

FM 1.16 Terms of Reference of Senior Management

1. **Scope:** This document defines the roles and responsibilities of the personnel involved in the top/other management of Carbon Check including their competence and activities. Furthermore, the CEO, Director-Compliance and Quality Manager constitutes the top and other management of Carbon Check.
2. **CC IPL Top and other Management is competent to:**
 - a) Analyze and determine the human resource requirements;
 - b) Evaluate and demonstrate competence of personnel, qualify them, and select members of technical review teams;
 - c) Approve contract reviews;
 - d) Evaluate and qualify the personnel,
 - e) Allocate the personnel;
 - f) Assess applications and conduct of contract reviews;
 - g) Select validation and/or verification team members and technical reviewers, and verify their competence;
 - h) Maintain the competence level of validation and/or verification personnel and arrange any necessary training;
 - i) Supervise the implementation of validation and/or verification/certification procedures;
 - j) Decide on validation and/or verification/certification functions;
 - k) Manage all functions of Carbon Check including impartiality-related activities;
 - l) Implement an overall quality management system.
3. **Senior Management has overall authority and responsibilities for the following functions:**
 - a) Formulation and development of policy matters relating to the operations of Carbon Check (CEO)
 - b) Establishment of quality management system in line with policies formulated (Quality Manager)
 - c) Documentation of policies and procedures and their implementation (Director-Compliance)
 - d) Supervision and monitoring of implementation of policies and procedures (Director-Compliance)
 - e) Supervision of finances, administrative matters and dealing with contractual matters and arrangements (CEO)
 - f) Final decisions on validation and/or verification/certification activities/opinions and reports (CEO)
 - g) Decisions relating to disputes and complaints (Director-Compliance)
 - h) Supervision of all activities related to the safeguarding of the impartiality of VVB functions (CEO with Director-Compliance)
 - i) Determine the human resource requirements, providing adequate and competent human resources for validation and/or verification/certification functions. (Quality Manager under supervision of Director-Compliance)
 - j) Evaluate and demonstrate competence of personnel, qualify them, and select members of technical review teams (Quality Manager under supervision of Director-Compliance)
 - k) Approve contract reviews (CEO)
 - l) Maintain the competence of its validation and/or verification/certification personnel (Quality Manager under supervision of Director-Compliance)
 - m) Supervise the implementation of validation and/or verification/certification procedures (Director-Compliance)

- n) Establish, implement, and maintain a quality management system (ensuring that the DOE/VVB’s procedures for complying with Article 6.4/GHG requirements are established, documented, implemented and maintained (Quality Manager).
- o) Reporting to the DOE/VVB’s top management on the performance of the quality management system and proposing required improvements(Quality Manager).

The top management of Carbon Check must demonstrate its commitment to the development and implementation of a quality management system in accordance with the GHG requirements. The top management of Carbon Check must put into place measures to ensure that the policies are understood, implemented, and maintained at all levels of the organization.

Revision history:

Revision Number	Revision Date	Summary of Changes
00	Sep 2020	New document as per ISO 14065 requirements
01	Feb 2022	Formatting of Footer
02	Oct 2022	Revision due to concern n0.4 issued in SA and SE Audit by NABCB
03	Nov 2022	Revision due to the NC no. 06 issued in ANAB Office Assessment
04	December 2023	Revised to reflect changes in organization structure
05	June 2024	Revised due the concern raised during reaccreditation audit by NABCB
06	December 2024	Revised to reflect changes in organization structure
07	01 September 2025	Revised to remove the role of Head – HR & Compliance
08	16 December 2025	Revised due to the voluntary withdrawal of CDM accreditation.