**Request for Accreditation as a Validation and Verification Body**

1. **VVB Information**

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| Organization information |
| *Enter information about the VVB.* |
| Company name |  |
| Company identification |  |
| Address |  |
| Phone |  |
| Website |  |

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| **Contact information** |
| *Enter the contact information for the contact individual appointed by the VVB.* |
| **Name** |  |
| **Position** |  |
| **Phone** |  |
| **Email** |  |
| *Enter the information for the billing contact.* |
| **Name** |  |
| **Phone** |  |
| **Email** |  |

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| **Technical and operational specifications** |
| *Please answer the following questions in as much detail as possible.* |
| How many specialized auditors do you have for circular economy? |  |
| What is your geographic scope? Do you operate on the national, regional, or global scale? Please specify. |  |
| How many projects have been validated and/or verified by the organization? Company’s curriculum. |  |
| How do you guarantee the impartiality and integrity in your validation and verification processes? |  |
| What are the response times when you receive comments from the owner or the certification standard? |  |
| Do you know and have you reviewed all the documents that are part of the regulatory structure of the voluntary programme on circular economy? Specify which ones. |  |
| **Technical specifications** |
| *Please fill in all the fields listed in Annex A which shows the experience of the VVB’s main staff.* |

1. **VVB accreditation**

Report all accreditations held by the VVB and for which it is possible to demonstrate evidence to be authorised by the voluntary programme on circular economy.

| **Accreditation** | **Activities** | **Mark with X**  | **Documentary evidence** |
| --- | --- | --- | --- |
| VVB accredited to IAF member or other organizations recognized internationally. *(Enter the name of the IAF signatory member or other organization recognized internationally).* | Reduction  |  | *Link or document name.* |
| Recirculation |  |
| Details of the accreditation to IAF member or other organizations recognized internationally. | *Enter accreditation details.* |

1. **Signature of the VVB**

By signing this document, you acknowledge and agree that you have reviewed and understood in full all the aspects of the regulatory structure that governs voluntary programme on circular economy’s operations. Your signature on this document represents complete acceptance of your responsibility to guarantee compliance with all applicable rules and regulations.

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| Have main staff thoroughly read and understood all the documents that make up the regulatory structure, including the Protocol, Procedures document, Terms and Definitions and other relevant documents? | Yes [ ]  No [ ]  |
| Have main staff reviewed in detail all the training material provided by voluntary programme on circular economy? | Yes [ ]  No [ ]  |

| **Applicant information** |
| --- |
| **Name of the VVB** |  |
| **VVB ID** |  |
| **Name of the VVB director** |  |
| **VVB director ID** |  |
| **Date** |  |
| **Signature** |  |

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| Request for Accreditation as a Validation and Verification Body Form date: 11.03.2024Version 1.1 |

**Annex A. Experience main staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Academic training** | **Years experience** | **Areas of experience (related to circular economy)** | **Comments or additional notes** |
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