

## Partnership with DANETV

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### Practical operational procedures

DS Certificering A/S will be the contact point for the EU ETV scheme, and will manage and take responsibility for the entire EU ETV procedure.

It means that either the DANETV partners or DS Certificering A/S can receive initial approaches from proposers. If the project becomes a reality the proposer will sign a contract for the verification procedure with DS Certificering A/S and for testing with the individual test bodies.

DS Certificering A/S will hold the contracts for the verification procedure with the individual clients and in each case the relevant experts for the individual ETV project will be appointed from the pool of experts available in the DANETV consortium.

The appointment will be made by a committee constituted by Mr. Thomas Bruun, Mrs. Ninette Alto and the Lead Verification officer, all three from DS Certificering A/S and Mrs. Mette Tjener Andersson from DANETV.

The committee will appoint both the verification expert and internal auditor, and will approach ENV-ETV for appointment of the external technical expert. The appointment will be done on a case by case basis.

The DANETV partners will provide the technical expertise in the form of e.g.

- eligibility check (part of Quick Scan) of the application and/or
- assessment of possible existing test results (quick scan and proposal phase)
- input to elaboration of new specific verification protocols or amendment of existing specific verification protocols
- assessment of data and other relevant technical assistance.

In many situations the DANETV partners will also be able to act as test bodies in case further testing is required.

The DANETV expert and the Lead Verification officer at DS Certificering A/S will cooperate in the completion of the EU ETV procedure in accordance with the EU ETV GVP, and the Lead Verification officer at DS Certificering A/S will at the end of the procedure prepare the verification report and the EU ETV Statement of verification.

### Plan of actions for the verification

	Internal QA	Verification responsible	Verification expert	Test responsible	Proposer	External experts
<b>Organisation</b>	DANETV	DS Cert	DANETV	DANETV	Client	ENV-ETV
<b>Tasks</b>						
Verification protocol	Review	Approve/Issue	Write		Review and approve	Review
Test plan	Review	Approve	Review	Write	Review and approve	
Test system at test site		Audit		Internal audit		
Test report	Review		Review	Write	Review	
Verification report	Review	Write/Issue	Write/Review		Review	Review
Statement of Verification		Write/Issue	Review		Acceptance	Review

The internal QA reviewer may come from the same DANETV partner as the verification responsible as long as it can be documented that this person is not involved in the elaboration of the verification protocol or the test plan, further can the same person can perform QA review on both verification and testing documents.

As such the DANETV partners will not operate as subcontractors and will in the framework of the accreditation not be handled as a subcontractor as described in EN 17020, but the DANETV partnership will enable DS Certificering A/S in each of the individual EU ETV projects to draw on a number of named technical experts, which have been individually assessed for their competence and experience in each of the technology areas covered by the accreditation. However, as the accredited verification body, it must be emphasized that it is DS Certificering A/S that makes the final decision of the issue of the statement of verification.

The above mentioned structure is embedded in the QA manual of DS Certification and will be subject to the accreditation by DANAK.

In addition, it should be mentioned that the representation in ETV technical groups is under the responsibility of DS Certificering A/S and at present the competent experts in the field of each of the technical groups participate in the groups as representatives of DS Certificering A/S.