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| **1- CODE NAME OF THE CERTIFICATE PROGRAM** | 06 Greenhouse Gases Pioneering validator Certification Program |
| **2- PURPOSE OF THE CERTIFICATE PROGRAM** | Lead for those who will verify greenhouse gases air, water calculations Verifier certificate |
| **3- SCOPE AND JUSTIFICATION OF THE CERTIFICATE PROGRAM** | This program,   1. ISO 14046-1 Greenhouse gases - Part 1: A specification containing organizational-level guidance for measuring and reporting greenhouse gas emissions and removals , 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 GHG lead verifier's JOB DEFINITION comes from knowing the issues related to auditing skills.***   1. ***Know the scope, criteria , objectivity, materiality, and assurance level of validation or verification*** 2. ***Must know the competence of team members*** 3. ***Know how to validate or verify the risks involved*** 4. ***Must know project, resource and team management***   ***THE WORK TO DO when the candidates who take the exam in these subjects are successful;***   1. ***GHG monitors (Greenhouse gas calculating organizations),*** 2. ***GHG lead verifiers (manage verification teams, create or verify reports for GHG verification bodies)***   ***can work as*** |
| **5 - PROGRAM AND TARGET COMMISSION** | Must consist of at least three people  - 1 person representing certified persons  - 1 person representing the 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 PARTICIPATE IN THE CERTIFICATE PROGRAM** | 1. Education;   - 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 specified piloting degree or a related engineering degree or have a bachelor's degree in positive sciences (numerical bachelor's departments, science departments)   1. Education;   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)   1. Confirmatory;   - Be a verifier appointed by the conformity assessment body for the verification of greenhouse gas emissions (GHG) |
| **9 - WORK EXPERIENCE REQUIREMENTS TO ATTEND THE CERTIFICATE PROGRAM** | 1. 30 man/day to participate in the Audit for Management Systems (quality, Environment, Energy and Information management) as a Lead Auditor within four (4) years of work experience , or  2. Having worked for five (5) years in the production, quality, laboratory departments of companies engaged in industrial production, or  3. Advising ten (10) organizations, companies, certified in Management Systems (quality, Environment, Energy and Information management), or  in a 30 man/day GHG validation audit according to ISO 14064-1, -2, -3 or EU-ETS as a GHG Verifier .  The Candidate Lead Verifier must submit documents proving the required requirements |
| **10- 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 and industry training certificates that it wishes to take the exam 5. Verifier body designation letter or list of verifications made 6. A copy of the document showing the work experience requirements (SGK worksheet, reference letter, etc.) 7. Documented personnel contract (contract with mutual contract terms) and ethical rules (candidate's commitment) 8. Health report showing the disability status of disabled candidates |
| **11- TYPE OF ASSESSMENT APPLIED FOR QUALIFICATION** | ***Theoretical Exam***  ***The theoretical exam is done as a written 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- Know the scope, criteria , objectivity, materiality and level of assurance of validation or verification***  ***2- Must know the competence of team members***  ***3- Know how to validate or verify the risks involved***  ***4- Must know project, resource and team management***  ***In the theoretical exam, candidates must take a multiple-choice exam of 40 questions, each of which is worth equal points.***  ***Points are not deducted from questions answered incorrectly in the exam.***  ***Candidates are given 2 minutes for each question in the exam.***  ***Theoretical exam success is 80 points*** |
| **12- QUALIFICATION EXAM DURATION** | Exam time,  Performance Based Exam duration 80 minutes |
| **13 - 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 . |
| **14-MATERIALS USED IN THE PROFICIENCY EXAM** | 1. ***question booklet,*** 2. Calculator 3. Education grade |
| **15- EXAM SUBJECTS TO BE APPLIED FOR QUALIFICATION, WEIGHTS OF QUESTIONS AND SUCCESS GRADE** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **GREENHOUSE GAS LEAD VERIFICANT EXAM QUESTIONS BREAKDOWN** | | | | | | **UNIT** | **SUBUNIT** | **UNIT / SUB-UNIT NAME** | **NUMBER OF QUESTIONS** | **POINT** | | **A07** | **TEAM LEADER INFORMATION (GHG LEAD VERIFICANT)\*** | | 40 | one hundred | | A07 B01 | Scope, criteria , objectivity, materiality, and level of assurance of validation or verification | 10 | 2,5 | | A07 B02 | Competence of team members | 10 | 2,5 | | A07 B03 | Validation or verification of relevant risks | 10 | 2,5 | | A07 B04 | Project, resource and team management | 10 | 2,5 | | **TOTAL NUMBER OF QUESTIONS WITH 4 OPTIONS, TOTAL SCORE, (SUCCESS SCORE 80)** | | | **40** | **one hundred** | |
| **16- 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 degree   1. Training;   - To have knowledge or experience or training on TS EN ISO / IEC 17024,  Get 24-hour training on EU-ETS guidelines from NCR accredited Training organizations and  14064-1 , -2, -3 from an additional approved educational institution.   1. work experience;   - the 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 |
| **1 7- OBJECTION TO CONCLUSION AND COMPLAINTS , STORAGE OF ANSWER PAPER** | 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. |
| **18- RIGHT TO RE-ENTER 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. |
| **19 - VALIDITY PERIOD OF THE QUALIFICATION CERTIFICATE** | lead Verifier certificate is valid for 3 years. |
| **21- PERFORMANCE MONITORING METHOD TO BE APPLIED AT THE SUPERVISION OF THE QUALIFICATION AND THE INSPECTION FREQUENCY OF THE CERTIFICATE OWNER** | To maintain Lead Verifier status, they must be involved as lead verifiers for at least 10 man-days of HGE verification within 18 months from the date of certification or have at least five years of work experience working in environmental legislation. After one of these conditions is met, the GHG Chief Verifier is monitored on-site. on-site monitoring, must be made within 18 months from the date of certification. On-site monitoring is performed by validators appointed by NCR . |
| **20- 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)** | Lead 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.  - Verifying as a lead verifier for at least 30 man days during the 3 (three) year certificate period.  Or  - Candidates who pay the exam fee and get 80 points out of 100 points,  The certificate is extended for 3 years with a renewal fee. |
| **22- CRITERIA FOR SUSPENSION AND WITHDRAWAL OF CERTIFICATION** | 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. |
| ***23 - EXTENDING OR RESTRICTING THE SCOPE OF THE CERTIFICATE*** | ***The scope of the chief verifier personnel certificate that we document is not expanded or narrowed.*** |