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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 Procedures of CERCARBONO's Certification Programme¹, 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 CERCARBONO Sectoral Scopes 1 – 16 with additional competence based on project specific knowledge, training and experience.

1. GENERAL SCOPE OF WORK

The verification will be performed based on the validated CERCARBONO Project Design Description (PDD) including the approved baseline & monitoring methodology, the baseline study, the monitoring plan, the validation report, the monitored emission reductions/removals against CERCARBONO Program 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 generation of CERCARBONO Carbon Credits (*Carboncer*).

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 Climate Project Standards (CPS) Quality manual and the applicable CERCARBONO Program 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 registered CERCARBONO Project Design Description .
- Submission of Verification Report to the client

2. VERIFICATION PROCESS

The verification of the project (Single project activity and multiple project activities (bundling of project and grouped project)) shall follow the sequence of steps presented below.

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:

¹ [Procedures of Cercarbonos Certification Programme \(V-2.3\)](#)

- the last revision of the PDD and attached documents, including the most recent monitoring plan,
- the last revision of the monitoring report (MR), 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.
- If the first verification will be conducted at the same time of the validation, instead of the documents mentioned above in the first two points, the last revision of the PDD and MR and attached documents including the most recent monitoring plan are required.

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

2.2. Verification Plan/Audit Plan

TÜV NORD CERT GmbH shall develop a verification plan that addresses the prior actions stated in Section 4.3.1, of the Procedures of Cercarbono's Certification Programme as well as evaluate or analyze the following issues at least:

- That established in the PDD.
- The validity of the baseline scenario.
- GHG emission Sources.
- Changes in GHG emissions, GHG emission reductions and carbon stocks in the carbon pools over a given period in the project scenario.
- Implementation of quantification methods and reporting of any changes.
- The sources of GHG information.
- The data reporting and monitoring system.
- Oversight of the CCMP reporting data management and supporting processes.
- The availability of evidence for the information supporting the PDD.
- The results of previous verifications, where applicable.
- The results of sensitivity or uncertainty analysis.
- The type of GHG, considering the use of the warming potential values issued in the IPCC Fifth Assessment Report or those values that replace them.
- The monitoring plan, which sets out the number and frequency of verification events and justification for earlier or later than planned verification events.
- The monitoring methodology applied (i.e., direct measurement of GHG emissions or calculation of GHG emissions with indirect measurement of activities and calculation data).
- The monitoring report.
- The results of the validation report.
- Compliance with methodological criteria (additionality, eligibility, permanence, among others).

- That the CCMP does not generate net harm, through compliance with the document Safeguarding Principles and Procedures of Cercarbono's Certification Programme, available at www.cercarbono.com, section: Documentation.
- Inputs to the proposed SDGs. In this regard, the VVB checks that the holder has completed the Cercarbono's Tool to Report Contributions from Climate Change Mitigation Initiatives to the Sustainable Development Goals, available at www.cercarbono.com, section: Documentation.
- Other relevant information, if applicable.

2.3. 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 as required by the CERCARBONO regulations. During this on-site visit, the project implementation will be cross-checked against the registered project documentation and further topics as described below but not limited to those.

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 agenda and whom to interview.
- Preparation of the verification as well as evidence-gathering plan.
- Communication of the verification plan and any updates to the project holder

Typical activities on-site include:

- Opening and introduction meeting, explanation of objectives of the verification,
- Interviews with data co-ordinators, process engineers and other key personnel at site,
- Review of performance records and collection of measurements,
- Check of monitoring equipment and observations of monitoring practices,
- 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,
- Closing meeting including presentation of any preliminary results.

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

- Project installation as per registered CERCARBONO Project Design Description
- Information flows for generating, aggregating/collating and reporting the selected monitoring parameters
- Calculations and assumptions made in determining the GHG emission reductions/removals

- Controls in place to prevent, or detect and correct any significant errors or omissions in the selected monitoring parameters reported

In case a remote audit is conducted, it shall be ensured that remote auditing policy is met as per CERCARBONO regulatories.

2.4. Resolution of Clarification Requests (CL) and Corrective Action Requests (CARs) 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 CARs) and CL 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.

As a consequence such aspects shall receive a special focus during the next consecutive verification.

It is the responsibility of the client to respond to the CLs and CARs 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.

2.5. (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.

2.6. 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.

2.7. 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 MR and the emission reduction/removal 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 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 MR 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 verify the data and information in the MR.
- 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 the CERCARBONO Board requests any updates to the submitted documents or questions to the project activity 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.