DUTIES & RESPOSIBILITIES OF KBS PERSONNEL

S.N.	TITLE	ROLES & RESPONSIBITY	REMARKS
01	*Board of Directors*	▪ To ensure the company's prosperity by collectively directing the company's affairs, whilst meeting the appropriate interests of its shareholders and stakeholders ▪ Appointing Financial Auditors for auditing the company accounts ▪ Calling of AGM and EGM ▪ Approval of auditors Report and annual Accounts ▪ Review of company operations ▪ Opening and Closing of Bank Accounts ▪ Adopting new businesses and taking on record MOA and approving changes ▪ Allotment of Shares ▪ Fixation of financial year ▪ Increase in authorise capital	
02	Managing Director	▪ Formulation and development of policy matters relating to the operations of KBS ▪ Establishment of quality management system in line with policies formulated; ▪ Documentation of policies and procedures and their implementation; ▪ Supervision of the implementation of KBS policies and procedures including approval of documents ▪ Supervision of finances, administrative matters and dealing with contractual matters and arrangements; ▪ Authorization of validation and/or verification/certification reports/opinions; ▪ For providing adequate and competent human resources for validation/verification functions related to CDM and other GHG schemes; etc. ▪ Final decision-making relating to validation and/or verification. ▪ Delegation of authority to committees or individuals, as required. ▪ Ensure resolution of all appeals, complaints and disputes through constitution of appeals / complaints / disputes committee ▪ Managing all activities related to the safeguarding of the impartiality	

S.N.	TITLE	ROLES & RESPONSIBITY	REMARKS
		▪ Management review	
03	Manager Validation & Verification	▪ Assess application and conduct contract reviews ▪ Selecting Validation / Verification Team for a particular assignment ▪ Co-ordination between the Client and the Validation / Verification Team Leader ▪ Determining the human resource requirements ▪ Supervision of the personnel carrying out VVC functions, including full-time/part-time/internal/external resources.	
04	Manager Technical & Certification	▪ Inputs to Quality Manager based on recent changes in CDM/ GHG schemes requirements for updating KBS documentation policies / protocols / procedures accordingly ▪ Co-ordinates with the Manager Validation / Verification and Manager Competency and Training in assuring that the process of validation / verification and validators / verifiers are always up-to-date on technical issues ▪ Decision on the validation/verification/certification reports/opinions after Technical Review ▪ Submission of authorized validation/verification/certification opinions/reports and other submissions e.g. clarifications, revision of methodology, deviation requests etc., to UNFCCC interface	
05	Manager Competency and Training	▪ Evaluation and demonstration of competence of personnel and qualifying them. ▪ Maintaining dossiers regarding the information about the Qualification, and performance of Validation and verification personnel including Team Leader, validator, verifier, Technical Experts, Local experts etc. ▪ Monitoring the performance of validators, verifier, technical experts, legal experts ▪ To provide briefing to auditors and arrange necessary trainings as and when required ▪ Co-ordinates with the Manager Validation / Verification and Manager Technical and Certification in assuring that the training modules are always up-to-date ▪ Carries out training needs assessment of all the validator / verifiers / technical experts on a regular basis	

S.N.	TITLE	ROLES & RESPONSIBITY	REMARKS
		▪ Conducts training for new entrants and refresher training for existing validation / verification and technical experts ▪ Maintains the records of all external validators / verifiers / technical experts	
06	Manager Appeals, Complaints & Disputes	▪ Handle appeals, complaints and disputes and ensure appropriate corrective / preventive action along with support from legal experts on case-to-case basis	Manager HR is responsible for this role
07	Manager Finance	▪ Helps Manager Validation / Verification in finalization of contracts through inputs on financial matters ▪ Monitors income and expenditure to determine the financial stability and financial resources required for its operations of the CDM related activities	
08	Manager Administration	▪ Helps Manager Validation / Verification and Validation / Verification Team Leader in day-to-day administrative matters	Manager HR is responsible for both roles
09	Manager Human Resource	▪ Helps Manager Validation / Verification in recruiting validators / verifiers / experts including technical, local, financial etc. ▪ Maintains the records of appointment of all the staff (full time and part time), including relevant qualifications, training, experience, affiliations, professional status provided and confidentiality terms., ▪ Handling any grievances within team	
10	Manager Business Development	▪ Handling of enquiries and obtaining the necessary information ▪ Identification of new potential clients ▪ Preparation of Proposals/ contracts ▪ Submission of proposals/ contract to the Manager Validation / Verification for review	Manager V&V is responsible for the role
11	Manager Document Control and Control Review	▪ Receiving "Document Change Request" from various authorized internal personnel ▪ Preparation / compilation / finalization of Manual / Procedure / Document / Form ▪ Getting approval from Managing Director for various amendments of the Documents (Manual / Procedure / Document / Form) ▪ Maintaining the updated list of amendments ▪ Maintaining list of controlled documents and distribution details including accessibility details and issuance details ▪ Maintaining the Superseded Documents	Manager Quality is responsible for this role as well.

S.N.	TITLE	ROLES & RESPONSIBITY	REMARKS
		▪ Planning and co-ordinating all activities related to the internal audit and management review ▪ Maintaining a list of internal auditors with inputs from Manager C&T.	
12	Manager Quality (CDM)	▪ Ensures that processes and procedures needed for the system complying with the requirements of the Accreditation body including GS, VEERA, GCC, CDM M&P, relevant decisions of COP/MOP and of the CDM EB are established, implemented and maintained ▪ Maintains the CDM Quality System by carrying out regular review of the manual, procedures and forms and updating them. ▪ Reports to the top management (MD) on the performance of the system and proposing required improvements ▪ Checks effectiveness of the corrective actions taken of the NC's raised during internal audits ▪ Independent review of evaluation and demonstration of competence for various roles as per the competency criteria CDM-D-18 conducted by Manager Competency & Training. ▪ Identification of 'conflict of interest' – risks and addressing them	
13	Manager IT and Webhosting	▪ Keeping the KBS website updated with the help from IT Expert ▪ Providing client and project information to be made public to the IT Expert	Manager V&V is responsible for this role
14	Validation / Verification Team Leader	▪ Planning of the validation/ verification processes (time, place, criteria for the assessment, etc.). ▪ Run meetings. ▪ Be the single point of contact with client ▪ Manage the validation/ verification and conclude on decisions affecting the validation/ verification process. ▪ Be responsible for the validation/ verification report and the follow-up of possible corrective action/ clarification or forward action requests.	
15	Validator	▪ Validator assesses customer's specific processes, functions, sites, areas and/or activities according to Audit Plan and Assessment schedule prepared by the Validation Team Leader. ▪ Validator works independently (excluding provisional auditors, who work in team with auditor/ lead auditor) and reports the audit findings to lead auditor.	

S.N.	TITLE	ROLES & RESPONSIBITY	REMARKS
16	Verifier	▪ Verifier assesses customer's specific processes, functions, sites, areas and/or activities according to Audit Plan and Assessment schedule prepared by the Verification Team Leader. ▪ Verifier works independently (excluding provisional auditors, who work in team with auditor/ lead auditor) and reports the audit findings to lead auditor.	
17	Technical / Legal Expert	▪ Provide technical / legal support to the validation / verification team on specific expertise relevant to the sectoral scope ▪ Assist the Manager Technical & Certification in carrying out technical / legal review of the opinion generated by the validation/verification team	
18	IT Expert	▪ Obtain information from Manager IT and Webhosting and make them public ▪ Maintain the KBS website updated	
19	Finance Expert	▪ Provide the necessary financial and economic aspects review / support to the validation/verification team ▪ Assist the Manager Technical & Certification in carrying out financial and economic aspects review of the opinion generated by the validation/verification team, if requested	
20	Technical Reviewer	▪ Independent Technical Review of the draft validation/verification/certification report/opinion prepared by validation/verification team	
21	Local Expert	▪ Provide information and knowledge on local regulations, policies and review of local stakeholder's consultation process in the host Party	

History of the document

Version	Date	Nature of revision	Reviewed by (Date)	Approved by (Date)
2.0	02-01-2012	History of document inserted The items increased to include Local Expert and Technical Reviewer The roles of Manager V/V and Manager T&C are redefined in clear manner	Manager CDM Quality, 02-01-2012	MD, 02-01-2012
3.0	05-03-2014	Role of Board of Director Included	Manager CDM Quality, 07-03-2014	Manager CDM Quality, 07-03-2014
3.1	09-06-2015	The responsibilities of Manager V&V, Manager C&T & Manager Quality updated.	Manager CDM Quality, 18-06-2015	MD, 18-06-2015
3.2	14-03-2019	Revised based on the desk review report of CDM AT.	14-03-2019	14-03-2019
3.3	31-07-2020	Revised remarks for better clarity of the responsibilities	31-07-2020	31-07-2020
3.4	14-04-2022	Revised as a corrective action to internal audit NC	Manager Quality, 15-04-2022	MD,15-04-2022