




<p>Re Carbon Gözetim Denetim ve Belgelendirme Ltd. Şti.</p> <p>Prof. Dr. Aziz Sancar Cad. 27/6 TR / 06690 Çankaya-Ankara</p> <p>Tel.: 0090-312-287 5122 Fax: 0090-312-287 3373</p>	<h2>Company Structure and Allocation of Responsibilities Procedure</h2>	
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### Annex-1 Allocation of Responsibilities


Function(s)	Responsible Person
<ul style="list-style-type: none"> <li>• Formulation and development of policy matters relating to the operations of Re Carbon Ltd.</li> <li>• Final decision on and approval of validation and/or verification/certification reports in the absence of Certification Manager</li> <li>• Supervision and monitoring of implementation of policies and procedures and administrative matters</li> <li>• Providing adequate and competent human resources for validation/verification functions related to CDM</li> <li>• Allocation of responsibilities within the company</li> <li>• Final approval of all internal procedures</li> <li>• Execution of all payments (Jointly with Accountant)</li> <li>• Monitoring of human resources sufficiency (Jointly with Certification Manager)</li> <li>• Final decision making in case of complaints against the Sales Manager – Carbon, Certification Manager and the Quality Manager</li> <li>• Analysing and determining the human resource requirements (Jointly with the Certification Manager)</li> <li>• Final employment decisions on validation and/or verification team members</li> <li>• Signing appointment certificates (Joint responsibility with Certification Manager)</li> <li>• Evaluating and qualifying the personnel (For full time management personnel)</li> <li>• Managing all functions including impartiality related activities</li> <li>• Handling of Carbon Department risk analysis (Jointly with Sales Manager-Carbon, Certification Manager and Quality Manager)</li> <li>• Involving in Review of Effectiveness Meeting regarding impartiality issues (Jointly with Certification Manager, Quality Manager and Sales Manager-Carbon)</li> <li>• Involving in the Management Review Meeting</li> <li>• Renewal of occupational liability insurance policy regarding the validation/verification activities</li> <li>• Keeping records of occupational liability insurance policies regarding the validation/verification activities (Joint responsibility with the Certification Manager)</li> <li>• Keeping the balance sheets records</li> <li>• Extending the duration of confidentiality and impartiality agreements of Impartiality Committee Members</li> <li>• Checking and approving the business plans prepared for next three years for each calendar year</li> </ul>	<b>General Manager</b>
<ul style="list-style-type: none"> <li>• Establishment of validation &amp; verification quality management system in line with policies formulated (Jointly with Certification Manager and the Sales Manager – Carbon)</li> <li>• Ensuring that procedures are in compliance with CDM Accreditation requirements (Jointly with Certification Manager and the Sales Manager – Carbon)</li> <li>• Monitoring of implementations of policies and procedures</li> <li>• Supervising the implementation of validation and/or verification/certification procedures (Jointly with Certification Manager)</li> <li>• Implementing overall validation/verification quality management system (Jointly with Certification Manager and Sales Manager-Carbon)</li> <li>• Control of implementation of accreditation requirements (Jointly with Certification Manager)</li> <li>• Documentation of policies and procedures</li> <li>• To create an external documents list and update it when necessary</li> <li>• Publishing the QMS documents on the server</li> <li>• Assigning accessibility rights among V/V team members and ITR for each project on the server</li> <li>• Attending Carbon Department risk analysis meetings (Jointly with General Manager, Certification Manager and Sales Manager-Carbon)</li> <li>• Handling of internal audits in terms of quality management system and CDM accreditation standard</li> <li>• Involving in Review of Effectiveness Meeting regarding impartiality issues (Jointly with General Manager, Certification Manager and Sales Manager-Carbon)</li> <li>• Involving in the Management Review Meeting</li> <li>• Final decisions on complaints and disputes</li> </ul>	<b>Quality Manager</b>
<ul style="list-style-type: none"> <li>• Establishment of validation &amp; verification quality management system in line with policies formulated (Jointly with Sales Manager-Carbon and the Quality Manager)</li> <li>• Supervising implementation of validation and/or verification/certification procedures (Jointly with Quality Manager)</li> <li>• Analysing and determining the human resource requirements (Jointly with General Manager)</li> </ul>	<b>Certification Manager</b>

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Function(s)	Responsible Person
<ul style="list-style-type: none"> <li>• Implementing overall validation/verification quality management system (Jointly with Quality Manager and Sales Manager-Carbon)</li> <li>• Handling the initial and further communications with UNFCCC regarding all DOE accreditation related assessments including performance assessments, spot checks, surveillance and re-accreditation audits</li> <li>• Verifying the competence validation and/or verification team members and independent technical review personnel</li> <li>• Giving evaluation and qualification decision for the personnel during the employment and appointment process (For V/V team members and ITRs, along with the one full time team leader)</li> <li>• Signing appointment certificates (Joint responsibility with the General Manager)</li> <li>• Retaining personnel and training records of validation/verification team members and ITRs</li> <li>• Retaining of training records of management and support personnel relevant with Carbon Department activities</li> <li>• Maintaining competence level of validation and/or verification/certification personnel and arranging any necessary trainings</li> <li>• Conducting initial competency analysis during employment process</li> <li>• Approval of validation/verification plans</li> <li>• Supervising and controlling the validation/verification team</li> <li>• Monitoring of project stages</li> <li>• Monitoring of human resources sufficiency (Jointly with General Manager)</li> <li>• Evaluating the adequacy of competence criteria relevant with the validation and verification/certification functions</li> <li>• Handling of Carbon Department risk analysis (Jointly with General Manager, Quality Manager and Sales Manager-Carbon)</li> <li>• Deciding on and approving of validation and/or verification/certification reports and functions</li> <li>• Giving technical and procedural guidance on methodologies, clarifications and guidelines from UNFCCC, GS &amp; VCS (Jointly with V/V team members and ITRs)</li> <li>• Monitoring of changes (solely) and control of implementation of accreditation requirements (Jointly with Quality Manager)</li> <li>• Handling of all projects related requests (registration request, issuance request, new methodology proposal, renewal of crediting period etc.)</li> <li>• Handling of annual experience meeting</li> <li>• Handling of Management Review Meeting</li> <li>• Handling of Carbon Department risk analysis (Jointly with General Manager, Sales Manager-Carbon and Quality Manager)</li> <li>• Informing UNFCCC about the changes in organizational structure (Joint responsibility with the Sales Manager-Carbon)</li> <li>• Involving in Review of Effectiveness Meeting regarding impartiality issues (Jointly with General Manager, Sales Manager-Carbon and Quality Manager)</li> <li>• Conducting validation/verification activities annual financial liability analysis (Jointly with Accountant)</li> <li>• Keeping records of occupational liability insurance policies regarding the validation/verification activities (Joint responsibility with the General Manager)</li> <li>• Following the expiry date of confidentiality and impartiality agreements signed with the Impartiality Committee members and informing the General Manager to extend the duration of mentioned agreements</li> </ul>	
<ul style="list-style-type: none"> <li>• Establishment of validation &amp; verification quality management system in line with policies formulated (Jointly with Certification Manager and the Quality Manager)</li> <li>• Assessing validation/verification applications</li> <li>• Conducting validation/ verification/ certification contract review and quotation preparation</li> <li>• Selecting validation and/or verification team members and independent technical review personnel for each project by using the Table of Competence</li> <li>• Handling and tracking of personnel availability for the validation/verification activities (For V/V team members and ITRs)</li> <li>• Creating project folders on the server for each project</li> <li>• Handling of individual impartiality declarations by V/V team members and ITR (prior to any V/V assignment)</li> <li>• Handling of communications related to invoices issued by CDM AT</li> <li>• Sending and getting back customer feedback forms with project participants after the completion of</li> </ul>	<p><b>Sales Manager – Carbon</b></p>

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Function(s)	Responsible Person
<p>each project</p> <ul style="list-style-type: none"> <li>Implementing overall validation/verification quality management system (Jointly with Certification Manager and Quality Manager)</li> <li>Uploading and updating the required documents and/or information on Re Carbon website for public availability including projects' related information</li> <li>Retaining complaints/disputes/appeal records</li> <li>Retaining project tracking list</li> <li>Preparing and submitting annual report to the EB</li> <li>Preparing and submitting the DOE Forecast report to UNFCCC</li> <li>Informing UNFCCC about the changes in organizational structure (Joint responsibility with the Certification Manager)</li> <li>Handling of Carbon Department risk analysis (Jointly with General Manager, Certification Manager and Quality Manager)</li> <li>Involving in the Management Review Meeting</li> <li>Involving in Review of Effectiveness Meeting regarding impartiality issues (Jointly with General Manager, Certification Manager and Quality Manager)</li> <li>Keeping Impartiality Committee and Review of Effectiveness Meeting minutes' records</li> <li>Informing the EB in cases of any judicial processes</li> <li>Following up the preparation of the annual synthesis report by the Impartiality Committee on the Committee activities until 1st of September each year and if necessary sending reminder to the Committee members on this</li> <li>Preparing the business plan for next three years for each calendar year towards the end of the relevant year</li> </ul>	
<ul style="list-style-type: none"> <li>Supervision of finance</li> <li>Monitoring income and expenditure to determine financial stability</li> <li>Execution of all payments (Jointly with General Manager)</li> <li>Assessment of projects' budgets and handling of cost control</li> <li>Conducting validation/verification activities annual financial liability analysis (Jointly with Certification Manager)</li> <li>Preparing and keeping the balance sheets records for each year</li> </ul>	<b>Accountant</b>
<ul style="list-style-type: none"> <li>Assessing the validity of complaints and disputes</li> <li>Investigating and reviewing the case</li> </ul>	<b>Complaints Committee</b>
<ul style="list-style-type: none"> <li>Assessing the validity of appeals</li> <li>Investigating and reviewing the case</li> <li>Final decision on appeals</li> </ul>	<b>Appeals Committee</b>
<ul style="list-style-type: none"> <li>Analysis of actual and potential risk to impartiality</li> <li>Preparing an annual report of its activities</li> <li>Approving all risk analysis (For the Chairman)</li> </ul>	<b>Impartiality Committee</b>
<ul style="list-style-type: none"> <li>Acting as a Team Leader for validation/verification functions and coordination of these functions</li> <li>Monitoring and reviewing the performance of validator(s), verifier(s), technical expert(s)</li> <li>Monitoring the performance of other team leaders by witness audits</li> <li>Giving evaluation and qualification decision for the personnel during the employment and appointment process (For V/V team members and ITRs, along with the Certification Manager)</li> <li>Preparing the validation/verification plans</li> <li>Communicating validation/verification plans with project participants</li> <li>Updating of all related project records on the company server</li> <li>Submitting all necessary documents to Certification Manager required for the registration/issuance request</li> <li>Involvement in the employment evaluations of the V/V team members during the employment process, if necessary</li> <li>Conducting initial on the job evaluations (For v/v team members)</li> <li>Following methodologies, tools, clarifications and guidelines from UNFCCC, GS &amp; VCS (Jointly with Certification Manager)</li> <li>Involving in the annual experience exchange meeting</li> <li>Independent technical review of validation and/or verification/certification reports (For the ones qualified as an ITR)</li> </ul>	<b>Team Leader</b>

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Function(s)	Responsible Person
<ul style="list-style-type: none"> <li>Informing Certification Manager when ITR is completed and when the project is ready for registration or issuance request (For the ones qualified as an ITR)</li> </ul>	
<ul style="list-style-type: none"> <li>Acting as a validator/verifier for validation/verification functions</li> <li>Supporting the team leader during the validation/verification functions</li> <li>Following methodologies, tools, clarifications and guidelines from UNFCCC, GS &amp; VCS (Jointly with Certification Manager)</li> <li>Communicating validation/verification plans with project participants in case of a such request by the team leader</li> <li>Involving in the annual experience exchange meeting</li> </ul>	<b>Validator/Verifier</b>
<ul style="list-style-type: none"> <li>Acting as a technical expert for validation/verification functions depending on the specialized area</li> <li>Supporting the team leader during the validation/verification functions</li> <li>Following methodologies, tools, clarifications and guidelines from UNFCCC, GS &amp; VCS (Jointly with Certification Manager) on his/her specialized field</li> </ul>	<b>Technical Expert</b>

#### History of the document

Version No.	Date	Summary of the revision	Prepared by	Approved by
00	03.05.2017	Initial version of the document	Anıl Söyler Certification Manager	Christian Johannes General Manager
01	19.09.2018	Inclusion of defined process about the preparation of a business plan for the next three years for each calendar year in Section 3.3 Revision of CDM Accreditation Standard and CDM Accreditation Procedure version number in Section 4 Inclusion of "Business Plan Form" as a new form in Section 4 Revision of Allocation of Responsibilities Table based on the inclusion of new responsibilities in Annex-1	Anıl Söyler Certification Manager	Christian Johannes General Manager
02	30.09.2020	Address change in the header and also under clause 3.2. Company Structure Deleting "accredited" wind measurements according ISO 17025 under the same clause 3.2. CDM Accreditation Standard and Procedure version number update under clause 4	Aslı Bingöl Quality Manager	Christian Johannes General Manager