



सत्यमेव जयते

Ministry of Power



Ministry of Environment,  
Forest and Climate Change



## Draft Document

# Accreditation Eligibility Criteria and Procedure for Accredited Carbon Verification Agency



Bureau of Energy Efficiency

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## 1. Introduction

- 1.1. The verification of GHG emission intensity reduced by the obligated entities shall be carried by the agency as accredited by the Bureau of Energy Efficiency (BEE) called as Accredited Carbon Verification Agency (ACV).
- 1.2. As per clause (9) of CCTS notification, Bureau of Energy Efficiency (BEE) in its capacity as administrator shall publish the procedure including eligibility criteria for accreditation of any agency to function as accredited carbon verification agency.
- 1.3. The objective of this document is as follows:
- 1.3.1. Provide a clear and transparent procedure for accreditation of any eligible firm as the Accredited Carbon Verification Agency to undertake verification activity under ICM and other programs.
- 1.3.2. Provide minimum requirements that the applicant agency shall fulfil to become eligible for accreditation as an Accredited Carbon Verification agency.
- 1.3.3. Through robust accreditation procedure for the accreditation of competent neutral verifying agencies as ACV

## 2. Sectoral scope of accreditation

- 2.1. The verification agency shall meet the accreditation eligibility criteria as defined in the Section (3) of this document.
- 2.2. The ACV carrying out verification under the ICM has to be accredited for the sectoral scope where activity needs to be carried out.
- 2.3. The ACV that is planning to carry out verification under the ICM must apply for accreditation in one or more sectoral scopes for accreditation listed in Table 1.

**TABLE 1: LIST OF SECTORAL SCOPE FOR ACCREDITATION**

Sr. No	Sectoral Scope
1	PAT – Designated Consumer Sectors
2	Energy (renewable/non-renewable)
3	Energy distribution
4	Energy demand
5	Construction
6	Transport

7	Mining/Mineral production
8	Fugitive emissions – from fuels (solid, oil, and gas)
9	Fugitive emissions – from Industrial gases (halocarbons and sulphur hexafluoride)
10	Solvents use
11	Waste handling and disposal
12	Agriculture, forestry and other land use (AFOLU)
13	Livestock and manure management
14	Carbon capture and storage
15	Green Hydrogen and its derivatives

### 3. Eligibility Criteria

#### 3.1. Legal Status and Matters

- 3.1.1. The ACV shall be a firm registered under the Indian Partnership Act 1932 (9 of 1932) or a company incorporated under the Companies Act 1956 (1 of 1956), or any other legal entity competent to sue or to be sued or enter into contracts.
- 3.1.2. The ACV shall not have any pending judicial process for malpractice, fraud, or other activity incompatible with verification functions required under the CCTS.
- 3.1.3. The ACV shall maintain a record of all the judicial processes pending against it as well as information as regards to judicial cases held in the past.
- 3.1.4. If the subject matter of a judicial process pending or instituted against the ACV is such that it is incompatible with its functions as verifier, the ACV shall promptly report the matter to the Bureau.

#### 3.2. Financial stability

- 3.2.1. The ACV shall 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 organisation - a net worth of rupees twenty lakh shall apply.
- 3.2.2. The ACV in their application shall provide -evidence of financial resources including the previous three years' financial statements (for companies existing for more than three years, balance sheets, profit, and loss accounts, etc.), or any other relevant evidence such as shareholder contribution for newly established companies.

### **3.3. Liability**

3.3.1. The ACV shall demonstrate that it has analysed, identified, and evaluated the nature, scale, and impact of all potential financial risks arising from its verification activity and has adequate arrangements to cover the identified financial risks.

### **3.4. Confidentiality**

3.4.1. The ACV shall be responsible, through legally enforceable agreements, for the management and confidentiality of all information obtained or developed during the performance of verification activities.

3.4.2. The ACV and its personnel shall keep all information obtained in the verification, as confidential unless they are required by law. The obligated entity, in such cases would be notified that the information is released.

### **3.5. Management structure**

3.5.1. The ACV shall have a management structure that has overall responsibility for the performance and implementation of the agency's functions, including quality assurance procedures and final decision-making on verification.

3.5.2. At the minimum, the ACV shall have following resources for accreditation

- a) has at least one full time Accredited Energy Auditor whose name is included in the list of the Accredited Energy Auditors maintained by the Bureau under regulation 7 of the Bureau of Energy Efficiency (Qualifications for Accredited Energy Auditors and Maintenance of their List) Regulations, 2010;
- b) has at least two full time energy auditors (for definition of “energy auditor” refer Clause (c) of sub-regulation (1) of regulation 2 of the Bureau of Energy Efficiency (Qualifications for Accredited Energy Auditors and Maintenance of their List) Regulations, 2010;
- c) has sector experts (full time or part time) with required experience and competency for the sectors where ACV is to conduct verification activities.

3.5.3. The ACV 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.

3.5.4. The ACV shall document the names, qualifications, experience, and terms of reference of the top management personnel and other management personnel responsible for the ACV's verification activities.

3.5.5. The ACV shall establish, document, implement, and maintain a procedure for the allocation of responsibility within the organisation.

### 3.6. Team composition (Compliance mechanism)

3.6.1. The minimum qualification and competence requirement for verification team is as per Table 2.

**TABLE 2: TEAM COMPOSITION FOR COMPLIANCE MECHANISM**

Team Composition	Role	Minimum Requirements
<b>Team Lead</b>	Lead auditor	<p><b>Educational qualification:</b> Bachelor of Engineering/Bachelor of Technology or equivalent</p> <p><b>Certification:</b> Accredited Energy Auditor by the Bureau and Training/Certification on GHG Verification</p> <p><b>Competency Requirement:</b> A lead auditor shall meet the competence requirements for auditor and shall have demonstrated competence to lead a verification/audit team and to be responsible for carrying out the verification activities.</p>
<b>Team Members (2 members)</b>	Auditors	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology/Architect or equivalent or</li> <li>• Diploma engineering or equivalent or</li> <li>• Master in Science or equivalent</li> </ul> <p><b>Certification:</b> Certified Energy Auditor by Bureau and Training/Certification on GHG Verification</p>

Team Composition	Role	Minimum Requirements
		<p><b>Competency Requirement:</b></p> <ul style="list-style-type: none"> <li>• Ability to apply generic verification concepts (evidence gathering, risk management, auditing techniques, application of the level of assurance);</li> <li>• 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;</li> <li>• Knowledge of rules and regulations under the CCTS;</li> <li>• Other business skills such as communication, analytical, statistical, and financial;</li> <li>• Collection of information through effective interviewing, listening, observing, and reviewing documents, records, and data;</li> <li>• Knowledge on data, information, and system auditing techniques and methodologies;</li> <li>• Risk assessment techniques and methodologies;</li> <li>• Data and information sampling techniques and methodologies;</li> <li>• Ability to verify the accuracy of collected information, evaluation of the sufficiency, and appropriateness of gathered evidence to support verification findings and conclusions;</li> <li>• Knowledge and experience in the sector specific technical monitoring and reporting aspects that are relevant for the</li> </ul>



Team Composition	Role	Minimum Requirements
		scope of accreditation in which the auditor is carrying out verification.
<b>Sector Expert</b>	Technical Guidance	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology/Architect or equivalent or</li> <li>• Diploma engineering or equivalent or</li> <li>• Master of Science or equivalent</li> </ul> <p><b>Certification:</b> Training/Certification on GHG Verification</p> <p><b>Experience:</b> At least 10 years of experience in the sector where verification activity is undertaken (process/energy expert)</p>
<b>Independent Reviewer</b>	Review	Same requirement as of Team Lead

### 3.7. Team composition (for Other mechanisms)

3.7.1. The minimum qualification and competence requirement for verification team is as per Table 3.

**TABLE 3: TEAM COMPOSITION FOR OTHER MECHANISMS**

Team Composition	Role	Minimum Requirements
<b>Team Lead</b>	Lead auditor	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology or</li> <li>• Diploma engineering or Master of Science or equivalent</li> </ul> <p><b>Certification:</b> Certified Energy Auditor by Bureau or Training/Certification on GHG Verification</p> <p><b>Experience:</b> At least 10 years' experience in validation and verification activity as team member in CDM activities</p> <p><b>Competency Requirement:</b></p>



Team Composition	Role	Minimum Requirements
		A lead auditor shall meet the competence requirements for auditor and shall have demonstrated competence to lead a verification/audit team and to be responsible for carrying out the verification activities.
<b>Team Members</b> <b>(2 members)</b>	Auditors	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology/Architect or</li> <li>• Diploma engineering or Master of Science or equivalent</li> </ul> <p><b>Certification:</b> Training/Certification on GHG Verification</p> <p><b>Experience:</b> At least 5 years' experience in validation and verification activity as team member</p> <p><b>Competency Requirement:</b></p> <ul style="list-style-type: none"> <li>• Ability to apply generic verification concepts (evidence gathering, risk management, auditing techniques, application of the level of assurance);</li> <li>• 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;</li> <li>• Knowledge of rules and regulations under the program;</li> <li>• Other business skills such as communication, analytical, statistical, and financial;</li> <li>• Collection of information through effective interviewing, listening, observing, and reviewing documents, records, and data;</li> <li>• Knowledge on data, information, and system auditing techniques and methodologies;</li> </ul>

Team Composition	Role	Minimum Requirements
		<ul style="list-style-type: none"> <li>• Risk assessment techniques and methodologies;</li> <li>• Data and information sampling techniques and methodologies;</li> <li>• Ability to verify the accuracy of collected information, evaluation of the sufficiency, and appropriateness of gathered evidence to support verification findings and conclusions;</li> <li>• Knowledge of and experience in the sector specific technical monitoring and reporting aspects that are relevant for the scope of accreditation in which the auditor is carrying out verification.</li> </ul>
<b>Sector Expert</b>	Technical Guidance	<p><b>Educational qualification:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering/Bachelor of Technology/Architect or equivalent or</li> <li>• Diploma engineering or equivalent or</li> <li>• Master of Science or equivalent</li> </ul> <p><b>Certification:</b> Training/Certification on GHG Verification</p> <p><b>Experience:</b> At least 10 years' experience in the sector where verification activity is undertaken (process/energy expert)</p>

### 3.8. Other terms and conditions for team composition

3.8.1. The ACV may utilise external individuals who may be self-employed, part of a one-person company or employed by any other company as sector experts to supplement its internal resources and shall be contracted by ACV to conduct such services.

3.8.2. The ACV shall be responsible for the activities of the individuals who are contracted. There should be a written agreement between ACV and the individual and it should clearly state that they meet the requirements and there is no conflict of interest.

- 3.8.3. The independent reviewer or technical reviewer that reviews the verification report and internal verification documentation shall not be part of the verification team.
- 3.8.4. The independent reviewer shall have the necessary competence to analyse the information provided to confirm the completeness and integrity of the information, to identify missing or contradictory information and to check data trails to assess whether the internal verification documentation is complete and provides sufficient information to support the draft verification report.
- 3.8.5. A sector expert can be considered expert for multiple areas or sectors if he is able to demonstrate the required expertise and experience.
- 3.8.6. The team lead or other members if they meet the requirement for sector expert can also act as sector expert for the team

### **3.9. Safeguarding impartiality**

- 3.9.1. Verification activity shall be undertaken impartially and the ACV shall be responsible for ensuring impartiality during its activities and shall not allow commercial, financial or other pressures to compromise impartiality.
- 3.9.2. The ACV shall always ensure integrity in its verification activities and shall work in a credible, independent, non-discriminatory, and transparent manner.
- 3.9.3. The ACV shall establish, document, and implement a policy on safeguarding impartiality, demonstrating its understanding of the possible influence that can be exerted on it as an organisation and/or on its personnel while performing its verification/certification functions, and stressing its commitment to fully address that issue.
- 3.9.4. The ACV shall ensure that its policy on safeguarding impartiality is understood and implemented at all levels of the organisation.
- 3.9.5. The ACV 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.
- 3.9.6. The ACV shall have a documented structure that safeguards impartiality of its operations.

3.9.7. If the ACV is part of a larger organisation, it shall ensure that no conflict of interest exists between its verification/certification functions and the functions of other parts of the organisation.

### **3.10. Competency requirements and management**

3.10.1. The ACV shall have access to personnel, facility, equipment, system, and support services that are necessary to perform its verification activities

3.10.2. The ACV shall have access to an adequate number of competent persons as required by ICM who meet the required qualification and experience criteria to undertake verification activities.

3.10.3. The ACV shall ensure that its personnel have the required competence for the duties and responsibilities that they undertake.

3.10.4. The ACV shall have documented process of determining and managing the competence of its personnel to undertake verification activity and shall include the following:

3.10.5. The ACV shall have a process in place to identify and appoint the team to undertake verification activity.

3.10.6. The ACV shall have a process in place to communicate the roles and responsibilities of team members to undertake the verification activity.

3.10.7. The ACV shall have a process to identify training needs and provide, as necessary, training on verification processes, requirements, methodologies, activities, and other relevant programmes.

3.10.8. The ACV shall monitor the competence and performance of its personnel.

3.10.9. The team members' competence shall include:

- (a) A clear understanding of their individual role in the verification process;
- (b) Ability to apply generic verification concepts (evidence gathering, risk management, auditing techniques);
- (c) 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 -CO<sub>2</sub> GHG

emissions where applicable, statistical uncertainty analysis of GHG emission calculations, and technical expertise related to the monitoring and reporting of GHG emissions;

(d) Knowledge of rules and regulations;

(e) Other business skills such as communication, analytical, statistical, and financial;

(f) Collection of information through effective interviewing, listening, observing, and reviewing documents, records, and data;

(g) Knowledge on data, information, and system auditing techniques and methodologies;

(h) Risk assessment techniques and methodologies;

(i) Data and information sampling techniques and methodologies;

(j) Ability to verify the accuracy of collected information, evaluation of the sufficiency, and appropriateness of gathered evidence to support verification findings and conclusions.

3.10.10. The verification “Team Lead” shall have in-depth knowledge and experience on sector specific monitoring and reporting issues related to the specific accreditation scope in which the verification is carried out. The team lead shall be supported by competent sector experts.

### **3.11. Records and Communication**

3.11.1. The ACV shall maintain and manage records of its verification activity, competence and impartiality.

3.11.2. 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 verification activity.

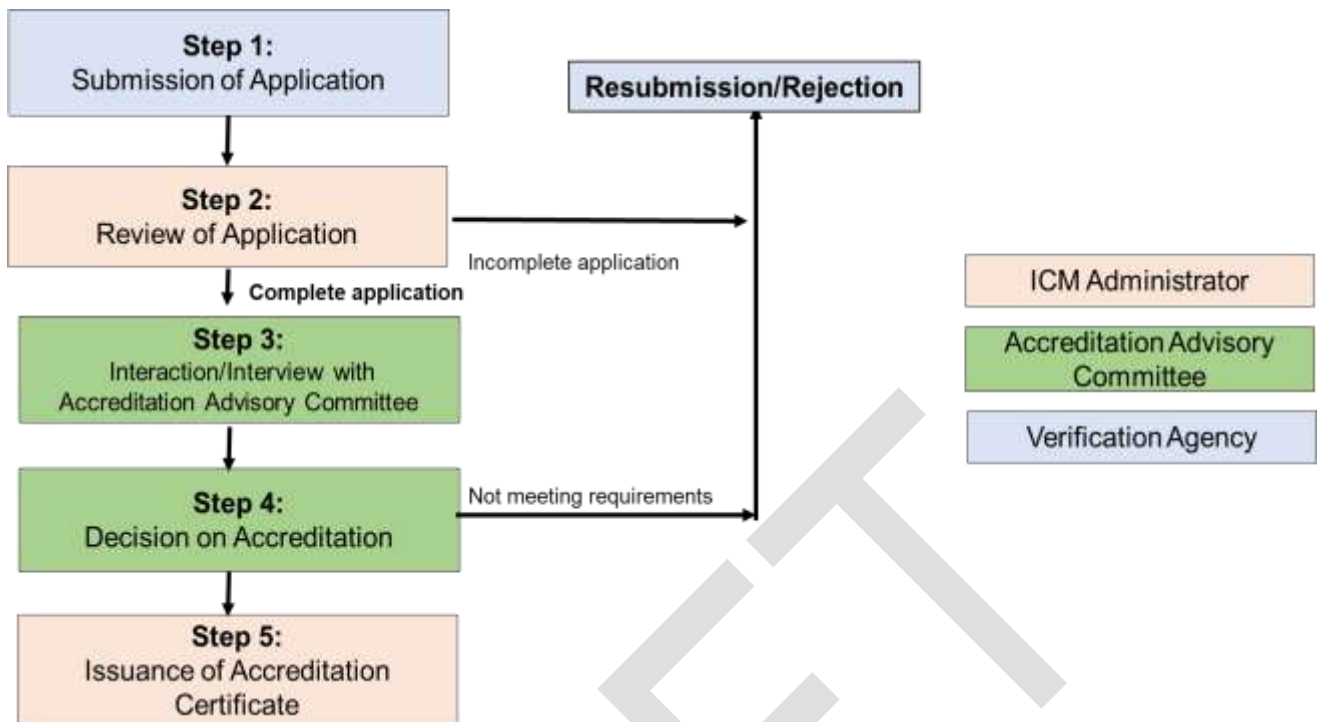
3.11.3. The ACV shall maintain record and communication for minimum five years from the date of completion of verification activity.

### **3.12. Procedures for Verification Activity**

- 3.12.1. The ACV shall establish, document, implement and maintain a procedure for carrying out verification activities under the compliance mechanism in accordance with the requirements of the CCTS rules and regulations.
- 3.12.2. The ACV shall establish, document, implement, and maintain a procedure for reviewing contracts with clients for the provision of and verification/certification services.
- 3.12.3. The ACV shall have a legally enforceable contract with the client for the provision of verifications/certification services and such a contract shall be in the name of ACV.
- 3.12.4. For each verification/certification conducted, an ACV 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 verification/certification and the contract.
- 3.12.5. Selection and appointment of verification team in accordance with the verification requirements as per CCTS and other program requirement.
- 3.12.6. The various steps in the verification process including strategic analysis, risk analysis, verification plan, actual verification (process analysis) and finalisation of the verification.
- 3.12.7. Issuance of final verification opinions and other requirement as per CCTS and other program requirement.
- 3.12.8. Independent of the verification activity.
- 3.12.9. Recording the information related to verification in internal verification documentation.
- 3.12.10. Submission of final verification report.

## **4. Accreditation Procedure**

The procedure for accreditation is as follows:



**FIGURE 1: ACCREDITATION PROCEDURE**

#### 4.1. Application for Accreditation

4.1.1. An eligible verification agency who wants to undertake the verification functions under the ICM shall submit to the Bureau a duly completed application form (refer annexure-I for form 1), along with a declaration of all other offices of the entity or outsourced entities where the entity's verification/certification functions are to be performed.

4.1.2. The verification agency in their accreditation application shall highlight the following

- a) Sectoral Scopes of accreditation under the ICM for which the agency is applying for accreditation.
- b) The resources and expertise for the accreditation scopes under the ICM for which accreditation is sought.
- c) Procedure for continued competence of its personnel carrying out verification activity.
- d) Policy and processes for ensuring the impartiality of its personnel.
- e) Procedures for verification activities and other relevant procedures such as the procedure for allocating responsibilities to personnel



- f) All documents and evidence indicating how they meet the eligibility criteria defined under Section 3 of the document.
- g) The agency shall provide documentary evidence to demonstrate the qualifications, knowledge and expertise of the personnel involved in verification, including sector specific knowledge and expertise of the relevant accreditation sector scope. This documentary evidence consists of various elements: e.g., certificate of energy auditor, experience in the relevant sector (years of experience), evidence of qualifications (degree/diplomas), other documents, procedures on competence, relevant internal competence criteria, etc.
- h) In addition, all other required documents to be submitted along with application form (refer annexure-II for documents to be submitted along with application)
- i) The agency shall pay the application fee of INR 10,000 along with the application form for accreditation.

## **4.2. Review of Application**

- 4.2.1. Once the application is received, Bureau will review the application and undertake a completeness check of the application documentation.
- 4.2.2. If the documentation is found incomplete, Bureau shall inform the applicant of the missing elements within two weeks of the application submission and request for re-submission.
- 4.2.3. Subsequent steps of the process shall only continue once all the requested documentation has been received by Bureau.
- 4.2.4. After receiving all required documents and required preliminary review, Bureau shall publish the name of the verification agency on the ICM website for stakeholder consultation.
- 4.2.5. The stakeholders shall have 15 days to provide any comments and information in respect of the verification agency to Bureau through an email communication.
- 4.2.6. After completion of the stakeholder consultation period, Bureau shall analyse the competence, impartiality and performance of the verification agency and,

based on that analysis prepare an assessment report in response to the verification agency application.

4.2.7. When assessing the competence, impartiality and performance of the verification agency for the purpose of preparing the assessment report, Bureau shall:

- i. Review documentation submitted by the verification agency;
  - ii. Based on submission Bureau shall assess procedures, processes, a representative number of internal audit documentation and verification reports as well as quality of recommendations and corrections;
  - iii. Analyse the performance of the verification team
  - iv. Bureau or its designated agency may visit the premises of verification agency if required.
- a) The assessment report shall include the following analysis:
- i. Knowledge, competence and experience of the verification agency and its personnel involved
  - ii. Evaluation of the audits and corresponding verification reports.
  - iii. The number and kind of sectors in which the agencies have worked.
  - iv. Proof of association of the applicants with number and kind of sector experts as well as the full time and part time resources.
- b) Bureau can also conduct site visits to the agencies' offices if required as part of the assessment.
- c) If during the preparation of assessment report any non-conformities are observed in the application, Bureau shall request the agencies to address those non-conformities.

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

4.3.1. Bureau for assessment and interaction/interview with the verification agency shall constitute an Accreditation Advisory Committee (AAC).

4.3.2. Bureau will invite the verification agency representative consisting of team lead and sector experts for interview with the AAC.

4.3.3. The AAC shall conduct the interview/interaction with the verification agency and will assess the competence based on the assessment report and interaction/interview with the agency.

#### **4.4. Decision on Accreditation**

4.4.1. Based on the interview and assessment report, the AAC shall decide on the verification agency's accreditation.

4.4.2. When taking the decision on accreditation, the AAC shall issue a recommendation to Bureau to

- a) accredit the verification agency for the sectoral scope in which they are eligible to carry out verification activities under the ICM or
- b) reject the application for accreditation.
- c) When rejecting the application for accreditation, the Bureau shall record the reasons for doing so in writing and communicate this to the verification agency within a period of one month from the date on which the verification agency was interviewed.

#### **4.5. Issuance of Accreditation Certificate**

4.5.1. The Bureau on acceptance of the recommendation of AAC shall issue the accreditation certificate to the verification agency as an 'Accredited Carbon Verification Agency (ACV).

4.5.2. On the issuance of the accreditation certificate by Bureau, the name of the ACV shall be entered in the register of 'list of accredited carbon verification agency and a certificate shall be granted on payment of the annual accreditation fee of INR 5000.

## **5. Validity, Cancellation, and withdrawal of Accreditation Certificate**

### **5.1. Validity of accreditation certificate**

5.1.1. The certificate of accreditation shall be valid for five years or until cancelled by the Bureau.

5.1.2. On expiry of the accreditation certificate validity, the ACV shall again apply for the re-accreditation.

- a) The agency should apply for re-accreditation before the accreditation expires.
- b) An ACV cannot verify emission reports under the ICM or other programs without a valid accreditation certificate or sectoral scope for which the ACV is carrying out verification.

## **5.2. Cancellation of accreditation certificates**

5.2.1. Bureau can suspend or restrict the scope of accreditation of an ACV on the following grounds:

- a) The ACV has not carried out verification in line with the accreditation requirements, applicable procedures and other specific terms and conditions required by Bureau;
- b) The ACV has persistently and repeatedly failed to meet the applicable requirements and procedures;
- c) A judicial process for malpractice, fraud, or other activity incompatible with verification functions has been launched against the ACV and is still pending.
- d) Bureau shall give opportunity to the ACV for hearing before cancelling the accreditation certificate.
- e) Bureau shall terminate the suspension of an accreditation certificate where it has received satisfactory information and is confident that the ACV meets the requirements.

## **5.3. Withdrawal of accreditation certificates**

5.3.1. Bureau shall withdraw the accreditation certificate of any agency on the following grounds:

- a) The ACV has failed to remedy the grounds for a decision to suspend the accreditation.
- b) If the certificate of accreditation has been granted based on incorrect, misleading, or false information.
- c) The ACV has committed a serious breach of the requirements and applicable procedures.

- d) If a member of the top management of the ACV or a person of the ACV's staff involved in verification activities has been found guilty of professional misconduct or fraud.
- e) The ACV has intentionally provided false information or concealed information.
- f) If the person has failed to pay annual accreditation fee,
- g) Bureau shall give opportunity to an agency or individual for hearing before withdrawing the accreditation certificate.
- h) Bureau shall terminate the withdrawal of an accreditation certificate where it has received satisfactory information and is confident that the ACV meets the requirements.

## 6. Performance Monitoring of ACV

- 6.1.1. Bureau may call upon the accredited energy agency to furnish - Information relating to details of verification activity conducted along with necessary documentation.
- 6.1.2. Bureau shall also monitor the performance of the ACV for the verification activity by requesting ACV to submit annual report on verification activity
- 6.1.3. Bureau can also carry out regular surveillance of the ACV and can comprise of a visit to the premises of the ACV to assess procedures, verification reports, internal audit information,
- 6.1.4. Where non-compliance is identified by Bureau, ACV shall take necessary action to correct this non-compliance. Where this non-compliance is not corrected, Bureau shall decide on the impact of this non-compliance on the accreditation of the ACV.
- 6.1.5. Based on the results of the surveillance Bureau shall decide whether to confirm the continuation of the accreditation
- 6.1.6. Bureau may give the information received by it as part of accreditation procedure to the public through ICM website or through any publication.

## 7. Accreditation Advisory Committee

### 7.1. Constitution of Accreditation Advisory Committee

7.1.1. The Bureau may, for the purpose of grant of certificate of accreditation constitute an Accreditation Advisory Committee

7.1.2. The Accreditation Advisory shall consist of the following members namely:-

**TABLE 4: ACCREDITATION ADVISORY COMMITTEE MEMBERS**

Sr. No	Member	Role
1.	Joint Secretary or equivalent to the Government of India in Ministry of Environment Forest and Climate Change	- ex-officio Chairperson
2.	Joint Secretary or equivalent to the Government of India in Ministry of Power	- ex-officio Member
3	Joint Secretary or equivalent to the Government of India in Ministry of New and Renewable Energy	- ex-officio Member
4.	Joint Secretary or equivalent to the Government of India in Ministry of Steel	- ex-officio Member
5.	Director, Bureau of Energy Efficiency	- ex-officio Member Secretary

### 7.2. Meetings of Advisory Committee :

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

7.2.2. A notice of not less than seven days, from date of issue, shall be ordinarily given to the members of each meeting of the AAC.

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

7.2.4. The minutes of the proceedings of each meeting shall be circulated to each member of the AAC.

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

## Annexure List of Formats

### Annexure A APPLICATION FOR ACCREDITATION

#### Form I

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

Dear Sir/Madam,

I am working as ..... (designation) at ..... (full address of the place of work)) .....and on behalf of my organization ...(full legal name of organization).., I hereby apply for accreditation for certification to be a designated Accredited Carbon Verifier.

The attested photocopies of the following documents are enclosed:-

- a) Documentation on Legal Status of organization
- b) Last Three years' financial statements of organization
- c) Documentation on the organization's quality assurance policy and procedures, including its procedures for performing validation and verification and certification within the mechanisms applied for
- d) Documentation on organization's administrative procedures including document control
- e) An organizational chart showing lines of authority, responsibility and allocation of functions

3. I am enclosing the fee by Demand Draft No ..... dated ..... issued by Bank----- drawn in favour of "Bureau of Energy Efficiency", payable at "New Delhi" "as application fee of rupees \_\_\_\_\_( \_\_\_\_\_);.

4. I request that the review and verification 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.....



Application Serial Number _____ (to be filled by BEE) As on _____ (DD/MM/20YY)		
<b>a)</b>	<b>Organization Details</b>	
1.	Organization's Name	
2.	Type of Organization (Private/Public/NGO etc)	
3.	Organization's Complete Postal Address	
4.	Year of Establishment of Organization	
5.	Contact Person's Name, Email Address and Contact Number	
6.	Contact Person's Designation in Organization	
7.	Revenue in Latest three years / Net Worth (INR Lakhs)	
8.	Authorised Signatory Person's Name, Email Address and Contact Number	
9.	Authorised Signatory Person's Designation in Organization	
<b>b)</b>	<b>Accreditation Activities</b>	
10.	Accreditation for Mechanism	Compliance Mechanism _____
	Initial Accreditation	
	Extension of Scope and/or Sector of Accreditation	
	Re-Accreditation	
	Others (please specify)	
11.	Reference of sectoral scope(s) applied for under Offset mechanism	
12.	Reference for Sectors applied for under Compliance Mechanism	
13.	Total Number of Employees in Organization	
14.	Total Number of Employees involved in area(s) seeking Accreditation	

15.	Description of the main activities of the Organization. Please underline those activities for which accreditation is sought.								
16.	<p>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:</p> <table border="1" data-bbox="288 685 1388 981"> <tr> <td data-bbox="288 685 794 745">Parent Organization</td> <td data-bbox="794 685 1388 745"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="288 745 794 806">Branches at Other Locations</td> <td data-bbox="794 745 1388 806"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="288 806 794 866">Other Organization(s) in Group</td> <td data-bbox="794 806 1388 866"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="288 866 794 981">Name, Address and Contact Number for chosen entity</td> <td data-bbox="794 866 1388 981"></td> </tr> </table>	Parent Organization	<input type="checkbox"/>	Branches at Other Locations	<input type="checkbox"/>	Other Organization(s) in Group	<input type="checkbox"/>	Name, Address and Contact Number for chosen entity	
Parent Organization	<input type="checkbox"/>								
Branches at Other Locations	<input type="checkbox"/>								
Other Organization(s) in Group	<input type="checkbox"/>								
Name, Address and Contact Number for chosen entity									
<b>c)</b>	<b>Status of Organization</b>								
17.	<p>Does the Organization have any pending judicial process for malpractice, fraud, and/or other activity?</p> <p>If yes, provide further details on status.</p>								
18.	<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>								
19.	<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>								
20.	<p>Has the organization ever been accredited before to under other offset standards?</p>								

	If yes, provide details of accreditation	
21.	Has the organization ever been empaneled as Em-Accredited Energy Auditor firm ?  If yes, provide details of empanelment	
22.	Does the organization have an established formal system for conducting verification activities?  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	
23.	Provide information on systems implemented at your organization to safeguard impartiality	
24.	Provide information on systems at your organisation for determining and managing competency of its personnel	
25.	Provide information on how verification activity is planned at your organization ?	
26.	Provide information on how appeals and complaints are handled at your organization ?	
d)	<b>Relevant Staff Members (senior management)</b> For each staff member having responsibility for a product or service for which accreditation is sought, please give the following details.	
27.	Name	
	Position	
	Area of Responsibility	
	No. of staff directly/indirectly supervised	
	Work Experience and Training Details	
	Certifications	
28.	Name	
	Position	
	Area of Responsibility	

	No. of staff directly/indirectly supervised	
	Work Experience and Training Details	
	Certifications	
29.	Name	
	Position	
	Area of Responsibility	
	No. of staff directly/indirectly supervised	
	Work Experience and Training Details	
	Certifications	
30.	Name	
	Position	
	Area of Responsibility	
	No. of staff directly/indirectly supervised	
	Work Experience and Training Details	
	Certifications	
31.	Name	
	Position	
	Area of Responsibility	
	No. of staff directly/indirectly supervised	
	Work Experience and Training Details	
	Certifications	
32.	Please provide above details for other staff involved in Validation/Verification services	
33.	Any other remarks	

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

Place.....

Date:.....

Signature

Name.....

Designation.....

For and on behalf of.....

Annexure B: Documents to be submitted along with application

Annexure B

**DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM**

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

Sr.No	List of Documents	Remarks
1.	Documentation on Legal Status of organization	
2.	Last Three years' financial statements of organization (Balance Sheet and Profit and Loss Statement)	
3.	Net Worth of Company (applicable in case of newly incorporated organisations)	
4.	Documentation on the organization's quality assurance policy and procedures, including its procedures for performing validation and verification and certification within the scope applied for	
5.	Documentation on organization's administrative procedures including document control	
6.	Documentation indicating organizational chart showing lines of authority, responsibility, and allocation of functions	
7.	Documentation on process for Safeguarding Impartiality	
8.	Documentation on process for determining competency requirement	
9.	Documentation on process for conducting verification activity	
10.	List of Programs (offset) where the agency is already accredited along with required proof	
11.	List of Projects verification by agency under various programs in the last ten years (provide validation/verification report for 5 sample projects)	
12.	List of sector experts with experience and competence for sectoral scope where agency is applying for accreditation under ICM Offset Mechanism – along with proof of association	

13.	List of sectors and organizations where agency has conducted energy audits in the last ten years (provide energy audit reports for 5 sample industry)	
14.	List of organisations where agency has conducted GHG accounting/verification study in the last ten years (provide for 5 sample industry)	
15.	List of team members indicating their experience and competency and proof of association (along with their CEA certificates)	
16.	Other Documents – PAN Card/GST Registration Certificate	

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