



## FORM FOR DECLARATION OF NON-CENTRAL SITES

Entity name and acronym: Swiss Association for Quality and Management Systems SQS

Entity number: CDM-E-0027

Does your entity intend on allocating or allocate functions to sites other than the central office ("non-central sites")?<sup>1</sup>

☐ Yes ☒ No

If "yes", please fill in the sections below.

Please note: – This form has to be provided along with submission of the application for accreditation or upon the CDM accreditation panel's request;

- Subsequent changes in the information provided in this form have to be notified to the CDM accreditation panel in accordance with paragraph 148 of the "Procedure for accrediting operational entities by the Executive Board of the clean development mechanism (CDM)" (version 10.1).

### DESCRIPTION OF NON-CENTRAL SITES

Please complete the table below. Add or delete rows if necessary.

#	Full address	Legal entity at the location	Relationship with the central office (e.g. branch, office, office of other legal entity belonging to the same group)	Number of personnel directly involved with validation and verification/certification activities (on the date of submission of the form)
1				
2				

### DESCRIPTION OF THE ALLOCATION OF FUNCTIONS TO NON-CENTRAL SITES

Please mark the cells with an "x" if the functions specified in the paragraphs indicated are allocated to each of the non-central sites. Add or delete columns if necessary.

Please note: functions under paragraphs not displayed below cannot be allocated to non-central sites, in accordance with annex A to the "CDM accreditation standard for operational entities" (version 2.0).

<sup>1</sup> Please refer to paragraphs 28, 29 and 30 of the "CDM accreditation standard for operational entities" (version 02).

Chapter	Requirement/Function		Paras.	NCS 1	NCS 2
IV	Sufficiency of resources		36-37(a),(b)		
	Management of human resource and competence	Qualification of the validation/verification team members for technical areas within CDM sectoral scope	63-64		
		Use of external validators, verifiers and technical experts	65-67		
		Recruitment	68-69		
		Personnel records	74		
VI	Contract review	Request for validation and/or verification/certification application	81-82		
		Request for application review	83-84		
		Validation/verification contract review	85		
	Selection of the team for validation/verification functions		87-91		
	Allocation for human resources for a specific validation/verification function		92-93		
	Planning and performing validation/verification functions		94-97		
IX	Document and record management system	Control of documents	112-113		
		Control of records	114-117		
		Records pertaining to validation and/or verification/certification functions	118-119		
X	Handling complaints		133-136		
XII	Safeguarding impartiality at the operational level		158-167		
XII	Confidentiality management		171-173		

Date: 07/06/2011	Name, function and signature of the entity's authorized representative: Mr. Silvio Leonardi, Member of the Executive Board
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