 <b>DECLARATION OF OTHER OFFICES PERFORMING VALIDATION AND VERIFICATION/CERTIFICATION FUNCTIONS (Version 01.0)</b>	
<b>Entity name</b>	SustainCERT S.A.
<b>UNFCCC entity ref. no.</b>	A6.4E-0002
<b>Do you allocate functions to offices other than your central office or to other legal entities (outsourced entities)?</b> <u>Note:</u> this form shall be provided with the submission of the application for accreditation or upon the A6.4 mechanism accreditation panel's request. Subsequent changes to the information provided in this form shall be notified to the secretariat in accordance with paragraphs 36 and 267 of the Article 6.4 mechanism accreditation procedure (version 01.0).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If "yes", complete the sections below.
<b>Description of other offices (add rows as necessary)</b>	
<b>Name of the office number 1.1</b>	SustainCERT NL B.V
<b>Physical address</b>	Bos en Lommerplein 280, 4.13 1055RW Amsterdam, the Netherlands  34 personal directly employed in validation and verification activities
<b>Country</b>	Netherlands
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	Private Limited Company
<b>Relationship with the DOE</b> For example: Branch (i.e., office other than the central office)	The Luxembourg office is the official address and head office. Persons living in the Netherlands work through the Amsterdam office. For Article 6.4 VV functions this includes for example the COO, Head of VV and Head of QC
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	8
<b>Functions allocated</b> Summary of functions allocated to the office other than the central office	The Art 6.4 functions are linked to the locations of the responsible persons. In Luxembourg 3 persons are indirectly involved in VV functions (legal council, some IT and accounting staff work in the Luxembourg region). 7 directly involved in VV functions but only linked to the Luxembourg office via a remote work contract for example the CEO, most of the VV auditors and 1 of the QC teammembers. All staff with remote work contracts, except in the Netherlands and USA are employed via the SustainCERT office in Luxembourg. As the the COO, Head of VV and Head of QC are currently based in the Netherlands the VV operations (including HR and qualifications) , and QAQC functions (including impartiality management and complaints procedure), are currently done in the Amsterdam time zone.

<b>Name of the office number 1.2</b>	SustainCERT USA Inc 52 Waltham Street, Lexington, MA 02142, Massachusetts, USA  Currently no persons linked to the Article 6.4 VV activities
<b>Description of outsourced entities (add rows as necessary)</b>	
<b>Office number 2.1</b>	Not applicable - no outsourcing
<b>Physical address</b>	
<b>Country</b>	
<b>Postal address</b>	
<b>Country</b>	
<b>Legal entity status at the location</b>	
<b>Relationship with the DOE</b> For examples: Independent company, office of other legal entity belonging to the same group, etc.	
<b>Number of personnel</b> Personal directly involved in validation and verification/certification activities on the date of submitting this form	
<b>Functions allocated</b> Summary of functions allocated to the outsourced entity	
<b>Office number 2.2</b>	

**Outsourced functions in accordance with appendix 1**

Use the following table to indicate which functions have been outsourced, as defined by paragraphs 57–62 of the Article 6.4 mechanism accreditation standard (version 01.0). Indicate the function by entering the office number (as defined above) of the outsourced entity.

\*Outsourcing can be done exclusively in the context of the other functions that are carried out by the outsourced body.

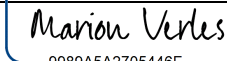
Chapter	Requirement		Function	Para	Outsourcing	Office number of the outsourced entity (from above)
6	Legal status and matters			11-15	N/A	Not Applicable
7	Liability and finance	Financial stability		16-17	NO	Not Applicable
		Liability		18-19	NO	Not Applicable
8	Entity's management	Management structure		20-23	NO	Not Applicable
		Management functions		24-26	NO	Not Applicable
9	Safeguarding impartiality	General		27-29	N/A	Not Applicable
		Safeguarding impartiality at the policy level		30-32	NO	Not Applicable
		Safeguarding impartiality at the organization level		33-37	NO	Not Applicable
		Safeguarding impartiality at the operational level		38-45	YES*	Not Applicable
		Review of effectiveness		46-48	NO	Not Applicable
10	Human resources and competence	Sufficiency of human resources	General	49-55	NO	Not Applicable
			Recruitment and outsourcing to an entity	56-62	No	Not Applicable
			Use external individuals	63-65	YES*	Not Applicable
		Competence requirements	Initial competence analysis	66-70	NO	Not Applicable
			Competence for validation or verification/certification teams	71	NO	Not Applicable

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Chapter	Requirement		Function	Para	Outsourcing	Office number of the outsourced entity (from above)
			Competence for technical experts	71	NO	Not Applicable
			Competence for technical reviewers	71	NO	Not Applicable
		Management of human resource and competence	Demonstration of competence and qualification of personnel	72-76	NO	Not Applicable
			Monitoring of performance and ensuring competence and training	77-83	NO	Not Applicable
			Personnel records	84	NO	Not Applicable
11	Information management	Information to be made available in the public domain		85	NO	Not Applicable
		Confidentiality		86-88	YES*	Not Applicable
12	Validation and verification/certification process	Contract review	Validation/verification contract review	89-91	YES	Not Applicable
				92-94	NO	Not Applicable
		Selection of the validation or verification/certification personnel		95, 97-99	YES, excluding appointment of technical review teams	Not Applicable
				96	NO	Not Applicable
		Validation and verification/certification		100	YES	Not Applicable
				101	NO	Not Applicable
		Technical review		102-103	NO	Not Applicable
		Issuance of final validation or verification/certification opinions and reports		104-106	NO	Not Applicable
13	Quality management system	General		107-108	NO	Not Applicable

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Chapter	Requirement		Function	Para	Outsourcing	Office number of the outsourced entity (from above)
		Responsibilities of top management		109-110	NO	Not Applicable
		Article 6.4 quality manager		111	NO	Not Applicable
		Document and record management system	Control of documents	112-113	NO	Not Applicable
			Control of records	114-117	YES*	Not Applicable
			Records pertaining to validation and/or verification/certification functions	118(a), 118(c) –(e), and 119	YES*	Not Applicable
			Records pertaining to validation and/or verification/certification functions	118(b), and 118(f) –(l)	NO	Not Applicable
		Internal audits		120-122	NO	Not Applicable
		Corrective and preventive actions		123-128	NO	Not Applicable
		Management review		129-132	NO	Not Applicable
14	Handling complaints, disputes and appeals	Complaints		133-134	NO	Not Applicable
		Disputes		135-137	NO	Not Applicable
		Appeals		138-140	NO	Not Applicable

<b>Name of entity representative</b>	Marion Verles, SustainCERT CEO <small>DocuSigned by:</small>
<b>Signature of entity representative</b>	 <small>9989A5A2705446E</small>
<b>Date (DD/MM/YYYY)</b>	08/08/2024

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**Document information**

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01.0	31 March 2024	Initial publication.

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