# APPLICATION FORM FOR THE APPROVAL OF VALIDATION/VERIFICATION BODIES (VVBs)

###### PUBLICATION DATE ­ **14.01.2021**

Version **2.0**

###### RELATED DOCUMENTS – [Validation & Verification Body Requirements](https://globalgoals.goldstandard.org/109-par-validation-verification-body-requirements/)

To be completed by Gold Standard

Approval date:

Validity upto:

*Organizations must submit the application form for approval/reapproval in MS Word format.*

## SECTION 1. GENERAL INFORMATION

|  |  |
| --- | --- |
| **Organization Details** | |
| Name of the Organization: |  |
| Address: |  |
| Tel: |  |
| Fax: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| **Designated Contact Person** | |
| Name: |  |
| Title: |  |
| Designation: |  |
| Contact Address: |  |
| E-mail: |  |
| Tel: |  |
| Fax: |  |

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| **Gold Standard Certification Pathways applied for**  Please refer to Annex A of GS VVB Requirements Document for more information on the sectoral scopes, certification pathways and the type of activities covered. Please check the pathways boxes below |
| CER labelling  Community Services Activities (Technology distribution (cookstove, CFL, biodigesters), WASH, etc.)  Other Project Types (Renewable energy, waste to energy, industrial energy efficiency, etc.)  Energy efficiency in Transport sector  Land use and Forests  Renewable Energy Labelling  Gold Standard micro-scale  Gold Standard for Sustainable Urban Development |

|  |  |
| --- | --- |
| **Type of Approval Sought (Yes/No)** | |
| First time approval |  |
| Re-approval |  |
| Scope extension |  |
| Re-submission for approval |  |

## SECTION 2.A ORGANIZATION DETAILS

|  |  |
| --- | --- |
| **GS Recognized accreditation(s) held by the organization.**  *Please refer to Annex A of GS VVB Requirements Document for more information on the accreditations currently recognized by Gold Standard. For accreditations not included in the list, please contact GS Secretariat.* | |
| Recognized accreditation(s) and Scopes | Evidence(s)  *Scanned copies can be attached as Annex 1 to this application form* |
| UNFCCC  Energy industries (renewable - / nonrenewable sources)-  Energy distribution  Energy demand  Manufacturing Industries  Chemical industries  Construction  Transport  Mining/mineral production  Metal production  Fugitive emissions from fuels  Fugitive emissions from production and consumption of halocarbons and Sulphur hexafluoride  Solvent use  Waste handling and disposal  Afforestation and reforestation  ANSI 14065 VVB  ASI FSC Certification Body |  |

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| **Total number of auditors currently employed for each of the above stated accreditation(s) and scope(s) applied for.** |
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| **Period for which the organization has offered validation/verification services for each of the above stated accreditation(s) and scope(s).** |
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## SECTION 2.B. STRUCTURE AND COMPETENCE

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| --- | --- |
| **Provide details of the auditor’s competency and eligibility for carrying our Gold Standard Validation(s) /Verification(s) for each of the above selected scope(s).**  *Please refer to Section 7.6 and Annex B of GS VVB Requirements Document for more information on the eligibility criteria for auditors (copy further as required)* | |
| Name |  |
| Position |  |
| Experience | *Please refer to Section 7.6 of GS VVB Requirements Document for more information* |
| Evidence(s) | *Scanned copies of CVs can be attached as Annex 2 to this application form* |
| List of GS Trainings/ Webinars attended |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Experience |  |
| Evidence(s) |  |
| List of GS Trainings/ Webinars attended |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Experience |  |
| Evidence(s) |  |
| List of GS Trainings/ Webinars attended |  |

|  |  |
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| **Provide details of the external subcontractors/individual expert’s competency for carrying our Gold Standard Validation(s) /Verification(s) for each of the above selected scope(s).**  *Please refer to Section 7.6 and Annex B of GS VVB Requirements Document for more information on the eligibility criteria for auditors (copy further as required)* | |
| Name |  |
| Position |  |
| Experience | *Please refer to Section 7.6 of GS VVB Requirements Document for more information* |
| Evidence(s) | *Scanned copies of CVs/agreements signed with the subcontractors/individual experts can be attached as Annex 2 to this application form* |
| List of GS Trainings/ Webinars attended |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Experience |  |
| Evidence(s) |  |
| List of GS Trainings/ Webinars attended |  |

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| **Provide details to demonstrate that the team structure put forward has the necessary capacity and resilience to maintain its ability to audit GS projects.**  *For example, is the team resilient to changes in staffing and has the necessary resource and backing to see through proposed workload.* |
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| **Provide details of the quality management system that has been established by the organization.**  *Please refer to Section 7.9 of GS VVB Requirements Document for more information on the quality management system. Evidence of the same shall be provided along with the VVB approval/re-approval application.* |
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| **Provide details of the complaints and appeals procedure that has been established by the organization.**  *Please refer to Section 8.5 of GS VVB Requirements Document for more information on complaints and appeals procedure. Evidence of the same shall be provided along with the VVB approval/re-approval application.* |
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## SECTION 3. DECLARATION OF OTHER OFFICES AND OUTSOURCED ENTITIES

|  |  |
| --- | --- |
| Organization Name |  |
| Does your organization assign VVB functions to offices other than your head office or to other legal entities (outsourced entities)? | Yes  No  If “Yes” then complete the sections below |
| Details of other offices (add rows as necessary) | |
| Office number 1.1 |  |
| Postal address |  |
| Physical address |  |
| Legal entity at the location |  |
| Relationship with the applicant VVB |  |
| Number of personnel directly involved in VVB functions |  |
| ⋮ |  |
| Details of outsourced entities (add rows as necessary) | |
| Office number 2.1 |  |
| Postal address |  |
| Physical address |  |
| Legal entity at the location |  |
| Relationship with the applicant VVB |  |
| Number of personnel directly involved in VVB functions |  |
| ⋮ |  |

|  |  |
| --- | --- |
| Signature: |  |
| Name of the authorized signatory: |  |
| Position: |  |
| Date: |  |
| Place: |  |

## SECTION 4. GENERAL DECLARATION

|  |  |
| --- | --- |
| Upon approval, the applicant agrees to comply with Gold Standard Certification Procedures and Requirements for Validation/Verification Bodies (VVBs).  I enclose an application fee and understand that this fee is not refundable.  I declare that the information given in this application is correct to the best of my knowledge and belief. I undertake to inform the Gold Standard secretariat immediately of any changes with respect to the application and accept full responsibility for any costs incurred as a result of any changes not reported to the Gold Standard secretariat in accordance with the procedures for accreditation.  I understand the manner in which the accreditation system operates and its functions and confirms adherence to the Gold Standard principles (as laid down in ‘Gold Standard Certification Procedures and Requirements for Validation/Verification Bodies’ and ‘Gold Standard for the Global Goals Principles and Requirements’.  I confirm that my organization has no financial interest in and no conflict of interest with Gold Standard or any Gold Standard Project (save for the provision of Validation/Verification services).  hereby declare that the operations of my organization are in compliance with applicable local/national laws and regulations.  hereby declare that my organization has no pending judicial processes for malpractice, fraud and/or other activity incompatible with its functions as a VVB. | |
| Signature: |  |
| Name of the authorized signatory: |  |
| Position: |  |
| Date: |  |
| Place: |  |

**ANNEX 1: LIST OF EVIDENCE FOR NATIVE ACCREDITATION**

**ANNEX 2: AUDITOR and SUB-CONTRACTOR CVs**

**ANNEX 3: DOCUMENT CHECKLIST**

*Please fill the document checklist, as applicable.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Document | Initial approval | | Annual reporting | | Scope extension | | Re-approval | |
| Required (Y/N) | Provided (Y/N) | Required (Y/N) | Provided (Y/N) | Required (Y/N) | Provided (Y/N) | Required (Y/N) | Provided (Y/N) |
|  | VVB application form | Y |  | N |  | N |  | Y |  |
|  | A copy of the valid accreditation certification | Y |  | N |  | Y |  | Y |  |
|  | Evidence confirming the legal status of the VVB entity | Y |  | N |  | N |  | Y |  |
|  | Confidentiality agreement(s) signed between the applicant VVB and staff | Y |  | N |  | Y |  | Y |  |
|  | Evidence to demonstrate that policies and mechanisms are in place to prevent conflicts of interest and to identify and resolve potential conflict of interest situations if they arise. | Y |  | N |  | N |  | Y |  |
|  | Evidence of the established quality management system | Y |  | N |  | N |  | Y |  |
|  | Evidence of the established complaints and appeals procedure | Y |  | N |  | N |  | Y |  |
|  | Organizational chart showing lines of authority, responsibility and allocation of functions | Y |  | N |  | Y |  | Y |  |
|  | Demonstration that the team structure put forward has the necessary capacity and resilience to maintain its ability to audit Gold Standard projects. | Y |  | N |  | Y |  | Y |  |
|  | CVs of key personnel | Y |  | N |  | Y |  | Y |  |
|  | A list of auditors that will apply for approval | Y |  | N |  | Y |  | Y |  |
|  | Evidence of all named auditors attaining passing score in the online VVB exam | Y |  | N |  | Y |  | Y |  |
|  | Document outlining the procedure for engaging external individuals. | Y |  | N |  | Y |  | Y |  |
|  | A list of subcontracted individuals | Y |  | N |  | Y |  | Y |  |
|  | Declaration of other offices performing validation and verification/certification functions | Y |  | N |  | Y |  | Y |  |
|  | Gold Standard Terms and Conditions for VVBs | Y |  |  |  |  |  | Y |  |
|  | Annual Activity report | N |  | Y |  | N |  | N |  |