



Issue	Author	Released by
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1. Process-Owner

Germanischer Lloyd Certification, Greenhouse Gas Services Coordinator

2. Scope of Application

The purpose of this instruction is to define and illustrate the process on how to submit forms to the UNFCCC.

3. Process description

This instruction describes the process of the submission of forms via the CDM website and provides an overview of the form submission engine for requesting registration and requesting issuance.

The overall responsibility for the correct application of the form submission stays with the GHG Co who has to ensure that only staff that have been introduced and are familiar with this process will be involved in the submission of forms.

The form submission process has to follow the procedure as illustrated in appendix one (Introduction on how to submit forms via the CDM website).

With regards to management issues, GLC is required to submit an annual activity report to the Executive Board illustrating beyond others the accreditation status, conducted assessments and a description of the financial status. This report is prepared by the GHG Co and the latest available template published by the UNFCCC is applied. After review and approval from the manager it is submitted to the UNFCCC.

Global Instruction

DC-GHG 010

Rev. 02

Submission of Forms



In addition, any planned changes in the management, key staff and organizational structure is notified in advance in accordance with the CDM accreditation procedure. Any unexpected change(s) are notified to the UNFCCC CDM secretariat within 10 days of the change took place.

4. Monitoring and/or measuring

The GHG Co will monitor this process and will report to the GLC management about the status of performance and competence at least on an annual basis (within the management review).

In addition, this process will be part of the internal audits by the quality representative.

5. Control of records

All records generated in conjunction with this process will be controlled and filled according to GLC's instructions for record keeping.

6. Further applicable documents

The latest UNFCCC's template for "DOE annual activity report to the Board"