

Step by Step Instruction for Artisan C-Sink Managers Registration, Endorsement and Certification.

Registration Phase

	Procedure
1	Client booked Introduction Call with Carbon Standards representative
2	Introduction call
3	Carbon Standards representative sends follow up e-mail with links and document for registration.
4	Client sends the registration to info@carbon-standards.com
5	Client receives invoice of the registration fee and make payment
6	Clients receives an email of confirmation from info@carbon-standards.com , with a link to the Academy and to book an Endorsement Call with Carbon Standards representative.

Endorsement Phase

	Procedure
1	Endorsement call
2	Carbon Standards representative sends follow up e-mail with links and document for endorsement phase.
3	Client preparing the necessary documents. Such as PDD (incl. monitoring plan), ICS, training plan, and sampling plan (some of these documents are part of the certification phase).
4	Client uploaded video and document to an Own Cloud link that will be provided by the Carbon Standards representative. <i>Additional step of endorsement is required if client developed their own dMRV and/or pyrolysis system.</i>
5	Carbon Standards review part of the uploaded documents and videos and provide feedback.
6	Carbon Standards sends the Endorsement to client with validity of one year, including additional information about the next steps

Certification Phase

	Procedure
1	Client sends and application form, receives an offer and signs a contract with CERES-CERT
2	Client sends the PDD (with annexes and supporting documents) to CERES-CERT. The clients sends this PDD as well to Carbon Standards for the public consultation.
3	CERES-CERT validates PDD and issues non-conformities if needed
4	Clients sends corrective actions (supporting documents, information, an updated PDD) to CERES-CERT
5	Client schedules an on-site inspection.
6	On-site inspection is done, non-compliances improved, CERES-Cert sends the final reports to the client and issues a certificate as Global Artisan C-Sink Manager.
7	Client able to produce and apply biochar and transfer the data into the Global C-Sink register.
8	CERES-CERT verifies each production and application bundle.