

Technical Bulletin: VB Roles and Responsibilities Requirement

The below requirements supersede any other lesser requirements contained in other SLCP documents, including but not limited to QA Manual, VB Requirements, Helpdesk. SLCP is updating its documents and public information to align with the below information related to VB roles and responsibilities.

Effective January 1st, 2025, there will be no exceptions made for the designation of key management system roles, please review the details below. These requirements apply to all existing and approved VBs. If an existing VB experiences a change in personnel, those roles that support the delivery of the SLCP program will need to be replaced as soon as possible, to prevent a possible deactivation (see details below).

Roles and Responsibilities

VBs shall establish internal management systems that define the roles and responsibilities of all VB Administrators who are non-Verifier personnel involved in the management of SLCP verifications (onsite and remote activities):

VB Administrators Include:

- **The roles of Scheme Manager and Quality Manager:** must be held by a separate individual, the same person is not allowed to hold both roles simultaneously.
 - "The roles of Scheme Manager and Quality Manager may overlap with other roles, such as Verifiers and In-House Trainers, as long as this does not compromise their primary tasks and responsibilities **Note that APSCA membership** is not required for the non-Verifier personnel.
- **Report Quality Reviewers, In-House Trainers, Schedulers and Other Administrators:** these roles can be assigned to Verifier personnel.
 - **However, the same person is not allowed to be both the Verifier and Report Quality Reviewer for the same assessment reports (PRJ numbers).** (Note: the report reviewer information is being tracked in the VRF report under VD-VERI-33).
- **Please refer to the VB Requirements** to review the qualifications section 14 including the roles competence section 15 outlined in the requirements.

VB Next Steps:

- **VBs should register all VB Administrators** (e.g., Scheme Manager, Quality Manager, Report Reviewer, In-House Trainer, Schedulers and Other Administrators) with the VOO.
- **Hire/assign qualified personnel** for the roles of Scheme Manager and Quality Manager where there is currently no designated point of contact within the 3-month period, before December 31st, 2024.
- **A form is available for the submission of VB Administrators staff registrations.** If there any changes in personnel, VBs are required to report these changes to the VOO.

Non-compliance Implications:

For VBs that do not establish internal management systems that define the roles and responsibilities of all VB administrators involved in the management of the SLCP Program (onsite and remote activities) and do not meet the criteria outlined above by **January 1st, 2025**.

- There will be no exceptions made for designation of key management system roles outlined above.
- **VBs who fail to meet the requirements** will be temporarily deactivated on January 1st, 2025, and will be unable to continue with the SLCP program until the designated roles have been established and reported to the VOO (see the form link above).
- **If your VB is currently non-compliant**, the VOO highly encourages you to align with the outlined requirements as soon as possible to avoid any negative impact on your operations and business due to the potential temporary suspension, if the requirements are not met (do not wait till 90 days from now to start the hiring process)

For scenarios where VBs are currently in alignment with the role requirements: if those VBs experience any staff and personnel reduction at any time moving forward, those roles will need to be filled as soon as possible to prevent potential temporary deactivation. Any changes in personnel is to be reported to the VOO via the form and failure to update the personnel information, may result in a Corrective Action Request (CAR) issuance. For SLCP, the integrity and quality of our Verifier Bodies (VBs), Verifiers, verification process and data are one of the highest priorities. The SLCP program's goal is to drive trust, confidence, and credibility of SLCP and its data through comprehensive and rigorous processes that improve rigor, consistency, quality, and integrity of SLCP verifications which includes having a robust VB management systems framework in place. Thank you for your continued support and collaboration.

Please contact the SLCP Helpdesk with any questions and/or concerns.