



**DECLARATION OF OTHER OFFICES PERFORMING VALIDATION AND
VERIFICATION/CERTIFICATION FUNCTIONS
(Version 03.0)**

Entity name	Lloyds Register Quality Assurance Limited
UNFCCC entity ref. no.	CDM-E-0023
Do you intend to allocate functions to offices other than your central office or to other legal entities (outsourced entities)? <u>Note:</u> this form shall be provided with the submission of the application for accreditation or upon the CDM accreditation panel's request. Subsequent changes to the information provided in this form shall be notified to the secretariat in accordance with paragraph 256 of the CDM accreditation procedure (version 11.0).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "yes", complete the sections below.
Description of other offices (add rows as necessary)	
Office number 1.1	Birmingham
Postal address	1 Trinity Park, Bickenhill Lane, Birmingham, B37 7ES
Physical address	Same as above
Legal entity at the location	Lloyd's Register Quality Assurance Limited,
Relationship with the DOE For example, branch (i.e. office other than the central office) independent company, office of other legal entity belonging to the same group.	Central Office
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form.	1
Office number 1.2	Mumbai
Postal address	63-64, Kalpataru Square, 6th floor, Kondivita Lane, Off Andheri-Kurla Road, Andheri (East), Mumbai 400 059
Physical address	Same as above
Legal entity at the location	Lloyd's Register Quality Assurance Limited
Relationship with the DOE For example, branch (i.e. office other than the central office) independent company, office of other legal entity belonging to the same group.	Branch office
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form.	13
Office Number 1.3	
Postal address	
Physical address	
Legal entity at the location	
Relationship with the DOE For example, branch (i.e. office other than the central office) independent company, office of other legal entity belonging to the same group.	

Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form.	
Office Number 1.4	
Postal address	
Physical address	
Legal entity at the location	
Relationship with the DOE For example, branch (i.e. office other than the central office) independent company, office of other legal entity belonging to the same group.	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form.	
Description of outsourced entities (add rows as necessary)	
Office number 2.1	
Postal address	
Physical address	
Legal entity at the location	
Relationship with the DOE For example, branch (i.e. office other than the central office) independent company, office of other legal entity belonging to the same group.	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form.	
Office number 2.2	
⋮	

Outsourced functions in accordance with appendix 1

Use the following table to indicate which functions have been outsourced, as defined by paragraphs 63–68 of the CDM accreditation standard (version 5.2). 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 (from above)
6	Legal status and matters		10-13	N/A	1.1
7	Liability and finance	Financial stability	14-15	NO	1.1
		Liability	16-17	NO	1.1
8	Entity's management	Management structure	18-21	NO	1.1
		Management functions	22-24	NO	1.1
9	Safeguarding impartiality	General	25-30	N/A	1.1
		Safeguarding impartiality at the policy level	31-34	NO	1.1
		Safeguarding impartiality at the organization level	35-39	NO	1.1
		Safeguarding impartiality at the operational level	40-47	YES*	1.2
		Review of effectiveness	48-50	NO	1.2
10	Human resources and competence	General	51-58	NO	1.2
		Sufficiency of human resources	59-61	YES*	1.2
		Outsourcing	62-67	NO	1.2
		Initial competence analysis	69-73	NO	1.2
		Competence for management functions	74-75	NO	1.2
		Competence for validation or verification teams	76-90	NO	1.2
		Competence for technical experts	91-60(c)	NO	1.2

Chapter	Requirement	Function	Para	Outsourcing	Office number (from above)
	Management of human resource and competence	Competence for technical reviewers	92-93	NO	1.2
		Demonstration of competence and qualification of personnel	94-102	NO	1.2
		Monitoring of performance and ensuring competence	103-109	NO	1.2
		Personnel records	110	NO	1.2
			111-113	NO	1.1, 1.2
11	Information management	Information to be made available in the public domain			
		Confidentiality	112-114	YES*	1.2
		Contract review	115-117	YES	1.2
		Validation/verification contract review	118-120	NO	1.2
		Selection of the validation or verification/certification personnel	121, 123-126	YES, excluding appointment of technical review teams	1.2
	Validation and verification/certification		122	NO	1.2
			127	YES	1.2
			128	NO	1.2
		Technical review	129-130	NO	1.2
		Issuance of final validation or verification/certification opinions and reports	131-133	NO	1.2
13	Quality management system	General	134-135	NO	1.2
	Responsibilities of top management		136-137	NO	1.1

Chapter	Requirement		Function	Para	Outsourcing	Office number (from above)
		CDM quality manager		138	NO	1.2
		Document and record management system	Control of documents	139-140	NO	1.2
			Control of records	141-144	YES*	1.1, 1.2
			Records pertaining to validation and/or verification/certification functions	144(a), (c)–(l), 145	YES*	1.2
		Internal audits		143(b),(f)–(k)	NO	1.1
				147-149	NO	1.2
				150-155	NO	1.2
		Management review		156-159	NO	1.1
	14 Handling complaints, disputes and appeals	Complaints		160-162	NO	1.2
		Disputes		163-165	NO	1.2
		Appeals		166-169	NO	1.2

Name of entity representative	Ketan S. Deshmukh CDM Quality Manager
Signature of entity representative	
Date (dd/mm/YYYY)	21/07/2017

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
03.0	30 April 2014	Revision to: <ul style="list-style-type: none"> Align and improve according to version 11.0 of the <i>CDM accreditation procedure</i> and version 5.2 of the <i>CDM accreditation standard</i>; Change the title from <i>Form for declaration of non-central sites (F-CDM-NCS)</i> to <i>Declaration of other offices performing validation and verification/certification functions (CDM-DOO-FORM)</i>.
02.2	11 September 2012	Editorial change to amend version 02.0 revision date from 21 September 2011 to 4 January 2012.
02.1	17 May 2012	Editorial changes to include new logo and other improvements.
02.0	4 January 2012	Revised to be in line with version 02.0 of the Accreditation Standard.
01.0		Initial publication.

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