



CertifHy Scheme

Subsidiary Document

Procedure 0.4 **Registration of Issuing Body**

Dissemination level: WG1

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Status of this document

This document, CertifHy-SD Procedure 0.4 Registration of Issuing Body, is a subsidiary document to the 'CertifHy Scheme' of CertifHy.

In the event of conflict between the text of the CertifHy Scheme and the text of this document, the CertifHy Scheme shall always take precedence.

The CertifHy-SD Procedure 0.4 Registration of Issuing Body document need to be formally approved by the CertifHy Stakeholder Platform on 25 March 2019.

Change History

Version	Date	Description
0.1	2018-02-08	Initial draft
0.2	2018-02-26	First working draft
0.3	2019-01-15	Procedure cover and status streamlined

1 Introduction

1.1 General

CertiHy's mission is to advance, facilitate and incentivise the procurement, and use of hydrogen fulfilling ambitious environmental criteria in order to protect the climate and improve the living conditions of humankind.

CertiHy wants to contribute to and promote an environmentally, socially and economically sustainable production of hydrogen in all uses, included but not exclusively other areas than energy, mobility and chemical conversion.

1.2 CertifHy

CertifHy is a high-quality European GO scheme that sets out statements and principles regarding the operation of the scheme. It covers the entire upstream supply chain to the production device exit gate at defined quality. The scheme is continuously reviewed and improved by means of a multi-stakeholder dialogue.

The core features of the scheme are openness, reliability, integrity, quality and transparency. Those values are the fundamentals of CertifHy's relationship with its Stakeholders.

The scheme is complemented by Procedure Documents (P), which further provide detailed descriptions of the procedures.

1.3 Purpose

The purpose of this document is to specify the procedure of the Registration of Issuing Body.

This Procedure Document "P0.4 Registration of Issuing Body" is a subsidiary document to the CertifHy Scheme. References to the scheme are made in the following chapters:

- a) 1. Registration of Issuing Body
- b) 4. Registration of Issuing Body

2 Definitions

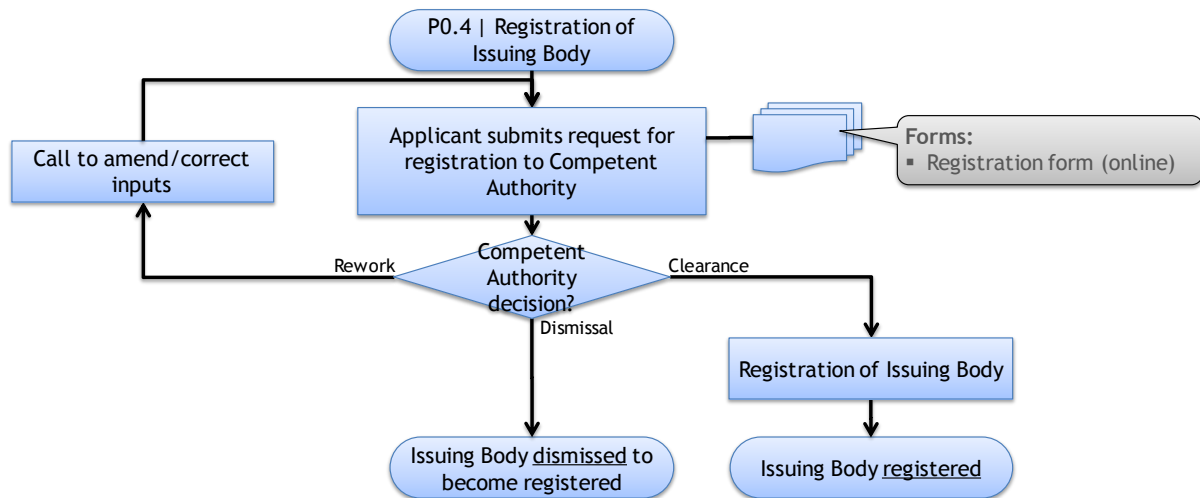
For a common understanding of the terminology used in the CertifHy documents, definitions and terms are outlined and explained in the CertifHy scheme section 5.

In case this document uses further terminologies not specified in section 5 of the scheme, they are explained in the table below.

Term	Definition

3 Procedure Description

3.1 Overview



Issuing Bodies of CertifHy are authorised to create certificate entries in the CertifHy Registry.

To become an authorised Issuing Body of CertifHy an application has to be submitted to the Competent Authority. The Competent Authority will be in charge of the decision-making and final approval of the acceptance of an Issuing Body.

The Competent Authority will either

- a) clear the entry of the applicant as an Issuing Body in the CertifHy scheme
- b) claims rework of the application documents. Registration is subject to accurate modifications of the application
- c) decline the registration of the Applicant to become an Issuing Body for CertifHy

The Competent Authority will notify the Applicant based on the final decision and provide further information to the Applicant in case amendments are necessary.

Where an Issuing Body has been accepted and registered, the Issuing Body will be audited either periodically or ad-hoc in order to maintain the high quality and standards of the CertifHy scheme.

4 Procedure steps

Process trigger

To become eligible and to receive the status as an Issuing Body, the Applicant is obliged to submit the registration form. The registration form can be found and downloaded on the CertifHy homepage.

Application

The Applicant must submit the complete registration form to the Competent Authority and must ensure that the indicated information is accurate and consistent. Detailed overview of the required information can be found in the excerpt of the registration form in Annex 1.

The application shall be completed preferably in English or in a common EU language such as German, French and Spanish. Requested documents in any other language must be officially and legally translated.

The registration form and the signed Standard terms of service shall be submitted to the Competent Authority via the online tool.

Evidence about the following must be provided to the Competent Authority:

- (a) Registration form
- (b) correct and legal identity of the Applicant (see Annex 1)
- (c) Declaration of Honour (see Annex 2)

Additional information and supporting evidence might be requested from the Competent Authority to complete the application process.

Review of Application

The Competent Authority will review the registration documents of the Applicant based on the following criteria:

- (a) Accuracy of the applicant's internal procedures with the requirements and objectives and principles of the CertifHy scheme
- (b) Check the feasibility of the applicant to comply to the CertifHy quality standards

Competent Authority decision

Based on the submitted registration documents and its accuracy, the Competent Authority will decide whether the Applicant will be

- (a) cleared and thus, the registration of the Issuing Body will be granted
- (b) requested to amend and correct inputs of the application
- (c) dismissed to be registered as an Issuing Body

Based upon the decision of the Competent Authority the Applicant will be informed accordingly.

Upon a successful registration and after the Issuing Body has signed the contract with CertifHy, a User-Id and password to access the CertifHy registry will be provided.

Auditing an Issuing Body

Issuing Bodies of CertifHy will be audited on a periodic as well as ad-hoc basis in order to maintain a high quality of the service CertifHy wants to provide to the customers. The Competent Authority of CertifHy will send an Auditor to the Issuing Body while the following criteria and audits are possible:

- (a) An initial audit will be required within xy months after signing the contract to become a registered Issuing Body of CertifHy. The Auditor in charge will be sent by the Competent Authority.
The purpose of the inspection is to verify that the Issuing Body has implemented the CertifHy procedures and complies to the rules and regulations of CertifHy. “It will normally involve a review of evidence and registration documentation placed by the Issuer on the I-REC website.”
- (b) A periodic audit will be carried out by an Auditor from the Competent Authority on every two years. The review may take place at the office of the Issuing Body and the main purpose of the audit will be the verification of “measured volume evidence as well as the production device registration process.”
- (c) The Competent Authority of CertifHy can always request a report and review of the Issuing Body. The purpose of the ad-hoc review will be similar to the periodic audit, to maintain high quality of the Issuing Body.
- (d) The I-REC QA Auditor will submit a report of his findings to I-REC Services within two weeks of the completion of the audit.

Annex

Annex 1 Registration form of Issuing Body

Appendix 1 – Issuer application form

Country/Region of service		Proposed start date	
Applicant details			
Legal name:		Website URL:	
Registered address line 1:		Main business (e.g. consultancy):	
Registered address line 2:		Year of registration:	
Registered address line 3:		Approximate number of employees:	
Postal (ZIP) code:		Name of the Chief Executive Officer/General Manager:	
Country:		Chief Executive Officer/General Manager passport number:	
Legal status	Registered incorporated body/ State legal entity/ Private individual/ Other (please state)*	Please state in which countries the organisation is active:	
Country of company registration:		Please list the main (>10%) shareholders :	
Corporate registration number:		Balance sheet total for last financial year (in USD):	
If the applicant organisation is a subsidiary, please give the holding company name		If the applicant organisation is a subsidiary, please give the holding company registration number	
Organisation details (where different from the registered details)		Lead contact person details	
Organisation name		Family name (surname)	
Address line 1:		Other (Given) Names	
Address line 2:		Title	Dr/Mr/Mrs/Ms/Other (please specify)*
Address line 3:		e-mail:	
Postal code:		Telephone:	
Country:		Fax:	

*Delete as appropriate

Signature Date		
Print name and role of signatory		