

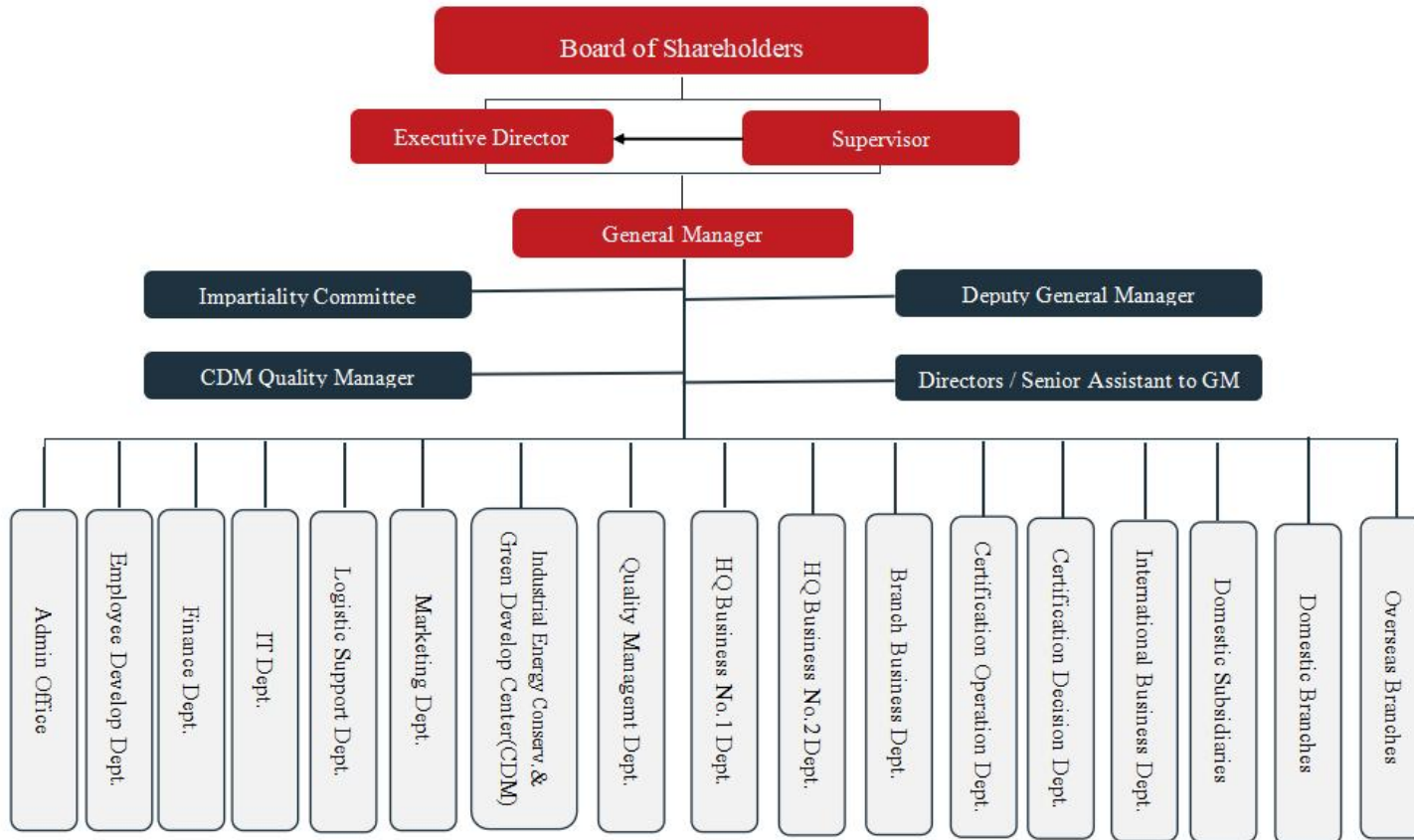
6 Organizational Structure 组织结构

6.1 Organizational chart of UICC and the Industrial Energy Conservation and Green Development Evaluation Center(CDM Project)

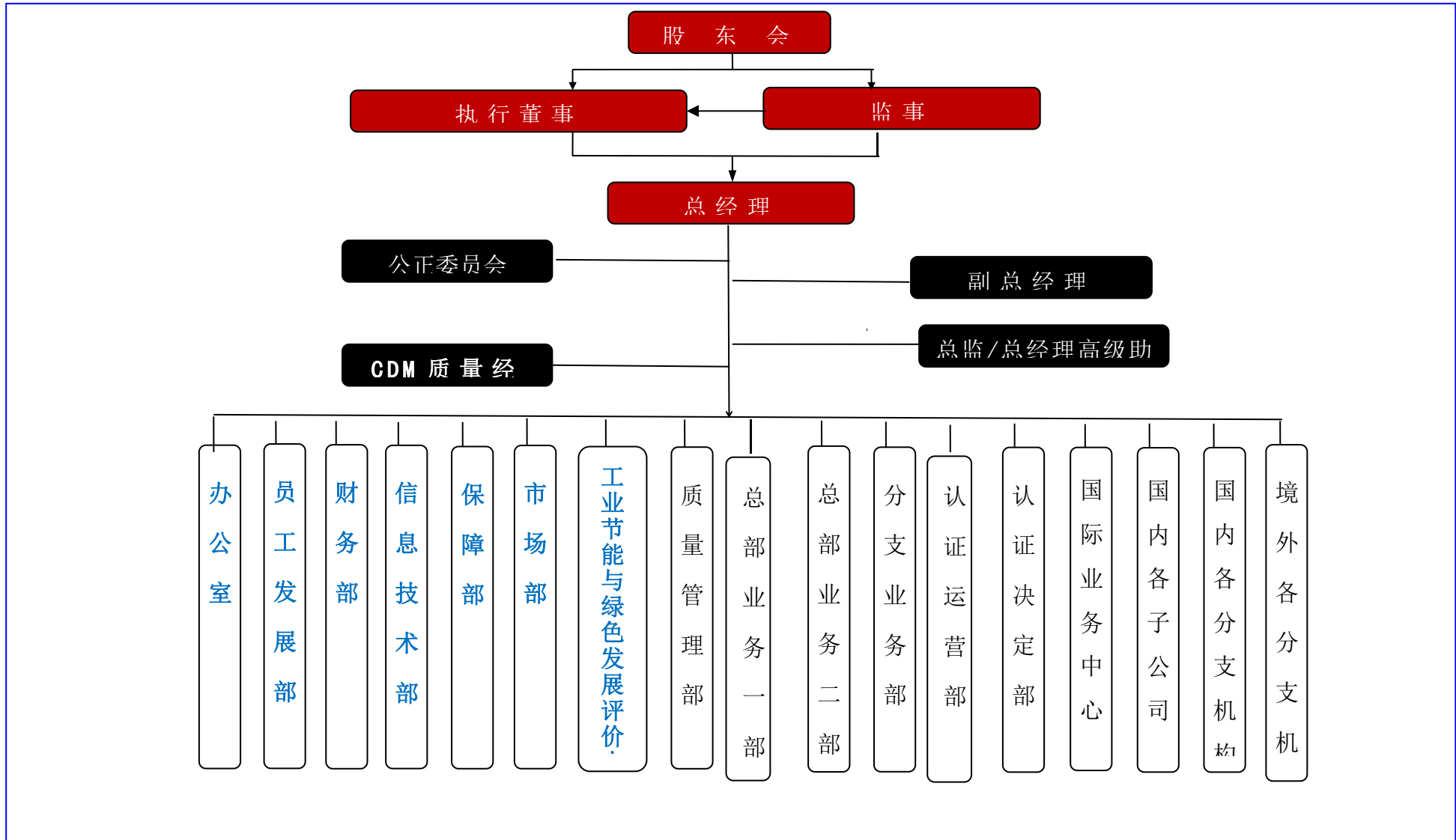
公司及工业节能与绿色发展评价中心(CDM 项目)组织机构图

Beijing United Intelligence Certification Co. Ltd. Organization Chart

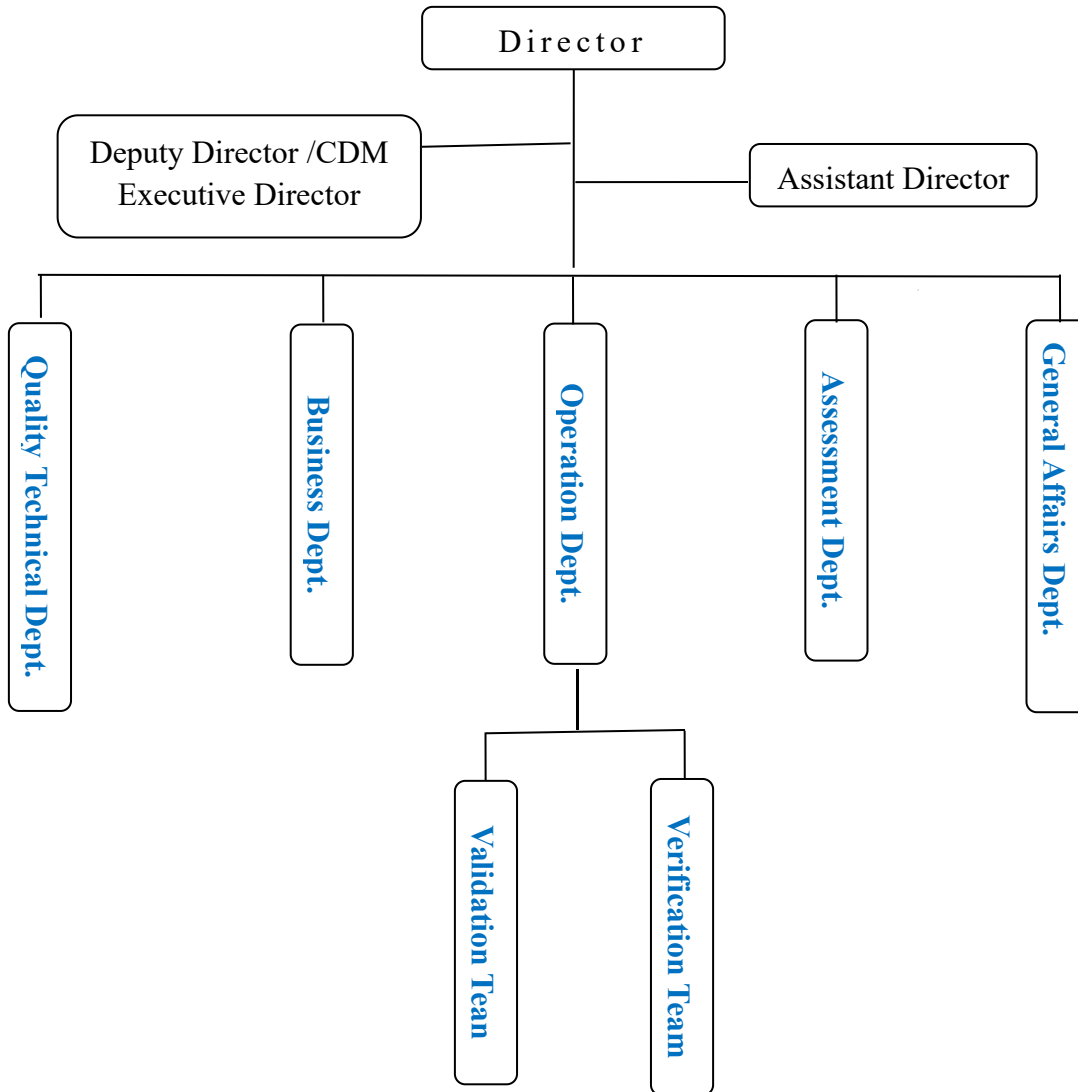
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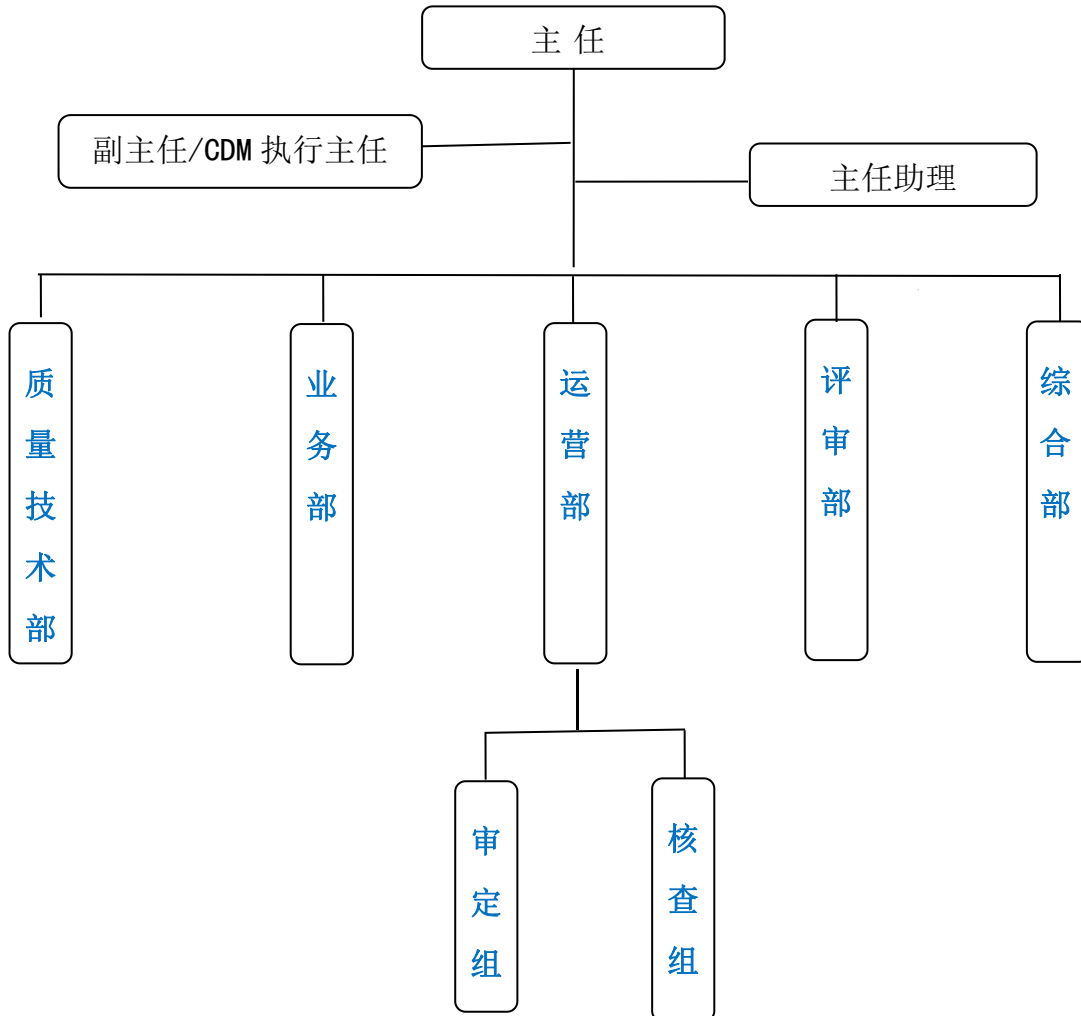
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Internal Structure of Industrial Energy Conservation & Green Development Evaluation Center (CDM Project)



工业节能与绿色发展评价中心(CDM 项目)内部组织机构图



6.2 Responsibilities of the Company 公司职责

6.2.1 Carry out third-party validation and/or verification/certification on the client according to the client's application or entrustment.

根据客户申请或委托，对其进行第三方审定、核查/核证；

6.2.2 Obtain and identify laws, regulations and other requirements of competent authorities related to validation and/or verification/certification.

获取和识别与审定、核查/核证有关的法律、法规及主管部门的其他要求；

6.2.3 Supervise, assess and promote the validation and/or verification/certification team or the technical validation, verification / certification team

对审定、核查/核证团队或技术审定、核查/核证团队实施监督、考核和晋级管理；

6.2.4 The executive director shall exercise the following authorities 执行董事行使下列职权：

(1) 负责召集股东会，并向股东会议报告工作 To be responsible for convening shareholders' meetings and reporting work to shareholders' meetings;

(2) 执行股东会的决议 Implement the resolutions of the shareholders' meeting;

(3) 审定公司的经营计划和投资方案 To examine and approve the company's business plans and investment plans;

(4) 制订公司的年度财务预算方案、决算方案 To formulate the company's annual financial budget plan and final accounting plan;

(5) 制订公司的利润分配方案和弥补亏损方案 To formulate the company's profit distribution plan and loss recovery plan;

(6) 制订公司增加或者减少注册资本以及发行公司债券的方案 To formulate plans for increasing or reducing the company's registered capital and issuing corporate bonds;

(7) 制订公司合并、分立、变更公司形式、解散的方案 To formulate plans for merger, division, change of company form and dissolution of the company;

(8) 决定公司内部管理机构的设置 To decide on the internal management structure of the

company;

(9) 决定聘任或者解聘公司经理及其报酬事项，并根据经理的提名决定聘任或者解聘公司副经理、财务负责人及其报酬事项 To decide on the appointment or dismissal of the company's managers and their remuneration, and to decide on the appointment or dismissal of the company's deputy managers and financial officers and their remuneration on the recommendation of the managers;

(10) 制定公司的基本管理制度 To formulate the basic management system of the company;

6.2.5 The supervisor shall exercise the following functions and authorities 监事行使下列职权：

(1) 检查公司财务 Check the company's finances;

(2) 对执行董事、高级管理人员执行公司职务的行为进行监督，对违反法律、行政法规、公司章程或者股东会决议的执行董事、高级管理人员提出罢免的建议 To supervise the acts of the executive directors and senior management personnel in performing their duties of the company, and to put forward suggestions for removal of the executive directors and senior management personnel who violate laws, administrative regulations, articles of association or resolutions of the shareholders' meeting;

(3) 当执行董事、高级管理人员的行为损害公司的利益时，要求执行董事、高级管理人员予以纠正 Request the executive director or senior management to correct any act that harms the interests of the Company;;

(4) 提议召开临时股东会会议，在执行董事不履行本法规定的召集和主持股东会会议职责时召集和主持股东会会议 To propose the convening of an interim meeting of the shareholders' meeting, and to convene and preside over a meeting of the shareholders' meeting if the executive director fails to perform his duties as provided for in this Law;

(5) 向股东会会议提出提案 To present a proposal to the shareholders' meeting;

(6) 依照《公司法》第一百五十二条的规定，对执行董事、高级管理人员提起诉讼。 In accordance with Article 152 of the Company Law, exercise a lawsuit needed against the executive director and senior management personnel.

6.3 Responsibilities of each department and post 各部门及岗位职责

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In order to ensure the performance of the company's responsibilities and fully meet the relevant requirements of EB, the company has specified the responsibilities of the General Manager, deputy general manager, CDM Quality Manager, functional departments and Impartiality Committee.

为确保履行公司的职责并全面满足 EB 的相关要求，公司规定了总经理、副总经理、CDM 质量经理、职能部门和公正性委员会的职责。

6.3.1 General Manager 总经理

The General Manager is the top manager employed and authorized by the board of directors to preside over the daily operation and management of the company. His responsibilities are:

总经理是董事会聘用并授权主持公司日常经营和管理的最高管理者，其职责是：

(1) formulation and development of policy matters relating to the operations of UICC;
制定和执行与公司运营有关的政策事项；

(2) Supervising and monitoring of implementation of policies and procedures;
监控政策和程序的实施；

(3) Appoint CDM Quality Manager; 任命 CDM 质量经理；

(4) Organize the establishment of a CDM quality management system in line with the formulated policies, approve the issuance of the CDM Quality Manual and supervise the implementation, so as to ensure that the quality policy is understood, implemented and maintained at all levels;

组织建立符合制定政策的 CDM 质量管理体系，批准发布《CDM 质量手册》并监督实施，确保质量方针在各层次中得到理解、实施和保持；

(5) Approve the composition, duties, authorities, members' abilities and responsibilities of the Impartiality Committee, and accept the impartiality supervision of the Impartiality Committee;

批准公正性委员会的组成、职责、权限、成员能力和责任，并接受公正性委员会的公正性监督；

(6) Determine the organizational structure, responsibilities and authorities, and approve the employment of the company's personnel;

确定组织结构及职责权限，批准公司人员聘用；

(7) Supervision of finances, administrative matters and dealing with contractual matters and arrangements;

监督财务、行政事务以及处理合同事务和安排，确保公司财务工作满足国家法律法规要

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求；

(8) Preside over the formulation of the company's annual work plan and organize the preparation of the annual work report;

主持制定公司年度工作计划和组织编制年度工作报告；

(9) Preside over the management review meeting 主持管理评审会议；

(10) Review and approval of handling of major disputes / complaints;

对重大争议 / 投诉问题处理的审查和批准；

(11) Be responsible for the construction of personnel's code of conduct and spiritual civilization, and deal with violations of discipline;

负责人员行为规范和精神文明建设，对违纪进行处理；

(12) Ensure the resource allocation required for CDM validation and/or verification/certification, including the resources required to bear the responsibilities and risks of validation and/or verification/certification;

确保 CDM 审定、核查/核证所需的资源配置，包括承担审定、核查/核证责任和风险所需的资源；

(13) Responsible for the final validation, verification/certification approval and issuance of comments and reports.

负责最终的审定、核查/核证意见和报告的批准和发布。

6.3.2 Vice General Manager / Chief Supervisor / Senior Assistant to General Manager / Assistant to General Manager 副总经理/总监/总经理高级助理/总经理助理

Appointed by the General Manager and assisting the General Manager to carry out the various work activities, they are responsible for

由总经理任命，协助总经理开展工作。职责是：

(1) Providing assistance to the General Manager in establishing and organizing the implementation, monitoring and inspection of the various work plans;

协助总经理制定公司各项工作计划，并组织实施、监督和检查；

(2) Carrying out the tasks assigned by the General Manager.

负责总经理委托的分管工作。

6.3.3 CDM Quality Manager CDM 质量经理

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Appointed by the General Manager, responsible for the construction, operation and improvement of CDM validation and/or verification/certification of the company. Specific responsibilities are:

由总经理任命，负责公司 CDM 审定、核查/核证工作的建设、运行与改进。具体职责是：

(1) Responsible for establishing and organizing the implementation and maintenance of CDM quality management system, and organizing the preparation and revision of system documents to ensure compliance with CDM approval requirements;

负责建立 CDM 质量管理体系并组织实施和保持，组织对体系文件的编写和修订工作，以确保遵守 CDM 认可要求；

(2) Organize to decompose and implement the CDM quality objectives and continuously improve the CDM quality management system;

组织分解落实 CDM 质量目标并不断改进 CDM 质量管理体系；

(3) Report the performance of CDM quality management system to the top management and Impartiality Committee, and propose necessary improvement measures;

向最高管理层及维护公正性委员会报告 CDM 质量管理体系的绩效，并提出所需的改进措施；

(4) Organize the internal audit of the company's CDM quality management system and assist the General Manager in management review;

组织公司 CDM 质量管理体系内部审核工作，协助总经理进行管理评审；

(5) Organize external liaison on CDM quality management system;

负责组织有关 CDM 质量管理体系工作的外部联络；

(6) Be responsible for organizing the closure of external review non-conformities.

负责组织外部评审不符合项的关闭工作。

6.3.4 Employee development department 员工发展部

(1) Be responsible for the organization and implementation of the company's corporate culture construction;

负责公司企业文化建设的组织落实；

(2) Be responsible for the organization and implementation of the company's organizational construction;

负责公司组织建设的组织落实工作；

(3) Responsible for the centralized management of the company's employee development plan;
负责公司员工发展规划的归口管理;

(4) Be responsible for the centralized management of the company's staff recruitment and allocation;

负责公司员工招聘配置的归口管理;

(5) Be responsible for the centralized management of the company's employee benefits
负责公司员工待遇的归口管理;

(6) Be responsible for the centralized management of the company's employee welfare;
负责公司员工福利的归口管理;

(7) Be responsible for the centralized management of the company's employee performance appraisal;

负责公司员工绩效考核的归口管理;

(8) Be responsible for the centralized management of the company's employee incentive mechanism construction;

负责公司员工激励机制建设的归口管理;

(9) Be responsible for the centralized management of rewards and punishments for employees of the company;

负责公司员工奖惩的归口管理;

(10) Be responsible for the centralized management of the ability evaluation and grading of the company's professional personnel;

负责公司专业人员能力考评与定级的归口管理;

(11) Responsible for the centralized management of employees' career;

负责公司员工职业生涯的归口管理;

(12) Responsible for the centralized management of the company's staff training and cultivation;

负责公司员工培训与培养的归口管理;

(13) Responsible for the centralized management of the labor relations of the company's employees;

(14) 负责公司员工劳动关系的归口管理;

(15) Be responsible for the management of personnel files and related materials of the

company's employees;

负责公司员工人事档案与相关资料的管理;

(16) Be responsible for the daily work of the party organization of the company;

负责公司党组织的日常工作;

(17) Be responsible for the daily work of the company's Labor Union;

负责公司工会的日常工作;

(18) Be responsible for the management of relevant legal affairs of the company's employees;

负责公司员工相关法律事务的管理;

(19) Complete other temporary work assigned by leaders.

完成领导交办的其他临时性工作。

6.3.5 Finance Department 财务部

(1) Be responsible for the centralized management of the company's financial budget and final accounts;

(2) 负责公司财务预决算的归口管理;

(3) Be responsible for the centralized management of the financial control of the company's business contracts;

公司业务合同的财务控制的归口管理;

(4) Be responsible for the centralized management of the financial revenue of the company's business contracts;

公司业务合同的财务收入的归口管理;

(5) Be responsible for the centralized management of the company's costs;

公司成本的归口管理;

(6) Be responsible for the centralized management of the company's funds and foreign exchange;

公司资金与外汇的归口管理;

(7) Be responsible for the financial accounting of the business items of the company's branches and sales personnel;

公司分支机构、销售人员业务项目的财务核算;

(8) Be responsible for the centralized management of the company's capital expenditure;

公司资金支出的归口管理;

(9) Be responsible for the centralized management of the company's financial accounts;

负责公司财务账务的归口管理；

(10) Be responsible for the centralized management of the company's financial statements;

负责公司财务报表的归口管理；

(11) Responsible for the centralized management of financial supervision, control and analysis of the company's business activities;

负责公司经营业务活动进行财务监督、控制与分析的归口管理；

(12) Responsible for the centralized management of financial analysis and improvement of the company's operating results;

负责公司经营结果进行财务分析与改进的归口管理；

(13) Be responsible for the centralized management of the company's capital and asset value;

负责公司资本与资产价值的归口管理；

(14) Be responsible for the financial support and control of the company's investment and financing;

负责公司投融资财务支持与控制；

(15) Be responsible for the centralized management of the company's tax related activities;

负责公司涉税的归口管理；

(16) Be responsible for the centralized management of the company's industrial and commercial enterprise registration and change;

负责公司工商企业登记注册与变更的归口管理；

(17) Responsible for the centralized management of the company's application for and maintenance of national financial preferential policies such as high-tech enterprises, specialized and special new enterprises;

负责公司申办与维护高新技术企业、专精特新等国家财经优惠政策事务的归口管理；

(18) Be responsible for the centralized management of the company's special financial seal and corporate seal;

负责公司财务专用章及法人名章的归口管理；

(19) Responsible for the centralized management of accounting and cashier files and materials such as the company's accounting books, original vouchers, bank statements, business contracts, tax return vouchers, etc;

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负责公司会计账簿、原始凭证、银行对账单、业务合同、报税凭证等会计与出纳类档案与资料的归口管理；

(20) Be responsible for the management of management documents, non accounting and cashier files and data of the Department;

负责本部门管理类文件、非会计与出纳类档案与资料的管理；

(21) Be responsible for legal affairs related to the company's finance;

负责公司财务相关的法律事务；

(22) Complete other temporary work assigned by leaders.

完成领导交办的其他临时性工作。

6.3.6 Logistic Department 保障部

(1) Responsible for the centralized management of the company's office space, infrastructure, facilities and property;

负责公司办公场所、基建、设施与物业的归口管理；

(2) Responsible for the centralized management of the company's equipment, instruments, apparatus, office furniture and materials and other fixed assets;

负责公司设备、仪器、器材、办公家具与物资等固定资产的归口管理；

(3) Responsible for the centralized management of office supplies and consumables;

负责公司办公用品与耗材的归口管理；

(4) Responsible for centralized management of water and electricity guarantee and conservation of the company;

负责公司水电保障与节约的归口管理；

(5) Be responsible for the centralized management of the company's warehousing and warehouse;

负责公司仓储与库房的归口管理；

(6) Be responsible for the centralized management of the company's office order and security;

负责公司办公秩序与保卫的归口管理；

(7) Be responsible for the organization and implementation of the company's emergency safety;

负责公司应急安全的组织落实工作；

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- (8) Be responsible for the organization and implementation of the company's ecological and environmental protection;
 负责公司生态环保的组织落实工作；
- (9) Responsible for the centralized management of the company's office stations and environmental beautification;
 负责公司办公工位与环境美化的归口管理；
- (10) Responsible for the centralized management of the company's guest meals and employees' working meals;
 负责公司客餐与员工工作餐的归口管理；
- (11) Responsible for the centralized management of the company's meetings, internal activities and other security work;
 负责公司会议及内部活动等保障工作的归口管理；
- (12) Be responsible for the guarantee of company level business reception;
 负责公司级业务接待的保障工作；
- (13) Responsible for the centralized management of the company's traffic, drivers and vehicles;
 负责公司交通及司机、车辆的归口管理；
- (14) Responsible for the centralized management of the company's reception hall and front desk work;
 负责公司接待厅室及前台工作的归口管理；
- (15) Complete other temporary work assigned by leaders.
 完成领导交办的其它临时性工作。

6.3.7 Information Technology Department 信息技术部

- (1) Responsible for the centralized management of the company's informatization and intelligence strategic planning;
 负责公司信息化与智能化战略规划归口管理；
- (2) Responsible for the centralized management of the construction and maintenance of the company's overall information system (TIS);
 负责公司整体信息系统 (TIS) 建设、维护的归口工作；

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(3) Be responsible for the centralized management of all information systems and application technologies of the company;

负责公司所有信息系统与应用技术的归口工作；

(4) Responsible for the technical centralized management of the company's website, app, WeChat official account and other operational information platforms;

负责公司网站、APP、公众号等运营性信息平台的技术归口工作；

(5) Responsible for the centralized management of the company's information system related equipment, facilities, software and other assets;

负责公司信息系统相关设备、设施、软件等资产的归口管理；

(6) Be responsible for the centralized management of the company's it information data assets (resulting information);

负责公司 IT 信息数据资产（结果性信息）的归口管理；

(7) Complete other temporary work assigned by leaders;

完成领导交办的其它临时性工作。

6.3.8 Marketing Department 市场部

(1) Responsible for the centralized management of the company's market research and planning;

负责公司市场调研与规划的归口管理；

(2) Responsible for the centralized management of the company's marketing management and sales contracts;

负责公司营销管理与销售合同的归口工作；

(3) Be responsible for the centralized management of the company's products and product prices;

负责公司产品管理与产品价格的归口工作；

(4) Responsible for the centralized management of the company's business marketing mechanism and strategy;

负责公司业务市场营销机制与策略的归口工作；

(5) Be responsible for the centralized management of the company's brand construction;

负责公司品牌建设的归口工作；

(6) Be responsible for the centralized management of comprehensive marketing and integrated marketing of the company's business;

负责公司业务综合营销与整合营销的归口工作；

(7) Be responsible for the centralized management of the development of the company's branches;

负责公司分支机构发展的归口工作；

(8) Responsible for the centralized management of the company's business development and incubation in new fields;

负责公司新领域业务开发与孵化的归口工作；

(9) Responsible for the centralized management of the company's government relations;

负责公司政府关系的归口工作；

(10) Responsible for the centralized management of the company's social resources;

负责公司社会资源的归口工作；

(11) Responsible for the centralized management of the company's international relations;

负责公司国际关系的归口工作；

(12) Responsible for the centralized management of the expansion, establishment, maintenance and application of the company's strategic cooperation relationship;

负责公司战略合作关系拓展、建立、维护、应用的归口工作；

(13) Responsible for the centralized management of the company's business exhibition activities;

负责公司业务会展活动的归口工作；

(14) Responsible for the centralized management of the company's annual meeting, mid year meeting, company celebration and other internal meetings;

负责公司年会、年中会、司庆等内部会议活动的归口工作；

(15) Be responsible for the centralized management of public relations of the company;

负责公司公共关系的归口工作；

(16) Be responsible for the management of business-related files and data;

负责业务相关档案与资料的管理；

(17) Complete other temporary work assigned by leaders.

完成领导交办的其它临时性工作。

6.3.9 Quality management department 质量技术部

(1) Be responsible for the centralized management of the quality management of the evaluation center;

负责评价中心质量管理的归口工作；

(2) Be responsible for the centralized management of the center's technology;

负责本中心技术管理的归口工作；

(3) Be responsible for the centralized management of the center's compliance management;

负责本中心合规管理的归口工作；

(4) Be responsible for the centralized management of the center's standardization work;

负责本中心标准化工作的归口管理；

(5) Be responsible for the establishment, implementation, supervision, maintenance and improvement of the CDM quality management system of the center;

负责本中心 CDM 质量管理体系的建立、实施、监督、保持和改进的归口工作；

(6) Be responsible for the establishment, implementation, supervision, maintenance and improvement of the technical service system of the center;

负责本中心技术服务体系的建立、实施、监督、保持和改进的归口工作；

(7) Be responsible for the centralized management of the maintenance and maintenance of the business qualification of the center;

负责本中心业务资质的维护、保持工作的归口管理；

(8) Be responsible for centralized management of the effectiveness of the business scope of the center's business field;

负责本中心业务领域的业务范围有效性的归口管理；

(9) Responsible for the centralized management of the center's expansion or reduction of the approved business scope in the business field;

负责本中心扩大或缩小业务领域认可业务范围的归口管理；

(10) Responsible for the centralized management of the company's technical service process compliance and customer event handling;

负责公司技术服务过程合规性及客户事件处理的归口管理；

(11) Be responsible for putting forward the handling measures involving the validators and verifiers during the event handling process and preparing handling opinions;

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负责事件处理过程中对涉及审定、核查人员的处理措施的提出并编制处理意见；

(12) Responsible for reviewing and verifying the centralized work of on-site compliance supervision;

负责审定、核查现场合规监管的归口工作；

(13) Responsible for the centralized management of new product R & D and technology R & D;

负责新产品研发、技术研发的归口管理；

(14) Be responsible for the centralized management of the center's compliance supervision;

负责本中心合规监管的归口工作；

(15) Be responsible for communicating with superior competent departments;

负责与上级主管部门沟通；

(16) Be responsible for centralized management of business appeals / complaints of the center;

负责本中心业务申/投诉的归口管理；

(17) Be responsible for the collection of information related to the business of the center and the tracking and implementation of processing measures;

负责与本中心业务相关的信息收集及处理措施的跟踪落实；

(18) Be responsible for the centralized management of the collection, update and application of laws and regulations related to the business of the center;

负责本中心业务相关法律法规收集、更新、应用等归口管理工作；

(19) Be responsible for the management of CDM approved business scope of the center;

负责本中心 CDM 认可业务范围的管理；

(20) Responsible for the centralized management of the center's business quality system documents and internal / external related documents and data;

负责本中心业务质量体系文件与内/外部相关文件、资料的归口管理；

(21) Be responsible for the daily work of the center's Impartiality Committee;

负责本中心维护公正性委员会的日常工作；

(22) Complete other temporary work assigned by leader.

完成领导交办的其它临时性工作。

6.3.10 Business Department 业务部

- (1) Be responsible for the planning and improvement of the marketing plan of the center's main business products;
负责本中心主营业务产品营销方案的策划与改进;
- (2) Be responsible for the publicity and promotion of the center's CDM business and other new product sales;
负责本中心 CDM 业务等新产品销售的宣传与推广工作;
- (3) Be responsible for the completion of the market development and marketing objectives of the center's industrial evaluation, green and energy-saving new products and other technical services;
负责本中心工业评价与绿色节能新产品等技术服务业务市场开发与营销目标的完成;
- (4) Be responsible for the incubation of new business units of technical service products and corresponding market departments;
负责技术服务产品新事业部及相应市场部门的孵化工作;
- (5) Be responsible for promoting the industrialization of the corresponding business of the center;
负责本中心相应业务行业化的推进;
- (6) Be responsible for the management of corresponding business subcontractors of product technical services;
负责产品技术服务相应业务分包方的管理;
- (7) Responsible for the marketing control, production and marketing coordination and marketing assessment of the corresponding products of the center;
负责本中心相应产品的营销管控、产销协调与营销考核;
- (8) Be responsible for the management of sales funds of corresponding businesses of the center;
负责本中心相应业务销售款项的管理;
- (9) Responsible for the sales liaison and regional relationship maintenance of the center's corresponding business;
负责本中心相应业务的销售联络与区域关系维护;
- (10) Be responsible for the innovation and expansion of the sales methods of the corresponding business products of the center;

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负责本中心相应业务产品销售方式创新与拓展；

(11) Be responsible for the customer service of the corresponding business of the center;

负责本中心相应业务的客户服务工作；

(12) Be responsible for the contact and project management of old customers in the corresponding fields of the center;

负责本中心相应领域老客户的联络与项目管理；

(13) Be responsible for the recovery and business re-development of the lost customers in the corresponding fields of the center;

负责本中心相应领域业务流失客户的挽回与业务再开发工作；

(14) Be responsible for the management of business-related files and data;

负责业务相关档案与资料的管理；

(15) Responsible for the assistance and management of the center's business application / complaint, and communication and coordination with customers;

负责本中心业务申/投诉的协助管理，与客户的沟通协调；

(16) Complete other temporary work assigned by leaders.

完成领导交办的其它临时性工作。

6.3.11 Certification Operation Department 运营部

(1) Be responsible for the centralized management of the production and operation of the technical service business of the center;

负责本中心技术服务业务生产运营的归口管理；

(2) Responsible for centralized management of CDM validation and/or verification/certification of the center's business;

负责本中心业务 CDM 审定、核查/核证的归口管理；

(3) Be responsible for the management, scheduling and arrangement of CDM validation and/or verification/certification schemes of the center's business;

负责本中心业务 CDM 审定、核查/核证方案的管理及调度与安排；

(4) Be responsible for the centralized management of the practicing qualifications of the technical service personnel of the center;

负责本中心技术服务人员执业资格的归口管理；

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(5) Be responsible for the centralized management of the training, capability improvement and assessment of the technical service personnel of the center;

负责本中心技术服务人员培训、能力提升与考核的归口管理；

(6) Be responsible for the centralized management of the professional ability evaluation of the technical service personnel of the center;

负责本中心技术服务人员专业能力评价的归口管理；

(7) Responsible for the establishment of relevant files of technical personnel of the center and the management of corresponding data and information;

负责本中心技术人员相关档案的建立与相应资料信息的管理；

(8) Be responsible for the daily management and service of the validation, verification and technical review personnel of the center;

负责本中心审定、核查、技术评审人员的日常管理与服务工作；

(9) Be responsible for proposing changes to the business scope of CDM technical accreditation of the center;

负责本中心 CDM 技术认可业务范围的变更建议提出；

(10) Be responsible for the centralized management of the demand analysis and approval in the technical field, the preparation and use of the validation and/or verification/certification operation instructions;

负责技术领域需求分析及审定、核查/核证作业指导书编制及使用的归口管理；

(11) Be responsible for the organization and implementation of technical service personnel's operation behavior (including CDM validation and/or verification/certification) and operation quality assessment, rewards and punishments;

负责技术服务人员作业行为（包括 CDM 审定、核查/核证）和作业质量考核与奖惩的组织实施；

(12) Responsible for the centralized management of the validation and/or verification/certification of operating personnel and the approval of expenses;

负责运营人员审定、核查/核证费用核定的归口管理；

(13) Responsible for the implementation and process supervision and management of validation and/or verification/certification in corresponding fields of the company;

负责公司相应领域审定、核查/核证的实施与过程监督管理；

(14) Be responsible for internal and external communication during the implementation of validation and/or verification/certification in the corresponding fields of the company;负责公司相应领域审定、核查/核证的实施过程中内外部的沟通;

(15) Complete other temporary work assigned by leaders.

完成领导交办的其它临时性工作。

6.3.12 Assessment Department 评审部

(1) Be responsible for the technical review management of validation and/or verification/certification files;

负责审定、核查/核证案卷的技术评审管理;

(2) Be responsible for the ability improvement of the validation and/or verification/certification personnel and reviewers;

负责审定、核查/核证人员、评审人员的能力提升工作;

(3) Responsible for centralized management of validation and/or verification/certification files;

负责审定、核查/核证案卷的归口管理;

(4) Be responsible for updating and maintaining the review standards and technical requirements for validation and/or verification/certification;

负责审定、核查/核证评审标准和技术要求的更新维护;

(5) Be responsible for reviewing and filing the validation and/or verification/certification review files;

负责审定、核查/核证评审案卷的复核和归档工作;

(6) Be responsible for the accounting and management of validation and/or verification/certification and marking fees;

负责审定、核查/核证阅卷费用的核算管理;

(7) Responsible for the centralized management of the validation and/or verification/certification review files;

负责审定、核查/核证评审案卷的归口管理。

(8) Complete other temporary work assigned by leaders.

完成领导交办的其它临时性工作。

6.3.13 General Department 综合部

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(1) Be responsible for formulating the daily work plan of the center and coordinating the daily work;

负责制定本中心日常工作计划，协调日常工作；

(2) Be responsible for the work of giving order from the higher to lower level, reporting situation from lower to higher level, and relationship coordination;

负责上情下达、下情上报、关系协调等工作；

(3) Be responsible for sorting out work information, mastering work trends, conducting comprehensive research, feeding back work opinions, and providing basis for leaders to make decisions and guide work;

负责整理工作信息、掌握工作动态，开展综合调研，反馈工作意见，为领导决策和指导工作提供依据；

(4) Be responsible for coordinating with the employee development department to carry out personnel management work such as attendance, evaluation, technical title declaration, salary, training, appointment and removal of personnel within the scope of authority, employment, deployment and communication of the center's employees;

负责协同员工发展部，进行本中心员工考勤、考评、技术职称申报、薪酬、培训、职权范围的人员任免、录用、调配、交流等人员管理工作；

(5) Be responsible for the center's secretarial work, conference affairs, file management, office equipment and supplies procurement, data management, data printing, various drafts, confidential work;

负责本中心的文秘、会务、档案管理，办公设备及用品采购，资料管理，资料印刷，各式文稿起草，机要保密工作；

(6) Responsible for coordinating with the logistic department and business departments to implement the external reception, external liaison, internal and external coordination, customer visits and complaints related to the operation and management of the center;

负责协同保障部、业务部门落实本中心经营管理相关的对外接待、对外联络、内外协调和客户来访、投诉工作；

(7) Complete other temporary work assigned by leaders.

完成领导交办的其它临时性工作。

6.3.14 Impartiality Committee 公正性委员会

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The Impartiality Committee is the highest supervision organization for the impartiality of UICC's CDM validation and/or verification/certification activities. Its composition includes representatives of all stakeholders, none of whom is in a dominant position. See section 6.4 "Impartiality Committee" of this manual for its responsibilities, organizational structure, activities and working methods.

公正性委员会是公司 CDM 审定、核查/核证活动公正性的最高监督机构，它的组成包括利益相关方的各方面代表，其中任何一方均不处于支配地位，其职责、组织结构、活动和工作方式见本手册 6.4 “公正性委员会” 章节。