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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.

Please contact us via mail to operations.carbon@tuev-nord.de or by telephone 0800 245 74 57 (Free-phone from within Germany) or +49 511 9986-1222 from abroad.

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According to the procedures of CERCARBONO's Certification Programme¹ a project must undergo a validation by a validation/verification body. TÜV NORD CERT GmbH is an accredited validation/verification body for validation and verification of projects under CERCARBONO Sectoral Scopes 1 – 16 with additional competence based on project specific knowledge, training and experience.

1. GENERAL SCOPE OF WORK

Validation is the independent evaluation of the project design, in particular the project's baseline study and monitoring plan, which are included in the Project Design Description (PDD), and other relevant supporting documents, against CERCARBONO Program rules and associated interpretations, as well as host country requirements.

The validation 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 validation opinion based on any false or misleading information supplied to it during the course of validation. TÜV NORD CERT GmbH employs a risk-based approach in the validation, focusing on the identification of significant risks for project implementation and the estimation of emissions reductions.

The validation is not meant to provide any consulting to the client. However, stated requests for clarifications and/or corrective actions may provide input for improvement of the project design.

The validation will follow the procedures of TÜV NORD CERT GmbH's Climate Project Standards (CPS) Quality manual and the applicable CERCARBONO Program rules.

2. VALIDATION PROCESS

The validation of the project (Single project activity and multiple project activities (bundling of project and grouped project)) shall follow the sequence of steps presented below. In grouped projects, validation of the project is not required for the addition of new instances, these are validated during verification events. The same holds true for project activities in a Programme of activities (PoA).

2.1. Desk Review

In order to start related work, the client has to provide the TÜV NORD CERT GmbH with the latest version of the project design description and supporting documents related to the project design and baseline study as well as monitoring plan. Furthermore, the validation team may request additional documentation by third parties like host-party legislation, technical reports referring to the project design or to the basic conditions and technical data. Documentation for desk review must be provided at least four weeks prior to the planned on-site visit.

Please refer to the CERCARBONO Website ([Documents – Cercarbono](#)) for the relevant templates.

2.2. Validation Plan/Audit Plan

TÜV NORD CERT GmbH shall develop a validation plan addressing prior actions as per in Section 4.3.1. of the Procedures of Cercarbono's Certification Programme and shall assess the accuracy and completeness of the PDD. TÜV NORD CERT GmbH should communicate the validation plan and notify field visits schedule to the Climate Change Mitigation Project (CCMP) holder. If the evidence collected

¹ [Procedures-of-Cercarbonos-Certification-Programme-V-2.2.pdf](#)

indicates a material error or identifies any non-conformities in the criteria, it may be necessary for TÜV NORD CERT GmbH to modify the validation plan and the evidence collection plan as necessary.

2.3. On-site visit and follow-up interviews

Visits of the project site(s) / Project Proponents offices will be carried out in line with the CERCARBONO Program rules and related stakeholders as applicable. To ensure an efficient validation process, the client has to provide all necessary information and documentation during the site visit and grant access to relevant sites and persons as planned. If TÜV NORD CERT GmbH determines that the information provided by the Client is insufficient for conducting the validation, TÜV NORD CERT GmbH may, at its sole discretion, request follow-up interviews with project stakeholders or consultants.

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 considering all relevant information sources.
- Organising the logistical aspects of the visit, including the approved Validation Plan and whom to interview.
- Preparation of the validation as well as evidence-gathering plan.
- Communication of the validation plan and any updates to the project holder

Typical activities on-site include:

- Opening and introduction meeting, explanation of objectives of the validation,
- Interviews with data co-ordinators, process engineers and other key personnel at site,
- Check of monitoring equipment, as applicable,
- Interviews with local project stakeholders, as applicable,
- Closing meeting including presentation of any preliminary results.

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

- Project installation as per CERCARBONO Project Design Description and Methodology, if applicable,
- Calculations and assumptions made in determining the projected emission reduction data,
- Controls in place to prevent, or detect and correct any significant errors or omissions in the selected monitoring parameters to be reported.

2.4. Resolution of Corrective Action Requests (CARs) and Clarification Requests (CL) via Preliminary Findings List and Draft Validation 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 CARs and CL with the help of a validation checklist, in order to arrive at

conclusions related to the claimed emission reductions. In the event of issuance of CARs / CLs the client will have to close CARs and respond to CLs before the validation can be completed.

It is the responsibility of the client to respond to the CARs and CLs 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 the client by modifying the project design and by rectifying and updating the project design documentation. If findings cannot be solved, this may cause the project to not be recommended for registration, and subsequently the projected emission reductions not to be validated and verified.

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 receive a DVR, based on the initial desk review and on-site visit.

2.5. (Final) Validation Report (FVR)

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

2.6. Technical review & Final Approval

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

2.7. Submission to the client

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

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

3. SCHEDULE OF EVENTS

Precondition for starting the validation 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 PDD, the financial calculation spreadsheet (if applicable), the emission reduction calculation, and all necessary documentation regarding CERCARBONO Program 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 validation of the project.

The validation 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 validation opinion nor the registration of the project.

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 PDD and further project specific documents (if necessary) in compliance with the rules set by the applied scheme.

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 validate the data and information in the PDD.
- 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.

- All obligations of the client shall be performed according to the scheme in force when performing the obligations. In case of changes to the scheme affecting performances already rendered the client shall amend or render anew its performances accordingly.
- In case CERCARBONO Board requests revision of the submitted project documentation or raises questions, the client shall send the revised documents for resubmission to TÜV NORD audit team latest 30 business days before the submission deadline (60 business days). The final documents approved by the audit team shall be send to TÜV NORD for technical review at least 10 business days prior to the submission deadline.