
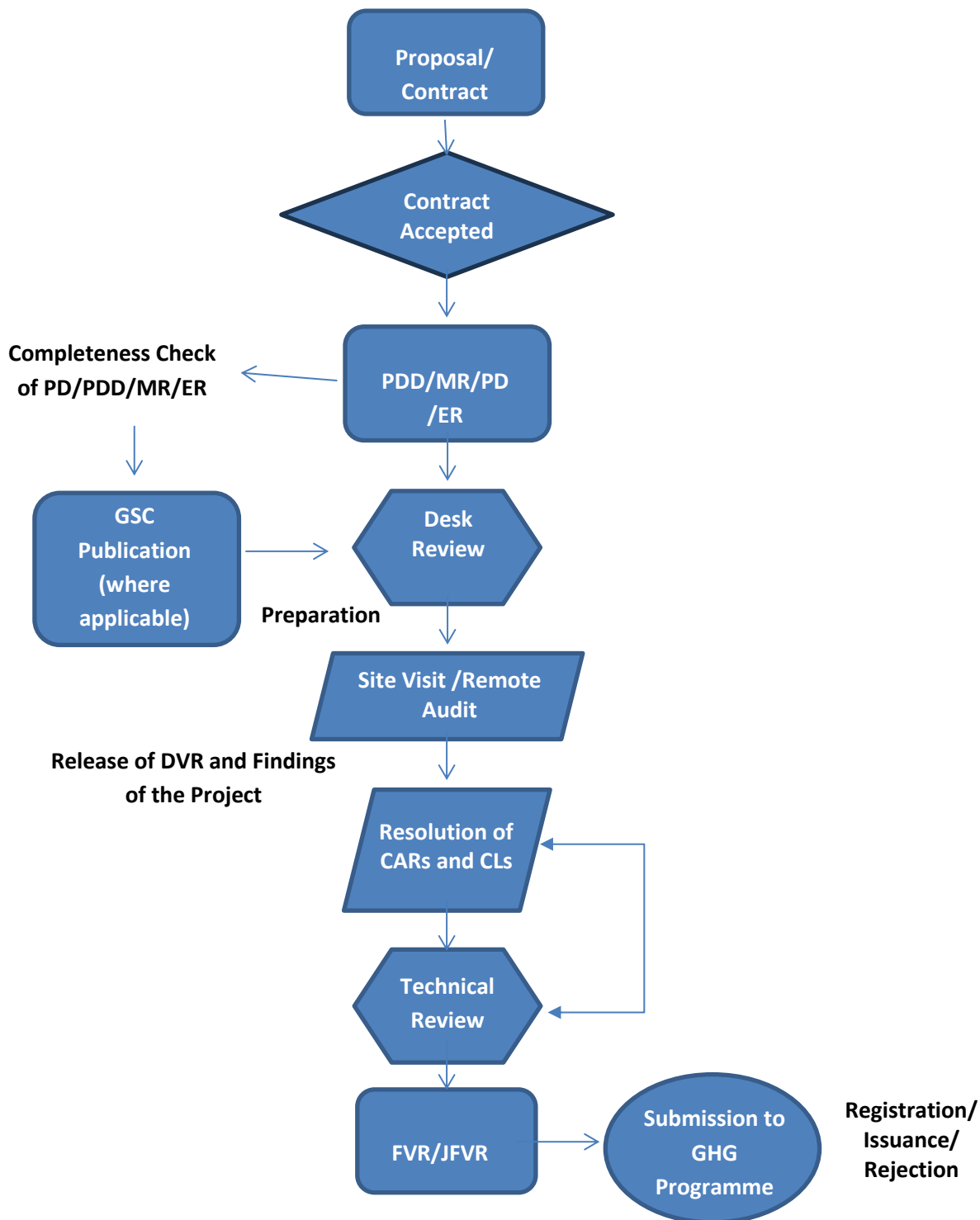



ISO-14065	Annex-09-02	Validation Verification Process	
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### GHG Validation and Verification Process Flowchart



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### **Validation process**

The validation of the project activity should follow the applicable VVM/VVS/PS. The validation team reviews the Project Description (PD)/ Project Design Document (PDD)/ Project Submission Form (PSF) based on the applicable Baseline / Monitoring methodology, published clarifications / deviations and decisions by the Supervisory Body/Verra Secretariat/GS TAC/GCC Steering Committee etc. Independent background investigation may be required to confirm claims made in the PDD/PD/PSF. The team leader shall identify and request further information from the project participants/project owners as needed to validate statements made in the PDD/PD/PSF.

The validation team shall in particular determine whether or not the baseline / monitoring methodology is fully applicable to the project activity, and that the methodology is correctly applied. In case of any discrepancies, the team leader shall record the situation in the validation protocol as a corrective action request (CAR) or clarification request (CL) or FAR (forward action request).

Depending on the situation and unless the situation can be corrected by a revision to the PDD/PD/PSF, it may be necessary to submit either:

- a request for clarification on the applicability of the approved methodology, or
- a request for deviation from the approved methodology, or
- a revision of the approved methodology, or
- a proposal for a new methodology.

Guidance on which of the above options to choose is provided in the “Clarification for project participants on when to request a revision, clarification to an approved methodology or deviation”.

The validation team leader shall inform the project participants about any decision made and coordinate the further steps with the project participants, in accordance with the relevant procedure(s). Except for requests for clarifications on the applicability of small-scale methodologies (which can be placed directly by the project participants/project owners), the submission shall be made through the VVB/DOE office.

Validation will usually include an on-site/remote assessment of the project facilities and interviews with relevant stakeholders or other parties, as deemed necessary to obtain background information needed to confirm/reconfirm assertions by the project participants. The team leader is responsible to prepare and submit an assessment plan to the project participants and to VVB/DOE office, usually about 4 weeks prior to the planned assessment. For the validation or verification/certification visit to the project activity or PoA or Grouped Project site, a qualified Team Leader and Technical Expert shall at a minimum participate in the visit. In the case of site visits to multiple sites, the Team Leader is required to visit one or more sites, as appropriate. In cases where Team Leader can't be present at site, he can attend the audit remotely and the Technical Expert can be at site. In case and situations where ICT/Remote audits need to be conducted, the Team Leader and Technical Expert shall attend the audit remotely.

The on-site/remote assessment shall start and end with a formal opening and closing meeting, respectively. The team leader prepares a draft validation report, using the current versions of the Validation Protocol and Validation Report, based on the review of available documents, on-site/remote visit and background investigation. The validation protocol shall be adjusted to the nature and specific conditions of each project (e.g., discussing applicability criteria of methodologies, etc.). If the protocol contains any CARs or CLs, the project participants are informed accordingly. Requests for Corrective Action (CAR), Clarification (CL) or Forward Action Requests (FAR) shall

- be issued according to definitions provided in the Validation/Verification Manual;
- indicate reference to applicable requirements as arising applied methodologies/tools, guidance's etc.; and

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– clearly address nonconformity or seek clarification, and avoid instructive/ consultative language in order to prevent actual or perceived consultancy.

Certain steps in the validation process may have to be repeated upon receipt of a revised PDD/PD/PSF. Open CAR/CL that cannot be resolved result in a negative validation opinion.

The team leader saves all records relevant to the validation process in VVB Project folder. It is recommended to have the project documentation pre-reviewed by a GHG/A6.4 auditor not involved in the same project, in order to streamline the technical review by avoiding formal errors and provision of complete documentation.

Once the validation process is considered finalized by the team leader, all related documents shall be submitted to DOE/VVB office through the TOP and technical review shall be requested. DOE/VVB office will assign the technical review to one of the appointed technical reviewers, based on the qualification requirements.

After completion of the technical review, Team Leader/VVB/DOE Team is responsible for requesting customer feedback from all parties officially contracted for the service.

After formal confirmation of the technical review protocol, VVB/DOE office will submit all related documents (previously specified by the technical reviewer) with a prior completeness check to the UNFCCC/Verra Secretariat/GS TAC/GCC Steering Committee for completeness check.

Relevant documentation includes, but not limited to the following:

- final version of PDD;
- final version of validation report and protocol (combined document);
- Host country approval;
- Letters of approval by all parties involved;
- Modalities of Communication;
- Evidence substantiating additionality of the project (e.g., IRR calculation etc.), proof of project start date, proof of serious consideration of A6.4/GHG, emission reductions calculations, etc.

The team leader shall obtain written consent of the project participant(s) for any information made publicly available. Team leader should also produce the “Performance Assessment of the Team” for the TR and maintain the same in the project VVB/DOE.

The request for registration/validation deed shall bear signature by Director/s and/or staff of the VVB/DOE office to ensure that the formal workflow is performed as per A6.4/VCS/GS/GCC procedure/ VVB/DOE work instructions as defined in the procedures without failure, and technical review personnel has not been involved as team member.

### **Verification process**

The verification of the project should follow the programme requirements. Verification includes a on-site/remote assessment of the project facilities and interviews with relevant stakeholders or other parties, as deemed necessary to obtain background information needed to confirm/reconfirm assertions by the project participants. The team leader is responsible to prepare and submit an assessment plan to the project participants/project owners and VVB/DOE office, *usually about 4 weeks* prior to the planned assessment.

The on-site/remote assessment shall start and end with a formal opening and closing meeting, respectively. The verification process shall follow the latest VVM/VVS/PS guidelines. In particular

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the integrity of monitoring data should be confirmed by comparison of data being collected at the point of monitoring, and following the same set of data through the steps of data aggregation, evaluation and calculation of emission reductions. This should apply both to data established during the monitoring period, and data being collected during the on-site/remote assessment. Adequate sampling should be performed for each monitoring parameter.

The team leader prepares a draft verification report based on the review of available documents, on-site visit and background investigation. If the draft verification report contains any requests for corrective action (CAR) or for clarification (CL), the project participants are informed accordingly. Certain steps in the process may have to be repeated upon receipt of a revised PD/PDD/PSF. Open CAR/CL result in a negative verification opinion, which is then informed to the project participants and UNFCCC/VERRA/GS/GCC or respective programme.

Verification activities shall include a confirmation whether or not the monitoring plan contained in the registered project description/project design document/project submission form has been implemented without modifications and the monitoring plan in the registered project design is in line with the applied approved methodology.

Thus, any inconsistency in the monitoring plan, revision in monitoring plan shall be sought with EB/Verra Secretariat/GS TAC/GCC Steering Committee etc., for approval and “Project Owner/Project Participants may only apply an approved monitoring plan”.

In case the verification team observes a modification to the monitoring plan, the team leader shall inform the VVB/DOE office and prepare a verification opinion according to the programme requirements. The request for revision of the monitoring plan shall be submitted through the VVB/DOE office and approved and published by UNFCCC/VERRA/GS/GCC before a request for issuance can be submitted.

During verification, if the VVB/DOE team observe any inconsistency in implementation of the project activity against the description of the registered PDD/PD/PDF, the “notification of project design change” shall be requested.

Cases where the monitoring of the particular period is deviated from the monitoring plan, the deviation to the particular period shall be sought with conservative approach.

The team leader saves all records relevant to the verification process in VVB project folder.

Once each particular process of verification is considered finalized by the team leader, all related documents shall be submitted to VVB/DOE office through the TOP database and technical review shall be requested. VVB/DOE office will assign the technical review to one of the appointed technical reviewers, based on the qualification requirements.

The request for issuance/ verification deed shall bear signature by Director/s and/or staff of the VVB/DOE office to ensure that the formal workflow is performed as per UNFCCC/VERRA/GS/GCC procedure/VVB/DOE work instructions as defined in the procedures without failure along with completeness check of final documents and ensuring technical review personnel has not been involved as team member.