 DECLARATION OF OTHER OFFICES PERFORMING VALIDATION AND VERIFICATION/CERTIFICATION FUNCTIONS (Version 01.1)¹	
Entity name	Korean Foundation for Quality
UNFCCC entity ref. no.	A6.4E-0012
Do you allocate functions to offices other than your central office	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes", complete the section 1 below.
Do you allocate functions to other legal entities (outsourced entities)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes", complete the section 2 and the table outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard below.
1. Description of other offices (add rows as necessary)	
Name of the office number 1.1	
Physical address	
Country	
Postal address	
Country	
Legal entity status at the location	
Relationship with the DOE For example: Branch (i.e., office other than the central office)	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form	
Functions allocated Summary of functions allocated to the office other than the central office and the paragraph numbers referred to the A6.4 accreditation standard in which such other office conducts these functions	
Name of the office number 1.2	
Physical address	
Country	
Postal address	
Country	
Legal entity status at the location	
Relationship with the DOE For example: Branch (i.e., office other than the	

¹This form shall be provided with the submission of the application for accreditation or upon the A6.4 mechanism accreditation expert panel's request. Subsequent changes to the information provided in this form shall be notified to the secretariat in accordance with the provisions under the notification of changes of the Article 6.4 accreditation procedure.

central office)	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form	
Functions allocated Summary of functions allocated to the office other than the central office and the paragraph numbers referred to the A6.4 accreditation standard in which such other office conducts these functions	
Name of the office number 1.3	
Physical address	
Country	
Postal address	
Country	
Legal entity status at the location	
Relationship with the DOE For example: Branch (i.e., office other than the central office)	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form	
Functions allocated Summary of functions allocated to the office other than the central office and the paragraph numbers referred to the A6.4 accreditation standard in which such other office conducts these functions	
2. Description of outsourced entities (add rows as necessary)	
Office number 2.1	
Physical address	
Country	
Postal address	
Country	
Legal entity status at the location	
Relationship with the DOE For examples: Independent company, office of other legal entity belonging to the same group, etc.	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form	
Functions allocated Summary of functions allocated to the outsourced entity and to complete the table "Outsourced	

functions in accordance with appendix 1 of the A6.4 accreditation standard" below	
Office number 2.2	
Physical address	
Country	
Postal address	
Country	
Legal entity status at the location	
Relationship with the DOE For examples: Independent company, office of other legal entity belonging to the same group, etc.	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form	
Functions allocated Summary of functions allocated to the outsourced entity and to complete the table "Outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard" below	
Office number 2.3	
Physical address	
Country	
Postal address	
Country	
Legal entity status at the location	
Relationship with the DOE For examples: Independent company, office of other legal entity belonging to the same group, etc.	
Number of personnel Personal directly involved in validation and verification/certification activities on the date of submitting this form	
Functions allocated Summary of functions allocated to the outsourced entity and to complete the table "Outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard" below	

Outsourced functions in accordance with appendix 1 of the A6.4 accreditation standard

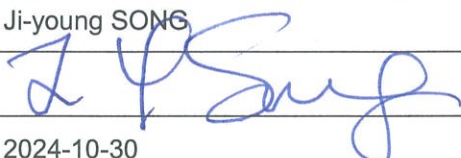
Use the following table to indicate which functions have been outsourced, as defined by paragraphs 57–62 of the Article 6.4 accreditation standard (version 01.0). Indicate the function by entering the office number (as defined above) of the outsourced entity.

*Outsourcing can be done exclusively in the context of the other functions that are carried out by the outsourced body.

Chapter	Requirement	Function		Para	Outsourcing	Office number of the outsourced entity (from above)
6	Legal status and matters			11-15	N/A	N/A
7	Liability and finance	Financial stability		16-17	NO	N/A
		Liability		18-19	NO	N/A
8	Entity's management	Management structure		20-23	NO	N/A
		Management functions		24-26	NO	N/A
9	Safeguarding impartiality	General		27-29	N/A	N/A
		Safeguarding impartiality at the policy level		30-32	NO	N/A
		Safeguarding impartiality at the organization level		33-37	NO	N/A
		Safeguarding impartiality at the operational level		38-45	YES*	N/A
		Review of effectiveness		46-48	NO	N/A
10	Human resources and competence	Sufficiency of human resources	General	49-55	NO	N/A
			Recruitment and outsourcing to an entity	56-62	No	N/A
			Use external individuals	63-65	YES*	N/A
		Competence requirements	Initial competence analysis	66-70	NO	N/A
			Competence for validation or verification/certification teams	71	NO	N/A

Chapter	Requirement	Function		Para	Outsourcing	Office number of the outsourced entity (from above)
			Competence for technical experts	71	NO	N/A
			Competence for technical reviewers	71	NO	N/A
		Management of human resource and competence	Demonstration of competence and qualification of personnel	72-76	NO	N/A
			Monitoring of performance and ensuring competence and training	77-83	NO	N/A
			Personnel records	84	NO	N/A
11	Information management	Information to be made available in the public domain		85	NO	N/A
		Confidentiality		86-88	YES*	N/A
12	Validation and verification/certification process	Contract review	Validation/verification contract review	89-91	YES	N/A
				92-94	NO	N/A
		Selection of the validation or verification/certification personnel		95, 97-99	YES, excluding appointment of technical review teams	N/A
				96	NO	N/A
		Validation and verification/certification		100	YES	N/A
		Technical review		101	NO	N/A
		Issuance of final validation or verification/certification opinions and reports		102-103	NO	N/A
13	Quality management system	General		104-106	NO	N/A
				107-108	NO	N/A

Chapter	Requirement	Function		Para	Outsourcing	Office number of the outsourced entity (from above)
		Responsibilities of top management		109-110	NO	N/A
		Article 6.4 quality manager		111	NO	N/A
		Document and record management system	Control of documents	112-113	NO	N/A
			Control of records	114-117	YES*	N/A
			Records pertaining to validation and/or verification/certification functions	118(a), 118(c) –(e), and 119	YES*	N/A
			Records pertaining to validation and/or verification/certification functions	118(b), and 118(f) –(l)	NO	N/A
		Internal audits		120-122	NO	N/A
		Corrective and preventive actions		123-128	NO	N/A
		Management review		129-132	NO	N/A
		Complaints		133-134	NO	N/A
14	Handling complaints, disputes and appeals	Disputes		135-137	NO	N/A
		Appeals		138-140	NO	N/A

Name of entity representative	Ji-young SONG
Signature of entity representative	
Date (DD/MM/YYYY)	2024-10-30

Document information

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01.1	9 October 2024	Editorial revision to enhance usability and to add additional rows to sections 1 and 2.
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