|  |  |
| --- | --- |
| **one-** **CERTIFICATE PROGRAM CODE NAME** | 05 Greenhouse Gases Verifier Certification |
| **2nd-** **PURPOSE OF THE CERTIFICATE PROGRAM** | Verifier certificate for those who will verify greenhouse gases air, water calculations |
| **3-** **SCOPE AND JUSTIFICATION OF THE CERTIFICATE PROGRAM** | This program,1. ISO 14064-1 Greenhouse gases - Part 1: Specification with organizational level guidance for measuring and reporting greenhouse gases
2. ISO 14064-2 Greenhouse gases - Part 2: Greenhouse gas emissions specification with project-level guidance for measuring, monitoring and reporting reductions or removal improvements,
3. ISO 14064-3 Greenhouse gases - Part 3: Specification with guidance for the verification and validation of greenhouse gas claims

 It covers the documents of the persons who will verify the calculations prepared according to the standards.Reference standards and documents;* ISO 14066 GHGs - Qualification requirements for GHG verification teams and verification teams
 |
| ***4- JOB AND JOB DEFINITIONS*** | There is a need to define, measure and document the competency requirements of verification teams and verification teams to ensure consistency in GHG reporting and international market public safety in other communications.This program has been created to identify, demonstrate and manage in the designated team the competence of personnel involved in various verification or verification activities in verification bodies and verification bodies.The role of the verification or verification body is to provide teams with the necessary competency to effectively complete the verification or verification process.The verifier certification program includes validation teams and principles for measuring the adequacy of validation teams. These supported policies are general requirements based on the role of validation or validation teams.Verification teams and verification teams need expertise to benefit the verifier certification program, greenhouse gas (GHG) program managers, regulators, verifiers and verification bodies. The verifier certification program measures qualification requirements through examination and defines certification requirements.***THE WORK TO DO when the candidates who took the exam are successful;******1- GHG monitors ( in organizations that make greenhouse gas calculations ),******2- GHG verifiers ( works in GHG verification organizations. Creates or verifies reports in verification teams ) ,******can work as*****The GHG verifier is required to know the following JOB DEFINITIONS in order to be able to do the above-mentioned jobs.**1. ***GREENHOUSE GAS PROGRAM INFORMATION***
2. ***TECHNICAL DATA***
3. ***DATA AND INFORMATION SUPERVISION INFORMATION***
4. ***CLIMATE CHANGE***
5. ***EU-ETS GUIDELINES***
6. ***SKILLS***
 |
| **5-** **PROGRAM AND TARGETING COMMISSION** | Must consist of at least three people* 1 person representing certified persons
* 1 person representing verifying bodies
* Technical competence, 1 person
* 1 person representing educational institutions
 |
| **6-** **CERTIFICATE DOCUMENTS** | In the certification of the candidates, NCR certification system documentation and its annexes will be used, taking into account the international standards and legal regulations related to certification. |
| **7-** **CERTIFICATE PROGRAM LANGUAGE** | The exam language is Turkish, and it can be done in other languages if desired. |
| **8-** **QUALIFICATION AND EDUCATIONAL REQUIREMENTS TO ATTEND THE CERTIFICATE PROGRAM** | 1. Education;

- Graduated from Chemistry or Chemical engineering or Mineral Resources or Mining or Mechanical engineering or Electrical engineering or Geology or aerospace engineering or Environmental engineering or a piloting degree or related engineering departments specified in Annex-1 , or- Having a bachelor's degree in positive sciences related to Annex-12. Training;NCR or from an approved training institution.- Climate change awareness. (8 hours)- EU-ETS guidelines. (8 hours)- ISO 14064-1, -2, -3 standard series. (24 hours) |
| **9 -** **DOCUMENTS REQUIRED DURING THE APPLICATION** | 1. Application fee receipt/ receipt
2. Copy of valid ID (Passport, Identity Card, etc.)
3. Copy of diploma
4. Climate change, EU-ETS guidelines, ISO 14064-1, -2, -3 standard series training certificates
5. Documented personnel contract (contract with mutual contract terms) and ethical rules (candidate's commitment)
6. Health report showing the disability status of disabled candidates
 |
| **10-** **TYPE OF ASSESSMENT APPLIED FOR QUALIFICATION** |

|  |
| --- |
| ***a) Theoretical Exam******The theoretical exam includes the question weights of the exam to be applied for proficiency and the topics included in the success grade;***1. ***GREENHOUSE GAS PROGRAM INFORMATION***
2. ***TECHNICAL DATA***
3. ***DATA AND INFORMATION SUPERVISION INFORMATION***
4. ***CLIMATE CHANGE***
5. ***EU-ETS GUIDELINES***

***In the theoretical exam, candidates have to take a multiple-choice exam of 20 questions, each of which is worth equal points.******Points are not deducted from questions answered incorrectly in the exam.******Candidates are given 1.5 minutes for each question in the exam.******Theoretical exam success is 70 points******b) Performance Based Exam******The performance exam is done by asking 1 question with 10 subunits.******In the performance exam, the candidate's SKILLS are examined under the main heading.******Each subunit is 10 points. A scenario question is 100 points in total.******In the exam, candidates are given 15 minutes for each sub-unit question.******performance exam success is 70 points.******Theoretical and performance exams are given as a written exam.*** |

 |
| **11- QUALIFICATION EXAM DURATION** | ***exam time,******a) The duration of the Theoretical Exam is 30 minutes at most.******b) The duration of the Performance Based Exam is a maximum of 150 minutes.******The total duration of the exam is 180 minutes*** |
| **12 -** **PLACE AND DATE OF QUALIFICATION EXAM** | After the examination place is checked, suitable examination places are determined.Examinations can be held at NCR's premises, or in other halls or customer lounges on the dates determined by NCR . |
| **13-** **MATERIALS USED IN THE PROFICIENCY EXAM** | 1. ***question booklet,***
2. Calculator
3. training notes
 |
| **14- EXAM SUBJECTS TO BE APPLIED FOR QUALIFICATION, WEIGHTS OF QUESTIONS AND SUCCESS GRADE** | ***main units of the exam subjects to be applied for the proficiency have been determined. Each of the main units has been studied in detail and sub-units have been created for some main units.******According to the weight of information in the greenhouse gas validator certification program of the main unit and sub-units created, it was determined how many questions to be asked in an exam from the sub-unit and the main unit in total.******See Appendix-1 F54 GREENHOUSE GAS VERIFICANT EXAM QUESTIONS BREAKDOWN***1. ***A01, A02, A03, A04, A05, A06 are greenhouse gas validator competence areas. A total of 100 points are asked from 20 multiple choice questions from the field of competence. 70 points are required.***
2. ***As a classic question for the measurement of skill, 1 question is 100 points. The classic question consists of 10 subunits. Each subunit is 10 points. 70 points success is required from the classic question.***
3. ***Candidates from both fields must be successful.***
4. ***If a score below 70 points is obtained in one of the two areas , the certificate is not issued.***
5. ***If there is a score of 70 or more in two areas, the arithmetic average of the scores obtained from the two sections is taken and the success score of the candidate is determined.***
 |
| **15- QUALIFICATIONS OF THE PERSON ASSESSING THE EXAM** | 1. Education;

- Bachelor's Degree in Chemistry or Chemical engineering or Mineral Resources or Mining or Mechanical engineering or Electrical engineering or Geology or environmental engineering or aerospace engineering or piloting degree1. Training;

- To have knowledge or experience or training on TS EN ISO / IEC 17024,- Receive 8 hours of training on EU-ETS guidelines from NCR accredited Training organisations, and- To receive 24-hour training on ISO 14064-1, -2, -3 from NCR approved educational institutions.- 8hourly climate change awareness training.1. work experience;

- quality management system or energy management system or environmental management system or Appointing an auditor for the information security management system and having a 15 man-day audit, or- To have at least 3 years of work experience, on the condition of completing Environmental Engineer or Chemical Engineering and working on environmental legislation for at least 2 years , or- To be the appointed verifier on the verification of greenhouse gas emissions (GHG) and verify at least 15 man days |
| **16 - OBJECTION TO CONCLUSION AND COMPLAINTS , STORAGE OF ANSWER SHEET** | The candidate submits the reason for objection in writing to NCR Certification Manager by specifying his personal information until one month after the exam date at the latest.NCR Certification Manager completes its work upon objection and concludes it within 1 month. The decision shall be notified in writing to the appellant.If the applicant does not find the decision made by NCR Certification Department appropriate, the objection/ complaint is forwarded to the NCR Complaints and Objection Board. If the decision of the Board is not approved by the applicant, the legal process is left to the candidates and Ankara courts are authorized.Exam records containing the candidate's personal information are kept in accordance with the legal period and NCR conditions from the date the candidate takes the exam. |
| **17-** **RIGHT TO RE-ATTEND THE EXAM APPLIED FOR QUALIFICATION** | Participants who fail the exam are entitled to a second exam free of charge, in line with the decision of the certification directorate. Candidates who fail the first exam must use their second exam rights within 1 (one) year from the date of the first exam they attended.The candidate has to use his second exam right within 1 (one) year following the date of the first exam he failed. If the exam is not organized by the certification directorate within 1 (one) year following the date of the exam that the candidate has failed, he/she participates in one of the 2 (two) exam organizations to be held after the exam and uses his right for the second exam. Completion of 1 (one) year period. is in the state . Candidates who fail at the end of the second exam or who do not use their right to take the second exam within the scope of the above-mentioned conditions can retake the exam provided that they pay the exam fee again.The exam taken by the candidate, non-compliance with the contract rules, changing, cheating, etc. invalid for any reason, he must wait at least one year before reapplying. |
| **18-** **CERTIFICATE OF QUALIFICATION VALIDITY PERIOD** | The validity of the verification certificate is 3 years. |
| **19-** PERFORMANCE MONITORING METHOD TO BE APPLIED BY **THE QUALIFICATION OWNER AND THE INSPECTION FREQUENCY OF THE CERTIFICATE OWNER** | To maintain Verifier status, the Verifier must participate as a verifier in at least 20 man-days of SGE verification within 18 months from the date of certification or have worked for 10 months in the field of environmental legislation . After this condition is met, the verifier can continue to use the certificate if he attends one of the performance exams opened by NCR for the continuation of the certificate and gets a score of 70 or higher. |
| **2 0-** **CHANGE OF QUALIFICATION CERTIFICATE** | If there is a change in the information of the certificate owner on a document whose 3-year validity period has not expired and the certificate owner applies with the necessary documents stating these changes, the certificate is reissued by the certification. directorate by charging a fee for the document . |
| **21-** **ASSESSMENT METHOD TO BE APPLIED ON RENEWAL CERTIFICATES (NEW CERTIFICATION)** | To issue a Verifier Certificate again at the end of three years; In case of a change in the documents requested in the application conditions 3 months before the end of the three years, the candidate completes the documents and sends them to the NCR e-Application form.validator for at least 40 man days during the -3 (three) year certificate period or that he worked in an organization related to environmental legislation for at least two years,The certificate is extended for 3 years with a renewal fee. |
| **22- CRITERIA FOR SUSPENSION AND CANCELLATION OF CERTIFICATE** | NCR may suspend the use of documents by the personnel holding the certificate, based on the decision of the decision maker.The reasons for the suspension of the document can be listed as follows:a . The certified personnel do not fulfill their obligations in the certification contract,B. The certified personnel do not fulfill the surveillance requirements,C. Documented personnel voluntarily requesting temporary suspension,D. Refusal or failure of certified personnel to carry out surveillance and recertification activities,with . The certified personnel do not comply with the terms of use of the Logo, use the NCR certificate and logo incorrectly.As of the notification of the decision to suspend the certificate of the certified personnel, it immediately stops the use of the document and logo and sends the document and its annexes back to NCR within 15 ( fifteen ) days . If it is not returned, it is warned first, and legal action can be initiated if the warning is not taken into account. In case the certified personnel declares that they have lost their certificate, attachment and contract, it is requested to notify ARTİBİR with the published damage notice and petition .If the certified personnel proves that the document eliminates the reason for the suspension (objective evidence is submitted to NCR ), the suspension is terminated by the decision of the decision maker. The letter stating that the certificate has been suspended is notified by the Exam Organizer by e-mail to the certified personnel.In some cases, NCR may cancel or withdraw the certificate unilaterally by terminating the Certificated Personnel and Document Usage Agreement (F03) according to the decision of the decision maker. Documented personnel whose certificates have been canceled or withdrawn are informed in writing.Reasons for cancellation and withdrawal of the document:a . Failure of certified personnel to take corrective action as a result of suspension,B. Ending the activities of the certified personnel within the scope of the certificate,C. Misleading or unfair use of the document,D. It is determined that the certified personnel deliberately provided incomplete and incorrect information to NCR before or after the exam,with . Certified personnel who will damage or cause damage to documents and annexes,F. Intentionally delaying or canceling the surveillance activities of the certified personnel on the foreseen dates without giving any reason,G. It is determined that the current program has completely lost its compliance with the relevant legislation, standard and/or document requirements that replace the standard, during the surveillance activities carried out within the validity period of the certificate,H. Non-payment of document fees,I. Deciding not to use the certificate, depending on the evaluation of the complaints made against the certificate owner.When the certificate is canceled or withdrawn, the exam is declared as canceled by the responsible institution. Following the cancellation of the certificate, the certified personnel must remove the NCR certificate logo from all correspondence and promotional materials within 15 (fifteen) days. |
| ***2 3-EXTENDING OR REDUCTION THE SCOPE OF THE CERTIFICATE*** | ***The scope of the verifier personnel certificate that we document is not expanded or narrowed.*** |

|  |
| --- |
| **APPENDIX 1 - GREENHOUSE GAS VERIFICANT EXAM QUESTION BREAKDOWN** |
| **MAIN UNIT** | **SUBUNIT** | **UNIT / SUB-UNIT NAME** | **NUMBER OF QUESTIONS** | **POINT** |
| **A01** | **GREENHOUSE GAS PROGRAM INFORMATION** | **3** | **15** |
| A01 B01 | General greenhouse gas program information | one | 5 |
| A01 B02 | Additional GHG program information for organization level verification | one | 5 |
| A01 B03 | Additional GHG program information for a validation or verification project | one | 5 |
| **A02** | **TECHNICAL DATA** | **3** | **15** |
| A02 B01 | General technical information | one | 5 |
| A02 B02 | Additional technical information for enterprise level verification | one | 5 |
| A02 B03 | Additional technical information for project validation or verification | one | 5 |
| **A03** | **DATA AND INFORMATION SUPERVISION INFORMATION** | **5** | **25** |
| A03 B01 | Methods of controlling data and information | one | 5 |
| A03 B02 | Risk assessment methods | one | 5 |
| A03 B03 | Sampling techniques of data and information | one | 5 |
| A03 B04 | Greenhouse gas data, information control systems | one | 5 |
| A03 B05 | Typical internal control systems | one | 5 |
| **A04** | **CLIMATE CHANGE** | **3** | **15** |
| **A05** | **EU-ETS GUIDELINES** | **6** | **30** |
|  |
| **TOTAL NUMBER OF QUESTIONS WITH 4 OPTIONS, TOTAL SCORE, (SUCCESS SCORE 70)** | **20** | **one hundred** |
|  |
| **A06** | **SKILLS (10 SUB- UNIT QUESTIONS IN 1 SCENARIO )** | **one** | **one hundred** |
| A06 B01 | Correct and apply knowledge of appropriate behavior for the job. | one | 10 |
| A06 B02 | Understanding the meaning, translation and interpretation of information, | one | 10 |
| A06 B03 | critical thinking and analysis of multiple inputs, | one | 10 |
| A06 B04 | Distinguishing facts and initiatives and examining professional skepticism | one | 10 |
| A06 B05 | Conducting independent research to respond to assumptions and evidence made by a responsible party or client. | one | 10 |
| A06 B06 | a balance between attention and a high level of consideration to elaborate the expected output throughout the validation or validation process . | one | 10 |
| A06 B07 | Performing detailed management, particularly at the level of necessary controls (for example, between the HS project plan and the HS project report, and between an HS inventory and its corresponding report) | one | 10 |
| A06 B08 | Evaluating information, data and assumptions and making professional decisions, | one | 10 |
| A06 B09 | Apply validation and verification methods in expected and unforeseen situations | one | 10 |
| A06 B10 | Announcing the validation or verification process and results. | one | 10 |
| **1 SCRIPT QUESTION WITH 10 SUB-UNITS, TOTAL SCORE, (SUCCESS SCORE 70)** | **one** | **one hundred** |