

EnergyTag



Claim Verifier Accreditation Process



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Introduction

The [EnergyTag Granular Certificate \(GC\) Matching Standard](#) introduces a framework for the implementation of robust Granular Certificates Matching Schemes and the key criteria to be met by Claim Verifiers to be compliant with EnergyTag. This document details the Accreditation process that must be followed for Claim Verifiers to claim to be “EnergyTag Compliant” or “EnergyTag Accredited” and use the EnergyTag trademark in making these claims.

Open for Consultation: *This Claim Verifier Accreditation Process is currently a proposal and applications are not yet open for Claim Verifier Accreditation. We welcome feedback on this proposed process accreditation@energytag.org by April 10 2024. We will inform all members of our mailing list once Claim Verifier Accreditation is final and open.*

Claim Verifier Accreditation Process

Aim of the Accreditation Process

The process to accredit Claim Verifiers according to the EnergyTag Standard aims to prove that the Applicant Claim Verifier:

- Has a sound understanding of the [EnergyTag Granular Certificate Matching Standard](#) and relevant aspects of the [EnergyTag GC Scheme Standard](#).
- Has robust processes in place to verify the Granular Certificates Matching Claim by a Consumer/Supplier.

Roles in the Accreditation Process

- **Applicant:** An organization that aims to become accredited as an EnergyTag Accredited Claim Verifier for GC Matching Claims.
- **Claim Verifier (CV):** An organization verifying that Granular Certificates (GCs) are Canceled against the energy consumption measured at the Consumption Point(s) in compliance with the Matching rules in this Standard.
- **Auditor:** The person appointed by the Accredited Claim Verifier to verify the Granular Certificates Matching Claim
- **Accreditor (EnergyTag):** The organization that administers the EnergyTag Standards and confers Accreditation of EnergyTag Compliant Claim Verifiers. EnergyTag is a non-profit entity registered in the United Kingdom.
- **Assessor:** EnergyTag or Organization appointed by EnergyTag which assesses Applicants for compliance with the requirements set out in this document and advises the Accreditation organ inside EnergyTag.

Overview of the Accreditation Process

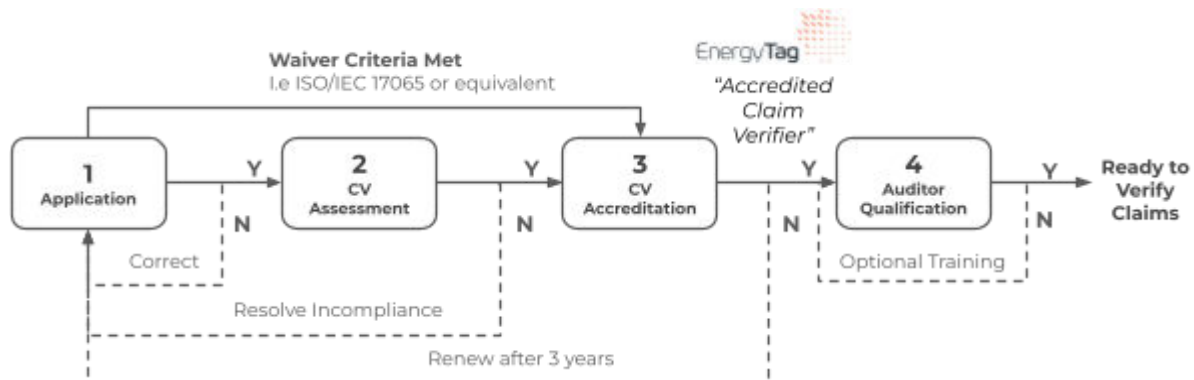


Figure – Claim Verifier Accreditation Process

The four main steps of the accreditation process are:

1. **Application:** in which the Applicant Claim Verifier applies to be accredited and provides details to determine if they qualify for an Assessment Waiver.
2. **Claim Verifier Process Assessment:** in which the Assessor collects evidence on whether the candidate Claim Verifier is compliant with the criteria of the EnergyTag Standard on Granular Certification Matching and based on which an Accreditation outcome is determined.
3. **Claim Verifier Accreditation:** in which the Accreditor formally accredits the Claim Verifier based on the Waiver or Assessment recommendation.
4. **Auditor Qualification:** in which the individual Auditor's suitability and understanding of the Standards is assured.

Accreditation Process Steps

Step 1 – Application

1) Initial Application

- a) The Applicant submits a [Claim Verifier Assessment Application](#) form. The accreditation form requests:
 - i) Basic contact details,
 - ii) Requirements that must be met to proceed,
 - iii) Evidence the Applicant is certified according to the 'ISO/IEC 17065' standard or equivalent to be considered for a waiver.
- b) Based on the Application Form, the Accreditor decides to:
 - i) **Grant Assessment Waiver:** If the Applicant completes the form and is deemed to qualify for Waiver through 'ISO/IEC 17065' or equivalent certification, they can skip immediately to Accreditation Step 3.

- ii) **Continue to Assessment:** Accreditor will provide information to the Applicant regarding the accreditation process, its timeline, the required documentation, Assessment Fee etc.
- iii) **Refuse the application:** Accreditor will provide details as to why and how issues might be rectified.
- c) EnergyTag appoints an Assessor¹ for the specific application.
- d) The Assessor concludes a Confidentiality Agreement with the Applicant (the Assessor will provide this).

2) Assessment Document Preparation

- a) The Applicant provides the following evidence:
 - i) Documented evidence of their processes for verifying claims according to the EnergyTag standard. See Annex 1: Assessment of Claim Verifier Process for further details.
 - ii) If applicable, evidence² that the Applicant has a sound understanding of the EnergyTag standard on Granular Certification Matching.
- b) The Applicant submits these documents to the Accreditor at accreditation@energytag.org, which then shares these with the Assessor.

3) Review Assessment Document Completeness

- a) The submitted documents are reviewed for completeness:
 - i) If complete, the Assessor informs the Applicant that they are ready to proceed with the Assessment.
 - ii) If incomplete, the Assessor communicates why and sets a deadline for the applicant to address these issues.

Step 2 – Claim Verifier Process Assessment

4) Claim Verifier Assessment

- a) The Assessor assesses the collected evidence to verify that the Applicant fulfills all requirements as Claim Verifier.
- b) Where the Assessor observes non-compliance with the EnergyTag standard, a distinction shall be made between:
 - i) *Recommendations:* recommendations on how the Applicant can improve their Claim Verification processes, based on best practices.
 - ii) *Minor non-compliance:* non-compliance with the EnergyTag standard, which does not undermine the credibility of the Claim Verification processes as operated by the Applicant and that can be remedied within a specified number of months.

5) Iterative Feedback Process

¹ Note the Assessor must ensure a 4-eye principle for Assessments

² This becomes relevant only after parties have operated as Claim Verifiers and can demonstrate as such

- a) The Assessor provides feedback on the Assessment documents to the Applicant, including a list of observations.
- b) The Applicant reviews the feedback attempting to address instances of non-compliance and sends back updated Assessment documents.
- c) Two rounds of iterative feedback are included in the Assessment process before the Assessor proceeds to finalize the Assessment.

6) Final Assessment Report Preparation

- a) The Assessor drafts an Assessment Report, indicating:
 - i) The conclusions of the assessment.
 - ii) List of Recommendations, Minor non-compliances, and Major non-compliances.
- b) The Assessor shares the Assessment report with the Accreditor for review.
- c) Based on this, the Accreditor and Assessor align on the final report and Accreditation Outcome.

7) Detailed Accreditation Outcome and Final Assessment Report

- a) The Accreditor shares the Assessment report with the Applicant, including a clear indication of the Accreditation outcome:
 - i) **Accredited without non-compliance.** In this case, the Claim Verifier can move directly to Accreditation.
 - ii) **Accredited with minor non-compliance.** In this case, Accreditation is granted contingent on the resolution of minor non-compliance:
 - (1) The Applicant shall, within a specified timeframe after reception of the Final Assessment Report, provide evidence to the Accreditor that the Minor non-compliances are remedied.
 - (2) The Assessor shall verify whether the Minor non-compliances are sufficiently remedied.
 - (3) If not, the Applicant shall, within a specified timeframe, provide evidence to the Accreditor that the remaining Minor non-compliances are remedied in line with the EnergyTag standard.
 - (4) If after this period, the Minor non-compliances are still not remedied, the Accreditor may choose to review the Accreditation status.
 - iii) **Not accredited due to major non-compliance:** In this case, the Claim Verifier cannot be Accredited. The Applicant is welcome to re-apply for an Assessment later once they deem that major non-compliances have been rectified.
- b) The Applicant pays the Assessment Fee to the Accreditor.
- c) The Applicant may submit an appeal to the Accreditor should they deem this necessary. The Accreditor will consider all Appeals.

Step 3 – CV Accreditation

8) Accreditation of the Applicant Claim Verifier

- a) Where either 1) a Waiver has been granted or 2) the Claim Verifier Assessment has resulted in Compliant Claim Verification processes, the Accreditor proceeds to Accreditation of the Claim Verifier.
- b) The Accreditor and the Applicant sign the [EnergyTag Accreditation Agreement](#), which details the terms of Accreditation.
- c) Upon signature of the EnergyTag Accreditation Agreement by both parties, the Applicant is formally Accredited by EnergyTag as an “EnergyTag Accredited Claim Verifier”, which is valid for 3 years. Accredited Claim Verifiers will be listed on the EnergyTag website.
- d) The Claim Verifier may claim to be “EnergyTag Compliant” or “EnergyTag Accredited” and use the EnergyTag trademark in making these claims.

Step 4 – Auditor Qualification

9) Appointing Auditors

- a) Claim Verifiers shall have a framework for appointing auditors.

10) Criteria for auditors representing the Claim Verifier

- a) Declaration by the Claim Verifier and the Auditor, that the auditor is:
 - i) Independent of the activity being audited,
 - ii) Free of conflict of interest,
 - iii) Skilled in the verification of compliance.
- b) Proof of understanding as elaborated in the next step.

11) Testing the Understanding of the Auditor Regarding the Standard

- a) The Assessor tests the Auditor's understanding of the EnergyTag GC Scheme Standard and the EnergyTag GC Matching Standard by examination via an online questionnaire. EnergyTag may offer optional training on this if desired.
- b) In the examination, Individual auditors shall prove their understanding of:
 - i) EnergyTag - Granular Certificate Matching Standard.
 - ii) EnergyTag - Granular Certificate Scheme Standard – selected chapters:
 - (1) 1.1 Roles,
 - (2) 1.2 Scheme Configurations,

- (3) 1.3 GC Attributes,
- (4) 1.6 Energy Storage.

c) Auditors shall renew their Qualifications on at least a bi-annual basis.

Revision History

- Document created: 4-March-2024.
- Last reviewed: 4-March-2024.

Annex 1: Assessment of Claim Verifier Process

Operation of robust processes to verify the Granular Certificates Matching Claim Applicants that are certified according to the 'ISO/IEC 17065:2012 – Conformity assessment' standard or equivalent are deemed to have robust processes in place to verify the Granular Certificates Matching Claim by a Consumer/Supplier as matched by the Matcher. In the absence of such a certification, the following criteria shall be met by the Claim Verifier:

- 1) General Requirements:**
 - a) Legal and contractual matters,
 - b) Management of impartiality,
 - c) Liability and financing,
 - d) Non-discriminatory conditions,
 - e) Confidentiality,
 - f) Publicly available information.
- 2) Structural Requirements:**
 - a) Organizational Structure,
 - b) Ways to safeguard impartiality.
- 3) Resource for evaluation.**
- 4) Mastering a qualified sample selection method (e.g., Systemic or Cluster).**
- 5) Assessment of Robustness of the Claim Verification Process:**
 - a) Which Consumption Metering and Registration data were used and how they were verified with the measurement source.
 - b) Which attributes were claimed, and the attributes of the matched GCs are referred to in the claim of the consumer.
 - c) Which GCs were canceled for proving these attributes.
 - d) How was it verified that the GCs are not double-counted.
 - e) Which EACs these GCs refer to, How the unique link between EAC and GCs is assured, and how the GCs are unique representatives of the relevant attributes (not applicable in EnergyTag Configuration 1).
 - f) Whether the correct number of Attributes were transferred from EAC issuing to the point of matching with consumption and claim.
 - g) Whether these EACs are correctly canceled to ensure the uniqueness of the claim (may be dropped depending on the GC Issuer audit).
 - h) Contact the EAC Issuer to confirm that these GCs were issued.
 - i) Contact the GC Issuer to confirm that these GCs were issued.