

Department	ABC Validation & Verifications Quality Manual	No.	QM/01
Management		Issue No.	01
		Date	01-01-2024

Quality Manual

Reference Standard	ISO/IEC 17029:2019, ISO 14065:2020
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	Prepared By	Approved By	Issued By
Name			
Designation			
Sign			
Date			

Chapter → 1.0 General Information	
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Chapter → 2.0 Authorization Statement and Company Profile	
2.1	Authorization Statement
ABC Validation & Verification is committed to the establishment and maintenance of management system given in this manual and implemented by ABC, to meet the requirements of ISO/IEC 17029:2019 and ISO 14065:2020. The members of ABC Validation and Verifications strictly adhere to the various quality procedures and work instructions as supported by the policies outlined in this manual. Mr. _____ has been appointed as Management Representative and Mr. _____ has been appointed as Technical Manager of ABC Validation & Verifications. The Management Representative is responsible for ensuring compliance with the quality requirements stipulated in this manual. Management Representative is authorized to ensure that the management system is established, implemented, and maintained by the ABC Validation & Verifications. The Managing Director and employees of ABC Validation & Verification give full support and cooperation to Management Representative. Technical Manager assumes responsibility of Management Representative. Technical Manager is responsible for ensuring compliance with the validation/verification requirements. Mr. _____ Managing Director ABC Validation & Verifications	

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Department	ABC Validation & Verifications Quality Procedure	No.	QP/VMS/08
Management		Issue No.	01
		Date	01-01-2024

1.0 Purpose

The purpose of this procedure is to describe the method followed for the execution of validation / verification activities at client place.

2.0 Scope

2.1 This procedure covers activities related to execution of validation / verification activities performed at client's place as per the standard / scheme and sector / criteria.

3.0 Responsibility

3.1 **Technical Manager** is responsible for coordinating the activities with the client before execution of validation / verification activities.

3.2 **Evaluation team (Team Leader and Evaluators)** are responsible to perform validation / verification as per the validation / verification agreement.

4.0 Description of Activity

4.1 Communication is done with client representative by Technical Manager regarding the travelling, lodging and boarding arrangement of evaluation team as per the scheduled validation / verification.

4.2 Evaluation team visit the client's place.

4.3 Initially at the beginning the opening meeting is conducted with the team of technical personnel of client and objective of validation / verification is made clear to them. During opening meeting, they are asked to be open and to provide access to the relevant documents and data as a part of evaluation as one of the techniques for validation / verification. The content of the opening meeting is given in the Table-1.

4.4 During opening meeting, the tentative plan is conveyed and is agreed between evaluation team and client to proceed further for the validation / verification activities.

4.5 During evaluation followings are done:

4.5.1 Collection of sufficient objective evidence on original data/information, ensuring its traceability through the data/information management process, any further analysis and calculation against the specific standard / scheme;

4.5.2 Identification of mis-statements and consideration of their materiality against the specific standard / scheme;

4.5.3 Assessment of conformity with specified requirements, taking into account the validation / verification program, such as per requirements of standard or scheme.

4.6 All the data are verified as per the standard / scheme.

4.7 Data are cross verified by manual verification as well as cross verification using calibrated equipment.

4.8 Based on above review detail validation / verification statement or report is prepared with the mis-statement.

4.9 Opportunity is given to client to clear the mis-statement and correct the data.

4.10 The validation / verification report is agreed with the client representative.

4.11 Signature of client is taken in the validation / verification report.

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Department	ABC Validation & Verifications Quality Procedure	No.	QP/VMS/09
Management		Issue No.	01
		Date	01-01-2024

Procedure For review and reporting

Controlled Copy No.			
Issued to			
Issued by		Management Representative	
Revision details			
Issue No.	Issued on	Details of amendment / revision made	Reason for amendment
01	01-01-2024	First issue	Due to implementation of ISO/IEC 17029 and ISO 14065

ABC Validation & Verifications

Validation / verification request				F/QP/VMS/06/01 Issue No.01 Page No. 1 of 2	
Request No.				Request date	
Request for		☐ Validation		☐ Verification	
Name of client					
Address					
Contact name				Contact number	
Contact designation				E mail	
Sector / criteria					
Services requested					
Description		Information to be provided by client			
Proposed claim					
Standard / scheme					
Details of validation / verification program and associated specified requirements					
Objectives and scope of the validation / verification					
The materiality and the level of assurance, if any					
Location of claim					
Any other specific information that can help to complete the job to the satisfaction					

Review by organization	
Service requested by	Reviewed and approved by
Name, and signature of client representative	Technical Manager / Managing Director

ABC Validation & Verifications

Validation / verification plan				F/QP/VMS/07/01 Issue No.01 Page No. 1 of 2	
Plan No.				Prepared on	
Plan for		☐ Validation		☐ Verification	
Name of client					
Contact name				Contact number	
Sector / criteria				Standard / scheme	
Proposed claim					
Plan					
Sr. No.	Activity	Plan date	Actual date	Reference / evidences (as per activity)	
1.	Assign competent resources to undertake the activities				
2.	Determine the validation / verification activities based on the understanding of the claim				
3.	Assess the risk of a material mis-statement regarding the claim				
4.	Confirm the timing and access arrangements with the client				
5.	Determine evidence-gathering activities needed to complete the validation / verification in accordance with the specified requirements				
6.	Evidence-gathering schedule and any measures that the client has in place to control sources of potential errors, omissions and misrepresentations				
7.	Objectives and scope of validation / verification				

Plan prepared by Name and signature	Reviewed and approved by Technical Manager / Managing Director
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ABC Validation & Verifications

Validation / verification statement					F/QP/VMS/09/02 Issue No.01 Page No. 1 of 6				
Statement No.					Issued on				
Name of client									
Contact name					Contact number				
Sector / criteria					Standard scheme		/		
Proposed claim									
Objective and scope									
Duration of the next crediting period									
Version number of the validation report									
Completion date of the validation report									
Applied methodologies and standardized baselines									
Estimated amount of annual average GHG emission reductions or GHG removals by sinks in the next crediting period									
Name, position and signature of the approver of the validation report									
1.0		Executive summary							
Purpose and general description and location: Validation scope: Validation process: Conclusion:									
2.0		Validation team							
2.1		Validation team member							
	Sl.	Role	Name	Internal / External	Involvement in				
					Document review	On-site inspection	Interview	Validation findings	
	1	Team leader							
	2	Evaluator							
	3	Evaluator							

ISO/IEC 17029:2019 and ISO 14065:2020 Document Matrix

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Clause No.	Title of clause	Procedure No.	Title of procedure	SOP / Format No.	Title of SOP or Format
4.0	Principles				
4.1	General	=====	=====	=====	=====
4.2	Principles for the validation/verification process	=====	=====	E/VMS/01	Principles
4.2.1	Evidence-based approach to decision making	=====	=====	=====	=====
4.2.2	Documentation	=====	=====	E/VMS/02	Documentation structure and codification system
4.2.3	Fair presentation	=====	=====	=====	=====
4.3	Principles for validation / verification bodies	=====	=====	=====	=====
4.3.1	Impartiality	QP/VMS/01	Procedure for maintaining impartiality	E/VMS/03	Impartiality policy
				F/QP/VMS/01/01	Impartiality and confidentiality agreement
				F/QP/VMS/01/02	Impartiality check report
4.3.2	Competence	=====	=====	=====	=====
4.3.3	Confidentiality	=====	=====	E/VMS/04	Confidentiality policy
4.3.4	Openness	=====	=====	=====	=====
4.3.5	Responsibility	=====	=====	=====	=====
4.3.6	Responsiveness to complaints	=====	=====	=====	=====
4.3.7	Risk-based approach	=====	=====	=====	=====

Department	ABC Validation & Verifications Impartiality Policy	No.	E/VMS/03
Operation		Issue No.	01
		Date	01-01-2024

ABC Validation & Verifications is the legal entity responsible for validation / verification as per the standard / scheme considering the sectors / criteria; reference to **ABC Validation & Verifications** in this Policy and Public Statement refers to these legal entities.

ABC Validation & Verifications its Managing Director, Staff and Sub-contractors fully understand the importance of impartiality in undertaking its validation / verification activities. **ABC Validation & Verifications** will therefore ensure that, in all its dealings with clients or potential clients, all employees or other personnel are and will remain impartial. To ensure that impartiality is both maintained and can be demonstrated the following principals have been established.

- Validation / verification report to the specific standard / scheme is only issued after approval of authorized person, to ensure that no interest shall predominate.
- **ABC Validation & Verifications** does not have (and will not form) any relationships with companies who are getting services of validation / verification activities. Any proposed relationship between **ABC Validation & Verifications** and any other company will undergo a risk assessment by the Managing Director for Impartiality prior to that relationship being formalised. Any current relationships with companies, organisations and individuals will be assessed on a regular basis to ensure that the relationship does not impact upon the impartiality of the validation / verification as per the standard / scheme considering the sectors / criteria.
- Individuals employed by or otherwise contracted to **ABC Validation & Verifications** are required to document and record their current and past relationships with all clients / stake holders / other where there are potential chances of conflict of interest considering the nature of activities. Any situation past or present, which may present a potential conflict of interest, is required by **ABC Validation & Verifications** to be declared. **ABC Validation & Verifications** will use the information to identify any threats to impartiality and will not use that individual in any capacity unless they can demonstrate that there is no conflict of interest.
- **ABC Validation & Verifications** will not appoint any employee or sub-contractor to the validation / verification as per the standard / scheme considering the sectors / criteria, where any past relationship has existed with the client. Exceptionally and at the discretion of the Technical Manager or Managing Director an individual or sub-contractor may be allocated to validation / verification as per the standard / scheme considering the sectors / criteria where a past relationship has existed but there has been no relationship for a minimum of 5 years.
- **ABC Validation & Verifications** does not and will not offer any commission, ('finders fees' or other inducements) to any individual or company in respect of referrals of clients unless:
 1. The terms and conditions of any such referral are clearly established and can be demonstrated and it can also be demonstrated that the fee is for a referral and the fact that a commission has been paid will in no way affect the outcome of validation / verification as per the standard / scheme considering the sectors / criteria.
 2. A risk assessment (to establish the potential for an unacceptable threat to impartiality) has been carried-out on the process through which any such payment is made to an individual or organisation (normally a consultant) requesting the commission for referrals.
 3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.
- **ABC Validation & Verifications** will ensure that it is not linked or marketed in any way which links it with the validation / verification as per the standard / scheme considering the sectors / criteria and will take appropriate action should any such link be identified.

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