



GAS.PCB-02:2025

Accreditation Criteria for Personnel Certification Bodies

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Contents

0. FOREWORD.....	4
1. PURPOSE AND SCOPE OF APPLICATION	4
2. NORMATIVE AND REFERENCE DOCUMENTS.....	5
3. TERMS AND DEFINITIONS	5
4. REQUIREMENTS	7
4.1 GENERAL REQUIREMENTS	7
4.2 IMPARTIALITY AND INDEPENDENCE	7
4.3 PERSONNEL COMPETENCE.....	7
4.4 VALIDATION AND VERIFICATION PROCESSES.....	8
4.4.1 General Provisions	8
4.4.2 Process Planning.....	8
4.4.3 Evidence Collection and Evaluation	9
4.4.4 Conclusion Formation	9
4.4.5 Release of Validation/Verification Results	9
4.4.6 Quality Control and Approval.....	10
4.5 DOCUMENTED INFORMATION MANAGEMENT	10
4.5.1 General Requirements	10
4.5.2 Control of Documented Information.....	10
4.5.3 Records Control.....	10
4.5.4 Confidentiality and Data Security	11
4.5.5 Electronic Systems and Remote Interaction.....	11
4.5.6 Information Transfer to GAS.....	11
4.6 ETHICAL PRINCIPLES AND CONFLICT OF INTEREST PREVENTION.....	12
4.6.1 General Provisions	12
4.6.2 Prevention of Conflicts of Interest	12
4.6.3 Personnel Independence	12
4.6.4 Declaration of Impartiality.....	12
4.6.5 Responsibility and Disciplinary Measures	13
4.7 RISK MANAGEMENT RELATED TO VVB ACTIVITIES	13
4.7.1 General Provisions	13
4.7.2 Risk Identification and Classification	13
4.7.3 Risk Assessment and Prioritization	13
4.7.4 Management of Impartiality Risks	14
4.7.5 Monitoring and Improvement.....	14
4.8 MANAGEMENT OF COMPLAINTS, APPEALS, AND FEEDBACK.....	14
4.8.1 General Provisions	14
4.8.2 Complaints	14
4.8.3 Appeals.....	15
4.8.4 Feedback and Recommendations.....	15

4.8.5 Confidentiality and Impartiality	15
4.8.6 Monitoring and Improvement	15
4.9 CLIMATE RESPONSIBILITY AND REPORTING	15
4.9.1 General Provisions	15
4.9.2 Resource Management	16
4.9.3 Emissions and Climate Impact Management	16
4.9.4 Environmental Competence of Personnel	16
4.9.5 Reporting and Monitoring	16
5. ACCREDITATION PROCEDURE FOR VVBS	17
5.1 GENERAL PROVISIONS	17
5.2 STAGES OF ACCREDITATION	17
5.2.1 Application Submission	17
5.2.2 Preliminary Document Review	17
5.2.3 Competence Assessment	17
5.2.4 On-site Assessment	18
5.2.5 Accreditation Decision	18
5.2.6 Issuance of the Accreditation Certificate	18
5.4 SUSPENSION, REINSTATEMENT, AND WITHDRAWAL	18
5.5 CHANGE OF SCOPE OF ACCREDITATION	18
5.6 ARCHIVING OF ASSESSMENT RESULTS	19
6. RIGHTS AND OBLIGATIONS OF ACCREDITED VVBS	19
6.1 GENERAL PROVISIONS	19
6.2 MAIN OBLIGATIONS DURING THE VALIDITY OF ACCREDITATION	19
6.3 USE OF THE ACCREDITATION MARK	19
6.4 RESPONSIBILITY FOR VALIDATION AND/OR VERIFICATION RESULTS	19
7. FINAL PROVISIONS	20

0. FOREWORD

This document establishes the criteria and procedures for the accreditation of personnel certification bodies (PCBs) that carry out competence assessment and certification of individuals in accordance with approved certification schemes.

The purpose of this document is to set unified, transparent, and internationally recognized requirements for the activities of PCBs, particularly regarding their competence, impartiality, independence, and the technical reliability of personnel certification decisions.

Accreditation is carried out in accordance with the international standard:

- **ISO/IEC 17024** — Conformity assessment — General requirements for bodies operating certification of persons.

The requirements of this document apply during initial accreditation, surveillance assessments, reaccreditation, and extension of the scope of accreditation of PCBs.

This document is mandatory for all applicants and accredited personnel certification bodies within GAS.

1. PURPOSE AND SCOPE OF APPLICATION

This document establishes the requirements and accreditation criteria for personnel certification bodies (PCBs) that carry out competence assessment and certification of individuals in accordance with ISO/IEC 17024 and GAS criteria.

The document defines:

- requirements for the competence, impartiality, and independence of PCBs;
- requirements for the development, approval, and implementation of personnel certification schemes;
- the main stages of the accreditation, surveillance, reaccreditation, and scope extension procedures;
- requirements for information management, handling complaints and appeals, use of marks, and maintenance of a unified centralized register.

These criteria apply to:

- bodies applying for GAS accreditation as personnel certification bodies;
- bodies maintaining a valid GAS accreditation status;
- individuals involved in assessment, decision-making, and surveillance of PCB activities.

Accreditation does not cover activities that do not meet the definition of personnel certification according to ISO/IEC 17024 (e.g., provision of training services only, without a formalized assessment and certification decision process).

2. NORMATIVE AND REFERENCE DOCUMENTS

This section lists the international and internal documents whose provisions are applied during the accreditation of personnel certification bodies.

International standards:

- **ISO/IEC 17024** — Conformity assessment — General requirements for bodies operating certification of persons.
- **ISO/IEC 17011** — Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies (with regard to the activities of the GAS Accreditation Agency).

GAS internal documents:

- **GAS.G-01** — Code of Ethics for GAS experts, assessors, and personnel.
- **GAS.G-02** — Policy on the use of marks and references to GAS accreditation.
- **GAS.G-03** — Policy on conflict of interest and impartiality.
- **GAS.G-04** — Appeals and complaints procedure.
- **GAS.G-05** — GAS Policy on sustainable development and climate responsibility.
- **GAS.PCB-01** — Policy on accreditation of personnel certification bodies.
- **GAS.PCB-03** — Agreement on the terms of accreditation for personnel certification bodies (upon approval).

This list is not exhaustive. The GAS Accreditation Agency may apply additional standards, guidelines, or internal documents where necessary to fully verify a body's compliance with the requirements established within its scope of activities.

3. TERMS AND DEFINITIONS

This section provides the key terms used in this document, as follows:

Accreditation — the formal recognition by the GAS Accreditation Agency of the competence of a validation and verification body to perform specified validation or verification tasks in accordance with international standards.

Validation — confirmation of the reliability of statements or projections regarding future greenhouse gas (GHG) emissions or removals, based on the analysis of evidence and data prior to project or activity implementation.

Verification — confirmation of the reliability of statements or data on actual GHG emissions or removals, based on examination of evidence, documents, and records after the activity has been implemented.

Validation and Verification Body (VVB) — an organization that assesses the reliability of GHG-related statements within a defined scope of activities, in accordance with ISO/IEC 17029, ISO 14065, and ISO 14064-3.

Voluntary Market — a set of programs, initiatives, and schemes under which organizations independently report, reduce, or offset GHG emissions outside mandatory governmental regulation.

GHG Statement — a claim presented by an organization, project, or program regarding the amount of GHG emissions, removals, or reductions over a specific period or within a particular activity.

Client — an organization or project that engages a VVB to perform validation or verification of its GHG statement.

Competence — the combination of knowledge, skills, and experience required to effectively perform validation/verification tasks in accordance with ISO 14066.

Independence — the absence of any financial, business, or other interest that could affect the objectivity and impartiality of the VVB's activities or GAS personnel.

Impartiality — the principle of ensuring an objective approach to validation/verification without conflicts of interest or influence from external factors.

GHG Emissions — emissions to the atmosphere of gases contributing to the greenhouse effect (CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, NF₃, etc.).

Scope of Accreditation — the boundaries of activities within which a VVB is competent and authorized to perform validation or verification of GHG statements.

Applicant — an organization applying for accreditation as a VVB.

On-site Assessment — a stage of the accreditation procedure during which GAS assessors examine the activities of a VVB at its facility.

Re-accreditation — the process of granting accreditation again after the expiration of the current accreditation, based on a full assessment.

Accreditation Certificate — an official document confirming the accreditation of a VVB within a defined scope.

GAS Accreditation Commission — a collegial GAS body responsible for making decisions on granting, extending, suspending, renewing, or withdrawing accreditation.

4. REQUIREMENTS

4.1 General Requirements

A Validation and Verification Body (VVB) shall:

- be a legal entity, officially registered within the relevant jurisdiction;
- have a clearly defined organizational structure that ensures the allocation of responsibilities, independence of assessors, and effective process management;
- conduct its activities in accordance with ISO/IEC 17029, ISO 14065, ISO 14064-3, and applicable GAS documents;
- maintain an appropriate quality management system that ensures continuous improvement, proper documentation, and record-keeping of validation and verification activities;
- demonstrate the availability of adequate resources (technical, human, and financial) to perform its declared scope of activities;
- ensure that validation or verification is carried out in accordance with the principles of objectivity, reliability, and transparency.

4.2 Impartiality and Independence

The VVB shall:

- identify, analyze, and document all potential risks to impartiality related to its activities, management, personnel, or clients;
- maintain independence from organizations that develop, implement, or provide consultancy on greenhouse gas (GHG) management systems;
- ensure that no staff member or external expert involved in validation/verification has a conflict of interest with the client or project;
- ensure documented transparency of all decisions related to the assessment, including personnel selection, evidence verification, and conclusion formulation;
- implement an effective procedure for personnel recusal in case of potential conflicts of interest.

4.3 Personnel Competence

The VVB shall:

- employ internal or external personnel whose competence is confirmed in accordance with ISO 14066;
- ensure that each team member has:
 - education, technical knowledge, and experience relevant to the declared scope of activities (e.g., energy, industry, transport, agriculture);

- knowledge of validation/verification methodologies, ISO 14060 series standards, and applicable GAS guidance;
 - understanding of national and international voluntary GHG reporting schemes;
- implement a program for professional development, internal monitoring, and regular reassessment of personnel competence;
- maintain records of personnel competence, training, and assessment results for at least five years.

The VVB shall clearly define the roles of personnel involved in validation and verification processes in accordance with ISO 14066:

- Verifier / Validator — performs the assessment, analyzes data, and prepares the report;
- Lead Verifier / Validator — coordinates the team and ensures methodological consistency;
- Technical Expert — provides specialized sector knowledge;
- Reviewer — independently checks completeness and justification of the report;
- Decision Maker — approves results after independent review.

The VVB shall:

- maintain a personnel competence matrix that includes a list of functions, qualification requirements, training records, and assessment results;
- retain records of personnel competence, training, and assessment results for at least five years.

4.4 Validation and Verification Processes

4.4.1 General Provisions

The VVB shall develop, implement, and maintain documented procedures ensuring consistent execution of validation and verification processes in accordance with:

- ISO/IEC 17029;
- ISO 14065;
- ISO 14064-3;
- internal GAS documents governing accreditation and oversight

Procedures shall ensure:

- assessment objectivity;
- evidence-based conclusions;
- traceability of all actions and decisions;
- adequate technical expertise according to the declared scope.

4.4.2 Process Planning

Before starting each validation or verification, the VVB shall:

- define objectives, scope, boundaries, and verification criteria according to standards or voluntary programs;
- assess potential conflicts of interest among involved personnel;
- develop a validation/verification plan including:
 - object and scope of assessment;
 - identification of data sources and measurement methods;
 - assurance level (reasonable / limited);
 - team composition, roles, timelines, amount of fieldwork and remote work;
 - evidence collection and analysis methods.

The plan must be agreed with the client before starting work.

4.4.3 Evidence Collection and Evaluation

The VVB shall:

- apply a combination of methods ensuring verification reliability (document review, interviews, observation, calculations check);
- confirm the representativeness of data used in GHG statements;
- ensure traceability of all information sources underpinning conclusions;
- evaluate data uncertainty and potential measurement errors;
- document all verified facts and their compliance with criteria.

4.4.4 Conclusion Formation

The VVB shall prepare a validation/verification report including:

- description of object, scope, boundaries, and assessment criteria;
- level of assurance (reasonable / limited);
- methodology used;
- data evaluation and results;
- identified nonconformities or limitations;
- VVB conclusion on the GHG statement reliability.

The report shall be:

- clear, complete, and accurate;
- in a format agreed with the client or program requirements;
- signed by the VVB manager or an authorized person responsible for report quality.

4.4.5 Release of Validation/Verification Results

Based on the assessment, the VVB may issue:

- a validation/verification report;
- a Verification/Validation Statement containing:

- client and assessment object;
- level of assurance;
- brief object description and period;
- issue date and unique ID;
- reference to standards (ISO 14064-3, ISO 14065);
- GAS logo (if permitted).

Issuance of a certificate does not relieve the VVB from responsibility for the correctness and evidential support of conclusions.

4.4.6 Quality Control and Approval

The VVB shall have a documented internal quality control system that ensures:

- independent peer review of reports before issuance;
- procedures for internal approval of conclusions;
- monitoring and analysis of errors or repeat verifications;
- periodic update of procedures in line with changes in standards or voluntary schemes.

4.5 Documented Information Management

4.5.1 General Requirements

The VVB shall establish and maintain a documented information management system that ensures:

- reliability, accuracy, and traceability of all data used in validation/verification;
- protection against loss, unauthorized access, modification, or destruction;
- compliance with confidentiality requirements in client agreements and GAS documents;
- version control of all records, procedures, and reports.

4.5.2 Control of Documented Information

The VVB shall:

- maintain a list of active documents required for system operation (procedures, instructions, templates, forms);
- ensure all document changes are:
 - identified (version and date);
 - approved by an authorized person before implementation;
 - communicated to all relevant personnel;
- prevent accidental use of outdated documents.

4.5.3 Records Control

The VVB shall keep records of:

- all client applications and contracts;

- validation/verification plans, protocols, reports, and conclusions;
- evidence collected during assessments;
- personnel competence assessments;
- internal audits and quality control results;
- complaints, appeals, and corrective actions.

Records shall:

- be stored securely to ensure integrity, accuracy, and accessibility for the prescribed period (paper or electronic with backup);
- be accessible only to authorized personnel;
- be traceable throughout accreditation validity and at least five years after assessment.

4.5.4 Confidentiality and Data Security

The VVB shall:

- ensure confidentiality of all client data, including emissions, project calculations, and technological solutions;
- implement procedures preventing unauthorized disclosure or data leaks;
- ensure information security via:
 - access control to databases and internal systems;
 - backup procedures;
 - protection of electronic correspondence, including encryption;
 - periodic vulnerability testing.

4.5.5 Electronic Systems and Remote Interaction

If the VVB uses electronic management systems or remote platforms, it shall:

- ensure compatibility with GAS requirements for data preservation and traceability;
- confirm system security (security certificates, ISO/IEC 27001 compliance, or equivalent);
- guarantee that remotely obtained information has the same evidential value as on-site data.

4.5.6 Information Transfer to GAS

The VVB shall timely provide GAS Accreditation Body with:

- updated client and scope information;
- copies of validation/verification reports (as required by oversight procedures);
- data confirming compliance with accreditation conditions;
- notifications of organizational, management, or quality system changes.

The transfer shall be carried out securely through channels designated by GAS, ensuring the integrity and confidentiality of the data.

4.6 Ethical Principles and Conflict of Interest Prevention

4.6.1 General Provisions

VVBs shall act in compliance with high standards of professional ethics, integrity, and impartiality. Any activity that could call into question the objectivity or independence of the VVB is unacceptable.

The ethical behavior of personnel is the foundation of trust in validation and verification results in the voluntary market.

4.6.2 Prevention of Conflicts of Interest

The VVB shall:

- identify, analyze, and document potential or actual conflicts of interest in accordance with the requirements of GAS Policy G-03 “Impartiality and Conflict of Interest Prevention”;
- not perform validation or verification for organizations to which it has provided consultancy services or with which it has had financial, employment, or commercial relationships within the last 24 months;
- ensure that individuals involved in assessments have no personal or organizational interest in the results;
- implement a procedure for self-withdrawal in the event of a suspected conflict of interest.

All identified conflicts of interest shall be recorded in the VVB’s register and reported to the GAS Accreditation Agency.

4.6.3 Personnel Independence

VVB personnel, including both permanent and external experts, must be independent of clients, their contractors, and affiliated entities.

Any professional, business, or family relationships that could affect impartiality must be declared in writing prior to commencing work.

The VVB shall ensure:

- separation of functions between units engaged in assessment, commercial activities, and administration;
- absence of financial or organizational dependence between personnel performing assessments and the client;
- independence in decision-making regarding approval of reports and conclusions.

4.6.4 Declaration of Impartiality

Every member of personnel involved in validation or verification processes shall sign a Declaration of Impartiality and Confidentiality, confirming:

- the absence of conflicts of interest;
- understanding of the requirements of this Policy and GAS documents;
- the obligation to comply with principles of integrity and professional conduct.

4.6.5 Responsibility and Disciplinary Measures

In case of violations of ethical standards or participation in activities creating a conflict of interest:

- the assessment results shall be subject to review;
- the individual responsible for the violation may be suspended or removed from the team;
- information shall be forwarded to the GAS Accreditation Agency for further action in accordance with GAS Policy G-03 “Conflict of Interest and Impartiality Policy.”

4.7 Risk Management Related to VVB Activities

4.7.1 General Provisions

The VVB shall identify, assess, and manage risks that may affect the objectivity, reliability, and trustworthiness of its results.

The risk management system shall be documented, regularly reviewed, and cover both operational and reputational risks.

The process shall comply with the principles of GAS Policy G-05 “Risk Management Policy.”

4.7.2 Risk Identification and Classification

The VVB shall systematically identify risks related to:

- personnel impartiality and independence;
- inaccurate or incomplete greenhouse gas (GHG) data assessment;
- use of inappropriate methodologies or input data;
- engagement of external parties without confirmed competence;
- unreliable storage or transfer of information;
- reputational consequences in case of significant deficiencies in verification reports.

The VVB shall maintain a risk register indicating their description, category, level, and mitigation measures.

4.7.3 Risk Assessment and Prioritization

Risks shall be evaluated based on their likelihood and potential impact on:

- the reliability of validation/verification results;
- the reputation of the VVB and GAS;
- the environmental or climate value of assessment results.

The VVB shall document the criteria for risk assessment and ensure their regular update at least once a year or after any significant change in activities.

4.7.4 Management of Impartiality Risks

Special attention shall be given to risks that may affect impartiality.

The VVB shall:

- regularly analyze potential sources of conflict of interest;
- implement control measures (function separation, expert rotation, independent decision-making);
- ensure independent verification of work results in case of suspected impartiality breaches;
- report to GAS any incidents or risks that could call into question the objectivity of its activities.

4.7.5 Monitoring and Improvement

The VVB shall:

- regularly review the effectiveness of risk management measures;
- analyze incidents, complaints, client feedback, and internal audit results;
- implement corrective actions to minimize recurrence of risks;
- provide summarized information on the status of risks in its annual report to the GAS Accreditation Agency.

4.8 Management of Complaints, Appeals, and Feedback

4.8.1 General Provisions

The VVB shall have a documented procedure for receiving, analyzing, and responding to complaints, appeals, and feedback, ensuring impartiality, transparency, and traceability of each case.

The procedure shall be publicly available and communicated to all clients, stakeholders, and personnel.

The VVB shall accept both identified and anonymous complaints, provided they contain sufficient facts for preliminary analysis.

All submissions shall be recorded in a complaints and appeals log, indicating the date, subject, responsible person, and resolution timeframe.

4.8.2 Complaints

A complaint is an expression of dissatisfaction with the VVB or its personnel that is not directly related to a decision on a GHG statement.

The VVB shall:

- acknowledge receipt of the complaint within 5 working days;
- conduct an analysis and provide a response no later than 30 calendar days (or 60 if necessary, with explanation);
- ensure that the review is conducted by a person not involved in the subject of the complaint.

4.8.3 Appeals

An appeal is a client request to review the VVB's decision regarding validation or verification results.

Appeals are considered by an independent appeals committee, appointed by the VVB management, excluding persons involved in the initial decision.

The appeals committee shall decide based on documents, evidence, and, if necessary, additional technical analysis.

4.8.4 Feedback and Recommendations

Feedback refers to submissions containing recommendations or proposals for improving validation, verification, or client communication processes.

These are analyzed in internal quality meetings and may trigger corrective actions.

4.8.5 Confidentiality and Impartiality

All information obtained during the review is confidential.

The person submitting a complaint or appeal shall not be discriminated against or restricted in future relations with the VVB.

4.8.6 Monitoring and Improvement

The VVB shall regularly analyze received complaints, appeals, and feedback to identify systemic issues and improve processes.

Summarized information on review outcomes may be included in the annual activity report (without disclosing personal data).

4.9 Climate Responsibility and Reporting

4.9.1 General Provisions

The VVB shall conduct its activities in accordance with principles of environmental and climate responsibility, recognizing its impact on the environment and committing to minimizing it during all stages of validation and verification.

The VVB shall integrate sustainable development and climate neutrality aspects into its management system.

The VVB policy shall include commitments to reduce its own GHG emissions, use resources efficiently, and manage waste responsibly.

All VVB activities shall comply with current international and national climate responsibility initiatives.

4.9.2 Resource Management

The VVB shall manage energy, water, fuel, and paper use efficiently, giving preference to digital processes and remote assessments, provided this does not affect the reliability of results.

When traveling to sites, low-carbon transport options are encouraged.

4.9.3 Emissions and Climate Impact Management

The VVB shall account for and periodically assess its GHG emissions.

Where possible, plans for compensation or reduction of emissions associated with personnel activities shall be developed.

4.9.4 Environmental Competence of Personnel

All members of validation/verification teams shall have basic knowledge of:

- international climate goals (Paris Agreement, UN SDGs);
- principles of measuring, reporting, and verifying emissions;
- the impact of activities on climate processes.

Training in these areas shall be part of the personnel competency maintenance program (see Section 4.3).

4.9.5 Reporting and Monitoring

The VVB shall submit an annual climate responsibility report to the GAS Accreditation Agency, containing:

- information on measures to reduce or offset its own emissions;
- results of environmental initiatives (energy efficiency, digitalization, material reuse, etc.);
- updates to sustainable development policies (if applicable).

Reports are analyzed by the GAS Accreditation Agency within the oversight procedure as part of assessing the social and environmental responsibility of accredited bodies.

5. ACCREDITATION PROCEDURE FOR VVBs

5.1 General Provisions

The VVB accreditation procedure defines the sequence of actions by which the GAS Accreditation Agency assesses the competence, impartiality, and conformity of a Verification/Validation Body (VVB) with the requirements of ISO/IEC 17029, ISO 14065, and ISO 14064-3.

Accreditation is a voluntary procedure based on the principles of transparency, evidence-based assessment, and international recognition.ⁱ

All stages of accreditation are documented, and decisions are taken by the independent GAS Accreditation Commission.

5.2 Stages of Accreditation

5.2.1 Application Submission

The body submits an official application to the GAS Accreditation Agency together with a set of documents confirming:

- legal status;
- the management system (including procedures for impartiality, risk management, and personnel competence);
- a description of the scope of activities (types of projects, sectors, GHG categories);
- results of internal audits and personnel training programs.

5.2.2 Preliminary Document Review

The GAS Accreditation Agency conducts an initial review of the submitted materials to determine their completeness, readiness for assessment, and any gaps requiring corrective actions.

5.2.3 Competence Assessment

The assessment is conducted by GAS assessors who verify compliance with ISO/IEC 17029, ISO 14065, ISO 14064-3, and ISO 14066.

The following aspects are assessed:

- the VVB's management structure;
- competence of key personnel (management, lead verifiers/validators, reviewers);
- implementation of principles of impartiality and transparency;
- availability of quality control, training, complaints handling, and risk management procedures.

5.2.4 On-site Assessment

The GAS Accreditation Agency conducts an on-site or remote assessment during which actual validation/verification practices, the management system, and compliance with procedures are evaluated.

The assessment may include a witness assessment (observation of the VVB performing a client assessment).

5.2.5 Accreditation Decision

Based on the assessment results, a report is prepared containing conclusions, evidence of conformity or nonconformity, and recommendations regarding the granting, refusal, or deferral of accreditation.

The decision is taken by the Independent GAS Accreditation Commission, whose members did not participate in the assessment.

The applicant is notified of the decision in writing and, where applicable, receives a corrective action plan.

5.2.6 Issuance of the Accreditation Certificate

In the event of a positive decision, the Agency issues a GAS accreditation certificate indicating:

- the scope of accreditation (types of assessments, GHG categories, activity sectors);
- the validity period;
- the date of the next surveillance assessment.

Information on the accredited VVB is entered into the public GAS register.

5.4 Suspension, Reinstatement, and Withdrawal

Accreditation may be suspended or withdrawn if:

- requirements of standards or GAS policies are violated;
- bias or a conflict of interest is identified;
- false information is provided or corrective actions are not implemented.

The decision on suspension or withdrawal is taken by the GAS Accreditation Commission, after which the information is published in the public register.

5.5 Change of Scope of Accreditation

A VVB may submit an application to extend, reduce, or amend its scope of accreditation.

The GAS Accreditation Agency conducts a documentary review and, if necessary, an additional competence assessment in the new sectors.

5.6 Archiving of Assessment Results

All documents related to accreditation, surveillance, and Commission decisions are retained by the GAS Accreditation Agency for at least five years.

The VVB shall retain its own records related to assessment procedures for at least three years after the expiry of the accreditation validity period.

6. RIGHTS AND OBLIGATIONS OF ACCREDITED VVBs

6.1 General Provisions

The rights and obligations of accredited Validation and Verification Bodies (VVBs) are defined in the document GAS.VVB-01 “General Policy for the Accreditation of Greenhouse Gas Validation and Verification Bodies”.

This section establishes only additional procedural requirements related to the activities of VVBs within the scope of their valid accreditation.

6.2 Main Obligations During the Validity of Accreditation

An accredited VVB shall:

- ensure continuous compliance with the requirements of ISO/IEC 17029, ISO 14065, and ISO 14064-3;
- maintain the competence of personnel and promptly notify GAS of any changes in key personnel;
- ensure transparent management of client data and timely updating of information in the GAS Register;
- inform the GAS Accreditation Agency of any significant changes that may affect the validity or scope of accreditation;
- comply with decisions of GAS adopted as a result of surveillance assessments, evaluations, appeals, or complaints.

6.3 Use of the Accreditation Mark

Accredited VVBs are entitled to use the GAS accreditation mark exclusively in accordance with the requirements of GAS.G-02 “Policy on the Use of Marks and References to GAS Accreditation”.

Any use of the accreditation mark outside the approved scope of accreditation, or in a manner that may be misleading, is prohibited.

6.4 Responsibility for Validation and/or Verification Results

The VVB bears full responsibility for the accuracy and substantiation of the issued conclusions.

In the event that violations or errors are identified, the body shall:

- take corrective actions;
- notify the GAS Accreditation Agency;
- withdraw or amend the reports, where necessary.

7. FINAL PROVISIONS

7.1. This document forms an integral part of the regulatory framework of the Global Accreditation System (GAS) and is mandatory for compliance by all VVBs seeking to obtain or maintain GAS accreditation.

7.2. Compliance with the requirements of this document shall be monitored by the GAS Accreditation Agency during initial, surveillance, and reassessment activities.

7.3. This document shall be reviewed at least once every three years or in the event of changes to international standards or GAS policies.

7.4. The GAS Accreditation Agency is responsible for the review, update, approval, and publication of the current version of this document.

7.5. The current version of the document is published on the official website: [**gas.international**](https://gas.international).