



International Association for Assessment Board Inc. (IAAB)

**Requirements for accreditation bodies for GLA Assessment for
Greenhouse Gas Validation and Verification (ISO 14064 Series)**

IAAB 17011 – 4:2024 - Issue 1

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Application of ISO/IEC 17011 based on ISO 14064 standard

0. Introduction

ISO/IEC 17011 is an International Standard that sets out the requirements for bodies operating accreditation systems for GHG Validation and Verification bodies (VVB) based on ISO 14065.

The objective of this document is to enable ABs to harmonize their application of ISO/IEC 17011 for the accreditation of bodies providing GHG Validation and Verification based on ISO 14065.

1. Scope

This document further specifies normative criteria for ABs assessing and accrediting VVBs to enable Accreditation Bodies to harmonize their application of ISO/IEC 17011 for the accreditation of Validation and Verification bodies to ISO 14065.

2. Normative references

the following normative references applies:

- ISO/IEC 17011 Conformity Assessment – general requirements for accreditation bodies accrediting conformity assessment bodies
- ISO/IEC 17000 Conformity assessment — Vocabulary and general principles
- ISO/IEC 17029 Conformity Assessment — General principles and requirements for validation and verification bodies
- ISO 14065 Greenhouse gases: Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition
- ISO 14064-3 Greenhouse gases: Specification with guidance for the validation or verification of greenhouse gas assertions
- ISO 14065 Greenhouse gases: Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition
- ISO 14066 Greenhouse gases: Competence requirements for greenhouse gas validation teams and verification teams

*Note: Standard version refers to the latest version

3. Terms and definitions

Terms and Definitions refer to ISO 14064 standard.

GHG

Abbreviation used in this document:

Validation / Verification Body	VVB
Greenhouse Gas	GHG
Lead Verifier	LV

4. General Requirements

4.1	Legal Entity	No additional requirements
4.2	Accreditation Agreement	The accreditation body shall establish a legally enforceable arrangement with each Validation / Verification Bodies. Agreement shall include - not to act manner as their activities bring disputation to IAAB & accreditation body - use of logo as per the IAAB guideline and policy
4.3	Use of Accreditation Symbols and Other Claims of Accreditation	The accreditation body shall provide the logo with unique identification number for each accredited Validation / Verification Bodies. The accreditation body shall sign the agreement with Validation / Verification Bodies for the determine conditions for the use of logo. AB shall make the use of logo policy is publicly available.
4.4	Impartiality Requirements	Accreditation body shall select the - competent impartial committee personnels - the impartiality committee must consist of member from business association, technical areas, or from relevant sectors applicable. - One person should be a subject matter of Validation / Verification Bodies - One person must have knowledge of accreditation assessment and processes - One person should have knowledge of the local statutory and regulatory bodies. All impartiality committee members will choose the chairperson of the impartiality committee. AB shall make the competency matrix for the impartially committee.

		AB shall provide the training for impartiality committee on their related roles and responsibilities AB shall conduct the impartial committee meeting once a year, and record shall be maintained. AB shall ensure impartially committee members are free from financial, commercial, political and other pressures Impartiality committee persons will not recommend clients for accreditation or Validation / Verification Bodies. In case of deviation, the member shall be removed form the impartiality committee. Top management will not be having voting rights, top management may participate as an observer. Top management should be a chairperson for the committee. Impartiality committee recommendations are bindings for an accreditation body. AB shall - make available all the data of Validation / Verification Bodies including applicants - including all suspended, cancelled and withdrawn Validation / Verification Bodies data.
4.5	Financing and Liability	Accreditation body shall have risk assessment for financial activity and liability. Accreditation body shall have insurance policies covering - Accreditation activities liability - health and safety of assessors & personnels involved in accreditation activities including accident risk cover - the result of risk assessment
4.6	Establishing Accreditation Schemes	While developing the accreditation scheme, AB shall ensure: • the applicable legal, statutory & regulatory requirements of national & international compliance; • Decide the competency criteria of Validation / Verification; • objective of accreditation scheme & intended outcome that meet the expectation of stakeholders; • Impartiality of accreditation scheme; • Scheme development person or committee shall be competent as per annexure 5; • Shall be publicly available;

		man-days are calculated based on the annexure 3 of this document.
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5. Structural requirements

5.1 to 5.8	Structural requirements	The accreditation body can delegate the responsibilities to the competent person.
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6. Resource requirements

6.1	Competence of Personnel	Annexure 1 specifies the type of knowledge and skills that the AB shall define for - application review - documentation review - review report - assessment team - decision team Accreditation body shall conduct mock assessment to demonstrate the competence of assessment team, technical expert and observer prior to the assignment.
6.2	Personnel Involved in the Accreditation Process	Accreditation body shall have agreement for confidentiality, impartiality and code of ethics for - Assessors - Technical expert - Interpreters - Observers - Guide - Any other person participates in assessment Annexure 2 specifies required qualification and work experience for personnel involved in Accreditation activities.
6.3	Personnel Records	Accreditation body shall maintain emergency contact details of personal involved in accreditation scheme of management system. Accreditation body shall maintain the continual professional development records of personal involved in accreditation scheme of management system.
6.4	Outsourcing	Accreditation body shall sign an agreement with outsourced body / organization for confidentiality, impartiality and code of ethics. Accreditation body shall conduct risk assessment for the outsourced activities. Records shall maintain.

7. Process requirements

7.1	Accreditation Requirements	AB shall prepare the assessment scheme requirement in line with technical sectors or based on industrial classification such as high, medium or low risk industries.
7.2	Application for Accreditation	Accreditation body shall identify applicant Validation / Verification Bodies outsourced processes or activities in the application form. AB shall review the outsourced process if required necessary.
7.3	Resource Review	Accreditation body shall review its capacity to carry out the assessment international during the application review.
7.4	Preparation for Assessment	Accreditation body shall send the mutually agreed plan and schedule prior to the assessment with Validation / Verification Bodies, considering - Availability of resources - Suitable environmental conditions - Any cultural celebrations Initial assessment • AB shall prepare the accreditation scheme for the full cycle <i>(which includes application review to Validation / Verification Bodies approval and surveillance and recertification audit process.)</i> • AB shall prepare the rules for suspension, cancellation and withdrawal of Laboratory. Accreditation Bodies shall demonstrate minimum one mock assessment for the full cycle of accreditation scheme before accrediting any Validation / Verification Bodies. AB shall maintain the record of mock assessment.
7.5	Review of Documented Information	No additional requirements
7.6	Assessment	Prior to or during the assessment: • the accreditation body shall verify the competence of the persons involved in the assessment process of Validation / Verification Bodies. • the assessment team shall ensure the documented report shall include - positive points; - findings such as Major, Minor Nonconformities; - any observations; - comments on capability of Validation / Verification Bodies. The assessment team shall inform the Validation / Verification Bodies about the appeal and complaint process of Accreditation body.

		Accreditation body shall calculate the man-days for Validation / Verification Bodies office assessment as per Annexure 3. Requirements of Accreditation body for witnessing of Validation / Verification Bodies “Applied Scope Risk Category” as per Annexure 4.
7.7	Accreditation Decision-making	No additional requirements
7.8	Accreditation Information	The accreditation certificate shall indicate the scope of accreditation which should clearly specify the Technical Areas where applicable.
7.9	Accreditation cycle	• Surveillance and reassessment activities, which may include - on-site, remote or a combination of assessment methods. • Frequency of surveillance assessment conducted at least once a year or as per statutory and regulatory bodies guidelines.
7.10	Extending Accreditation	No additional requirements
7.11	Suspending, Withdrawing or Reducing Accreditation	No additional requirements
7.12	Complaints	Accreditation body shall ensure Complainee not a part of the complaint handling team. Accreditation body shall handle the complaint considering the impartiality, while conducting investigation and also validating the decision on complaint.
7.13	Appeals	Accreditation body shall ensure Appellee not a part of the appeal handling team. Accreditation body shall handle the appeal considering the impartiality, while conducting investigation and also validating the decision on appeal.
7.14	Records on Validation / Verification Bodies	AB shall maintain record of complaint, appeal and feedback and related actions. AB shall maintain record of Validation / Verification Bodies minimum 5 or as per statutory and regulatory requirements. AB shall maintain record of active, suspended, withdrawn and cancelled Validation / Verification Bodies.

8. Information Requirements

8.1	Confidential Information	No additional requirements.
8.2	Publicly Available Information	AB shall make the publicly available information regarding the - accreditation scheme; - includes office assessment; - Rule & procedures of accreditation scheme; - Accreditation fee.

9. Management System Requirements

9.1	General	No additional requirements.
9.2	Management System	No additional requirements.
9.3	Document Control	No additional requirements.
9.4	Records Control	No additional requirements.
9.5	Nonconformities and Corrective Actions	No additional requirements.
9.6	Improvement	No additional requirements.
9.7	Internal Audits	No additional requirements.
9.8	Management Reviews	Input to management Review shall include: - Assessor's performance review - Personnel involved in accreditation program Number of active, suspended, withdrawn and cancelled Validation / Verification bodies

Annexure 01: Level of GHG Assurance

Assurance Level	Level of Detail	Degree of Confidence
Reasonable Assurance	High	High
Limited Assurance	Moderate	Moderate
Verification (non-assurance)	Basic data review	Low
Agreed-Upon Procedures (AUP)	Specific procedures agreed upon	No opinion or assurance

Annexure 2: Required types of knowledge and skills for personnel involved with ISO 14064 verification and validation activities

The following table specifies the type of knowledge and skills that an AB shall define for specific functions.

Knowledge and skills	Accreditation functions					
	Application review	Document review	Office assessment team	Witness assessment team	Reviewing assessment reports and making accreditation decisions	Administering program
Principles and requirements of GHG		X	X	X	X	
Understanding of applicable GHG documents, Verification / Validation			X	X		
Understanding of ISO 14064. Verification / Validation			X	X	X (Note 1)	
Understanding of Key Concepts			X	X	X (Note 1)	
Understanding of The national , regional , international framework			X	X		
Information on AB's client products, processes and organization to determine competence needed by the Assessment team and for the certification decision.			X			
Information on CB's processes and organization to determine competence needed by the assessment team and for the accreditation decision.						X
Understanding CB's client's products, processes and organization.				X		
Ability to confirm that the AB's processes are appropriate to support ISO 14064 scheme.		X	X	X		

Ability to confirm that the CB is competent to conduct verification of the GHG.			X	X	X	
Ability to determine required appropriate duration of assessment.						X
Deployment of assessor competences and requirements.						X
Knowledge on identifying and evaluating factors that impact an appropriate Verification / Validation program			X	X		
Understanding of work performed at an accredited CB.		X	X		X	X
Understanding of IAAB Documents for ISO GHG Verification / Validation scheme.			X	X	X	X
Understanding of ISO/IEC 17021-1.	X	X	X	X	X	X

Note1: It is expected that the level of understanding for this activity would be less than that of an assessment team.

Annexure 3: Required types of Qualification and Work experience and skills for personnel involved with ISO 14064 series activities (Verification / Validation)

Qualification and Work experience	Accreditation functions					
	Application reviewer	Document reviewer	Assessor	Assessor (TL)	Assessment reports and accreditation decision maker	Administering program
Education (i.e. Graduate or equal qualification)	X	X	X	X	X	
Work experience (Minimum 3 years) TL have minimum 4 years			X	X		
Assessor / Lead Assessor Certificate or Similar qualification			X	X		
Industry specific knowledge			X	X	X	
Assessment experience			X	X		

Annexure 4: Requirements of Man-days for CB Office Assessment

CB Personal	Office assessment man-days
1-10	1.5
11-20	2
21-50	3
51-100	4
101-201	5

Annexure 5: Requirements of AB witnessing of CB

GHG Verification / Validation Complexity Classification Chart for Industry

Complexity Level	Industry Type	GHG Emission Source Characteristics	Example Sectors	Verification Notes	Witnessing
Low	Simple & Low-emitting sectors	- Mostly indirect (Scope 2) - Minimal combustion or process emissions - Single site or few homogeneous sites	- IT Services - Banks/Finance - Education - Retail outlets (non-chain)	- Limited on-site verification - Data is centralized - Low uncertainty and materiality risk	Optional
Medium	Moderately complex operations	- Combustion, refrigerants, vehicle fleets - Multiple Scope 1 & 2 sources - May include minor Scope 3 (e.g. business travel, waste)	- Commercial buildings - Food processing - Pharma - Chain retail - Manufacturing (light)	- Medium data collection burden - Multiple facilities possible - Sampling approach required	Mandatory
High	Industrial operations with process or fugitive emissions	- Significant Scope 1 & 2 - May include biomass, refrigerants, process gases - Scope 3 partially accounted	- Cement - Iron & Steel - Chemical - Paper & Pulp - Mining	- Site visit usually mandatory - Complex emission factors - Higher uncertainty and methodological scrutiny	Mandatory
Very High	Multi-national & integrated operations	- Large number of facilities - Complex process emissions - Significant Scope 3 (e.g., supply chain, transport, product use)	- Oil & Gas - Power Utilities - Automobile - Textiles (global chain)	- Requires sector-specific knowledge - In-depth audit planning - Intensive data validation required	Mandatory

Note: In Case, AB witnessed the CB in High-risk sector, AB can award other risk sector (i.e. Medium & Low Risk) without witnessing. AB shall maintain the records for decision.



FURTHER INFORMATION

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