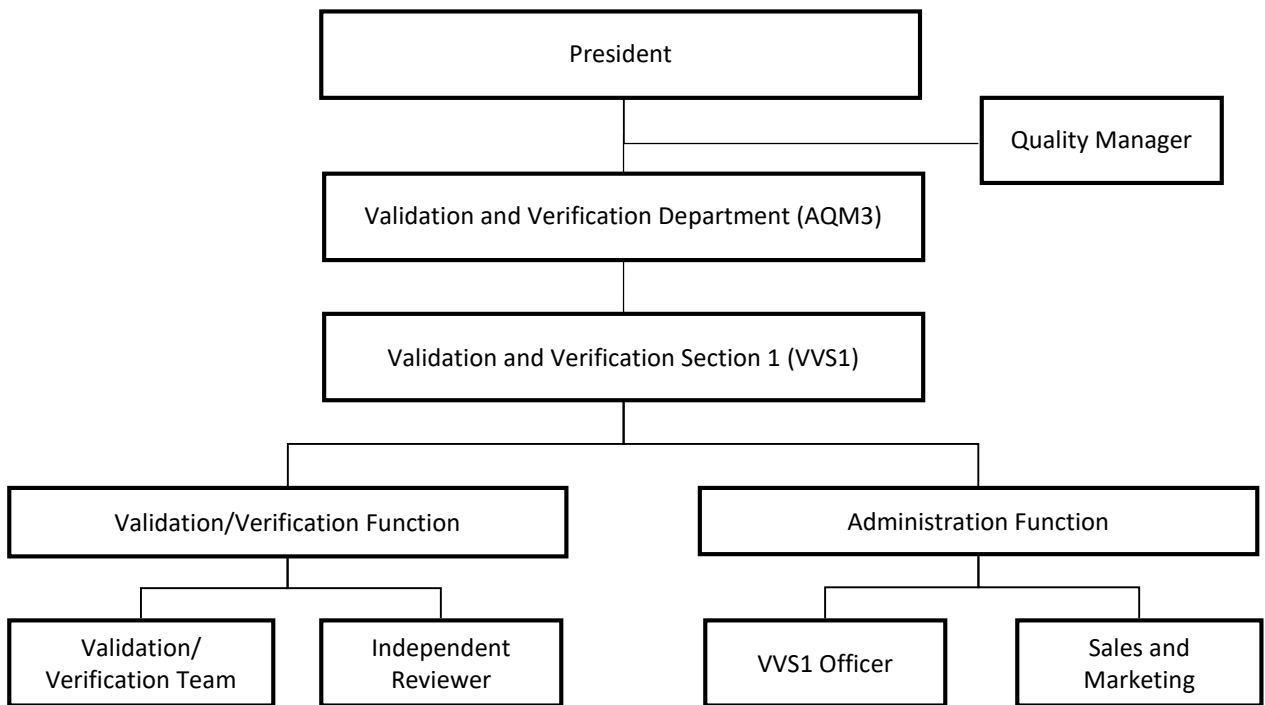


MASCI organization and responsible functions for GHG validation and verification services



Functions for GHG validation and verification services

Duties, responsibilities, and authorities

The duties, responsibilities, and authorities of FID Board of Directors, MASCI Board of Directors, Audit Committee, Impartiality Sub-Committee, President of MASCI, the Executive Vice President, the Senior Vice President of SCD, the Vice President of VVD, the Senior Manager of VVS1 section, the Quality Management section and the Quality Manager are defined as follows;

1) FID Board of Directors

The scope of duties, responsibilities, and authorities of FID Board of Directors as follows;

- a) Determine and implement the FID policies.
- b) Determine regulations and operations of the FID.
- c) Control finance and properties of the FID.
- d) Prepare reports on operation, performance and annual financial statements in accordance with the verification of certified public accountant authenticated to the registrar.
- e) Any act will be binding to the FID only when two of the FID members jointly signs. The FID Board of Directors has the authority to determine the member names to do the signing authority.
- f) Appoint and demote the FID Management Committee, the Board of Directors of the Institutes, subcommittee, other committee, working group, person or juristic person in order to act as per the FID purposes.
- g) Execute or authorize of the FID Management Committee, the Board of Directors of the Institutes, subcommittee, other committee, working group, person or juristic person in order to act as per the FID purposes.
- h) Appoint and demote advisor of the FID Board of Directors.
- i) Appoint and demote the President of FID and President of Institutes.
- j) Perform other duties within the FID objectives.

2) MASCI Board of Directors

The scope of duties, responsibilities, and authorities of MASCI Board of Directors as follows;

- a) Determine policies, target, operational and financial plans of MASCI.
- b) Supervise the implementation in accordance with the Foundation for Industrial Development's regulations, criteria and ethics.
- c) Control, supervise, monitor and evaluate the performance, financial status and statements of MASCI.
- d) Recruit, select and evaluate, and approve the wage increase and compensation of the President of MASCI.
- e) Appoint the advisor of MASCI Board of Directors, Audit Committee, other committee, sub-committee, working group or persons to perform any matter as necessary and appropriate.
- f) Report MASCI annual operational plan to FID Board of Directors for acknowledgement.
- g) Report the performance and the activities to FID Board of Directors quarterly and annually.
- h) Scrutinize and approve the yearly financial statements audited by the certified public accountant.

3) Audit Committee

The scope of duties, responsibilities, and authorities of Audit Committee as follows;

- a) Consider the yearly audit plan and give recommendations.
- b) Consider and scrutinize audit results and corrective actions.
- c) Follow-up audit results and corrective actions.
- d) Scrutinize the risk management and internal control of MASCI.
- e) Scrutinize the yearly financial statement which is verified by the Certified Public Accountant (external) and the quarterly financial statement.
- f) Consider the appropriateness of potential issues of conflict of interest for transparency and benefits of MASCI.
- g) Perform other duties as assigned by the MASCI Board of Directors.

4) Impartiality Sub-Committee

Impartiality Sub-Committee shall be appointed by MASCI Board of Directors, which is referred to the order of the appointment of Impartiality Sub-Committee. The scope of duties, responsibilities, and authorities of Impartiality Sub-Committee as follows;

- a) Consider the identification, analysis and management on conflict of interests and risks of impartiality that may affect GHG validation and verification services.
- b) Consider financial status and sources of income that may affect impartiality for GHG validation and verification services.
- c) Review the implementation of safeguarding the impartiality to ensure impartiality for GHG validation and verification services.
- d) Perform other tasks as assigned by the MASCI Board of Directors.

5) President of MASCI

President of MASCI has overall authority and responsibility for validation or verification services, the scope of duties, responsibilities, and authorities of the President of MASCI as follow;

- a) Implement or operate in accordance with policy, operation plan and budget which are approved by MASCI Board of Directors.
- b) Determine mission, objective and policy of MASCI, including order and supervise the overall operation to obtain the high benefits in management.
- c) Control and supervise the performance and/or the daily management in MASCI.
- d) Monitor and evaluate the performance regularly to safeguard risks from both external and internal factors.

- e) Be an attorney of MASCI in managing organization in accordance with specified objectives, rules, policy, regulations, requirements, orders, and resolutions of MASCI Board of Directors.
- f) Has an authority to appoint and manage the working groups for benefits and efficiency of good and transparent governance, and has an authority to sub-authorize and/or delegate to other persons in order to perform the specified tasks of which under the scope of the specified authority as per the specified regulations, requirements or orders of MASCI Board of Directors and/or MASCI.
- g) Has an authority to hire, appoint, transfer, rotate or terminate the personnel, especially the personnel below the Vice President of departments.
- h) Has an authority to issue orders, regulations, announcements, and memorandums in order to align the operations with the policies and the benefits of MASCI and keep the disciplines, rules and regulations.
- i) The approved budget of President shall be followed the MASCI announcement for the delegation of authority manual. However, the authority of President as well as the appropriate delegation shall exclude the authority and/or the authorization approved from President or related stakeholders or from other conflict of interests of MASCI operation, of which has to be considered and approved by the MASCI Board of Directors.
- j) Perform other duties as assigned by MASCI Board of Directors.

6) the Executive Vice President

The scope of duties, responsibilities, and authorities of the Executive Vice President as follows;

- a) Participating in determination of mission, objectives, policy and yearly strategy of MASCI and the assigned department.
- b) Implement or operate in accordance with policy, strategic plan and budget approved by MASCI Board of Directors.
- c) Monitor and evaluate the performance to achieve the strategic plan approved by MASCI Board of Directors.
- d) Control and supervise the operation and/or the daily management of the assigned department.
- e) Be an attorney of the President of MASCI in managing the assigned department. In accordance with specified objectives, rules, policy, regulations, requirements, orders, and resolutions of MASCI Board of Directors.
- f) Supervise the operation of the assigned departments to work efficiently and achieve the target of its department.
- g) Responsible for developing businesses and projects of assigned department to propose to private and public sectors.
- h) Manage the resource, the equipment and the instrument of MASCI efficiently in accordance with MASCI rules and regulations.
- i) Be a representative of MASCI in cooperation with external organizations to achieve the specified policy and targets.
- j) Report to the President of MASCI for acknowledgement of the operation periodically
- k) Perform other duties as assigned by the MASCI President.

7) the Senior Vice President of SCD

The scope of duties, responsibilities, and authorities of Senior Vice President of SCD as follows;

- a) determining the action plan for managing the subordinates to be consistent with the MASCI 's policy , objectives, strategy, business plan and budget.
- b) managing the sale and audit plan, certification and inspection, validation and verification to be achieve the most valuable of certification business by coordinate with Inspection Body Department and Validation and Verification Department, including building customer relationship (especially new customers) to meet the goals and revenue growth of MASCI.

- c) managing the support function, monitoring, and coordinating with customer of certification and inspection activity, and validation and verification activity, including following up report, corrective action, issuing certificate in order to meet customer satisfaction. Planning, coordinating, and operating with the System Certification Sub-Committee and the Review Panel.
- d) managing the development and system operation related to certification body, inspection body, validation and verification body in order to comply with the relevant accreditation standards, rules and regulations, including controlling all relevant documented information.
- e) managing the innovation and business development to create new products and services, including rules and regulations for certification and inspection activity, validation and verification activity, and seeking opportunities to coordinate with national and international agencies, seeking funding for increasing effectiveness of capabilities building in certification and inspection services, validation and verification services. controlling, monitoring, evaluating and report the performance to the President of MASCI
- f) advise, promote and support the subordinates to improve efficiency and develop ability.
- g) perform other duties as assigned by the MASCI President.

8) the Vice President of VVD

The scope of duties, responsibilities, and authorities of the Vice President of VVD as follows;

- a) determining the action plan for managing VVD to be consistent with the MASCI 's policy , objectives, strategy, business plan and budget.
- b) managing and preparing validators, verifiers, and auditors in area of sustainability to ensure the readiness and sufficiency of resource both of quantity and quality and to enhance the customer satisfaction.
- c) managing the validation and verification activities to be consistent with professional procedures and guidelines.
- d) managing the certification, validation and verification, sale and support functions, and certification in industrial sector, development of new products and services.
- e) managing and building the customer relationship in order to maintain the existing customer for re-purchases and purchase the new product and services, including coordinating with SCD to meet the goals and revenue growth.
- f) managing and developing the personnel capability to create new skills and competence related to the validation and verification services, and launch new products and services to the market within specified timeframe.
- g) controlling, monitoring, evaluating and report the performance of VVD to the Executive Vice President and/or the Senior Vice President of SCD to ensure the operations of certification, validation and verification, sale and support functions, the building of customer relationship, the readiness of validators, verifiers, and auditors, the developing of new skills and competence.
- h) advise, promote and support the subordinates to improve efficiency and develop ability.
- i) perform other duties as assigned by the Executive Vice President and/or the Senior Vice President of SCD.

9) the Senior Manager of VVS1 section

The scope of duties, responsibilities, and authorities of the Senior Manager of VVS1 Section as follows;

- a) determining the action plan for managing VVS1 to be consistent with the MASCI 's policy, objectives, strategy, business plan and budget.
- b) supervise and manage of Greenhouse Gas (GHG) validation and verification services and others services in order to have the ability to operate according to the MASCI 's policies, procedures, rules, regulations, and guideline.

- c) planing, developing and managing customer relationship to maintain existing customers, re-purchasing, and new services of MASCI, including coordinating with sale and planning section, SCD to maintain revenue of the business.
- d) planing, developing and managing new competency and skill for staffs relating to validation and verification activities in order to support innovation and new services or target customer to be on time as assigned.
- e) controlling, monitoring, evaluating and report the performance of VVS1 to the Vice President of VVD to ensure the effectiveness of the validation and verification service.
- f) advising, promoting and support the subordinates to improve efficiency and develop ability
- g) perform other duties as assigned by the Vice President of VVD.

10) the Senior Manager of Quality Management section

The scope of duties, responsibilities, and authorities of the Senior Manager of Quality Management section as follows;

- a) determining the action plan for managing QM to be consistent with the MASCI 's policy , objectives, strategy, business plan and budget.
- b) planing, developing and managing of QMS for certification body, inspection body, validation and verification body in accordance with relevant rules and regulations including the document control.
- c) controlling, monitoring, evaluating and report the performance of QM to the Senior Vice President of SCD to ensure the effectiveness of QMS.
- d) advising, promoting and support the subordinates to improve efficiency and develop ability.
- e) perform other duties as assigned by the Senior Vice President of SCD.

11) the Quality Manager

The President of MASCI appoints the Senior Vice President to be a Quality Manager of greenhouse gas validation and verification.

The scope of duties, responsibilities, and authorities of the Quality Manager as follows;

- a) establish, implement, maintain, and improve QMS
 - QMS of certification body in accordance with ISO/IEC 17021-1, ISO 50003 and other accreditation requirements.
 - QMS of inspection body in accordance with ISO/IEC 17020 and other accreditation requirements.
 - QMS of validation and verification body in accordance with ISO/IEC 17029, ISO 14065 and other accreditation requirements.
- b) control the implementation of staff following the QMS of certification body, inspection body, validation and verification body.
- c) control the documentation of QMS of certification body, inspection body, validation and verification body.
- d) manage the internal audit of QMS of certification body, inspection body, validation and verification body.
- e) report the performance of QMS of certification body, inspection body, validation and verification body to the President of MASCI through the management review, to consider, review, and improve the effectiveness of QMS.
- f) coordinate with external and internal person related to accreditation of certification body, inspection body, validation and verification body.

12) Validation/Verification team

The scope of duties, responsibilities, and authorities of Validation/Verification team as follows;

- a) Acting in accordance with the principles of validation or verification
- b) Producing findings and conclusions in the form of a validation report or validation or verification statement, which is distributed to those parties specified in the contract with the client.
- c) Working in line with applicable MASCI's policies and procedures.

13) Independent reviewer

The scope of duties, responsibilities, and authorities of Independent reviewer as follows;

- a) Conducting the technical review by assessing the work of the validation or verification team from the initial contact with the client to the completion of the validation or verification process in order to ensure that the validation or verification has been conducted in accordance with all applicable validation or verification requirements.
- b) Working in line with applicable MASCI's policies and procedures.

14) VVS1 officer

The scope of duties, responsibilities, and authorities of VVS1 officer as follows;

- a) Coordinating with Quality Management Section to implement and maintain the quality management system for GHG validation and verification services in accordance with ISO/IEC 17029, ISO14065 and other relevant standard.
- b) Managing the documentation, data and information associated GHG validation and verification services
- c) Working in line with applicable MASCI's policies and procedures.

15) Sales and Marketing

The scope of duties, responsibilities, and authorities of Sale and Marketing as follows;

- a) Receiving, reviewing and considering the request for validation and/or verification services and preparing the contract proposal.
- b) Coordinating the overall process of contract review and client management.