S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
01	Board of Directors	▪ To ensure the company's prosperity by collectively directing the company's affairs, whilst meeting the appropriate interests of its shareholders and stakeholders ▪ Appointing Financial Auditors for auditing the company accounts ▪ Calling of AGM and EGM ▪ Approval of auditors Report and annual Accounts ▪ Review of company operations ▪ Opening and Closing of Bank Accounts ▪ Adopting new businesses and taking on record MOA and approving changes ▪ Allotment of Shares ▪ Fixation of financial year ▪ Increase in authorise capital ▪ Others as per the company act
02	Managing Director	▪ Formulation and development of policy matters relating to the operations ▪ Supervision and monitoring of implementation of policies and procedures ▪ Supervision of finances, administrative matters and dealing with contractual matters and arrangements ▪ Supervision of the implementation of KBS policies and procedures including approval of documents ▪ 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 ▪ Authorization of issue of validation and/or verification/certification reports/opinions/Statement in the absence of Head Climate change or any COI. ▪ For providing adequate resources. ▪ Delegation of authority to committees or individuals, as required. ▪ Ensure resolution of all appeals, complaints and disputes ▪ Management review ▪ Approval of contract reviews
03	Director/Head Climate Change Services and Sustainability	▪ Overall responsible for the operations of the validation and verification functions. ▪ Represent company with various registries ▪ Strategic Planning and Market analysis for Business Development ▪ Resolution of any technical issues and providing necessary support to team ▪ Guiding, supervising and training the team ▪ Supervision of the implementation of KBS policies and procedures and progress on projects. ▪ Development of validation and verification activities and requirements. ▪ Manage all activities related to the safeguarding of the impartiality

S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
		▪ Commitment to the development and implementation of the quality management system in line with the accreditation requirements. ▪ Independent review of evaluation and demonstration of competence and approval. ▪ Authorization of validation and/or verification/certification reports/ opinions/ statement.
04	Manager Validation & Verification (V&V)/ Project Manager	• Selecting the Validation / Verification Team for a particular assignment. • Co-ordination between the Client and the Validation / Verification Team Leader • Timely completion of the projects and Monitor project progress regularly with the team. • Monitor project submissions / incompleteness / review request/denials in coordination • Supervise the implementation of validation and/or verification/certification procedures. • Supervision of the personnel carrying out VVC functions, including full-time/part-time/internal/external resources. • Maintain project folders up to date after completion of the projects in coordination with Team Leaders. • Facilitate external audits (office audit / witness audits) from accreditation bodies in consultation with Manager Quality. • Webhosting of the project PD / MR as required by the GHG schemes. • Notify customers for re-contracts (where applicable) • Recommending the renewal/ termination of contracts as applicable • Ensuring the status of projects validated/ verified updated and also on the KBS website • Annual activity report submission to UNFCCC and any report needed by registries
05	Manager Technical & Certification (T&C)	▪ Initiate CAPA for incompleteness / review requests / denials in coordination with Manager Quality, Manager V&V and Manager C&T ▪ Decision on the validation/verification/certification reports/opinions after Technical Review ▪ Submission/ Issue of authorized validation/ verification/ certification opinions/ reports/ statements and other submissions
06	Manager Competency and Training (C&T)	▪ Determine the human resources requirements based on the volume of work, geographical area, sectors and schemes. ▪ Identify the Personnel competence requirements ▪ Evaluation and demonstration of competence of personnel. ▪ To prepare training plan and ensure the implementation. ▪ Keeping the training modules up to date ▪ Training for validation / verification and Certification personnel as needed ▪ Carries out training needs assessment of all the validator / verifiers / technical experts on a regular basis. ▪ Monitoring the performance of all validation and verification personnel. ▪ Maintaining records of the qualification, and performance of all personnel.

S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
07	Manager Accounts and Finance	▪ Helps Manager Validation / Verification in finalization of contracts through inputs on financial matters ▪ 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 ▪ Ensure liability insurance is maintained and renewed time to time. ▪ Preparation of Invoice and payment collection
08	Manager Human Resource (HR) and Admin	▪ Helps Manager Validation / Verification in recruiting validators / verifiers / experts including technical, local, financial etc. ▪ 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 Manager C&T, ▪ Handling any grievances within team ▪ Support employee joining and relieving with complete handover ▪ Handle appeals, complaints and disputes and ensure appropriate corrective / preventive action along with support from legal experts on case-to-case basis ▪ Helps Manager Validation / Verification and Validation / Verification Team Leader in day-to-day administrative matters
09	Manager Business Development	▪ Handling of enquiries and obtaining the necessary information ▪ Identification of new potential clients ▪ Preparation of Proposals/ contracts/ bids ▪ Conduct contract review ▪ Submission of proposals /bids and necessary documents to the clients ▪ Follow up on the proposals/bids with client. ▪ Representing KBS in various forums
10	Manager Quality (Climate Change)	▪ Establishment, implement the quality management system in line with policies formulated. ▪ 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, VERRA, GCC, CDM, Article 6.4 and other GHG schemes); ▪ Maintains the quality management system by carrying out regular review of the manual, procedures and forms and updating them. ▪ Reports to the top management (MD) on the performance of the Quality Management System and proposing required improvements. ▪ Checks effectiveness of the corrective actions taken of the NC's raised during internal audits & external audits ▪ Identification of 'conflict of interest' – risks and addressing them ▪ Planning and coordinating all activities related to the internal audit and management review ▪ Facilitate impartiality committee meetings ▪ Facilitate external audits (office audit / witness audits) from accreditation bodies and share of documents

S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
11	ISCC CORSIA System Manager	➢ Act as main contact person from KBS for system user, accreditation body and ISCC. ➢ Participates in the regular meetings organized by ISCC ➢ Coordinating with ISCC: • to inform withdrawal/change made of system user certificate by KBS for ISCC/other sustainable systems due to major NCs • requesting for clarification and guidance before proceeding with the certification in case of any questions or ambiguities arise in the course of the certification process • to inform about change of Certification Body prior to the audit • requesting to provide KBS relevant audit documents of the previous audit when system user change CB and choose KBS for re-certification and • Requesting specific conditions that may be applicable for the recertification of a system User • To inform of any unsuccessful audits • Submitting an annual evaluation report to ISCC • Submit mandatory documents to ISCC after issuance of certificate to system user ➢ Ensure prior to any certification audit, KBS has concluded a certification agreement with the System User and also KBS has received copy of system user registration with ISCC. ➢ Ensures that the system user is not blacklisted by any other sustainable certification system ➢ Selection of the audit Team for the ISCC CORSIA Audit ➢ Ensure auditors use the applicable and up-to-date version of the ISCC CORSIA audit procedures for each ISCC audit and the documents are filled in both completely and correctly ➢ Ensure co-ordination between the System User and Team Leader for the audit team, monitoring timely completion & progress of audits and the handling of complaints from System Users ➢ Monitor successful (completed with issuance of certificate) / unsuccessful audits (for which certificate cannot be issued) ➢ Supervise the implementation of ISCC CORSIA requirements and specific conditions provided by ISCC (if any) and KBS procedures and policies. ➢ To instigate a timely recertification of the System User, to reduce the risk of a gap between two certificates for more than twelve months ➢ Supervision of the personnel carrying out certification functions, including full-time/part-time/internal/external resources. ➢ Maintain a register for all audits conducted under ISCC CORSIA. ➢ Facilitate external audits (witness/Integrity Assessments) from ISCC/accreditation body. ➢ Conduct RCA for sanctions, if any, imposed by ISCC after assessments of KBS and its auditors

S.No.	TITLE	ROLES, RESPONSIBILITY & AUTHORITY
12	Team leader/CBAM Lead auditor	▪ Planning of the validation/ verification processes (time, place, criteria for the assessment, etc.). ▪ Run meetings, site visits (onsite/remote) ▪ Be the single point of contact with client. ▪ Carry out the validation/ verification activities as per the validation/ verification standard. ▪ Be responsible for the validation/ verification report and the follow-up of possible corrective action/ clarification or forward action requests. ▪ Monitoring and facilitates team members with respective responsibility in assessing the project. ▪ Project report finalization in time and ensure customer satisfaction. ▪ Evaluation of the product certification activities against the requirements covered by the scope of certification and other requirements specified in the certification scheme.
13	Validator/Verifier/ CBAM auditor	▪ 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. ▪ Validator / verifier works independently (excluding provisional auditors, who work in team with co validators/verifiers/experts) and reports the audit findings to Team Leader. ▪ Support/assist Team Leader in site visits, assessing project information / findings and in report writing.
14	Technical / Legal / Local Expert / Gender Expert/ GHG Expert/ Expert for Farms/Plantations / COC Expert	▪ 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) ▪ Provide independent expert opinion to the validation/verification team / Technical Reviewer ▪ Provide expertise in calculation on Life Cycle Emission savings, and data collection and handling ▪ Provide expertise in agriculture / agronomy/soil sciences/Biological and ecological/ evaluation of satellite data ▪ Provide expertise in application of concepts of Chain of Custody ,spreadsheet analysis/ accounting/etc in traceability verification and relevant databases, chain of custody options, supply chain logistics, especially mass balance calculation and verification
15	Financial Expert	▪ Provide the necessary financial and economic aspects review / support to the validation/verification team ▪ Provide independent financial review opinion to the validation/verification team / TR
16	Technical Reviewer	▪ Independent Technical Review of the draft validation/verification/certification report/opinion prepared by validation/verification team ▪ Issuing Independent technical review opinion
17	Trainee Validator/Verifier	▪ Observation and learning validation/verification process
18	Support Staffs (ex - Coordinators)	• Extend support to all the management, operation and admin process in upkeeping of the systems

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
2.3	Formatting correction and update in the responsibility of functional roles	Asst. Manager Quality System 25/08/2025	18/09/2025 (Manager Quality)	22/09/2025
2.4	Inclusion of role 'ISCC CORSIA System Manager' and its responsibilities	Manager C&T 03/12/2025	Manager Quality 15/12/2025	04/01/2026
2.5	Inclusion of role of CBAM Lead auditor and CBAM Auditor	Asst. Manager Quality System 27/05/2026	Manager Quality 18/06/2026	19/06/2026
2.6	Revisions made in accordance to the responses to the DRR for ISCC CORSIA and ISO 17065	Asst. Manager Quality System 20/08/2026	18/09/2026 Manager Quality	20/09/2026