



SNAS

SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA

METHODICAL GUIDELINE FOR ACCREDITATION

**WITNESS ASSESSMENT OF GREENHOUSE
GAS VERIFIERS**

MSA–V/03

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BRATISLAVA

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Elaborated by: Ing. Renáta Kuřková

Verified by: Ing. Gizela Pelechová

Approved by: Mgr. Martin Senčák – Director

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1 INTRODUCTION

This methodical guideline defines the procedure for witness assessment of greenhouse gas emission verifiers (further on only “V”) according to EN 14065: 2013 and Commission Implementing Regulation (EU) 2018/2067 obligatory for employees of an accreditation body and applicants for accreditation.

2 ABBREVIATION USED

Coll.	Collection of laws
EA	European Accreditation
EC	European Communities
EN	European Standard
ETS	Emissions Trading System
EU	European Union
IAF	International Accreditation Forum
ISO	International Organization for Standardization
M	Mandatory
MD	Mandatory Document
MSA	Methodical Guideline for Accreditation
SNAS	Slovak National Accreditation Service
PS	Assessment Group
V	Greenhouse gas emission verifier (Verifier)

3 RELATED DOCUMENTS

Commission Implementing Regulation (EU) 2018/2067	On the verification of data and on the accreditation of verifiers pursuant to Directive 2003/87/EC of the European Parliament and of the Council
Commission Regulation (EU) No. 601/2012	On the monitoring and reporting of greenhouse gas emissions pursuant to Directive 2003/87/EC of the European Parliament and of the Council
Commission Implementing Regulation (EU) 2018/2066	On the monitoring and reporting of greenhouse gas emissions pursuant to Directive 2003/87/EC of the European Parliament and of the Council and amending Commission Regulation (EU) No 601/2012
Directive 2003/87/EC of the European Parliament and of the Council	Establishing a system for greenhouse gas emission allowance trading within the Union and amending Council Directive 96/61/EC
Act No. 414/2012 Coll.	On trading with emission quotas and on amendments to certain Acts, as amended
EN ISO 14065: 2013	Greenhouse gases – Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition
EN ISO 14064-3: 2012	Greenhouse gases. Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions
ISO 14066: 2011	Greenhouse gases. Competence requirements for greenhouse gas validation teams and verification teams

MSA-04	Procedure for accreditation
MSA-V/01	Scope and scope specification of accreditation of greenhouse gas verifiers
MSA-V/02	IAF Mandatory Document for the Application of ISO 14065: 2013 (IAF MD 6:2014)
MSA-V/04	EA Document for Recognition of Verifiers under the EU ETS Directive (EA-6/03 M: 2013)

4 WITNESS ASSESSMENT PROCEDURE

Witness assessment is an integral part of the assessment process, which monitors and evaluates the procedure of the members of the verification team during the verification.

The assessment group (further on only “PS”) evaluates the preparation for performance of verification, performance of verification and assesses overall course of performance of verification, including efficiency and the way of its performance, as well as compliance with the documented procedures, regulations and standards during the verification.

5 WITNESS ASSESSMENT REPORT

From the witness assessment a Report is elaborated, in which the course of the verification is assessed and its compliance with valid regulations of the V, documented in its documentation.

Witness assessment report contains:

- the number of accreditation service, number of the registered member of the V, number of the accreditation certificate of the V,
- standard and regulation, according to which the assessment is carried out,
- the names and surnames of the members of the PS and their functions,
- the name and address of the applicant of the V, the name and address of the workplace of the V,
- the date of execution of witness assessment,
- type of accreditation service, which is the witness assessment part,
- item of the scope of accreditation, witness assessed verification team, the name and address of the operator,
- evaluation:
 - the preparatory phase – preparation for performance of verification (allocation of time; strategic analysis and risk analysis, verification plan, data sampling plan, program of the verification; the appointment of the verification team; communication with operator),
 - performance of the verification – the opening of the verification (opening; explanation of the course of verification), allocation of tasks (compliance with the program of the verification; the performance of the tasks of the individual members of the verification team; keeping records), verification (check of the implementation of the monitoring plan, use of analytical procedures, verification of the data in the operator’s report, verification of the correct application of the monitoring methodology, verification of methods applied for missing data, uncertainty assessment, sampling, verification of the effectiveness and adequacy of corrective actions/verification of the new information; concluding on the findings of verification), the termination of the verification (notice of verification results; information about the next steps; conclusion),
- the efficiency and way of performance of verification (adherence to the program of the verification; the skills, the consistency, the presentation skills of the individual members of

the verification team), compliance with documented procedures/regulations/standards during the verification,

- overall – a positive and a negative site, suggestions for improvement, the number of identified and eliminated nonconformities, the conclusion (the competence of the individual members of the verification team in relation to the listed item of the scope of accreditation).

6 GROUPS OF ACTIVITIES FOR WITNESS ASSESSMENT

The activity groups are defined according to Annex I of Commission Implementing Regulation (EU) 2018/2067.

The activity groups are divided into four fields according to common features of the verification activities of V. The field is a set of activity groups created for the selecting of verification activities to be witnessed.

The number of witness assessments that should be carried out is laid down so that one witness assessment for each field I-III is performed. For field IV (activity group No 98) the stand alone witness assessment is not performed, but this activity group is witnessed only in conjunction with at least 1 activity group 1-9 (within field I) or 12 (within field III) within the same witness assessment.

During the accreditation, one witness assessment is carried out for each field of the activities groups.

During the re-accreditation, the witness assessment is carried out for each field of the activities groups except for those activities that have been witnessed during the last assessment.

During the extension of accreditation scope, the witness assessment is carried out as for accreditation and in the range of activities that are the subject of extension.

During the surveillance, the witness assessment is carried out for each field of the activities groups and in the range of activities that are the subject of surveillance. For surveillances in the following accreditation cycle (after the first re-accreditation), witness assessments are performed for all groups of activities that have not been witnessed in the previous accreditation cycle (within the surveillances and re-accreditation).

The division of activities groups into fields is to be found in the following table:

Field	Activity group	Activities
I	1a	Combustion of fuels in installations, where only commercial standard fuels as defined in Commission Implementing Regulation (EU) 2018/2066 are used, or where natural gas is used in category A or B installations.
	1b	Combustion of fuels in installations, without restrictions
	2	Refining of mineral oil
	3	<ul style="list-style-type: none"> - Production of coke - Metal ore (including sulphide ore) roasting or sintering, including pelletisation - Production of pig iron or steel (primary or secondary fusion) including continuous casting

Field	Activity group	Activities
	4	<ul style="list-style-type: none"> - Production or processing of ferrous metals (including ferro-alloys) - Production of secondary aluminium - Production or processing of non-ferrous metals, including production of alloys
I	5	Production of primary aluminium (emissions of CO ₂ and PFC)
	6	<ul style="list-style-type: none"> - Production of cement clinker - Production of lime or calcination of dolomite or magnesite - Manufacture of glass including glass fibre - Manufacture of ceramic products by firing - Manufacture of mineral wool insulation material - Drying or calcination of gypsum or production of plaster boards and other gypsum products
	7	<ul style="list-style-type: none"> - Production of pulp from timber or other fibrous materials - Production of paper or cardboard
	8	<ul style="list-style-type: none"> - Production of carbon black - Production of ammonia - Production of bulk organic chemicals by cracking, reforming, partial or full oxidation or by similar processes - Production of hydrogen (H₂) and synthesis gas by reforming or partial oxidation - Production of soda ash (Na₂CO₃) and sodium bicarbonate (NaHCO₃)
	9	<ul style="list-style-type: none"> - Production of nitric acid (CO₂ and N₂O emissions)
II	10	<ul style="list-style-type: none"> - Capture of greenhouse gases from installations covered by Directive 2003/87/EC for the purpose of transport and geological storage in a storage site permitted under Directive 2009/31/EC - Transport of greenhouse gases by pipelines for geological storage in a storage site permitted under Directive 2009/31/EC
	11	Geological storage of greenhouse gases in a storage site permitted under Directive 2009/31/EC
III	12	Aviation activities (emissions and tonne-kilometre data)
IV	98*	Other activities pursuant to Article 10a of Directive 2003/87/EC

Explanatory:

I – Industry and Energy

II – Geological storage

III – Aviation

IV – Other activities

* - Activity group No 98 only in conjunction with at least 1 activity group 1-9 or 12
