

Table of Contents

1. Purpose	3
2. Responsibilities	3
3. Process.....	3
4. Revision History.....	6

Abbreviations

AE	Applicant Entity
A6.4	Article 6.4 of Paris Agreement
CH	Certification Head
DOE	Designated Operational Entity
EPL	EcoLance Private Limited
QM	Quality Manager
SB	Supervisory Body
SLAB	Sri Lanka Accreditation Board
TL	Team Leader
VVB	Validation & Verification Body

1. Purpose

This documented procedure describes the allocation of responsibilities in EPL for the validation and/or verification/certification functions.

2. Responsibilities

The responsibility for the implementation of this documented procedure in the DOE shall be with the Directors of EPL.

3. Process

Allocating responsibilities within a DOE is critical to ensuring efficient, transparent, and effective operations. Here's a general framework for assigning roles and responsibilities within a DOE:

Guidelines for Allocation:

1. Define Clear Objectives: Understand the DOE's goals to assign tasks effectively.
2. Match Expertise with Tasks: Ensure individuals or teams have the necessary skills for their roles.
3. Promote Accountability: Assign ownership of outcomes to specific individuals or teams.
4. Foster Collaboration: Encourage teamwork across departments to avoid silos.
5. Periodically Review Roles: Adapt responsibilities to changing operational needs.

The roles and responsibilities allocated in EPL for the are given below:

Director- Business

- Supervision of finances, administrative matters and dealing with contractual matters and arrangements;
- Develop plans to support business establishment;
- Marketing and bringing Business.
- Resolution of Appeals, Disputes and Complaints(other than the projects where the Business Director is part of validation/verification team);;
- Validation and Verification statements;
- Delegation of authority to committees or individuals to undertake as required activities on its behalf;
- Providing adequate competent resources for Validation and Verification activities
- Participate to promote company services in seminars, programs and trades

EPL/PR/16

Allocation of Responsibilities

Director-Technical

- Development of Operational policies of the DOE/VVB;
- Supervision of implementation of policies and procedures;
- Determine the human resource requirements and finance planning;
- Recruitment of personnel in consultation with Director- Business;
- Customer Management of projects;
- Contractual agreements;
- Approval of quality manual;
- Make a final decision on validation and/or verification statements and reports;
- Manage all activities related to the safeguarding of the impartiality of VVB functions;
- Information to SLAB in case of any major changes within the Organization of VVB.
- Resolution of appeals, disputes and complaints (other than the projects where the Technical Director is part of validation/verification team).
- Participate to promote company services in seminars, programs and trades.

Certification Head

- Determine the human resource requirements;
- Evaluate and demonstrate competence of personnel, qualify them, and select members of technical review teams;
- Approve contract reviews;
- Maintain the competence of its validation and/or verification personnel;
- Supervise the implementation of validation and/or verification procedures;
- Manage all activities related to the safeguarding of the impartiality of VVB functions;
- Information to SLAB/ Accreditation Body in case of any major changes within the Organization of DOE/VVB.

Quality Manager

- Establish, implement and maintain a QM system
- Consulting the top management in improving the QM System and in allocating the necessary personnel and material resources;
- Assistance to the Certification Head in the planning of specific quality goals and of the continuous improvement process;
- Monitoring the fulfilment of QM goals, especially under the aspect of customer satisfaction;
- Planning, coordinating, performing and analyzing internal audits; accompanying of external audits;
- Assistance and participation in the annual management review; reporting of the results of the management review;
- Facilitating the awareness of management and further staff in regard to QM requirements;
- Interaction with SLAB

ECOLANCE PRIVATE LIMITED

EPL/PR/16

Allocation of Responsibilities

- Handling of complaints and appeals related to A6.4/GHG activities
- Evaluate and demonstrate competence of personnel, qualify them, and select members of technical review teams;
- Maintain the competence of its validation and/or verification/certification personnel;
- Ensuring that the VVB's procedures for complying with SLAB/ ISO 14065/ ISO 17029 accreditation requirements are established, documented, implemented and maintained;
- Reporting to the VVB's top management on the performance of the quality management system and proposing required improvements.

Legal Advisor

- Receiving, documenting, and responding to judicial processes.
- Liaising with internal teams, such as compliance, risk management, and external legal counsel.
- Maintaining records of all judicial processes and actions taken
- Ensuring all judicial mandates are executed within prescribed timeframes and legal boundaries

Financial Advisor

- Assist top management in budgeting, forecasting and financial planning aligned with the Organizations' goals
- Advise on investment and asset management
- Assess financial risks and recommend strategies to mitigate them
- Ensure compliance with relevant accreditation or regulatory requirements for financial management
- Recommend measures for cost optimization

Admin Officer

- Maintaining VVB documents and records
- Updating the internal system
- Assistance to CH in contract related activities, including contract review process
- Assistance to CH in VVB personnel qualification.
- Maintaining updated information of the projects
- Coordination with top management in day to day activities of VVB

Accounts staff

- Generation of Invoices in ZOHO after confirmation from team management
- Communication of Invoices to client
- Regular followup with client on payments
- Recording all official expenses in ZOHO
- Maintaining updated information of the invoices and payments.

- Maintaining VVB accounts and bank statements
- Coordination with CA for all necessary records and keep up to date status of compliance
- Maintaining Vendor bills and payment records
- Cross checking Auditor expenses and maintain records

Validation Verification team

- Conduct validation/verification projects as per the functions assigned by the team leader (TL);
- Plan and organize the work effectively and conduct the work within the agreed time schedule.
- Conduct on-site visits and apply validation/verification procedures during this time;
- Follow internal and external applicable procedures while conducting the audits;
- Prepare and submit the draft validation/verification reports to TL

Financial Expert

- Support the project team on financial issues during the audit;
- Providing inputs to the audit team in the form of observations/report after the site audit;

Local Expert

- Support the audit team in site visits/interview/remote assessments for the local/regional aspects, policies and regulations
- Translation of documents

4. Revision History

Version	Date of Issue	Description
1	05/12/2024	Initial adoption
2	02/01/2025	Editorial changes
3	20/05/2025	Revision to address desk review comments as per A6.4