



# The Qazaq Green Certification Program Qazaq Green Certificate

## Qazaq Green Certification Program standard

### Rules for accreditation within the framework of the standard of verification bodies within the framework of the Qazaq Green Certification Program Standard Version 1.0

1. These Rules define the procedure for accreditation and requirements for accreditation as validation and verification bodies for compliance with the requirements of the Standard and approved methodologies for certain types of Qazaq Green Certification Program (QGCP) projects.

2. The terms in these Rules are applied in accordance with their definitions under ISO 14065 “Greenhouse gases. Requirements for greenhouse gas validation and verification bodies used for accreditation or other forms of recognition” and ST RK ISO/IEC 17029-2020 “Conformity assessment. General principles and requirements for validation and verification bodies”, including the following definitions:

- accreditation - third-party confirmation of conformity relating to a validation or verification body that serves as a formal demonstration of that body's competence to perform specific validation or verification tasks;
- validation - the process of evaluating how acceptable the assumptions, constraints and methods used in the application to obtain information about the results of future activities;
- validator - a competent person of a validation body accredited by the QGCP, responsible for conducting a validation, providing a statement on its results.
- verification - the process of evaluating a statement containing actual data and information on greenhouse gases in order to determine the reliability of these data and the compliance of the submitted information on greenhouse gases with the verification criteria;
- verifier - a competent and independent person or persons responsible for verification and reporting on its results;
- validator team - one or more validators conducting the validation, who are supported by technical experts when necessary;
- verification team - one or more verifiers conducting the verification, who are supported by technical experts when necessary;
- applicant - an organization participating in the accreditation procedure



- Competence - the availability of the personnel of the validation and verification body with the necessary qualifications, experience, as well as supporting infrastructure and the ability to effectively perform validation and verification work;
- conflict of interest - a situation in which, due to the presence of other activities or relationships, impartiality in the performance of work is discredited or may be discredited;
- Accreditation Commission - a commission formed by the QGCP to accredit validation and verification bodies in accordance with the requirements of the QGCP Standard;
- validation body - an organization accredited by the QGCP and performing validation in accordance with the QGCP Standard;
- verification body - an organization accredited by QGCP and performing verification in accordance with the QGCP Standard;
- validation program - rules, procedures and guidance for conducting validation activities in a particular sector;
- verification program - rules, procedures and guidelines for conducting verification activities in a particular sector;
- technical expert - a person with special knowledge and experience required by a group of validators and verifiers;

3. Accreditation of validation and verification bodies under the QGCP Standard is carried out by an accreditation committee consisting of at least three members and including a QGCP representative, a validator/verifier and at least one expert in the declared areas for accreditation.

4. To be accredited as a validation and verification body under the QGCP Standard, an applicant must meet the following criteria:

- having the status of a legal entity;
- experience in the field of validation and verification (accreditation against other similar standards/schemes, previous experience and availability of personnel for validation/verification);
- compliance and compliance with the requirements of ST RK ISO 14066-2016 “Greenhouse gases. Competence requirements for greenhouse gas validation and verification groups” and ST RK ISO/IEC 17029-2020 “Conformity assessment. General principles and requirements for validation and verification bodies” as part of the validation and verification activities under the QGCP Standard;
- compliance with the requirements of the QGCP Standard for the absence of a conflict of interest, rotation of validation and verification bodies, control over the activities of the validation and verification body.

5. To obtain accreditation, the applicant submits the following documents to QGCP:

- an application in the form prescribed by the appendix to these Accreditation Rules;
- document confirming payment for accreditation services;
- a copy of a document confirming the status of a legal entity;



- copies of documents confirming accreditation according to other standards/validation/verification schemes;
- copies of previously issued validation/verification statements;
- a copy of the current accreditation document or other relevant document, the scope of accreditation for which includes validation and verification;
- a free-form statement on compliance with the requirements for validation and verification of the QGCP Standard, ST RK ISO 14066-2016 “Greenhouse gases. Competence requirements for greenhouse gas validation and verification groups” and ST RK ISO/IEC 17029-2020 “Conformity assessment. General principles and requirements for validation and verification bodies” with justification.

6. In case of incompleteness of the submitted package of documents specified in paragraph 5 of this document, QGCP informs the applicant about this within 30 calendar days from the date of receipt of the documents, indicating the necessary additions and changes, possible clarifying questions and the deadline for submitting additional information.

7. Upon receipt of a complete package of documents and answers to clarifying questions, QGCP informs the applicant about the terms for consideration of his application for accreditation under the QGCP Standard, which does not exceed \_\_\_ calendar days from the date of receipt of the complete package of documents.

8. Within the period specified in paragraph 7 of this document, QGCP forms an accreditation commission and organizes its meeting to consider applications for accreditation with the provision of a full package of documents submitted no later than 7 calendar days before the day of the meetings of the accreditation commission.

9. Based on the decisions of the Accreditation Commission, the QGCP accredits or denies the applicant accreditation as a validation and verification body under the QGCP Standard with a response to the applicant within 10 calendar days from the date of the relevant meeting of the Accreditation Commission.

10. In the event of a positive decision on accreditation as a validation and verification body, the QGCP and the applicant sign an agreement to ensure that the validation and verification body meets the criteria for accreditation during the period of validity of the relevant accreditation.

11. Within 5 calendar days from the date of signing the agreement specified in paragraph 10 of this document, the QGCP provides the applicant with a certificate of accreditation indicating the scope and methodology of the QGCP for which the validation and verification body is accredited, and also places information about the validation body and verification on your website.

12. Certificate of accreditation as a validation and verification body under the QGCP Standard is provided for a period of validity up to 5 years.



13. During the period of validity of the certificate of accreditation, QGCP has the right to conduct control activities during the validation and (or) verification according to the QGCP Standard.

14. Control activities referred to in paragraph 13 of this document may include review of information and documentation:

- consideration of information, including complaints, regarding compliance with the requirements for the absence of conflicts of interest on specific projects for which validation and (or) verification is carried out;
- documentation of the validation and verification body, including validation and verification plans and their implementation;
- validation and verification statements, verification reports.

15. Based on the results of the control activities, QGCP has the right to suspend or cancel the validity of the certificate of accreditation, providing the validation and verification body with the opportunity to appeal these decisions on the terms of the agreement to ensure that the validation and verification body meets the accreditation criteria during the period of validity of the relevant accreditation.

**Annex to the Accreditation Rules within the framework of the standard of verification bodies within the framework of the Qazaq Green Certification Program Standard**

**Application form for accreditation according to the QGCP Standard**

<b>I. Applicant, his representatives and contacts</b>			
<b>1</b>	<b>Name of the applicant organization</b>		
<b>2</b>	<b>Address of the central office or organization if there is only one office</b>		
	Subdivision address in Kazakhstan (for foreign organizations)		
	Applicant's organization email address		
	Organization website		
<b>3</b>	<b>The status of a legal entity</b>	Country of incorporation or other form of recognition as a legal entity	



		Having the status of a legal entity under the laws of Kazakhstan	
		The nature of the relationship with other organizations (for organizations that are part of a group of organizations)	
4	<b>Head of the applicant organization</b>	Full name:	
		Job title:	
		Phone number:	Mobile phone number:
		Email:	
5	<b>The contact person</b>	Full name:	
		Job title:	
		Mobile phone number:	Email:
<b>II. Scope for accreditation under the QGCP Standard</b>			
6	<b>Validation</b>	Sector / type of project activity	
		Sector / type of project activity	
		Sector / type of project activity	
7	<b>Verification</b>	Sector / type of project activity	
		Sector / type of project activity	
		Sector / type of project activity	
<b>III. Previous Validation and Verification Experience</b>			
8	Availability of accreditation as a validation and verification body according to other standards/schemes		
9	Client, name of the project for which validation/verification was carried out, time period		
10	Sectors / types of project activities for which validation / verification was carried out		
11	Total number of applications issued	Validation	
		Verification	
<b>IV. Applicant's personnel for work under the QGCP Standard</b>			



12	Full time validators/verifiers		
13	Contract Validators/Verifiers		
14	Technical Experts		
15	Administrative staff		
16	Total staff		
<b>V. Applicant's financial condition</b>			
17	Financial year	Total income	
		Total expenses	
	Financial year	Total income	
		Total expenses	
	Financial year	Total income	
		Total expenses	

Annex to application

1. Document confirming payment for accreditation services
2. Copy of a document confirming the status of a legal entity
3. Copies of documents confirming accreditation according to other standards/validation/verification schemes
4. Copies of previously issued validation/verification statements;
5. Free form statement on compliance with the requirements for validation and verification of the QGCP Standard, ST RK ISO 14066-2016 "Greenhouse gases. Competence requirements for greenhouse gas validation and verification groups" and ST RK ISO/IEC 17029-2020 "Conformity assessment. General principles and requirements for validation and verification bodies" with justification.

Full name of the authorized person:

Position of authorized person:

Date of:

Signature:

Stamp