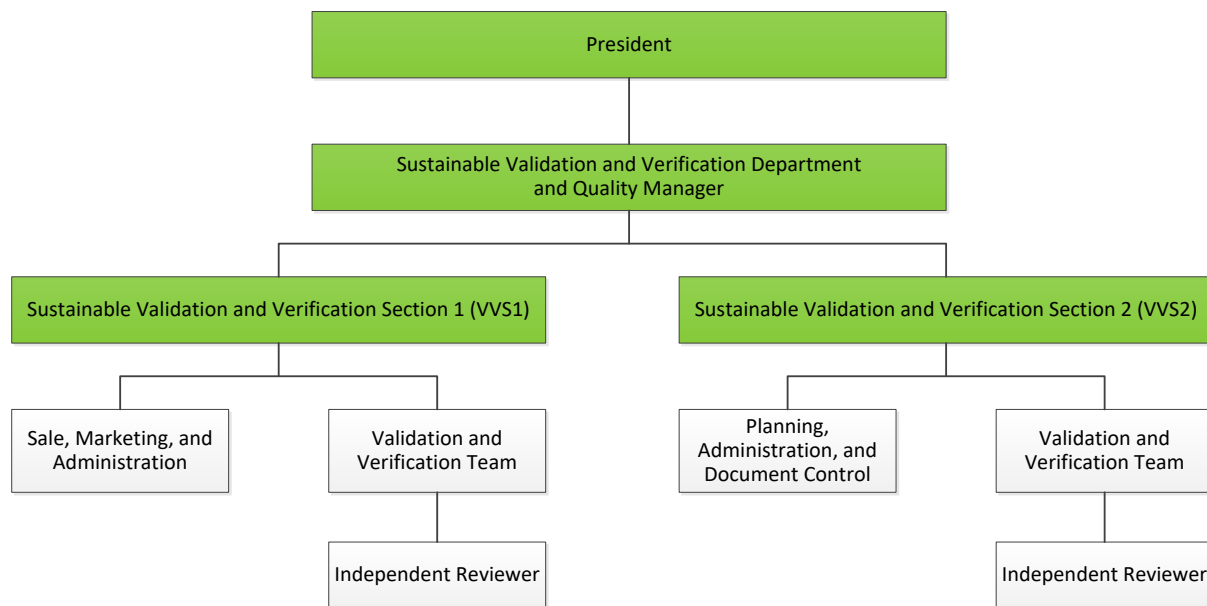


MASCI organization and responsible functions for validation and verification services



Functions for validation and verification services

Duties, responsibilities, and authorities

As shown in Figure 2, The duties, responsibilities, and authorities of FID Board of Directors, MASCI Board of Directors, Audit Committee, Impartiality Sub-Committee, President of MASCI, the Vice President of VVD, the Senior Manager of VVS1 section and the Manager of VVS2 section 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 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 action plan, 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 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, to support innovation and launch new products and services to the market or the potential customer within specified timeframe.
- g) controlling, monitoring, evaluating and report the performance of VVD to ensure the operations excellence of sustainability 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 President of MASCI.

7) 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 and department's policy , objectives, strategy, business plan and budget.
- b) planning, developing, 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 control the validation and verification activities to be consistent with professional procedures and guidelines.
- c) reviewing and improving the work process to increase work efficiency.
- d) developing the new products and services related to sustainability validation and verification
- e) planning and managing sale activities, building the customer relationship, customer visit and proposing the product and services in order to maintain the existing customer, expand the new customer, increase the re-purchases and increase the purchase volume for new product and services
- f) planning, managing and developing the personnel capability to create new skills and competence related to the sustainability validation and verification services, to support innovation and launch new products and services to the market or the potential customer.
- g) controlling, monitoring, evaluating and report the performance of VVS1 to ensure the operations excellence of sustainability validation and verification
- h) advise, promote and support the subordinates to improve efficiency and develop ability.
- i) perform other duties as assigned by the Vice President of VVD.

8) the Manager of VVS2 section

The scope of duties, responsibilities, and authorities of the Manager of VVS2 Section as follows;

- a) determining the action plan related to sustainability information (Non-GHG) validation and verification for managing VVS2 to be consistent with the MASCI 's and department's policy , objectives, strategy, business plan and budget.
- b) planning, developing, managing and preparing validators, verifiers, and auditors in area of sustainability (Non-GHG) to ensure the readiness and sufficiency of resource both of quantity and quality and to control the validation and verification activities to be consistent with professional procedures and guidelines.
- c) managing the action plan for internal and external personnel, creating the partner and network related to sustainability validation and verification, reviewing and improving the work process to increase work efficiency.
- d) developing the new products and services related to sustainability validation and verification
- e) planning and managing the marketing and sale activities such as targeting the potential customer, public relations communications, building the customer relationship, customer visit and proposing the product and services in order to meet the goals, policy, marketing plan, sale plan and action plan
- f) planning, managing and developing the personnel capability to create new skills and competence related to the sustainability validation and verification services, to support innovation and launch new products and services to the market or the potential customer.
- g) controlling, monitoring, evaluating and report the performance of VVS2 to ensure the operations excellence of sustainability (Non – GHG) validation and verification

- h) advise, promote and support the subordinates to improve efficiency and develop ability.
- i) perform other duties as assigned by the Vice President of VVD.

9) the Quality Manager and the assistance of Quality Manager

The President of MASCI appoints the Vice President of VVD to be a Quality Manager of greenhouse gas validation and verification and appoints the Senior Manager of VVS1 section to be an assistance of Quality Manager of greenhouse gas validation and verification, respectively.

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

- a) establish, implement, maintain, and improve 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 validation and verification body.
- c) control the documentation of QMS of validation and verification body.
- d) manage the internal audit of QMS of validation and verification body.
- e) report the performance of QMS of 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 validation and verification body.

10) Sales, marketing and administration

The scope of duties, responsibilities, and authorities 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.
- c) Managing the documentation, data and information associated GHG validation and verification services
- d) Working in line with applicable MASCI's policies and procedures.
- e) Implementing and maintaining the quality management system for validation and verification services in accordance with ISO/IEC 17029, ISO14065 and other relevant standard.

11) Planning, Administration and Document Control

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

- a) Planning and allocation the personal for validation and/or verification activity.
- b) Coordinating the overall process of planning and human resource management
- c) Managing the documentation, data and information associated GHG validation and verification services
- d) Working in line with applicable MASCI's policies and procedures.
- e) Implementing and maintaining the quality management system for validation and verification services in accordance with ISO/IEC 17029, ISO14065 and other relevant standard.

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.
- d) Implementing and maintaining the quality management system for validation and verification services in accordance with ISO/IEC 17029, ISO14065 and other relevant standard.

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.
- c) Implementing and maintaining the quality management system for validation and verification services in accordance with ISO/IEC 17029, ISO14065 and other relevant standard.