

Steps by Step Instruction for C-Sink Managers for Artisan C-Sink Certification

	Procedure	Applicant - C-Sink Manager	Carbon Standards – q.inspecta
1	Request	By applicants	The applicant receives a first package of information combined with individual information.
2	Application and Registration	The application and registration form are submitted by the C-Sink Manager	To q.inspecta
3	Offer	To C-Sink Manager	q.inspecta sends the offer, for giving an overview on the estimated annual costs
4	Training	For C-sink Manager	Carbon Standards or their partners train the C-sink Manager.
5	Artisan Biochar Producer registration	The C-Sink manager registers each Artisan Biochar Producer	
6	Artisan Biochar Producer training	Artisan Biochar Producers are trained by the C-Sink Manager	
7	Internal inspections and monitoring measures, evaluation of reports	The C-sink Manager implements his internal inspection and monitoring system verifying compliance with the standard.	
8	Monitoring Plan (MP)	The C-Sink Manager fills in the monitoring plan (MP). Going through the MP is also useful to identify potential noncompliance.	
9	Monitoring Plan Review		CSI reviews the MP and informs the C-Sink Manager about the result of this review.
10	Corrective actions	If non-conformities are detected in the MP these should be corrected even before the first inspection takes place.	CSI checks the corrected management plan and assigns inspection to q.inspecta.
11	Inspection	After inspection the inspection report is signed by the C-sink Manager or responsible person of the respective C-Sink network, Artisan Pro C-sink Farmer, Biochar trader or Biochar user.	The q.inspecta inspector evaluates the reliability of the training and monitoring activities. A sample of farmers is re-inspected, internal inspectors' performance is assessed, and the efficiency of the applied monitoring tools is assessed. If applicable - biochar processing facilities are visited.
12	Certification of C-Sink manager		q.inspecta certifies the C-Sink Manager
13	Registering of produced batches	The C-Sink Manager verifies and registers each produced batch in his IT System and transfer the data to Carbon Standards	
14	Certification of produced batches		q.inspecta certifies each batch of Global Artisan C-Sink and transfers the data into the Global C-Sink register.