

## Requirements for CSI approved VVB/CBs

### General requirements

The various standards developed by CSI require inspection/certification and validation/verification. In case of biochar standards we do inspection and certification, however in case of C-sink standards we do validation and verification. Validation and Verification/Certification Bodies (VVB/CB) shall complete the training provided by CSI and shall follow the requirements of ISO 17065, ISO 140064:3 and ISO 17029. Clients shall be treated equally. The rules of equality and impartiality apply also to inspection/certification and validation/verification as described ISO standards. It is the responsibility of the VVB/CB to train its staff.

Whenever IT systems are available by CSI they need to be used if they are not available the CB/VVB uses his own systems.

### Deadlines for inspection

Once the client has been endorsed as C-Sink Manager by CSI or has been certified following the Technical pre-audit (System certification) by CSI, he contacts the CB to submit all relevant information. After the registration of the client is completed and confirmed by the CB, the CB has 20 working days - if not otherwise requested by the client - to complete the inspection on site.

### Quality specifications

1. A report is handed out at the end of the inspection to the client where at least the findings of the inspection are mentioned.
  - a. On-site verification/inspection: before the inspector leaves the client
2. Inspection reports are not adapted after they have been handed out to the client. Non-conformities can not be changed by the verifier/inspector after leaving the operator.
3. Non-conformities are only issued based on the requirements of the standard. No additional non-conformities shall be recorded which are not required by the standard.
4. Corrective actions received from the client are sent and handled by the reviewer/ certifier. If the client requests changes of non-conformities after the inspection is closed, these need to be handled by the reviewer/certifier in the technical review process.
5. Exemption permits can be issued by the CB/VVB but only based on the "List of exemptions" prepared by CSI.

### Deadlines for certification and verification

The following table shows the deadlines in which the verification/certification work must be completed. The starting point is the moment when the reviewer/certifier receives the corrective actions submitted by the client. The deadline for review/certification describes the period until the review/certifications must be done and closed. If the client should submit further documents or information, this period starts again after they have submitted the documents. Deadlines mentioned below must be kept at all times.

Type	Starting point	Deadline for verification/certification decision
Closing onsite inspection	The client submitted the corrective actions and i.e. results of analysis or if no NCs have been issued the date of signing the verification/inspection report.	10 working days
Online certification orders	If an online certification/verification (e.g. batch certification) is needed. The order is submitted by the client in IT Tools with all necessary and accurate information	within 2 working days

### Quality specifications

1. For certification decisions/verification statements, all provided data and information are considered
2. If a client brings evidence that a non-conformity (NC) has been closed, they will be listed as closed in the certification report
3. Non-conformities are only issued based on the requirements of the standard. No additional non-conformities shall be recorded which are not required by the standard.