Organizational Management

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KSA 한국표준협회
KOREAN STANDARDS ASSOCIATION

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Revision History

Version	Date	Description	Remarks
00	2024/09/25	Initial Establishment	
01	2025/01/15	Implementation of Corrective Actions for Internal Audit Recommendation	
02	2025/03/25	Follow-up Actions for Desk Review of Initial Accreditation	

1. Scope

This procedure specifies the management structure that has overall responsibility for the performance and implementation of the KSA's functions, including quality assurance and final decision-making on validation and/or verfications/certifications.

2. Purpose

The purpose of this procedure is to perform the tasks of validation and verification consistently and effectively by clearly describing individual role and responsibility.

3. Responsibility and Authority

The director of Validation, Verification & Certification Management Center (hereinafter referred to as VVC Management Center) and director of Energy & Environment Center (hereinafter referred to as E&E Center) shall assign the detailed roles to each personnel according to this procedure.

4. Organization chart of positions and functions

The director of VVC Management Center is responsible for, based on references as below, preparing and maintaining organization chart of functions and positions to indicate scopes, responsibility and authority depending on position and function of each member belonging to relevant organization unit.

4.1 General

Organization chart of functions and positions should show a director located at apex and describe each member with roles on it according to individual functions.

4.2 Indication of lines

4.2.1 Functions of each organization unit and supervisory command system based on responsibility and authority should be distinguished by horizontal and vertical solid lines, respectively to clearly state functions and responsibility/authority.

4.2.2 Special items of supervisory command system should be indicated as explanatory notes

using dotted lines and a sample of organization chart of functions and positions for VVC Management Center is shown in the figure below.

< Sample of organization chart of functions and positions >
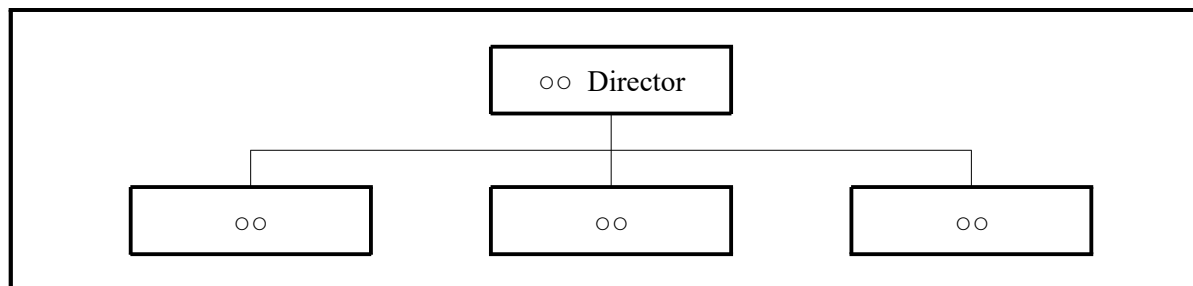
5. Allocation of Roles and Functions

5.1 VVC Management Center

5.1.1 The director of VVC Management Center, as a A6.4 quality manager, has authorities and responsibilities for the following:

(1) Determining the human resource requirements;

(2) Reviewing and Maintaining the competence of personnel (management, validator/verifier, technical experts, etc);

(3) Managing all activities related to the safeguarding of the impartiality on its functions;

  a. Internal audit and Management review

  b. Risk Assessment for impartiality, conflict of interest and independence

  c. Tasks related to committees

(4) Establishing, implementing and maintaining a quality management system complying with A6.4 accreditation standard.

(5) Evaluating qualification of the personnel related to A6.4 functions and qualifying them

(6) Assessment of performance of validators/verifiers and management personnel

(7) Ensuring that the KSA's procedures for complying with A6.4 accreditation requirements are established, documented, implemented and maintained;

(8) Reporting to the KSA's top management on the performance of the quality management system and proposing required improvements.

5.1.3 The director of the VVC Management Center shall nominate a person in charge of quality assurance, who shall have the responsibilities as QA/QC personnel, including;

(1) Preparation of internal audit and management review

(2) Risk Assessment for impartiality, conflict of interest and independence

(3) Tasks related to committees

(4) Prepare for evaluating qualification of the personnel related to A6.4 functions and qualifying them

   a. Competence and qualification of human resources

   b. Assessment of validator/verifier's capabilities

   c. Training and education of human resources

   d. Other related works

(5) Prepare for assessment of performance of validators/verifiers and management personnel

(6) Maintenance and management of validator/verifiers

(7) Establishment of annual education and training plan and implementation of it

(8) Quality Control

   a. Document and record control

   b. Management of standards reflecting A6.4 SB meeting report, decisions of CMA, and other relevant procedures and guidelines

   c. Preparation for an external audit by the A6.4 Supervisory Body, etc.

   d. Survey of customer satisfaction

5.2 E&E Center

5.2.1 Director of E&E Center

The director of E&E Center is responsible for the following (overall tasks related to validation/verification processes);

(1) Selecting members of its validation/verification teams and technical review teams;

(2) Approval of contract review

(3) Approval of validation/verification team nomination

(4) Making a final decision on validation and/or verification/certification opinions and reports;

(5) Publicity activities

(6) Supervising the implementation of validation/verification procedures;

5.2.4 V&V Operation Personnel

(1) Planning and management of validation and verification activities

   a. Payment of fees

   b. Arrangement of a business trip and payment of its expenses

   c. Fee charging and collecting

   d. Other validation/verification operation related works

(2) Validation and verification operation

   a. Composition of validation and verification team

   b. Implementation of validation and verification

   c. Handling of comments from interested parties

   d. Other validation and verification related works

(3) Records control related to validation and verification

   a. Recording of the progress of the validation and verification activities

   b. Reporting to the A6.4 Supervisory Body

   c. Discloser of the validation and verification reports

(4) Request for the registration of the validated projects and the issuance of CERs (Certified Emissions Reductions) attributable to the verified projects to the A6.4 Supervisory Body.

   a. Management of registered project and issued CERs

   b. Tasks related to technical review of validation and verification

   c. Management of final V&V report

(5) Research and development

   a. New baseline methodology and monitoring methodology

   b. Extension of the scope of validation and verification service

   c. Collection and management of international information

   d. Research and development of validation and verification guidance according to the technical area within sectoral scopes

   e. Technical advice and education supporting

   f. Other technical support related works

(6) Contract

   a. Providing information related to the application and proposal on validation and verification services

   b. Contract review

   c. Making a contract on validation and verification services with clients

5.2.5 Validation/Verification Team

(1) Team leader

   a. Overall management of validation/verification process by representing the validation/verification team

   b. Planning of validation and verification works and assignment of responsibilities to the validation/ verification team members

   c. Management of the validation/verification team, and review of the follow-up activities of validation/verification

   d. Preparation and submission of the validation and verification reports

(2) Validation/verification team members

   a. Carrying out validation/verification according to the validation/verification plan.

   b. Other tasks assigned from the validation/verification team leader.

   c. Other related works to the validation and verification activities

(3) Technical experts

   a Provision of technical advice to the validation/verification team

5.2.6 Technical Review Team

(1) The director of E&E Center shall designate the technical review team who shall not be a member of the validation/verification team according to the Human Resources and Competence Procedure (AP004)

(2) Technical review of validation/verification report

   a. Making a decision on the appropriateness of nonconformities including the current status of the project, and qualification and ability of validators/verifiers concerned.

6. Approval and Distribution

(1) Organizational chart of function and position shall be prepared by the relevant director and approved by the Executive Director of Certification Division.

(2) The relevant director shall make use of the approved organizational chart of function and position.

7. Change of Organizational Chart of Function and Position

(1) The director of VVC Management Center, in case of personnel shifts such as transfer, suspension, dispatch, retirement etc. for members belonging to the team, shall prepare a revised organizational chart of function and position, and receive approval from the Executive Director of Certification Division.

8. Related Forms

(1)   Resource Management List   AF200

(2)   Sufficiency of Human Resources   AF201

(3)   Initial Qualification Evaluation for Validator/Verifier   AF208

(4)   Initial Qualification Evaluation for Technical Expert   AF209

(5)   Qualification Evaluation for Local Expert   AF210

(6)   Competence Evaluation Report for Validator/Verifier and   AF211
Technical Expert

(7)   Competence Evaluation Report for Management Personnel   AF212