for conducting an internal review of each determination or verification opinion and report prepared by a determination or verification team.

85. The IE's internal review procedure shall ensure that an internal reviewer:

- (a) Is impartial and competent, and meets all requirements contained in sections V. and VI above;
- (b) Is not a determination or verification team member and exercises independent judgment.

86. If the internal reviewer also approves the final determination or verification opinion and report in accordance with paragraph 87 below, he/she shall also meet the competence requirements described in paragraph 58 above.

E. Approval of final determination or verification opinions and reports

87. An IE shall establish and implement a documented procedure for approving final determination and verification opinions and reports. This procedure shall ensure that the IE's management approves all final determination and verification opinions and reports before they are made publicly available and submitted to the JISC.

F. Actions subsequent to final determination or verification

88. An IE shall establish and implement a documented procedure for taking all necessary actions in response to a JISC review of an IE's determination or verification in accordance with paragraph 35 or 39 of the JI guidelines. This procedure shall ensure that these actions are taken by the IE's management.



Joint Implementation Supervisory Committee

89. An IE shall establish and implement a documented procedure for taking all necessary actions to comply with the obligation of acquiring assigned amount units (AAUs) or emission reduction units (ERUs) and placing them in the holding account of the host Party in accordance with paragraph 43 of the JI guidelines. This procedure shall ensure that these actions are taken by the IE's management.



VIII. Quality management system

1. *An independent entity shall:*

(g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*

(iii) *Its quality assurance policy and procedures;*

(iv) *Administrative procedures, including document control;*

A. General requirements

90. An IE shall establish and implement a quality management system (QMS) to ensure and demonstrate that its determination and verification work consistently complies with:

(a) The determination and verification requirements of the JI guidelines and relevant decisions of the CMP and the JISC;

(b) Its own documented policies and procedures.

91. The top management shall declare its commitment to the development and implementation of the QMS.

92. The IE's QMS shall include:

(a) A documented quality policy;

(b) A quality manual;

(c) All documented procedures necessary for effectively implementing the QMS, including a documented procedure for ensuring that the QMS quality policy is understood and implemented at all levels of the entity.

B. Quality manager

93. An IE shall appoint a JI quality manager who, regardless of other responsibilities, shall be responsible for:

(a) Ensuring that the IE establishes, implements and maintains procedures for its QMS;

(b) Reporting the performance of the QMS to the top management and proposing improvement, as needed.

C. Documents and records

94. An IE shall establish and implement a documented procedure for controlling all documents described in paragraph 92 above and any other documented procedures required by this standard, including external documents relating to the JI requirements (documents control procedure).



Joint Implementation Supervisory Committee

95. An IE shall establish and implement a documented procedure and system for controlling its determination and verification records.

96. The IE's records control procedure and system shall have provisions for:

- (a) Identifying, collecting, indexing, accessing, filing, storing, protecting and retrieving its determination and verification records;
- (b) Protecting and backing up records stored electronically;
- (c) Preventing unauthorised access to or amendment of these records;
- (d) Defining retention time and modality of disposition of records.

D. Internal audits

97. An IE shall establish and implement a documented procedure for periodically conducting internal audits of its determination and verification work, at least once a year and in accordance with a pre-determined schedule and procedure. The purpose of the internal audits is to assess whether the IE's operations continue to comply with determination and verification requirements of the JI guidelines and relevant decisions of the CMP and the JISC and its own documented policies and procedures.

98. The internal audits shall:

- (a) Be conducted by personnel competent and independent of the functions audited, either internal qualified personnel or external qualified experts;
- (b) Ensure that the areas of functions audited, the audit findings and the non-conformities are documented and recorded.

E. Corrections, corrective actions and preventive actions

99. An IE shall establish and implement a documented procedure for eliminating the non-conformities and the causes of the non-conformities identified by internal or external audits and by assessments conducted by JI-ATs, such as on-site assessments, regular on-site surveillances, initial and ex-post witnessing activities or spot-checks (QMS non-conformities handling procedure).

100. The IE's QMS non-conformities handling procedure shall include provisions for:

- (a) Defining the responsibilities and authorities of personnel for the management of non-conformities;
- (b) Determining the causes of non-conformities and defining appropriate corrections and corrective actions to ensure compliance with the determination and verification requirements of the JI guidelines, relevant decisions of the CMP and the JISC and the IE's own documented policies and procedures;
- (c) Implementing the corrections and corrective actions in a timely manner;
- (d) Ensuring the effectiveness of the corrections and corrective actions ;
- (e) Keeping records of all the non-conformities management processes.

101. An IE shall establish and implement a documented procedure for identifying, in a proactive manner, potential sources of non-conformities and opportunities for improvement, and for implementing preventive actions to prevent the occurrence of non-conformities.



Joint Implementation Supervisory Committee

F. Management review

102. An IE shall establish and implement a documented procedure for conducting management reviews of its QMS. The purpose of the management reviews is to assess whether the QMS effectively ensures that the IE consistently complies with the determination and verification requirements of the JI guidelines, relevant decisions of the CMP and the JISC and the IE's own documented policies and procedures.

103. The IE's QMS management review procedure shall ensure that :

- (a) The management review is conducted by the top management;
- (b) A management review is conducted at least once a year with a predetermined schedule and procedure;
- (c) The IE uses the findings of management reviews to make necessary changes and improvements to the QMS;
- (d) The IE documents and keeps records of the findings of management reviews and actions that it has taken accordingly.



IX. Confidentiality

2. *An applicant independent entity shall meet the following operational requirements:*
- (b) *Have adequate arrangements to safeguard confidentiality of the information obtained from Article 6 project participants in accordance with provisions contained in the present annex on guidelines for the implementation of Article 6.*

104. An IE shall establish and implement a documented procedure for safeguarding the confidentiality of client information that is marked proprietary or confidential unless the JI guidelines or a relevant CMP or JISC decision requires them to be made publicly available.

105. The IE's confidentiality procedure shall ensure that:

- (a) The personnel performing determination or verification work are bound by the confidentiality requirements, including as a minimum, by signing confidentiality agreements with the IE;
- (b) The IE does not disclose to a third party client information that is marked proprietary or confidential without the client's prior written consent, unless the JI guidelines or a relevant CMP or JISC decision requires them to be made publicly available;
- (c) The IE informs the client before making publicly available, as required by the JI guidelines or a relevant CMP or JISC decision, any client information that is marked proprietary or confidential;
- (d) The IE carries out its determination and verification work in accordance with the confidentiality provisions of the "Procedures on public availability of documents under the verification procedure under the Joint Implementation Supervisory Committee".



X. Complaints, disputes and appeals handling process

1. *An independent entity shall:*

- (e) *Have documented internal procedures for carrying out its functions including, inter alia, procedures for the allocation of responsibilities within the organization and for handling complaints. These procedures shall be made publicly available;*
- (g) *Have a management structure that has overall responsibility for performance and implementation of the entity's functions, including quality assurance procedures, and all relevant decisions relating to verification. The applicant independent entity shall make available:*
 - (vi) *Its procedures for handling complaints, appeals and disputes;*

A. Complaints

106. An IE shall establish and implement a documented procedure for receiving, managing, evaluating, deciding and taking any follow-up actions, if needed, on expressions of dissatisfaction, other than appeals, by any person or organization to the IE relating to the IE's determination or verification work (complaint).

107. The IE's complaint handling procedure shall include provisions for:

- (a) Receiving, acknowledging of receipt of complaints, and keeping records of complaints and any actions taken in response to them;
- (b) Gathering and evaluating of all necessary information for assessing the nature of the complaint, investigating the motives of the complaint and deciding on the actions to be taken in response to the complaint, if any;
- (c) Evaluating whether the complaint relates to determination or verification work for which the IE is responsible for;
- (d) Ensuring that, if an investigation reveals the IE's non-compliance with JI accreditation requirements, appropriate corrections and corrective actions are taken;
- (e) Keeping confidential the identity of the complainant and the details of the complaint;
- (f) Ensuring that the IE's personnel engaged in the complaint handling process are different from those who are subject of the complaint;
- (g) Providing the complainant with a formal notice of the outcome of the investigation resulting from the complaint.

108. An IE shall make its complaint handling procedure publicly available.



Joint Implementation Supervisory Committee

B. Disputes

109. An IE shall establish and implement a documented procedure for handling disagreements between the IE and a client on the IE's determination or verification opinion or report (disputes).

110. An IE shall make its dispute handling procedure available to the client upon request.

C. Appeals

111. An IE shall establish and implement a documented procedure for receiving, managing, evaluating, deciding and taking any follow-up actions on requests by its clients for reconsideration of a decision made in its determination or verification work (appeals).

112. For each appeal, the IE shall establish an independent appeal panel responsible for making a final decision on the appeal. The appeal panel shall ensure that its decision on the appeal and any follow-up actions taken, if needed, do not result in discrimination against the appellant.

113. The appellant and the IE shall agree upon the composition of the appeal panel, which shall be composed of:

- (a) At least one person from the IE who was not involved in the determination or verification that is the subject of the appeal;
- (b) At least one person from the client who was not involved in the project undergoing determination or verification that is the subject of the appeal;
- (c) Any number of neutral third parties as agreed by the appellant and the IE.

114. The IE's appeal-handling procedure shall include provisions for:

- (a) Defining the establishment and operation conditions of the appeal panel;
- (b) Receiving, acknowledging of receipt of appeals, and recording appeals and any actions taken in response to them;
- (c) Gathering and evaluating of all necessary information for assessing the nature and validity of the appeal, investigating the motives of the appeal and deciding on the actions to be taken in response to the appeal;
- (d) Ensuring that, if the investigation identifies non-compliance with JI accreditation requirements by the IE, appropriate corrections and corrective actions are taken;
- (e) Providing the appellant with a formal notice of the outcome of the investigation resulting from the appeal and the final decision by the appeal panel.

115. An IE shall make its appeal handling procedure available to the client.



XI. Pending judicial processes

1. *An independent entity shall:*

(h) *Not have pending any judicial process for malpractice, fraud and/or other activity incompatible with its functions as an accredited independent entity.*

116. An IE shall not have pending any judicial process for malpractice, fraud or other activity incompatible with its determination or verification work.

117. An IE shall provide a declaration that it does not have pending any judicial process for malpractice, fraud or other activity incompatible with its determination or verification work.

118. An IE shall maintain a record of all past and pending judicial processes for malpractice, fraud or other activity incompatible with its determination or verification work.
