



ALLOCATION OF RESPONSIBILITIES RELATED TO A6.4 MECHANISM 02-PE-0911.00.IN

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1. OBJECT

The object of this document is to define the authority, roles and responsibilities of the Top management personnel, management personnel and other staff involved in the Article 6.4 activities of AENOR CONFIA, S.A.U (Hereafter AENOR).

2. TOP MANAGEMENT

General Director of Conformity Assessment constitutes the top management of AENOR and has overall authority and responsibility for the following functions, but they may be allocated to the internal personnel detailed below:

- a) Formulation and development of policy matters relating to the operations of AENOR: climate change manager and technology coordinator;
- b) Establishment of quality management system in line with policies formulated: climate change manager;
- c) Documentation of policies and procedures and their implementation: climate change manager and A6.4 quality manager;
- d) Supervision and monitoring of implementation of policies and procedures; climate change manager and A6.4 quality manager;
- e) Supervision of finances, administrative matters and dealing with contractual matters and arrangements; Climate Change manager and Technology coordinator and Commercial Technician.
- f) Final decisions on validation and/or verification/certification; climate change manager and technology coordinator
- g) Decisions relating to disputes and complaints: A6.4 quality manager and Technical and Quality director;
- h) Providing adequate and competent human resources for validation/verification functions; Climate Change Manager and Technology coordinator
- i) According to the validation recommendation by the technical reviewer, he/she makes



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the decision on validation and decides on the submission to the Supervisory Body of a request for registration; Climate Change Manager and Technology coordinator

- j) According to the verification recommendation by the technical reviewer, he/she makes a determination as to whether the emissions reductions verified should be certified. Climate Change Manager and Technology coordinator

3. Climate change manager (CCM)

The climate change manager of AENOR is the responsible person for the following functions:

- Control of validation/verification/certification activities performed by both internal and external personnel.
- Responsible person for the validation and verification/certification personnel, irrespective of whether they are internal or external resources.
- Determine the human resource requirements.
- Manage all activities related to the safeguarding of the impartiality for A6.4 activities (Impartiality and conflict of Interest Assessment.A6.4)
- Contract review process including approval.
- Control of contractual issues with clients
- Identification and designation of technical experts
- Identification of technical areas for a project activity or PoA
- Authorised person to sign the final validation and verification opinion and reports. If CCM is also the TL then the signature of the final validation and verification opinion will be carried out by the other colleague with competence in Climate Change.
- Establish, implementing and maintaining a quality management system, including preparation, and/or revision and control of documents that form part of this system; and communication to personnel involved in the A6.4 activities.



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4. A6.4 commercial technician

The A6.4 commercial technician shall be an AENOR staff member, and his/her duties are as follows:

Assisting the Climate Change Manager and Technology Coordinator during the following processes:

- Contract review
- Control of contractual issues with clients

5. Technology coordinator (TC)

The technology coordinator shall be part of the Climate Change Unit of AENOR and his/her duties are as follows:

- Supporting the A6.4 Quality Manager to ensure that the AENOR procedures for complying with A6.4 accreditation requirements are established, implemented and maintained
- Identify legal requirements related to project activities.
- Designation of validation and verification team members (including technical experts)
- Contract review process including approval
- Monitoring of qualification of personnel
- Evaluation and demonstration of competence of personnel
- Monitoring of performance and maintenance of competence of the validation/verification personnel and other A6.4 functions
- Ensure that the applicable requirements from UNFCCC are applied in validation, verification and certification activities. Identification and management of applicable criteria for validation and verification of project activities under the Article 6.4 Mechanism.
- Authorised person to sign the final validation and verification opinion and reports
- When the team members and technical reviewers are external, making the PDD/POA-DD or MR publicly available.



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- When the team members and technical reviewers are external, submitting the request for registration or for issuance of A6.4ERs.
- Identification of technical areas for a project activity or PoA
- To check periodically (semi-annually) the versions of documents publicly available in the web of AENOR related to A6.4 as well as the list of A6.4 projects already registered and verified and updated them if they are obsolete.
- To request approval of Internal Instruction, Rules and other documents.

Establish, implementing and maintaining a quality management system, including preparation, control of documents that form part of this system; and communication to personnel involved in the A6.4 activities.

6. A6.4 quality manager

The A6.4 quality manager shall be internal personnel of AENOR and his/her duties are as follows:

- Ensuring that the AENOR's procedures of the quality management system for complying with A6.4 accreditation requirements are established, implemented and maintained, with the support of the Technology Coordinator, as well as the revision of documents that form part of this system.
- Reporting to the AENOR top management on the performance of the quality management system and proposing required improvements.

7. Team Leader

He/she will be the person ultimately responsible for:

- Organising and supervising validation/verification work according to the VVS-P/VVS-PoA and relevant applicable A6.4 requirements.
- Planning and making effective use of human resources and managing validation or verification teams.



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- Planning and organizing work effectively and performing it within the agreed time schedule.
- Representing the validation or verification/certification team in communications with the clients.
- Notify the validation/verification team designated and the visit plan to the client.
- To do the remote risk assessment if this option is done or delegate in other team member the evaluation of risks.
- Communicate any change in the team to the clients.
- Ascertain whether the methodology proposed in the PDD/POA-DD is approved by the Supervisory Body and if not, send the proposed new methodology form to the A6.4 Supervisory Body according to the approved procedures.
- Make the PDD/POA-DD/MR publicly available (only internal resources)
- Evaluate the PDD/MR against the applicable A6.4 requirements.
- Analyse, in conjunction with the members of the team, the comments received during the global stakeholder's consultation period and draw the respective conclusions
- Analyse the evidence found and decide about the categorization of the findings
- Evaluate and decide on conflicting evidence.
- Control of the project quality records.
- Complete the validation/verification opinion and report and the verification certificate when applicable.
- Inform the client about the result of the validation/verification.
- Submit the request for registration or for issuance of A6.4ERs (only internal resources).
- Inform the client about any request received from UNFCCC concerning the request for registration or for issuance of A6.4ERs.



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8. Validator

He/she will be responsible for the following activities:

- Conduct the validation in keeping with the guidelines set out by the team leader.
- Record the found evidence objectively and clearly.
- Support the team leader to complete the findings and validation report.
- When the team leader is external, make the PDD publicly available (only internal resources)
- When the team leader is external, submit the request for registration (only internal resources).

9. Verifier

He/she will be responsible for the following activities:

- Conduct the verification in keeping with the guidelines set out by the team leader.
- Reflect the found evidence objectively and clearly.
- Support the team leader to complete findings and verification report.
- When the team leader is external, make the MR publicly available (only internal resources)
- When the team leader is external, submit the request for issuance of A6.4ERs (only internal resources).

10. Technical reviewer

He/she will be responsible for:

- Assess the validation/verification findings.
- Assess validation or verification/certification opinion and report in order to ensure that the validation or verification/certification has been conducted in accordance with all applicable A6.4 validation or verification/certification requirements.



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- Complete the technical review report.
- Checking the consistency of dates, figures, and versions of the documents submitted to UNFCCC.
- When the team members are external, make the PDD/POA-DD or MR publicly available (only internal resources)
- When the team members are external, submit the request for registration or for issuance of A6.4ERs (only internal resources).

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