

Procedure name	TUVR-AccredSt07-011-InfoManagement
Version and date	00, 01/12/2022
Active from	01/01/2023
Responsible person	Head, DOE
CDM Standard	CDM Accreditation Standard - Version 7.0, EB98, Annex 4
Relevant paragraphs	111-114
Other relevant procedures	Not applicable.
Documents required and associated	010-03-Application for Appointment as Validator/Verifier 010-04-External Employment Contract with DOE 010-05-DOE Employment Contract 011-01-Code of Conduct for TUV Rheinland 011-02-Manual Integrated Management System 011-03-Data Protection Guideline 012-03-Contract Review Sheet 012-04-CDM Contract (section 'Declaration of Impartiality' by client) 012-05- Declaration of Impartiality and Independence 012-09-Statement of Confidentiality

Information to be made available in the public domain

- 1 The DOE shall maintain publicly available a list of all the CDM project activities and PoAs for which it has conducted the validation or verification / certification. §111

To qualify with this requirement, the UNFCCC project list found at <http://cdm.unfccc.int/Projects/projsearch.html> shall be used.

The DOE does not currently maintain a separate publicly available list.

Confidentiality

- 2 The confidentiality of information obtained or created during the course of validation and/or verification/certification functions is safeguarded by the following mechanism, including Policies, Manuals and Guidelines: §112

Policies:

'011-01-Code of Conduct for TUV Rheinland' (latest version applicable, as found in EtQ database created by TUV Rheinland)

Quality Manual:

'011-02-Manual Integrated Management System' (latest version applicable, as found in EtQ database created by TUV Rheinland)

Guidelines:

'011-03-Data Protection Guideline' (latest version applicable, as found in EtQ database created by TUV Rheinland)

And implemented through the following forms:

Forms:

'010-03-Application for Appointment as Validator/Verifier'

'010-04-DOE Employment Contract'

'010-05-External Employee Contract with DOE'

‘012-04-CDM Contract’ (section ‘Declaration of Impartiality’ by client)

- 3 If there are provisions in CMP decisions that require the DOE to make publicly available information obtained or created during the course of validation and/or verification/certification functions, then the DOE shall conform to CMP decisions with no exception. The above is described in the **‘012-04-CDM Contract’** (section **‘Declaration of Impartiality’** by client) which is signed and accepted by the client and the DOE. §112

- 4 The personnel engaged by a DOE shall also be bound by these confidentiality requirements. To comply, the DOE has developed a mechanism to ensure compliance, by obtaining signed confidentiality agreements by each internal and external staff, using the following forms: §113

Forms:

- ‘010-04-DOE Employment Contract’**
- ‘010-05-External Employee Contract with DOE’**

Project documentation:

‘012-03-‘Contract Review Sheet’ Section **‘012-05- Declaration of Impartiality’** completed for each project and signed by each audit team.

- 5 A DOE shall not disclose any information about the project participants who are involved in the CDM project activities and PoAs for which the DOE provided validation or verification/certification services, that is not required to be made publicly available to a third party without the project participant’s prior written consent. Especially before the submission of material to UNFCCC, the DOE should confirm with the Client / Project Participant which documents could become publicly available. In all cases, the DOE should inform the Project Participant before releasing confidential information to a third party, if required by law. §114

Form

‘012-09-Statement of Confidentiality’

- End-

Revision History:

SL No	VERSION	REASON FOR CHANGE	APPROVAL
1	00	Initial version of the Procedure to comply with Accreditation Standard 07.	Ms. Jessie Wang Dated 01/12/2022

The initial version is considered as “00” and further changes to this version will continue to be in order of “01 ...”