

## DUTIES & RESPONSIBILITIES



S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
01	Board of Directors	<ul style="list-style-type: none"> <li>▪ To ensure the company's prosperity by collectively directing the company's affairs, whilst meeting the appropriate interests of its shareholders and stakeholders</li> <li>▪ Appointing Financial Auditors for auditing the company accounts</li> <li>▪ Calling of AGM and EGM</li> <li>▪ Approval of auditors Report and annual Accounts</li> <li>▪ Review of company operations</li> <li>▪ Opening and Closing of Bank Accounts</li> <li>▪ Adopting new businesses and taking on record MOA and approving changes</li> <li>▪ Allotment of Shares</li> <li>▪ Fixation of financial year</li> <li>▪ Increase in authorise capital</li> </ul>
02	Managing Director	<ul style="list-style-type: none"> <li>▪ Formulation and development of policy matters relating to the operations</li> <li>▪ Supervision and monitoring of implementation of policies and procedures</li> <li>▪ Supervision of finances, administrative matters and dealing with contractual matters and arrangements</li> <li>▪ Decisions relating to disputes and complaints.</li> <li>▪ Supervision of the implementation of KBS policies and procedures including approval of documents</li> <li>▪ Development of policies and establishment of process and implement measures to ensure that the policies are understood, implemented and maintained at all levels of the organization</li> <li>▪ Authorization of issue of validation and/or verification/certification reports/opinions/Statement.</li> <li>▪ Determine the human resources requirements and for providing adequate resources.</li> <li>▪ Personnel competence requirements</li> <li>▪ the performance of validation and verification activities</li> <li>▪ Delegation of authority to committees or individuals, as required.</li> <li>▪ Ensure resolution of all appeals, complaints and disputes</li> <li>▪ Management review</li> <li>▪ Approval of contract reviews</li> <li>▪ Commitment to the development and implementation of the quality management system in line with the accreditation requirements.</li> <li>▪ Manage all activities related to the safeguarding of the impartiality of KBS functions.</li> </ul> <p><b>Authority – Overall authority of all the decision of the company</b></p>
03	Director Climate Change Services and Sustainability	<ul style="list-style-type: none"> <li>▪ Overall responsible for the operations of the validation and verification functions.</li> <li>▪ Represent company with various registries</li> <li>▪ Strategic Business Development and support the team in discussion with clients</li> <li>▪ Resolution of any technical issues and providing necessary support to team</li> <li>▪ Guiding, supervising and training the team</li> <li>▪ Supervision of the implementation of KBS policies and procedures and progress on projects.</li> <li>▪ Development of validation and verification activities and requirements.</li> <li>▪ Manage all activities related to the safeguarding of the impartiality</li> <li>▪ Commitment to the development and implementation of the quality management system in line with the accreditation requirements.</li> </ul>

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S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
		<ul style="list-style-type: none"> <li>Independent review of evaluation and demonstration of competence for various roles as per the competency criteria CDM-D-18 conducted by Manager Competency &amp; Training.</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>Authorization of validation and/or verification/certification reports/opinions/statement.</li> <li>Review and Approval of Personnel qualifications</li> </ul>
04	Manager Validation & Verification (V&V)	<ul style="list-style-type: none"> <li>Selecting Validation / Verification Team for a particular assignment.</li> <li>Co-ordination between the Client and the Validation / Verification Team Leader</li> <li>Monitor project progress along with Team Leaders.</li> <li>Monitor project submissions / incompleteness / review request/denials in coordination with Manager T&amp;C</li> <li>Determining/Identification of the human resource requirements for the projects</li> <li>Supervise the implementation of validation and/or verification/certification procedures.</li> <li>Supervision of the personnel carrying out VVC functions, including full-time/part-time/internal/external resources.</li> <li>Maintain project folders up to date after completion of the projects in coordination with Team Leaders.</li> <li>Coordinate with HR for handovers for relieving employees.</li> <li>Facilitate external audits (office audit / witness audits) from accreditation bodies in consultation with Manager Quality.</li> <li>Webhosting of the project PD / MR as required by the GHG schemes.</li> <li>Assess proposal application and approve contract reviews. Completion of contractual requirements. Maintain contract documents</li> <li>Notify customers for re-contracts (where applicable)</li> <li>Termination of contracts in consultation with director climate change &amp; sustainability / Director</li> <li>Keeping the KBS website updated with the help from IT Expert in coordination with Manager Quality &amp; Manager HR</li> <li>Providing client and project information to be made public to the IT Expert</li> <li>Ensure back-up of data from employees' time to time</li> <li>Provide IT support to employees and monitor data-breach</li> </ul> <p><b>Authority –</b></p> <p>Team selection/ change/ delegation of his powers to his/ her sub-ordinates.</p>
05	Manager Technical & Certification (T&C)	<ul style="list-style-type: none"> <li>Inputs to Quality Manager based on recent changes in CDM/ GHG schemes requirements for updating KBS documentation policies/ protocols / procedures accordingly</li> <li>Co-ordinates with the Manager Validation / Verification and Manager Competency and Training in assuring that the process of validation / verification and validators / verifiers are always up to date on technical issues</li> <li>Initiate CAPA for incompleteness / review requests / denials in coordination with Manager Quality, Manager V&amp;V and Manager C&amp;T</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>Decision on the validation/verification/certification reports/opinions after Technical Review</li> </ul>

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S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
		<ul style="list-style-type: none"> <li>Submission/ Issue of authorized validation/ verification/ certification opinions/ reports/ statements and other submissions e.g. clarifications, revision of methodology, deviation requests etc., to UNFCCC, interface and alike</li> <li>Webhosting of PD / MR as required</li> </ul>
06	Manager Competency and Training (C&T)	<ul style="list-style-type: none"> <li>Evaluation and demonstration of competence of personnel.</li> <li>To provide briefing to validation/ verification personnel and arrange necessary trainings as and when required</li> <li>Co-ordinates with the Managers for assuring that the training modules are always up to date</li> <li>Conduct training for new entrants and refresher training for existing validation / verification and technical experts.</li> <li>Resource sufficiency analysis, fulfillment and allocation in Coordination with Manager HR.</li> <li>Maintaining records about the qualification, and performance of all internal/ external validation and verification personnel including Team Leader, validator, verifier, Technical Experts, Local experts etc.</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>Identification of trainers and trainees and planning trainings as needed</li> <li>Carries out training needs assessment of all the validator / verifiers / technical experts on a regular basis.</li> <li>Monitoring the performance of all validation and verification personnel.</li> </ul>
07	Manager Accounts and Finance	<ul style="list-style-type: none"> <li>Helps Manager Validation / Verification in finalization of contracts through inputs on financial matters</li> <li>Monitors income and expenditure to determine the financial stability and financial resources required for its operations of the CDM and all GHG schemes related activities</li> <li>Ensure liability insurance is maintained and renewed time to time.</li> <li>Preparation of Invoice and payment collection</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>To submit taxes/ reports in compliance with the requirements.</li> </ul>
08	Manager Human Resource (HR) and Admin	<ul style="list-style-type: none"> <li>Helps Manager Validation / Verification in recruiting validators / verifiers / experts including technical, local, financial etc.</li> <li>Maintains the records of appointment of all the staff (full time and part time), including relevant qualifications, training, experience, affiliations, professional status provided and confidentiality terms in coordination with Manger C&amp;T,</li> <li>Handling any grievances within team</li> <li>Support employee joining and relieving with complete handover</li> <li>Handle appeals, complaints and disputes and ensure appropriate corrective / preventive action along with support from legal experts on case-to-case basis</li> <li>Helps Manager Validation / Verification and Validation / Verification Team Leader in day-to-day administrative matters</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>Maintain attendance and leave of employees</li> <li>Travel bookings</li> </ul>
09	Manager Business Development	<ul style="list-style-type: none"> <li>Handling of enquiries and obtaining the necessary information</li> <li>Identification of new potential clients</li> <li>Preparation of Proposals/ contracts/ bids</li> </ul>

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S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
		<ul style="list-style-type: none"> <li>Conduct contract review and submission of proposals/ contract/bids to the Manager V&amp;V for approval</li> <li>Submission of proposals /bids and necessary documents</li> <li>Follow up on the proposals/bids with client.</li> <li>Representing KBS in various forums</li> <li>Maintaining records of above</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>Collecting customer satisfaction</li> <li>Sending proposals and conducting negotiation</li> </ul>
10	Manager Quality (Climate Change)	<ul style="list-style-type: none"> <li>Establishment, implement the quality management system in line with policies formulated.</li> <li>Documentation of policies and procedures and their implementation including procedure for validation and verification requirements complying with the requirements of the relevant decisions, standards, rules and requirements, procedures, guidance and scheme (e.g. Accreditation body including ANAB, NABCB, GS, VEERA, GCC, CDM, Article 6.4 and other GHG schemes );</li> <li>Maintains the quality management system by carrying out regular review of the manual, procedures and forms and updating them.</li> <li>Reports to the top management (MD) on the performance of the Quality Management System and proposing required improvements.</li> <li>Checks effectiveness of the corrective actions taken of the NC's raised during internal audits &amp; external audits</li> <li>Identification of 'conflict of interest' – risks and addressing them</li> <li>Ensure the public assessable documents are up to date in coordination with Manager V&amp;V</li> <li>Receiving "Document Change Request" from various authorized internal personnel</li> <li>Preparation / compilation / finalization of Manual / Procedure / Document / Form</li> <li>Getting approval from Managing Director for various amendments of the Documents (Manual / Procedure / Document / Form)</li> <li>Maintaining the updated list of amendments</li> <li>Maintaining list of controlled documents and distribution details including accessibility details and issuance details</li> <li>Maintaining the Superseded Documents</li> <li>Planning and coordinating all activities related to the internal audit and management review</li> <li>Maintaining a list of internal auditors with input from Manager C&amp;T.</li> <li>Facilitate impartiality committee meetings</li> <li>Facilitate external audits (office audit / witness audits) from accreditation bodies and share of documents</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>Conducting internal audit</li> <li>Conducting MRM</li> <li>Corrections to documents</li> <li>Develop new formats / documents / forms / procedure</li> </ul>
11	Validation / Verification personnels (Team leaders, Validator/verifiers, Experts, trainee)	<p><b>Team Leaders:</b></p> <ul style="list-style-type: none"> <li>Planning of the validation/ verification processes (time, place, criteria for the assessment, etc.).</li> <li>Run meetings, site visits (onsite/remote)</li> <li>Be the single point of contact with client.</li> </ul>

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S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
		<ul style="list-style-type: none"> <li>Manage the validation/ verification and conclude on decisions affecting the validation/ verification process.</li> <li>Be responsible for the validation/ verification report and the follow-up of possible corrective action/ clarification or forward action requests.</li> <li>Monitoring and facilitates team members with respective responsibility in assessing the project.</li> </ul> <p><b>Authority –</b></p> <ul style="list-style-type: none"> <li>Leading project activity process and execution of validation/verification work</li> <li>Project report finalization</li> <li>Evaluation of validators/verifiers for their qualifications and performance</li> </ul> <p><b>Validator / Verifier:</b></p> <ul style="list-style-type: none"> <li>Validator/Verifier assesses customer's specific processes, functions, sites, areas and/or activities according to Audit Plan and Assessment schedule prepared by the Validation Team Leader.</li> <li>Validator / verifier works independently (excluding provisional auditors, who work in team with co validators/verifiers/experts) and reports the audit findings to Team Leader.</li> <li>Support/assist Team Leader in site visits, assessing project information / findings and in report writing.</li> </ul> <p><b>Technical / Legal / Local Expert (TE):</b></p> <ul style="list-style-type: none"> <li>Provide expertise support to the validation / verification team / TR on specific expertise/knowledge relevant to the sectoral scope/ legal regulations and language interpretation (oral / written)</li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>Provide independent expert opinion to the validation/verification team / TR</li> </ul> <p><b>Financial Expert:</b></p> <ul style="list-style-type: none"> <li>Provide the necessary financial and economic aspects review / support to the validation/verification team</li> </ul> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>Provide independent financial review opinion to the validation/verification team / TR</li> </ul> <p><b>Trainee Validator / Verifier:</b></p> <ul style="list-style-type: none"> <li>Observation and learning validation/verification process</li> </ul> <p><b>Technical Reviewer:</b></p> <ul style="list-style-type: none"> <li>Independent Technical Review of the draft validation/verification/certification report/opinion prepared by validation/verification team</li> </ul> <p><b>Authority</b> Issuing Independent technical review opinion</p>
12	Support Staffs (ex - Coordinators )	Extend support to all the management, operation and admin process in upkeeping of the systems

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## Revision History:

Version	Reason of Change	Prepared by QM (Date)	Approved by MD (Date)	
00	Initially introduced	Aug 2010	Aug 2010	
1.0	History of document inserted The items increased to include Local Expert and Technical Reviewer The roles of Manager V/V and Manager T&C are redefined in clear manner	02 Jan 2012	02 Jan 2012	
1.1	Role of Board of Directors Included	07 Mar 2014	07 Mar 2014	
1.2	The responsibilities of Manager V&V, Manager C&T & and Manager Quality updated.	18 June 2015	18 June 2015	
1.3	Revised based on the desk review report of CDM AT	14 Mar 2019	14 Mar 2019	
1.4	Revised remarks for better clarity of the responsibilities	31 July 2020	31 July 2020	
1.5	Revised as a corrective action to internal audit NC	15 April 2022	15 April 2022	
1.6	Revision is sections to align with GEN-D-18 and ANAB/NABCB NC corrective actions	28 Aug 2023	28 Aug 2023	
1.7	Revised as per requirement for ANAB document review	09 Mar 2024	09 Mar 2024	
1.8	Formatting correction and Update of system under Article 6.4 of UNFCCC	10 Sept 2024	28 Sept 2024	
1.9	Authority added for personals	04 Dec 2024	05 Dec 2024	
2.0	Change in the organization chart roles and update in the responsibility on functional roles	12 Dec 2024	12 Dec 2024	
2.1	Change in the organization chart roles and update in the responsibility on functional roles - specific to manager contracts	10 Jan 2025	17 Jan 2025	
Modification of the Revision History as per Procedure CDM-P-02				
Version	Reason of Change	Prepared by (Date)	Reviewed by (Date)	Approved by MD (Date)
2.2	Correction undertaken based on the NC 01 of phase 2 internal audit 2025	Nupur Bansal 24/06/2025	25/06/2025 (Manager Quality)	26/06/2025