



**Principles and Rules of Operation
Subsidiary Document**

**AIB-PRO-SD04 Member's Agents
and Measurement Bodies**

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AIB-PRO-SD04: Member's Agents and Measurement Bodies

Release: 1.0

Status of this document

This document, AIB-PRO-SD04 Member's Agents and Measurement Bodies, sets out the detailed requirements for the process of approval of such organisations.

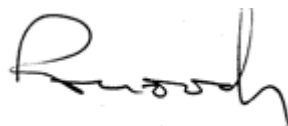
It is a subsidiary document to the EECS Principles and Rules of Operation (the PRO) of the Association of Issuing Bodies (AIB) for The European Energy Certification System.

In the event of conflict between the text of the PRO and the text of this document, the PRO shall always take precedence.

This PRO subsidiary document was formally approved by the General Meeting of AIB members held on 23rd November 2005.

The effective date of this PRO subsidiary document is 1st January 2006.

Signed by the General Secretary:



PH Moody
1 December 2005

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Document History

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A INTRODUCTION AND PURPOSE

A1 Introduction

A1.1 This document is a subsidiary document to the Principles and Rules of Operation (the PRO) of the Association of Issuing Bodies (AIB) for The European Energy Certification System.

A1.2 Specific reference is made to the PRO Sections:

- (a) H – Member's Agents and Measurement Bodies
- (b) K – Assessment Panels

and to the Subsidiary Document AIB-PRO-SD07 - 'Review Procedures'.

A1.3 This document is subject to the change management procedures set out in Section L of the PRO and the Subsidiary Document AIB-PRO-SD05 - 'Change Management'.

A1.4 All terms in this document have the same meanings ascribed to them by the PRO.

A2 Purpose

A2.1.1 The purpose of this PRO Subsidiary Document is to set out the detailed procedural and technical matters associated with the approval process for Member's Agents and Measurement Bodies.

A3 Scope

A3.1 PRO Section H permits a Member to contract out any of the functions required in fulfilling its obligations under the PRO.

A3.2 There are three primary functions for which agents may be employed. These are:

- (a) Central Monitoring Office (CMO) - the administrator of the EECS Registration Database;
- (b) Production Registrar - responsible for assessing applications to register Production Devices;
- (c) Production Auditor - audits information provided by Registrants in Production Declarations.

A3.3 In addition to the agent functions, a Measurement Body, responsible for collecting and verifying measured energy output from Production Devices, is required.

B APPROVAL PROCESS

B1 Request

- B1.1 A Member may seek approval for a Member's Agent or a Measurement Body as part of a Domain Scheme assessment (see AIB-PRO-SD01 - 'Assessment Panels' and AIB-PRO-SD07 - 'Review Procedures') at the initial Domain Scheme application.
- B1.2 A Member may seek approval for a Member's Agent or a Measurement Body as a stand-alone update through the use of the Change Proposal form (see AIB-PRO-SD05 - 'Change Management') submitted to the General Secretary.
- B1.3 On receipt of a Change Proposal under B1.2 above, the General Secretary will initiate the Domain Scheme Assessment Panel with the specific brief of the application. Under such circumstances, the Domain Protocol itself will not be assessed for compliance with the PRO.

B2 Criteria

- B2.1 The criteria for the approval of a Member's Agent or a Measurement Body are set out in PRO section H.

B3 Application for a Member's Agent

- B3.1 In seeking approval for its agent, the Member will submit a written application as part of either the Domain Scheme application under B1.1 above, or the Change Proposal under B1.2 above, as appropriate. This application shall include:
- (a) the name of the agent;
 - (b) the registered address of the agent;
 - (c) the nature of the agent's normal business;
 - (d) the function(s) to be carried out as an Approved Member's Agent;
 - (e) any limitations to the function(s) listed in (d) e.g. Production Registrar - excluding biomass Production Devices;
 - (f) details of any other Domain Schemes in which the agent is already an Approved Member's Agent;
 - (g) a statement to the effect that the Member has satisfied himself that the agent will be able to perform the function(s); and
 - (h) a copy of the agency agreement between the Member and the proposed agent (financial terms may be removed by the Member for commercial confidentiality).
- B3.2 The application may be supported by evidence of capability.

B4 Application for a Measurement Body

- B4.1 In seeking approval for the Measurement Body, the Member will submit a written application as part of either the Domain Scheme application under B1.1 above, or the Change Proposal under B1.2 above, as appropriate. This application shall include:
- (a) the name of the Measurement Body;
 - (b) the registered address of the Measurement Body;
 - (c) the nature of the agent's normal business;

- (d) details of any local regulatory approval or accreditation obtained by the Measurement Body;
- (e) details of any other Domain Schemes in which the Measurement Body is an Authorised Body or is already Approved;
- (f) a statement to the effect that the Member has satisfied himself that the organisation will be able to perform the function of an Approved Measurement Body.

B4.2 The application may be supported by evidence of capability.

B5 Approval

B5.1 The Member must demonstrate to the Domain Scheme Assessment Panel that the criteria set out in PRO section H have been adequately fulfilled in its contractual arrangements with the proposed agent or Measurement Body.

B5.2 The Domain Scheme Assessment Panel shall not unreasonably withhold approval.

B5.3 Where the request for approval has been made under B1.2 above, the Domain Scheme Assessment Panel should normally make its decision within two weeks of being convened.

B5.4 Where the request for approval has been made under B1.1 above, the Domain Scheme Assessment Panel may issue its report in accordance with B6.1 below in advance of the main report concerning approval of the Domain Scheme.

B5.5 In accordance with PRO section H, the Domain Scheme Assessment Panel will grant approval for a specified period of time. The normal period of approval will be until the next scheduled periodic review of the Member's Domain Scheme.

B5.6 Approval is effective on receipt of a positive Domain Scheme Assessment Panel report in accordance with B6.1 below.

B6 Reporting

B6.1 The Domain Scheme Assessment Panel will notify the outcome of its assessment by submitting a report, using the form in Appendix 1, to the General Secretary and copied to the Member.

B6.2 The General Secretary will retain the report in accordance with AIB-PRO-SD01 - 'Assessment Panels'.

B6.3 The Domain Scheme Assessment Panel will be closed down on submission of the report unless the report has been issued under B5.4 above.

B7 Implementation

B7.1 On receipt of the report confirming approval of the Member's Agent or the Measurement Body, the Member will update his Domain Protocol to include the Approved Member's Agent or the Approved Measurement Body. Provided no other changes are made to the Domain Protocol at this time, and its preceding version having been approved by the AIB, the so updated Domain Protocol will be deemed to be approved as compliant with the PRO.

Appendix 1 – MEMBER’S AGENT AND MEASUREMENT BODY APPROVAL REPORT

Member	
EECS Scheme	
Domian	

The following Member's Agent/Measurement Body has been approved for the EECS Scheme and Domain given in the above table.

Organisation Name	
(✓)	Function
	Central Monitoring Office
	Measurement Body
	Production Registrar
	Production Auditor

With the following restrictions:

This approval will expire on [date] or the next full Domain Scheme periodic assessment, whichever is the sooner.

Signed on behalf of the Domain Scheme Assessment Panel

Reviewer and Member represented:	Date:	Signature: