





# EU E.T.S. VERIFICATION REGULATION "EMICERT LTD"

**EMICERT LTD.**  
**9, Karea,**  
**Athens, Zip GR 11636**  
**GREECE**

| Prepared by   | Approved by  | page   |
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## IDENTITY OF VERIFICATION BODY

**Company Name:** "EMICERT Ltd"

**Address:** 9, Karea str., Zip Code GR-116 36, Athens, GREECE

**First Year:** 2005

**Tel:** +30 210 - 7211877, **Fax:** +30 210 - 7211040

**Contact Person:** Kostas Antoniadis

The Verification Body "EMICERT" according to its Articles of Association is a limited company, the owners of which could be either natural or legal entities. At present, two (2) individuals own the company.

The Administrator and General Manager are in charge of the management of the Body.

The financial resources of the Verification Body consist of the shareholders' equities, revenues from company assets, government grants, etc.



## 1. ACCREDITATION OF EMICERT

The Scope of EMICERT at EU-ETS according to Regulation (EU) No 600/2012 standards ISO 14065:2013 & ISO 14064-3, is posted on the company website as well as on the E.SY. D 's website.

## 2. VERIFICATION SITE VISIT

EMICERT based on the relevant legislation to specify the verification work schedule. The verification of the annual CO<sub>2</sub> emissions shall be carried out until 31/03 each year.

Furthermore, EMICERT reserves the right to order additional or unscheduled verifications visits at intervals that differ from those that are specified, usually after suspicion or allegation of non-compliance of the installation's commitments.

If required EMICERT reserves the right to attend with E.SY.D's representatives in verification site visits and inform the operators (clients) on receiving the relevant information from the E.SY.D..

Particularly in case of: a) dispute, b) complaint, c) appeal d) legal requirement or call from Judicial Authority e) any other action that may undermine EMICERT's prestige, EMICERT reserves the right to make an extraordinary audit for collect and evaluate data in order to deal with the above.

The operator (client) should be informed at least 24 hours before the extraordinary audit take place.

Furthermore, EMICERT ensures that there is the possibility to change the verification team members in case that the operator (client) has any objections about the team composition.

## 3. IMPARTIALITY

EMICERT decisions are based on objective evidence obtained through the verification process and not influenced by other interests or parties.

EMICERT has commitment by top management to act impartially in verification activities and make publicly available a statement that describes its understanding of the importance of impartiality in verification activities. The impartiality of the verification activities will be evaluated once a year by the Independent Board during the IB's meeting.



EMICERT has specific rules to ensure that each team member (verifiers, reviewers) acts in an impartial manner. Annually each verifier or reviewer sign a relevant Independence and Confidentiality Statement, which contains all the possible risks that can affect EMICERT impartiality policy (clients that verifiers or reviewers have provided services). All these Statements are evaluated by the Independent Board .

#### **4. CONFIDENTIALITY**

EMICERT and its authorized personnel shall manage all information acquired during the verification process, with regard to the "client" and his activities, including all such information and documentation composing the verification report, as strictly confidential. The verification report is considered to be the "client's" property. EMICERT shall not communicate such information to any interested party by any means, unless the "client" authorizes such disclosure of information in writing and/or unless applicable legislation demands it. EMICERT shall in any case, communicate in writing to the "client" the intended disclosure of confidential information to the requesting authority, prior to submitting to the demand.

#### **5. NOTIFICATION OF CHANGES**

The organization of CO2 emissions trading (client) must inform EMICERT immediately of any changes that affect compliance, and also must promptly inform the EMICERT of any changes concerning:

- (a) the legal structure,
- (b) the organization and administration of such Change Manager installation,
- (c) the policy or procedures,
- (d) building (buildings),
- (e) the equipment.

#### **6. VERIFICATION LOGO USAGE**

According to the relevant legislation, the Verification of the GHG Emission Report does not followed by any special mark or sign applicable to



installation or installation's product / services. The Verification Statement gives the operator the opportunity to register on the ETS Registry (ΕΚΠΑΑ) and to trade its GHG Emission Rights.

## 7. REQUIRED MAN-HOURS FOR CONDUCTING VERIFICATION

| Verification activity    | Place of activity | Min (Hours)  | Regular (Hours) | Max (Hours) |
|--------------------------|-------------------|--------------|-----------------|-------------|
| Strategic Analysis       | EMICERT H.O.      | 1/2          | 1               | 8           |
| Document Review          | EMICERT H.O.      | 1/4          | 1/2             | 8           |
| Risk Analysis            | EMICERT H.O.      | 1/4          | 1/2             | 3           |
| Verification Plan        | EMICERT H.O.      | 1/4          | 1/2             | 3           |
| Process Analysis - Audit | Site visit        | 2            | 3 1/2           | 24          |
| Preparation of Reports   | EMICERT H.O.      | 1            | 1 1/2           | 6           |
| Technical Review         | EMICERT H.O.      | 1            | 2               | 8           |
| Verification Statement   | EMICERT H.O.      | 1/4          | 1/2             | 4           |
| <b>TOTAL</b>             |                   | <b>5 1/2</b> | <b>10</b>       | <b>64</b>   |

## 8. APPEALS

If the handling of a complaint for a decision by the EMICERT to deny, suspend or revoke a verification report or that a facility verified by controversial manner not satisfy him who submitted by the complaint, then he may be appealed.

Appeal against a decision of EMICERT can be submitted to EMICERT. The appeal is received by the General Manager who shall convene EMICERT's Independent Board.

## 9. COMPLAINS

Complaints against EMICERT or EMICERT's operation should be addressed to EMICERT's General Manager EMICERT. The complaint form has been posted on EMICERT's website.



## 10. LIABILITY INSURANCE

EMICERT has the full responsibility to comply with the relevant legislation in order to enter the ETS. EMICERT's liability insurance covers only verification services provided by EMICERT.



### 3. Amendment Control Record

| Amendment Control Record |         |   |                  |                       |                 |
|--------------------------|---------|---|------------------|-----------------------|-----------------|
| a/a                      | Version | Reason for amendment  | Date of approval | Date of effectiveness | Document Status |
| 1.                       | A.0     | NEW   | 01.11.2012       | 01.04.2013            | Approved        |
| 2.                       | A.1     | Addition in paragraph 3   | 13.02.2013       | 01.04.2013            | Approved        |
| 3.                       | A.2     | <ul style="list-style-type: none"><li>• Replacing the term «environmental board” with verification board</li><li>• § 3: rewording in Greek version the term “responsible party”</li></ul> | 02.04.2013       | 02.04.2013            | Approved        |
| 4.                       | A.3     | Additions regarding ISO 14065:2013 requirements   | 23.11.2013       | 23.11.2013            | Approved        |
| 5.                       | A.4     | <ul style="list-style-type: none"><li>• Replacing the term « verification board» with «Independent board»</li></ul>   | 12.05.2015       | 12.05.2015            | Approved        |
| 6.                       | A.5     | Change of Logo  | 10.08.2016       | 10.08.2016            | Approved        |
| 7.                       | A.6     | Change of address   | 18.03.2019       | 18.03.2019            | Approved        |
| 8.                       |         |   |                  |                       |                 |
| 9.                       |         |   |                  |                       |                 |
| 10.                      |         |   |                  |                       |                 |

### 4. Appendixes

N/A