

	<i>Institute of Sustainability and Carbon Footprint Ltd</i>	No.	ISCF - F07-03-02-V
		Revision No.	1
		Date	1/9/2025
CERTIFICATION AGREEMENT			
For GHG Emissions Verifier & Lead Verifier Certification Scheme			

1. Parties to the Agreement

This Agreement is made between:

Sustainability and Carbon Footprint Institute L.L.C.

Represented by: Dr. Mostafa Sherbiny

Capacity: President

(hereinafter referred to as the “Certification Body”)

AND

Full Name:

ID/Passport No.:

Nationality:

Address:

Email:

(hereinafter referred to as the “Applicant”)

2. Purpose

This Agreement defines the terms and conditions under which the Applicant applies for and may be granted professional certification as: GHG Emissions Lead Verifier **(ISC-GHG-001-LV)**

The certification process is conducted in accordance with internationally recognized best practices for personnel certification.

3. Scope of Certification

The certification confirms competence in:

- Greenhouse Gas (GHG) emissions verification
- Application of relevant standards, including:
 - ISO 14064

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- ISO 14065
- ISO 14066
- Any additional technical or regulatory requirements defined by the Certification Body

4. Certification Process

4.1 Application

- Submission of a complete application form
- Provision of supporting documents (education, experience, training)
- Acceptance of all certification requirements

4.2 Application Review

- Verification of eligibility and submitted documentation
- Confirmation of compliance with certification prerequisites
- Notification of acceptance or rejection

4.3 Evaluation

Evaluation may include:

- Written examination
- Practical assessment (if applicable)
- Technical interview (mandatory for Lead Verifier)

Mechanisms:

- Secure examination conditions
- Identity verification
- Standardized evaluation criteria
- Documented results

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4.4 Certification Decision

- Decisions are made by an independent and competent committee
- Evaluators are not involved in the final decision
- Decisions are based solely on objective evidence

4.5 Certification

Upon successful completion:

- A formal certificate shall be issued including:
 - o Unique identification number
 - o Scope of certification
 - o Issue and expiry dates

Certification validity: Three (3) years

4.6 Ongoing Surveillance

To ensure continued competence:

- Periodic review of professional activities
- Submission of CPD records
- Random audits or performance checks

4.7 Recertification

Before the expiry of the certification, the Applicant shall:

- Apply for recertification within the defined timeframe
- Provide evidence of continued competence and professional practice
- Submit records of continuing professional development
- Comply with updated certification requirements



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- Undergo reassessment if required

Failure to meet requirements may result in expiration or withdrawal of certification.

4.8 Use of Certificates

The Applicant shall:

- Use the certification only within its defined scope
- Avoid any misleading or unauthorized claims
- Not misuse certificates, logos, or marks

4.9 Suspension, Withdrawal, or Scope Reduction

The Certification Body reserves the right to:

- Suspend certification in cases of temporary non-compliance
- Withdraw certification in cases of serious violations or fraud
- Reduce the scope of certification where applicable

4.10 Records Management

The Certification Body shall:

- Maintain secure and confidential records
- Ensure traceability of all certification activities
- Retain records for defined periods

5. Obligations of the Certification Body

The Certification Body shall:

5.1 Impartiality and Independence

- Ensure objectivity in all certification activities
- Prevent conflicts of interest
- Separate training from evaluation and certification

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5.2 Confidentiality

- Protect all Applicant information
- Restrict access to authorized personnel only
- Require confidentiality agreements from staff and evaluators

5.3 Competence of Personnel

- Use qualified and experienced evaluators
- Maintain competency records
- Provide continuous professional development

5.4 Process Integrity

- Apply documented procedures
- Ensure consistency and fairness
- Maintain full traceability

5.5 Complaints and Appeals System

- Provide a formal mechanism for complaints and appeals
- Ensure independent review
- Communicate decisions transparently

5.6 Examination Security

- Ensure secure exam environments
- Verify candidate identity
- Prevent fraud and malpractice

5.7 Certification Control

- Issue verifiable certificates
- Maintain certification registry



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- Monitor certificate usage

6. Obligations of the Applicant

The Applicant shall:

6.1 Accuracy of Information

- Provide true and complete information
- Submit valid supporting documents
- Accept verification of credentials

6.2 Examination Conduct

- Comply with all examination rules
- Avoid any form of cheating or misconduct
- Accept monitoring procedures

6.3 Professional Conduct

The Applicant shall:

- Adhere to the highest standards of professional and ethical conduct
- Maintain integrity, objectivity, and confidentiality in all professional activities
- Comply with all certification requirements and the applicable certification scheme requirements
- Commit to continuous professional development in alignment with relevant standards and applicable international best practices
- Ensure ongoing competence consistent with applicable norms, standards, and technical requirements related to GHG emissions verification

6.4 Use of Certification

The Applicant shall:

- Use the certification appropriately and only within its defined scope



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- Avoid any misleading, unauthorized, or false claims regarding certification status
- Immediately cease any reference to certification status in the event of suspension, withdrawal, or expiration of the certification
- Not use the certification in a manner that could bring the Certification Body into disrepute

6.5 Notification of Changes

- Inform the Certification Body of any changes affecting competence

6.6 Continuing Professional Development

- Maintain and demonstrate ongoing competence
- Participate in relevant professional activities

6.7 Cooperation

- Cooperate with audits and verification activities
- Provide requested information when required

7. Fees

The Applicant agrees to pay applicable fees, including:

- Application Fee
- Examination Fee
- Re-examination Fee
- Certification Fee

All fees are non-refundable once the process has commenced.

8. Confidentiality

Both parties shall maintain strict confidentiality of all exchanged information unless disclosure is required by law or authorized in writing.

9. Complaints and Appeals



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- Complaints or appeals may be submitted within a specified timeframe
- Cases shall be reviewed independently
- Decisions shall be documented and communicated

10. Liability

The Certification Body shall not be liable for any misuse of certification or indirect damages resulting from its use.

11. Duration

This Agreement is valid for a period of three (3) years, aligned with the certification validity.

12. Force Majeure

Neither party shall be liable for events beyond reasonable control.

13. Governing Law and Dispute Resolution

- This Agreement is governed by the laws of the Arab Republic of Egypt
- Disputes shall be resolved through international arbitration in Cairo

14. Final Provisions

- This Agreement constitutes the entire understanding between the parties
- Amendments must be made in writing
- Invalid provisions shall not affect the remaining terms

Signatures

Certification Body
Sustainability and Carbon Footprint Institute L.L.C.
Name: Dr. Mostafa Sherbiny
Signature:

Applicant
Name:
National ID :
Signature



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ISO17024:2012