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If you should require any further information then please do not hesitate to contact us. We will be pleased to help you.

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According to the ISO14064-2 rules, a project must undergo a verification by a validation/verification body. TÜV NORD CERT GmbH is an accredited validation/verification body for validation and verification of projects under ISO14064-2 with additional competence based on project specific knowledge, training and experience.

1. GENERAL SCOPE OF WORK

Verification is the process for evaluating a statement of historical data and information to determine if the GHG report or statement for monitoring is materially correct and conforms to criteria. The verification will therefore be performed based on the validated ISO14064-2 project GHG report or statement including the approved baseline & monitoring methodology, the baseline study, the monitoring plan, the validation report, the monitored emission reductions/removals against ISO14064-2 rules and associated interpretations and host country requirements.

The verification is based on the information made available to TÜV NORD CERT GmbH and on the contract conditions. TÜV NORD CERT GmbH cannot be held liable by any entity for making its verification opinion based on any false or misleading information supplied to it during the course of verification.

TÜV NORD CERT GmbH employs a risk-based approach in the verification, focusing on the identification of significant risks for project implementation and the achieved emission reduction amount of the project activity.

The verification is not meant to provide any consulting to the client. However, stated requests for forward actions and/or corrective actions may provide input for improvement of the monitoring system.

The verification will follow the procedures of TÜV NORD CERT GmbH's JI/CDM Certification Programme (JI/CDM CP) Quality manual and the applicable ISO14064-2 rules.

The verification will be carried out as follows:

- Verification of the actual monitoring systems and procedures to be in compliance with the monitoring systems and procedures described in the monitoring plan as a part of the validated ISO14064-2 project GHG report or statement.
- Submission of Verification Report to the client

2. VERIFICATION PROCESS

The verification of the project shall follow the sequence of steps presented below and is based on the process for verification or validation, including verification or validation planning, assessment procedures, and the evaluation of organizational, project and product GHG statements as indicated in ISO 14064-3.

2.1. Desk Review

In order to start related work, the client has to provide the TÜV NORD CERT GmbH with a copy of the latest version of the monitoring report and all other information requested by TÜV NORD CERT GmbH at least 4 weeks prior to the planned on-site visit.

At least the following documents shall be provided:

- the last revision of the validated ISO14064-2 project GHG report or statement and attached documents, including the most recent monitoring plan,
- the last revision of the project GHG report or statement for monitoring, including the claimed emission reductions/removals for the project,
- the last revision of the validation report and/or the last revision of the initial or previous verification report.

2.2. On-site visit and follow-up interviews

TÜV NORD CERT GmbH will perform an on-site visit of the project site(s) as part of the verification and as required by the norm (ISO 14064-3 6.1.4.2) and based on the risk assessment. During this on-site visit, the project implementation will be cross-checked against the registered project documentation.

TÜV NORD CERT GmbH prepares the site visit by:

- determining to which extent the project will be visited on-site (on the basis of a statistical analysis considering the nature of the project)
- carrying out a strategic analysis and risk assessment considering all relevant information sources
- organising the logistical aspects of the visit, including the agenda and whom to interview.

Typical activities on-site include:

- Introduction meeting, explanation of objectives of the verification,
- Interviews with data co-ordinators, process engineers and other key personnel at site,
- Assess the operations and activities relevant to the GHG sources, sinks and reservoirs,
- Check and assess the data management and control system as well as processes and material flows that impact the emissions,
- Inspection of the physical infrastructure,
- Check of the scope and boundaries,
- Conformity with operational and data collection procedures
- Sampling equipment and sampling methodologies applied,
- Review of performance records and collection of measurements,
- Check of monitoring and measurement equipment / instruments and observations of monitoring practices to establish traceability to applicable calibration and monitoring information,
- Check the monitoring practices against the requirements established by the responsible party or specified in criteria,
- Assess the calculations and assumptions made in determining the GHG data, emissions and, as applicable, emission reductions and removal enhancements,
- Interviews with local project stakeholders, as applicable,

- Specific testing and calculation checks to be done on high risk, material data sources and data management issues as well as check of quality control and quality assurance procedures in place to prevent or identify and correct any errors or omissions in the reported monitoring parameters,
- Closing meeting including presentation of preliminary results

An on-site visit and assessment focuses on the following key areas:

- Project installation as per registered ISO14064-2 Project Description
- Information flows for generating, aggregating/collating and reporting the selected monitoring parameters
- Calculations and assumptions made in determining the emission reductions/removals
- Controls in place to prevent, or detect and correct any significant errors or omissions in the selected monitoring parameters reported
- Evidence gathering activities for the above stated activities

2.3. Resolution of CARs, CLs & FARs via Preliminary Findings List and Draft Verification Report (DVR)

In order to remedy any mistakes, problems or any other outstanding issues that need to be clarified for positive conclusion on the project design, TÜV NORD CERT GmbH will formally communicate the client the findings in form of Corrective Action Requests (CARs), Clarification Requests (CL) and/or Forward Action Requests (FARs) with the help of a verification checklist, in order to arrive at conclusions related to the claimed emission reductions/removals. In the event of issuance of CARs / CLs the client will have to close CARs and respond to CLs before the verification can be completed.

The term “Forward Action Request” shall be used in the verification report, when:

- the actual project monitoring and reporting requires attention for the next consecutive verification period, or
- an adjustment of the monitoring plan is recommended
- or based on any ISO14064-2 rule.

As a consequence such aspects shall receive a special focus during the next consecutive verification. A FAR may originate from lack of data sustaining claimed emission reductions/removals.

It is the responsibility of the client to respond to the CARs, CLs and FARs reported by TÜV NORD CERT GmbH in a timely manner. The CARs and CLs stated in the preliminary findings list will have to be resolved by the client, if these are issued. The requests can be resolved or “closed” by desk review or by another site visit, if required. If findings cannot be solved, this may cause the project to not be recommended for issuance of corresponding emission reduction/removal units.

The number of assessments on the corrective actions for closure of CARs and CLs raised is limited to two consecutive rounds. For further resolution, the client and TÜV NORD CERT GmbH may enter into an amendment for additional man-days required.

In addition to the preliminary findings list, the client will also receive a draft verification report, based on the initial desk review and on-site visit.

2.4. (Final) Verification Report (FVR)

Following the completion of the verification assessment, i.e. the closure of all findings communicated by TÜV NORD CERT GmbH, a verification report will be prepared.

2.5. Technical review & Final Approval

Before the submission of the final verification report, an internal technical review and final approval of the whole verification process will be carried out by TÜV NORD CERT GmbH.

2.6. Submission to the client

TÜV NORD CERT GmbH will inform the project participants, the Parties of its verification decision in writing. This will be done immediately upon completion of the verification process.

TÜV NORD CERT GmbH will submit the verification report to the client.

3. SCHEDULE OF EVENTS

Precondition for starting the verification as per the scope and procedures set out above is the submission of all necessary project-related documents such as but not limited to the GHG report for monitoring and the emission reduction/removal calculation, and all necessary documentation regarding ISO14064-2 rules by the Client to TÜV NORD CERT GmbH. The Client shall submit all necessary project-related documents at least four (4) weeks before TÜV NORD CERT GmbH's (first) site visit. If the client fails to meet the aforementioned timeline or fails to submit any project-related documents that TÜV NORD CERT GmbH requested or which the client should reasonably have submitted to TÜV NORD CERT GmbH, TÜV NORD CERT GmbH may, at its sole discretion, postpone its site visit(s).

TÜV NORD CERT GmbH will use reasonable efforts to forward the Preliminary Findings List and the DVR including the CARs and CLs to the Client within four (4) weeks of its (final) site visit.

Upon the Client's submission of its response to CARs and CLs, TÜV NORD CERT GmbH will use reasonable efforts to finalise the FVR within four (4) weeks of TÜV NORD CERT GmbH's receipt of the final documents submitted by the Client. Subsequently, the internal technical review and final approval will be conducted.

4. TEAM COMPOSITION

An experienced team will carry out the verification of the project.

The verification team will consist of experienced (lead) auditors and experts covering technical, methodological, environmental, host country and socio-economic competence as required.

The final team composition will be announced after conclusion of contract and in the course of the audit planning. The client has the right to reject any team member with sufficient justification. Related Curriculum Vitae of the audit team will be provided upon request vide operations.carbon@tuev-nord.de.

5. RIGHTS AND RESPONSIBILITIES OF TÜV NORD CERT GMBH

TÜV NORD CERT GmbH shall be entitled to interview attorneys, engineers, analysts, accountants, or other parties deemed by TÜV NORD CERT GmbH to have the qualifications necessary to assist in the performance of the service. TÜV NORD CERT GmbH may select and engage such persons without the clients prior approval save that, should the client advise TÜV NORD CERT GmbH that a conflict of interest exists, TÜV NORD CERT GmbH will take all necessary measures to engage alternate advisors. TÜV NORD CERT GmbH may also consult with stakeholders to assist in the performance of the service. Stakeholders shall include the public, including individuals, groups or communities affected, or likely to be affected, by the activity in question.

In performing the service, TÜV NORD CERT GmbH shall observe and obey all applicable laws, regulations, rules and standards imposed by any government or other duly constituted authority having jurisdiction in the host country.

TÜV NORD CERT GmbH by accepting the offer neither automatically guarantees a positive verification opinion.

TÜV NORD CERT GmbH has the right to subcontract members of the TÜV NORD GROUP of other entities and external individuals.

TÜV NORD CERT GmbH has the right to conduct interviews, meetings and/or discussions with client's employees and agents on any matters relating to the service.

6. RESPONSIBILITIES OF THE CLIENT

The client is responsible for:

Preparing a GHG Report for monitoring, the emission reduction/removal calculation and further project specific documents (if necessary) in compliance with the rules set by the applied standard ISO 14064-2.

Providing TÜV NORD CERT GmbH with

- the necessary and requested access to client books, records, information systems and facilities such that TÜV NORD CERT GmbH is able to verify the data and information in the GHG Report for monitoring.
- all information, documentation, data or other material or taking all measures required by the scheme unless TÜV NORD CERT GmbH is expressly responsible for providing such measures.