

**Adding new Networks and Artisan Pros to existing Artisan C-Sink Managers or transfer to another one or having a new project in another region.**

**New Project and new Artisan C-Sink Manager:**

- **Standard accreditation and certification process**

1. Endorsement phase (Carbon Standards)
2. Certification phase (*Certifier*)

**New project and existing, accredited and certified C-Sink Manager:**

Step	Description	Responsible party
1	Inform CSI and <i>Certifier</i> about the development of a new project	Artisan C-Sink Manager
2	Hand in project plan for the new project	Artisan C-Sink Manager
3	Approval of new project plan by involved parties	Carbon Standards
4	Inspection and Certification of new project*	Certifier Decision of certification body if desk audit or on-site audit.
5	Certification and registration of 1. Batch*	Certifier

**Handover of an existing Network/Artisan Pro's to another Artisan C-Sink Manager:**

Step	Description	Responsible party
1	Inform CSI and <i>Certification partner</i> about the handover to a new Artisan C-Sink Manager	Old Artisan C-Sink Manager
2	<p>If new Artisan C-Sink Manager is <b>already certified</b> and responsible staff of an already approved ICS is in charge of monitoring the new Network/Artisan Pros a desk audit is considered to be sufficient to check continuous compliance of the biochar producers.</p> <p>If new ICS staff is in charge of monitoring the new Network/Artisan Pros an on-site audit needs to be conducted.</p> <p>a) If new Artisan C-Sink Manager is <b>still not certified</b> he/she must go through the regular registration, endorsement process with CSI as well as the regular certification process with a certifier.</p>	New Artisan C-Sink Manager
3	Accreditation as C-Sink Manager, published on <a href="https://www.easy-cert.com/">https://www.easy-cert.com/</a>	Carbon Standards
5	On-site or remote inspection*	Certifier
6	Certification of Artisan C-Sink-Manager*	Certifier
7	Certification and registration of 1. Batch*	Certifier
8	Selling of first Global C-Sink Credits	Artisan C-Sink Manager

\* *Tasks in collaboration with the certification partner*

**New Network/Artisan Pro's and existing, endorsed and certified Artisan C-Sink Manager and project:**
**Artisan Farmers**

Step	Description	Responsible party
1	New farmers are trained and enlisted in the MRV of the Artisan C-Sink Manager and the same existing Network	Artisan C-Sink Manager
2	List of new trained farmers are sent to Certifier once per month. Minimum information required: <ul style="list-style-type: none"> <li>• Name, Address or GPS location, Phone number</li> <li>• GPS data of cultivated land and unique ID number</li> <li>• Proof of training</li> </ul>	Artisan C-Sink Manager
3	Approval of the new enlisted farmers in the Network.	<i>Certifier</i>
4	C-sink of the new farmers in the Network are valid from the date of approval. No retroactive recognition of produced biochar is possible before the date of approval by the Certifier	Artisan C-Sink Manager

**Artisan Pro's**

Step	Description	Responsible party
1	New Artisan Pro's are trained and enlisted in the MRV of the Artisan C-Sink Manager and the same certification region.	Artisan C-Sink Manager
2	Inform certifier about the new Artisan Pro's. Minimum information required: <ul style="list-style-type: none"> <li>• Name, Address, Phone number</li> <li>• Evidence of training</li> <li>• Location of pyrolyser (address and GPS coordinates)</li> <li>• Technology used and estimated quantities</li> <li>• Inspection report by the C-Sink Manager</li> <li>• Sample lab analysis</li> </ul>	Artisan C-Sink Manager
3	Certification of the new enlisted Artisan Pro.	<i>Certifier</i>
4	C-sink of the new Artisan Pro's are valid from the date of certification. No retroactive recognition of biochar quantities is possible before certification.	Artisan C-Sink Manager