

## **Allocation of responsibility of NBD**

### **1. Top Management of CTI Certification**

#### **Governing board of CTI Certification**

- to assist developing policies related to impartiality of validation or verification;
- to oversee and ensure CTI Certification to provide validation or verification free from any influence of business or related pressures;
- to raise suggestions and opinions which may influence validation or verification credibility;
- to review impartiality of validation, verification and financial source periodically;
- to be responsible for handling of appeals which cannot be resolved by CTI Certification;
- to possess right to report to relevant stakeholders such as Accreditation bodies where suggestion raised from governing board was not respected by top management of CTI Certification.

#### **General Manager of CTI Certification**

- overall responsibility to supervise the implementation of policies and procedures;
- overall responsibility to resolve appeals and complaints;
- overall responsibility to provide adequate, competent resources for validation and verification activities;
- overall responsibility to delegate authorities to committees or individuals to undertake defined activities on its behalf;
- to approve quality management system documents related to validation or verification;
- to supervise finances;
- to be responsible for management review and ensure continuous improvement

### **2. Senior Management Personnel Of New Business Division (NBD)**

#### **General Director of NBD**

- to be authorized by GM or Governing board to hold responsibilities for daily operation of GHG related business on its behalf;
- to establish and issue quality and operational policy, annual plan and medium or long term development plan;
- overall responsibility for contractual arrangement;

- Overall responsibility for supervision of administrative matters and dealing with contractual matters and arrangements;
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- to handle liability arising from validation or verification;
- to be responsible for decision related to validation or verification;
- to approve manning plan and program;
- to approve and issue validation opinion or verification statement;

### **NBD Operation Manager**

- overall responsibility to manage GHG projects validation/verification operation including function of BD, contract review, planning, production and customer service;
- to determine the human resource requirements;
- overall responsibility to ensure conflict of interest analysis;
- to design validation or verification process;
- to maintain GHG service management manual and SOPs;
- to participate new process development for each new validation or verification criteria;
- to organize resolution of appeals and complaints;
- to monitor and control validation or verification team performance;
- to approve contract review

### **NBD Technical Competence Manager**

- to follow the latest requirements, technical set out from related GHG programs or authorities;
- to develop and issue technical note for managing and optimizing validation or verification;
- to collect sectors related laws, regulations, technical materials for validation or verification;
- to lead and develop new process for new GHG scheme, if applicable;
- to organize related technical training or workshop;
- to witness performance of validators or verifiers;
- to execute personnel management procedure;
- to evaluate, maintain the competence of its validation and/or verification/certification personnel, and select members of technical review

teams

### **NBD Quality Manager**

- to establish, implement and maintain a quality management system for complying with accreditation requirement and policies formulated;
- to documentation of policies and procedures and their implementation;
- to report the top management on the quality management system performance and further improvement;
- to take responsibility that makes the procedures and information publicly available as required by Paras 21, 34,111, 161 and 167 of CDM Accreditation Standard (version 7.0)

### **NBD Business Manager**

- to develop marketing strategy and plan;
- to develop business related to GHG services;
- to manage documents public available;
- to quote and negotiate with client for contractual arrangement of validation or verification;
- to sign validation or verification agreement;
- to conduct customer lost analysis;
- to manage validation or verification agreement and payment procedure.

## **3. Other functional positions in NBD**

### **Function: Contract Review**

- to collect relevant application information for contract review assisted by business development staff;
- to conduct contract review.

### **Function: Planner**

- to schedule validation or verification;
- to analyze impartiality of assigned auditors;
- to appoint competent validation or verification team according to competence required;
- to communicating information with the customer and responsible party for initial validation/verification

### **Function: Auditors Team**

- to perform strategic analysis and risk assessment of validation or verification;
- to develop validation or verification plan;
- to develop validation or verification sampling plan;
- to assess GHG information system and its controls;
- to assess GHG data and information;
- to validate or verify against corresponding criteria including desk review, site visit, key persons interview; and
- to evaluate GHG assertion;
- to follow actions required to solve problems raised from validation or verification;
- to write validation or verification report, statement or opinions.

**Function: Customer Service**

- to contact client for arrangement of ex-post activities of validation or verification;
- to investigate clients satisfaction;
- to collect clients demand and create or maintain business;
- to participate resolution of appeals and complaints;
- to consolidate and maintain all customer materials and project records.

**5.3.12 Function: Independent Review**

- to review and approve validation or verification report, statement or opinion independently;
- to archive validation or verification files;
- to conduct internal audit;
- to organize or support management review.

**Other relevant responsibilities**

- to executing impartiality risk analysis, and to collect all corrective/preventive information to monitor the daily execution and Key Performance Indicator – Quality Monitoring Dept;
- to execute personnel recruitment and procedure – HR Dept.
- to provide resource and logistics to daily work – Admin Dept.