

Adding new Networks and Artisan Pros to existing Artisan C-Sink Managers or transfer to another one or having a new project in another region.

New Project and new Artisan C-Sink Manager:

- **Standard endorsement and certification process**

1. Endorsement phase (Carbon Standards)
2. Certification phase (Certifier)

New project and existing, endorsed C-Sink Manager:

| Step | Description | Responsible party |
|------|--|--|
| 1 | Inform CSI and Certifier about the development of a new project | Artisan C-Sink Manager |
| 2 | Hand in PDD for the new project | Artisan C-Sink Manager |
| 3 | Validation of the new project based on the PDD Starting Public Consultation | Certifier Carbon Standards |
| 4 | Inspection and Certification of new project* | Certifier Decision of Certifier if desk audit or on-site audit. |
| 5 | Certification of C-sinks* | Certifier |

Handover of an existing Network/Artisan Pro's to another Artisan C-Sink Manager:

| Step | Description | Responsible party |
|------|--|----------------------------|
| 1 | Inform CSI and Certifier about the handover to a new Artisan C-Sink Manager | Old Artisan C-Sink Manager |
| 2 | <p>If new Artisan C-Sink Manager is already certified and responsible staff of an already approved ICS is in charge of monitoring the new Network/Artisan Pros the registration of the new entities with the Certifier followed by a desk audit is considered to be sufficient to check continuous compliance of the biochar producers.</p> <p>If new ICS staff is in charge of monitoring the new Network/Artisan Pros an on-site audit needs to be conducted.</p> <p>If new Artisan C-Sink Manager is not yet certified he/she must go through the regular registration, endorsement process with CSI as well as the regular certification process with a Certifier.</p> | New Artisan C-Sink Manager |

* Tasks in collaboration with the Certifier

New Network/Artisan Pro's and existing, endorsed and certified Artisan C-Sink Manager and project:

Artisan Farmers and C-Sink Networks

| Step | Description | Responsible party |
|-------------|--|--------------------------|
| 1 | New farmers are trained and enlisted in the MRV of the Artisan C-Sink Manager and linked to an existing or new C-Sink Network | Artisan C-Sink Manager |
| 2 | List of new trained farmers are sent to Certifier once per month. Minimum information required: <ul style="list-style-type: none"> • Name, Address or GPS location, Phone number • GPS data of cultivated land and unique ID number • Proof of training If a new Network is opened, a new ICS for this Network needs to be handed-in. | Artisan C-Sink Manager |
| 3 | Approval of the new enlisted farmers in the Network. An additional on-site inspection is mandatory if the numbers of C-Sink Farmers doubles or is increased by 100, whichever number is bigger, since the last on-site inspection. | Certifier |
| 4 | C-sink of the new farmers in the Network are valid from the date of approval. No retroactive recognition of produced biochar is possible before the date of approval by the Certifier | Artisan C-Sink Manager |

Artisan Pro's

| Step | Description | Responsible party |
|------|---|------------------------|
| 1 | New Artisan Pro's are trained and enlisted in the MRV of the Artisan C-Sink Manager and the same certification region. | Artisan C-Sink Manager |
| 2 | Inform Certifier about the new Artisan Pro's within one month by filling in the relevant form from the Certifier. Minimum information required: <ul style="list-style-type: none"> • Name, Address, Phone number • Evidence of training • Location of pyrolyser (address and GPS coordinates) • Technology used and estimated quantities • Inspection report by the Artisan C-Sink Manager | Artisan C-Sink Manager |
| 3 | Certification of the new enlisted Artisan Pro. An additional on-site inspection is mandatory if the numbers of Artisan Pro's doubles or is increased by 3, whichever number is bigger, since the last on-site inspection. | Certifier |
| 4 | C-sinks of the new Artisan Pro's are valid from the date of certification. No retroactive recognition of biochar quantities is possible before certification. | Artisan C-Sink Manager |