

CONTENT

1.	GENERAL SCOPE OF WORK	2
2.	VERIFICATION PROCESS	2
2.1.	Desk Review.....	3
2.2.	On-site visit and follow-up interviews	3
2.3.	Resolution of CLs and CARs via Preliminary Findings List and Draft Verification Report (DVR).....	4
2.4.	(Final) Verification Report (FVR)	5
2.5.	Technical review & Final Approval	5
2.6.	Submission to Puro.earth	5
3.	TEAM COMPOSITION	5
4.	RIGHTS AND RESPONSIBILITIES OF TÜV NORD CERT GMBH	5
5.	RESPONSIBILITIES OF THE CLIENT	6

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

1. GENERAL SCOPE OF WORK

The verification will be performed based on the validated Puro.earth's Puro Program Project Design Description (equivalent to Project Activity Description (PAD), here referred to as PDD) including the approved baseline & monitoring methodology, the baseline study, the monitoring plan, the validation report, the monitoring report (MR), the monitored emission reductions/removals against Puro Program rules and associated interpretations and host country requirements.

The verification is based on the information made available to the contractor and on the contract conditions. The contractor 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.

The contractor employs a risk-based approach in the verification, focusing on the identification of significant risks for project implementation and the generation of CO₂ Removal Certificates (CORCs).

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 Certification Programme (CPS CP) Quality manual and the applicable Puro Program rules.

The client shall submit an application for certification to Puro.earth (referred to as Puro). Puro shall conduct a review of the documentation submitted by the client with the aim of determining whether the documentation is complete and sufficient to attempt a verification audit.

The contractor will be allocated to the client by Puro in accordance with Puro's applicable allocation criteria. Such allocation will take place once the audit package (i.e. the set of documents required for the audit) has been confirmed by Puro as complete and ready for audit. Following allocation, the contractor shall contact the client to arrange the audit.

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 Puro Project Design Description.
- Submission of Verification Report to Puro and/or to the client.

2. VERIFICATION PROCESS

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

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 Puro Program rules by the client to the contractor. The client shall submit all necessary project-related documents at least four (4) weeks before the contractor's (first) site visit. If the client fails to meet the aforementioned timeline or fails to submit any project-related documents that the contractor requested or which the client should reasonably have submitted to the contractor, the contractor may, at its sole discretion, postpone the site visit(s).

2.1. Desk Review

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

At least the following documents shall be provided:

- the last revision of the Puro.Earth Project Activity Description (PAD, here referred to as Project Design Description, 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 Puro.Earth Project Design Description (PDD) and Monitoring Report (MR) and attached documents including the most recent monitoring plan are required.

Please refer to the puro.earth Website ([Templates | Puro.Earth](#)) for the relevant templates.

2.2. On-site visit and follow-up interviews

The contractor will perform an on-site visit of the project site(s) as part of the verification and as required by the Puro Program 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.

The contractor 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.
- Uploading the verification plan and any updates to the Puro.Earth Registry Platform.

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 Puro.Earth 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

2.3. Resolution of CLs and 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, the contractor will formally communicate the client the findings in form of Corrective Action Requests (CARs) and Clarification Requests (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. Findings can be identified by the contractor as critical, major or minor non-conformities, as per applicable Puro Program rules.

The contractor may also communicate Forward Action Request (FAR). 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 the contractor 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 the contractor may enter into an amendment for additional man-days required.

The contractor will use reasonable efforts to forward the Preliminary Findings List and the DVR including the CARs and CLs to the client within three (3) weeks of its (final) site visit.

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

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 the contractor, a verification report and statement will be prepared, i.e. Output Audit Report and Output Audit Statement.

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 the contractor.

2.6. Submission to Puro.earth

The contractor will submit the verification report and audit statement to Puro.earth's Certification Office immediately upon completion of the verification process. The contractor will respond to any clarifications from Puro.earth following submission.

3. 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.

4. RIGHTS AND RESPONSIBILITIES OF TÜV NORD CERT GMBH

The contractor shall be entitled to interview attorneys, engineers, analysts, accountants, or other parties deemed by the contractor to have the qualifications necessary to assist in the performance of the service. The contractor may select and engage such persons without the clients prior approval save that, should the client advise the contractor that a conflict of interest exists, The contractor will take all necessary measures to engage alternate advisors. The contractor may also check 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, the contractor 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.

The contractor by accepting the offer neither automatically guarantees a positive verification opinion. The contractor has the right to subcontract members of the TÜV NORD GROUP of other entities and external individuals.

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

5. RESPONSIBILITIES OF THE CLIENT

The client is responsible for:

Preparing a Monitoring Report (MR)/Project design description and monitoring report (PDD/MR) and further project-specific documents (as necessary) in compliance with the rules set by the applied scheme.

Promptly informing and assisting the contractor with all measures necessary and required to obtain any official authorization/registration/approval as required by any applicable and necessary host country's regulation and requirements.

Providing the contractor with:

- The Monitoring Report and further documents as requested by the scheme
- The necessary and requested access to client books, records, information systems and facilities such that the contractor is able to verify the data and information in the Monitoring Report.
- All information, documentation, data or other material or taking all measures required by the scheme unless the contractor 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 Issuing Body (Puro.Earth) issues an unsuccessful review outcome (unsuccessful Output Review), the client shall send any revised documents addressing the identified non-conformity issues to the contractor audit team latest 15 business days before the re-submission deadline (30 days). The final documents approved by the audit team shall be sent to the contractor for technical review at least 10 business days prior to the submission deadline.