

MANAGEMENT SYSTEM REGULATIONS

ACCORDING TO ISO/IEC 17029:2019 & – ISO 14065:2020

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1 Introduction

1.1 MyCert provides GHG emissions verification services in accordance with the requirements of the Legislation and Harmonized (hEN) or Non-Harmonized, European (CEN , CENELEC) or other Equivalent (ISO , DIN , BS , ASTM , etc.) Standards and Technical Specifications, such as ISO 17029, 14065 & 14064.

1.2 Specific requirements for the verification of GHG emissions refer, where applicable, to the relevant standards by which emissions caused by the client's activities are verified .

1.3 The Quality Management System (QMS), with regard to the mentioned activities, is presented briefly in the MyCert quality manual and complies with the requirements of the ISO 17029 standard.

1.4 MyCert ensures, in accordance with its statutes, that the above activities do not conflict with its other activities and that the impartiality, independence and integrity of its decisions are not undermined.

1.5 It is clarified that the GHG Emissions Verification Statement is in no way related to the assessment and certification of the products produced and services provided. Therefore, verification statements are not product conformity certificates and should not be confused with them, nor used as such.

1.6 The GHG emissions verification services offered by MyCert are covered by a professional liability insurance policy.

1.7 In the application of this regulation, the definitions set out in Annex I hereto shall apply.

2 Subject - Accreditations

2.1 These General Verification Regulations describe the responsibilities of MyCert as an accredited GHG emissions Verification Body , as well as the obligations of clients arising from receiving their declaration of compliance.

2.2 MyCert holds the required Accreditations in the areas listed in its Official Accreditation Scope.

2.3 These General Regulations of MyCert constitute a text with which every client to whom a declaration of conformity is issued must comply.

3 Verification

3.1 The procedures for the Verification of GHG emissions and the issuance of a Declaration of Conformity, implemented by MyCert, are in accordance with the requirements of this Regulation and the normative documents (legislation, standards, regulations of the Hellenic National Environmental Protection Agency, ESYD, etc.) that are relevant to the verification, as the case may be.

3.2 The fundamental principles governing the verification/validation process include:

- ❖ Ethical and ethical behavior: Professionalism, fair treatment, confidentiality, discretion, courtesy, discretion, integrity.
- ❖ Competence & Professional Competence: Technical expertise, communication skills, exercise of sound professional and technical judgment)
- ❖ Impartiality: Making verification/validation decisions with a specific level of risk, following an independent review of the corresponding reports and based on objective and sufficient evidence that leads to repeatable and reliable conclusions.
- ❖ Transparency: Full documentation and traceability of the individual stages and related actions of the verification/validation, so that conclusions regarding compliance and degree of reliability of the claim are based on a documented basis.
- ❖ Objectivity The conclusions, findings and any obstacles and disagreements that arose between the FTE and the client must be presented honestly and accurately.
- ❖ Consequence: Collection of evidence based on appropriate evidence

3.3 The Declaration of Conformity issued by MyCert for the verification of GHG emissions , indicates that the inspected organization meets specified standards, specifications, legislation or other normative documents and Quality System requirements.

3.4 The continued compliance of GHG emissions with the corresponding technical standards is the sole responsibility of each Customer.

3.5 MyCert may cooperate with other Verification-Control Bodies, laboratories or international organizations for the issuance of a Declaration of Conformity. It may also conclude agreements with them for the mutual recognition of Declarations of Conformity and/or recognize Declarations and Marks of Conformity of other European or international organizations and networks.

4 List of Compliant Companies for GHG Emissions Verification

4.1 MyCert maintains a List of Verified and Compliant Businesses, with standardized documents, for the purpose of publicizing the granting and monitoring the maintenance of the Declarations of Conformity issued by it.

5 Procedure for issuing a declaration of conformity

5.1 The process of granting a Declaration of Conformity for Emissions Verification includes the following stages:

- Customer Submission of Verification Request
- Send Offer to the customer
- Acceptance of offer & signing of Contract
- Verification Design
- Verification Implementation
- Technical review of the verification report
- Approval of the verification result
- Issuance of a Declaration of Conformity, after the removal of any non-conformities

5.2 In determining the duration of the verification, the requirements specified in the applicable standard and regulatory framework, as they are in force at each time, are taken into account. In general and non-binding terms, the time required for verification/validation is estimated as Table 1 .

5.3 MyCert reserves the right to refuse to carry out a scheduled on - site verification in the event that it determines that during the visit, there is a risk to the physical integrity, health and safety of those present or when the general condition of the facility is clearly such that it does not allow for a verification to be carried out in a safe manner .

TABLE 1: Verification Duration Calculation

Verification phase	Location	Minimum Duration (A/H)	Maximum Duration (A/H)
Information & data analysis	MyCert Headquarters	1.5	2.5
Document review	Headquarters / Customer Headquarters	3	6
Risk Analysis	MyCert Headquarters	1.5	2.5
Design – Verification Programming	MyCert Headquarters	1.5	3
Implementation of on-site verification		3	8
Verification report writing	MyCert Headquarters / Customer Headquarters	3	4
Technical review report verification	MyCert Headquarters	1.5	3
Decision & issuance of Declaration of Conformity	MyCert Headquarters	1	3
Total		16 A/H or 2 A/H	32 A/H or 4 A/H

5.3 The Certification -- Verification Manager is responsible for making a Verification decision, following a positive recommendation from the Technical Manager.

5.4 The decision to make the Verification belongs exclusively to the CB and is not delegated to a subcontractor.

6 Surveillance – Special visits

6.1 When the client wishes to maintain the Declaration of Conformity and use the relevant mark on products, documents, etc., MyCert carries out an annual surveillance inspection, in order to determine the client's degree of compliance with the Verification requirements and the validity of the completion of the procedure.

6.2 MyCert may be required to conduct extraordinary or additional on-site verification visits at short notice or without notice, in order to:

- confirm the removal of non-conformities,
- investigate complaints or allegations or incidents
- respond to significant changes
- evaluate the possibility of lifting the sanction imposed, such as the suspension/revocation of the Declaration of Conformity ,
- exercise control following complaints or allegations against the organization/client,
- proceed with the assessment of compliance with new standard, regulatory and legislative requirements,
- investigate complaints or sanctions of a competent authority, etc.

7 Changes affecting the Declaration of Conformity

7.1 When the Verification system introduces new or revised requirements that affect the client, the Verification body ensures that these changes are communicated to all clients. The Verification body verifies the implementation of the changes by its clients during inspections and takes the measures required by the system.

7.2 The Verification Body shall review other changes affecting the Declaration of Conformity, including changes initiated by the client, and decide on appropriate action. Changes affecting the Declaration of Conformity may include new information regarding the fulfilment of Verification requirements, received by the Verification Body after the Verification has been established.

8 Maintaining a Declaration of Conformity – Information obligations

8.1 The validity of the Declaration of Conformity for the period for which it has been issued requires the continuous commitment by the customer that he has not made any modifications that may affect the emissions measurement system in relation to the requirements applicable during the inspection, such as:

- Modifications to the emissions measurement process

- Relocation of the inspected person.
- Change in ownership or in the organization, equipment and operation of the inspected entity
- Change in the SDP.

8.2 Throughout the validity period of the Declaration of Conformity , the client is obliged to inform the Certification & Verification Department of the CB in writing of any planned modification or redesign of the emissions measurement procedure, and any legal or administrative change affecting the implementation of the QMS.

8.3 The Certifications & Verifications Department assesses the extent to which the changes may affect compliance requirements and decides whether additional assessment is needed.

9 Renewal of the Declaration of Conformity

9.1 One month before the expiration of the Declaration of Conformity , the client must have completed the annual surveillance process or have informed MyCert of its intention to discontinue the use of the Declaration of Conformity .

10 Validity of the Declaration of Conformity

10.1 The validity of the Declaration of Conformity is 3 years, unless otherwise specified by the normative document (standard, legislation) based on which the customer is inspected.

10.2 The Declaration of Conformity includes all the information provided for in ISO 17029 & 14065 standards.

10.3 In the event of relocation of the verified structure, the Declaration of Conformity is immediately suspended and reissued after an inspection of the new facility.

11 Termination, reduction, suspension or withdrawal of the Declaration of Conformity

11.1 When a non-compliance with Verification requirements is documented, either as a result of an inspection or otherwise, the Verification Body shall review and decide on appropriate action, which may include the following:

- i. continuation of the validity of the Declaration of Conformity under conditions specified by the Verification body (e.g. increased surveillance);
- ii. reduction of the scope of the Declaration of Conformity

- iii. suspension of the validity of the Declaration of Conformity pending corrective measures by the customer;
- iv. withdrawal of the Declaration of Conformity

11.2 In the event of Revocation of the Declaration of Conformity , the customer must resubmit a Verification request if he wishes to do so again.

11.3 If the validity of the Declaration of Conformity is terminated (at the request of the client), suspended or revoked, the Verification Body shall take the following actions:

- a. It informs the customer in writing of the revocation or suspension of the Declaration of Conformity , the reasons that led to it and the date of commencement of the suspension or revocation. In the case of temporary suspension, it also states the conditions for its lifting.
- b. It informs the customer that the display of the Declaration of Conformity is not permitted and that it can no longer bear the characteristics of the Certification Body (logo, statements, announcements, etc.) in its documents, public information, on the website and in general wherever there is a possibility of misleading the consumer.
- c. In the event of revocation, the customer is informed that he is obliged to return to MyCert all original Certificates / Declarations / Attestations, etc.
- d. It updates its website and any media it deems appropriate regarding the suspension or revocation of the Declaration of Conformity , so that it is made known to the public.
- e. It carries out sample checks at random intervals to verify the implementation of the provisions of this regulation by the customer. In case of deviation, it takes civil and/or legal action at its discretion.

11.4 In the event that Suspension of the Declaration of Conformity is required , the necessary time for submission of approval and implementation of corrective actions by the client may differ, depending on the causes that caused them. In the event that the corrective measures taken are not considered sufficient, MyCert may give a new deadline of up to 28 days for the implementation of additional corrective actions before the final Withdrawal of the Declaration of Conformity . In the event of Non-Compliance of the Client with the agreed terms for lifting the Suspension, MyCert proceeds to a final Withdrawal of the Declaration of Conformity .

11.5 If the validity of the Declaration of Conformity is restored after suspension, the Verification Body shall make all necessary amendments to official Verification documents, public information, trademark licenses, etc., in order to ensure that there is all appropriate evidence that the Declaration of Conformity continues to be valid. If a decision is made to reduce the scope of the Declaration of Conformity as a condition for reinstatement, the Verification Body shall make all necessary amendments to official Verification documents,

public information, trademark licenses, etc., in order to ensure that the reduced scope of Verification is clearly communicated to the client and clearly identified in the Verification documentation and public information.

11.6 Depending on the reason, the following table is followed for the final Revocation of Verification following a temporary Suspension.

Situation requiring Suspension	Maximum Allowable Suspension Period Before Revocation of the Declaration of Conformity
Customer's wish	10 calendar days
The Verification Body determines that the organization is not in compliance	Immediate Recall
Non-payment of fees	30 calendar days
Failure to meet other Verification requirements	1-120 calendar days
Urgent need to comply with new requirements	Negotiable with PO
Improper/Misleading Use of Verification (Mark or Declaration of Conformity)	90 calendar days
Providing inaccurate or false information to MyCert regarding the installation under verification	Immediate Recall

12 Customer Rights

12.1 The holder of the Declaration of Conformity has the right to use it for professional purposes, in particular in cases of offers, agreements, order confirmations, for promotional purposes and to demonstrate compliance with the corresponding requirements.

13 Customer Obligations

13.1 The Customer, before and after obtaining the Declaration of Conformity, is obliged to:

- ❖ to implement, within the specified time period and in an effective manner, the appropriate corrective actions to eliminate the non-conformities identified and recorded and to provide the relevant information to MyCert,
- ❖ declare that it holds and displays the Declaration of Conformity only for the verifications that it has inspected and are included in the Declaration,
- ❖ not to use its Declaration of Conformity and not to make any statement relating to it in a manner that could be perceived as misleading,

- ❖ to cease, within the period of time specified by the CB, any use, advertising and reference to the Declaration of Conformity if it is revoked or suspended for any reason,
- ❖ to immediately return any Verification documents if the issued Declaration of Conformity is revoked for any reason,
- ❖ to immediately discontinue any use of the Declaration of Conformity , in the event that non-compliance with the requirements of the standard documents used as the basis for verification is detected,
- ❖ to recognize the Declarations of Conformity that MyCert has granted to other companies,
- ❖ to facilitate verification procedures by taking appropriate organizational measures and making all inspection-related documentation and responsible personnel available to inspectors,
- ❖ to have a record of complaints or allegations received regarding the verification of emissions, to keep records of corrective actions and to make the relevant records available to MyCert when requested,
- ❖ to inform MyCert of changes that affect its ability to comply with the Verification requirements,
- ❖ to comply with the requirements of this Regulation.

14 Obligations - Responsibilities of the CB "MyCert "

14.1 Obligations

- MyCert carries out verifications in a valid, objective, confidential and impartial manner.
- staff and external partners who participate in the evaluation processes have the appropriate competence (education, specialization and experience) and operate within the framework of the Impartiality and Confidentiality process.
- MyCert is responsible for selecting, training, evaluating and supervising verifiers, organizing the verification and making decisions regarding the organization's Declaration of Conformity with applicable requirements.
- MyCert provides guidance to verification teams and ensures a unified approach to interpreting the requirements of legislation, standards and regulations.
- In the event that the customer documents complaints about the objectivity of a specific verifier, MyCert will conduct a new audit at its own expense and with a different verification team composition.
- It maintains a documented procedure and relevant record for complaints from its customers and the corresponding corrective actions it has taken to resolve the complaint,

- Declarations of Conformity issued by MyCert are valid in all member states of the European Union without exception. MyCert is not responsible in the event that third countries do not recognize or partially recognize the above.

15 Use of the MyCert Verification mark (logo)

15.1 After the issuance of the Declaration of Conformity or Certificate by the Verification Body, the client is given the right to use the CB mark (A Certificate is issued in urgent cases where the verification has been completed and the issuance of the Declaration of Conformity is pending for procedural - bureaucratic reasons).

15.2 The right to use the mark concerns exclusively the verification field and may not be used for purposes other than these (e.g. clothing, etc.).

15.3 The Verification Body's mark may only be used in the form provided by MyCert . When used, it must be clearly visible and easily identifiable, and the client is not authorized to make any changes to it. The correct use of the Verification Body mark is subject to mandatory inspection during annual verifications and exceptionally at the discretion of the CB.

15.4 The use of the Verification mark is made exclusively by the customer listed in the Declaration of Conformity and the mark or the right to use it cannot be transferred, sold, assigned or otherwise made available for any other reason in whole or in part, with or without remuneration, to any third party, general partner, nominal general partner, special successor, collaborating or affiliated company, successor or any other organizational and functional structure or unit, installation or operation without the prior written approval of MyCert .

15.5 The same applies if the customer changes its name, legal form, corporate type or other essential elements of its existence and identity, as well as if for any reason it ceases to exist even temporarily, and if it is later re-established with the same or another name, legal form, corporate type or other essential elements of its existence and identity. If the customer wishes such a transfer, he must address a written request to MyCert , in order to secure its prior written consent.

15.6 If required, at the absolute discretion of MyCert , re-verification may be carried out at any time by MyCert at the premises of the structure or unit to which the license will be transferred, while the Declaration of Conformity and the mark may be revoked at any time, in accordance with this Regulation.

15.7 If the client produces products, provides processes or services or has other facilities, operations, organizational and operational units, other than those that have been verified,

the use of the mark is not permitted in them. The logo may only be used for the services, processes and products listed in the Verification field and that have been inspected.

15.8 If a deviation from the above terms is observed, the Body will proceed to take immediate measures. The client is informed in writing by the Certification Manager of the corrective actions that must be implemented and the time frame for their implementation. The client's lack of compliance may result in suspension or revocation of the Declaration of Conformity, notification of the competent authorities and possible legal sanctions.

16 Payment – Cost Budget

16.1 The costs for the verification, issuance and maintenance of Declarations of Conformity are presented in detail in the MyCert Inspection and Verification services price list.

16.2 Failure to comply with the financial terms by the customer constitutes cause for termination of the cooperation and revocation of the granted Declaration of Conformity.

17 Revisions to this Regulation

17.1 These General GHG Emissions Verification Regulations may be subject to changes or revisions, in part or in whole.

17.2 Any changes or revisions are notified in writing to customers who have been granted a Declaration of Conformity, specifying the time limits for their adaptation to the new requirements. In cases of disagreement with the above-mentioned changes, the customer may request in writing the termination of the validity of the Declaration of Conformity.

18 Use of the KOPP / ESYD Logo

18.1 MyCert may use the National Accreditation Logo of the КОПП in accordance with the instructions of the КОПП Accreditation Regulation (Regulation for Accreditation - R 01/4th edition /04.04.2022) at his own risk.