

1-5 CDM Management Qualification/Evaluation Procedure

1. Introduction

The procedure that refers to the *Personnel Qualification Standard* is established and maintained for the purpose of CDM management functions personnel evaluation, qualification, and monitoring performance of Approver, Administration Manager, Technical Manager, Quality Manager, Business Manager and Operation Coordinator who collectively perform management functions as required in Accreditation Standard.

2. Management functions personnel evaluation, qualification

In order to meet requirements of management functions as stipulated in Accreditation Standard, and enhance competence of CDM validation and verification activities in CCP, top management of CTC appoint management functions personnel by evaluation and qualification.

The DGM 2 referring to the *Personnel Qualification Standard* in QM reviews applications (see Managers-Level Personnel Annual Report). The DGM 2 will assess the personnel as per requirements stipulated in the *Personnel Qualification Standard* based on the following inputs as applicable:

- Educational background;
- Working experience;
- Training;
- Experience in project management or consultancy;
- Participation in validation or verification activities;
- Others, as appropriate.

Based on the assessment, the Deputy General Manager will issue a recommendation on whether or not to qualify the applicant. The recommendation is to be sent to General Manager along with the package of documents included in the application.

The General Manager is responsible for assessing the qualification of personnel based on relevant information and recommendation from the Deputy General Manager. The qualification will be recorded in the document Personnel Qualification Matrix kept on the CTC internal server.

3. Monitoring performance

Top management of CTC monitors performance of appointed (qualified) management functions personnel through following inputs as applicable:

- Annual self-assessment of management functions personnel
- Output of annual internal audit



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- Output of annual management review