



**VCS VALIDATION
PROCESS**

**VERIFIED CARBON
STANDARD**

The list of validated projects may be consulted
at ECOCERT head office at regular office hours

ECOCERT holds at your disposal the questionnaire
" VCS validation/verification services Application form ",
The VCS Standard Version 3, v3.6, as well as any other additional information

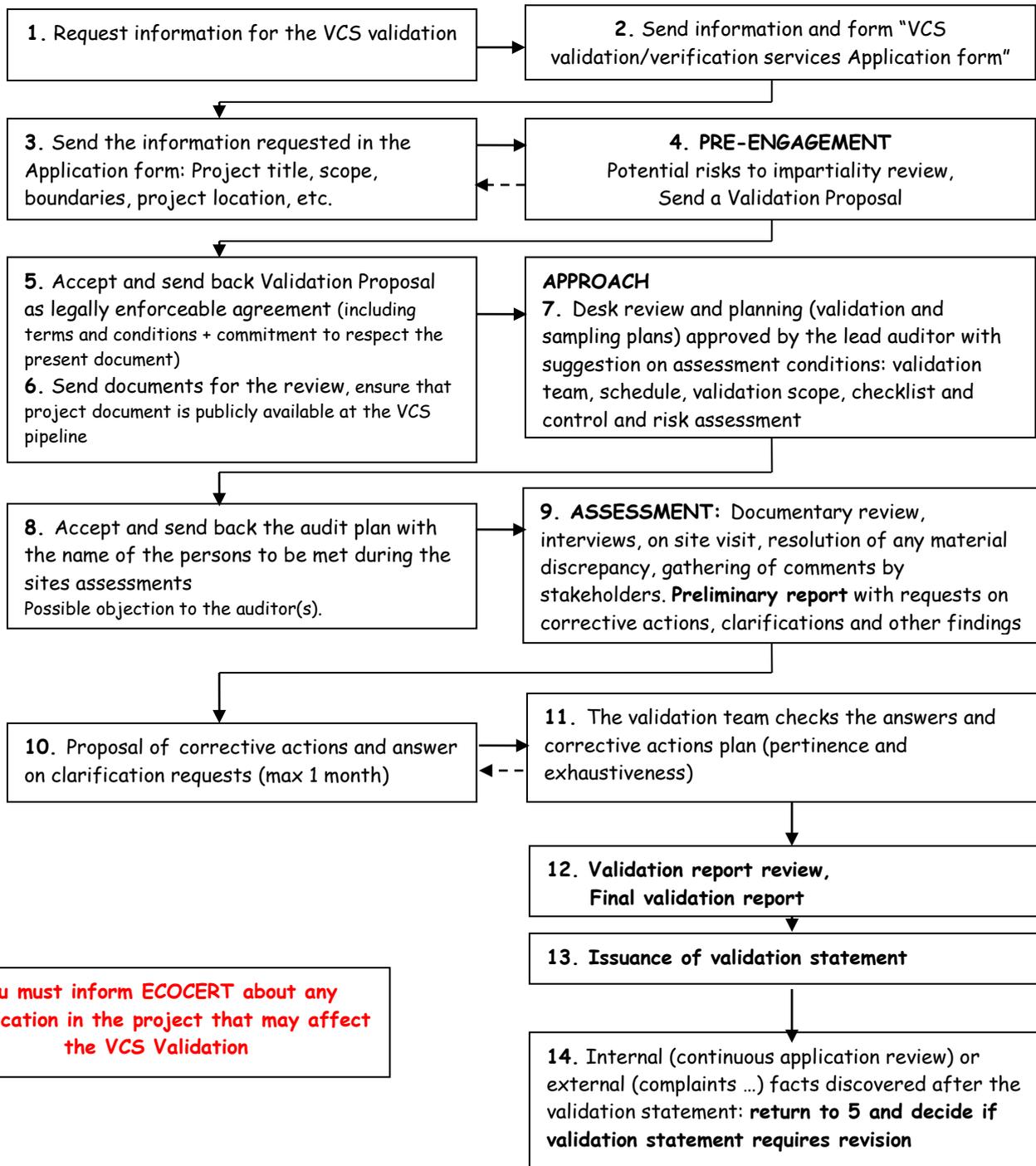
VCS	General Information	http://www.v-c-s.org
	Standards order form	

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THE STEPS OF VCS VALIDATION

YOU

ECOCERT



You must inform ECOCERT about any modification in the project that may affect the VCS Validation

GLOSSARY

Level of Assurance: degree of assurance the intended user requires in a validation or verification.

Objectives: The validator and client shall agree on the validation objectives at the beginning of the validation process.

Criteria: The validator and client shall agree on the criteria of the validation or verification at the beginning of the validation or verification process. In agreeing to the criteria, the principles of the standards or GHG Programme to which the responsible party subscribes shall be applied.

Scope: The validator and client shall agree on the validation or verification scope at the beginning of the validation. The validation scope, as a minimum, shall include the following:

- a) organizational boundaries and its baseline scenario;
- b) physical infrastructure, activities, technologies and processes of the organization or GHG project;
- c) GHG sources, sinks and/or reservoirs; types of GHGs;
- d) time period(s)

Materiality: concept that individual or the aggregation of errors, omissions and misrepresentations could affect the Greenhouse gas assertion and could influence the intended users' decisions.

Validation: systematic, independent and documented process for the evaluation of a GHG assertion related to a GHG Project plan against agreed validation criteria

Validation body: body that performs validations or verifications of GHG assertions in accordance with this International Standard

Validator: competent and independent person or persons with responsibility for performing and reporting on the results of a validation

Validation team: one or more validators conducting a validation, supported if needed by technical experts

GHG project: activity or activities that alter the conditions identified in the baseline scenario which cause GHG emission reductions or removal enhancements

GHG assertion: factual and objective declaration made by the responsible party

Stakeholder: party that can affect or be affected by the actions of the business as a whole such local communities, government departments or nongovernmental organizations.

Client: organization or person requesting validation or verification. The client could be the responsible party, the GHG programme administrator or other stakeholder

Responsible party: person or persons responsible for the provision of the GHG assertion and the supporting GHG information. The responsible party can be either individuals or representatives of an organization or project and can be the party who engages the validator. The validator may be engaged by the client or by other parties, such as the GHG programme administrator.

Intended user: individual or organization identified by those reporting GHG-related information as being the one who relies on that information to make decisions.

GHG Program: voluntary or mandatory international, national or sub-national system or scheme that registers, accounts or manages GHG emissions, removals, emission reductions or removal enhancements outside the organization or GHG project

PD: Project description or Project Design Document

Methodology: document describing how to calculate the GHG reduction and the period of study

Clarification: demand to the project developer to clarify a question from the audit team

Corrective actions: demand to the project developer to correct statements made in the PD

Validation statement: formal written declaration to the intended user, following validation of a GHG project plan, which provides assurance on the statements in the responsible party's GHG assertion

Validation report: report concluding the validation with clarifications requests and corrective actions send and agreed by the audit team

Material discrepancy: individual or the aggregate of actual errors, omissions and misrepresentations in the GHG assertion that could affect the decisions of the intended users

Preliminary report: first report including clarification requests and corrective actions

Language: the reports (preliminary report and final report) and certificate will be established into English language.

Special validation: to conduct, at short notice, a validation of a previously validated or verified GHG assertion in response to complaints or facts discovered after the validation statement,

Additional Audit: audit which comes and adds into the validation program, and focused on the verification of the corrective action implementation or the deepening of VCS requirements and/or site activities.

Appeals and complaints

Appeals:

Request by the client or responsible party to the verification body for reconsideration of a decision it has made relating to the verification.

You can appeal to the audit results by writing by email to xavier.hatchondo@ecocert.com or by post to ECOCERT SA, BP 47 Lamothe, L'Isle Jourdain, France. The appeal will be treated within 20 working days by ECOCERT's direction board. In the case of a negative answer, you may re-appeal to ECOCERT.

Complaints / claims:

Expression of dissatisfaction, other than appeal, by any person or organization to a verification body or accreditation body, relating to the activities of that body, where a response is expected

ECOCERT acknowledges receipt of any request on less than 5 working days, and then sends an initial answer within 10 working days, and after a deep study, a complete written answer.

REQUIREMENTS FOR THE VALIDATION APPLICANT

The applicant commits to learn about and to respect the validation requirements, the VCS standard and any related VCS documents. The current document is part of the legally enforceable agreement.

EVALUATIONS BY ECOCERT

The applicant commits to facilitate the work by ECOCERT by making all the arrangements required for allowing the validation process to proceed properly, and :

- **Comply with ISO 14064-3:2006, 4.3: Ecocert and the Client shall agree on the level of assurance and scope of the project, the objectives of the project, criteria taken in account and the materiality**
- **Accepts the visits** for purpose of evaluation and any **additional visit requested by ECOCERT**,
- Facilitates the **access to and the review of the documentation and records** (e.g. internal assessment reports, technical reports...) and facilitates the access **to all process, areas, sectors and to the staff**, and makes sure that all safety provisions are complying with the regulations in force.
- Ensures that **project activities are running at the time of evaluation**. In the opposite case, only the witnessed project activities can be included in the scope of the evaluation.
- Authorizes, upon prior request, the **presence of an observer** (who will remain "mute" and belongs to the evaluation teams, whose aim is to observe ECOCERT evaluation team in activity) from Ecocert, from the accreditation organization, the scheme owner, or any other competent authority.

COMMUNICATION, REFERENCE TO VALIDATION

The applicant commits to:

- Comply with **ECOCERT requirements** and with **VCS requirements and related documents** when he mentions his validation through a specific text (marketing or other reference): there shall be no ambiguity in the proposed use of the GHG assertion that has been validated.
- Not to **use the validation statements or reports**, totally or in part, in such a way that is likely to induce into error.
- To be **enough** accurate about the **scope** for which he is actually validated by ECOCERT: **only for the VCS standard, the validation statement, the projects and the site(s)**.
- To communicate in a clear way about what has been validated and without use of a language associated with management system certificates or product / services / processes conformity statements.
- Not to use his VCS validation in such a way as to let people assume that he benefits from a service out of the validation scope, for instance through a reference to the validation or to “Ecocert” placed on product or on product packaging in a way that may be interpreted as denoting product certification.
- Not to make use of his validation in such a way as to affect **ECOCERT reputation** and to harm ECOCERT **brand image**,
- Not to let assume that ECOCERT and/or the standard owner are responsible for the observance of the validation requirements,
- Cease immediately at the **suspension or cancellation** of the validation statement (in case of revision following special validation), whatever the reason, any advertisement which one way or another refers to it, and return to ECOCERT any required validation document.
- The validated or verified GHG assertion may include a statement of emission per unit of product manufactured (generated or reduced) or similar. If the client wish to use statements taken from the GHG assertion for communication purposes these statement shall either:
 1. Clearly state where the statement came from including the date of the GHG assertion, whether the statement is based on historical data and any limitation associated with the statement based on the data and information presented in the GHG assertion. Any statement shall meet ISO 14021:2001 Clause 5.7;

OR, if 1 above does not apply;

2. The statement shall additionally meet all requirements in ISO 14021:2001 Clause 5.1 to 5.9;
- Not to use any Ecocert’s trademark without Ecocert’s consent - and in case of approval, respecting the specific rules for use of the trademarks that Ecocert will provide.

COORDINATION APPLICANT– ECOCERT

The applicant commits to:

- Provide to ECOCERT **the elements required** for the validation,
Hold to the disposal of ECOCERT all the documents necessary for supporting the compliance with the standard requirements
Inform ECOCERT if the projects to be validated are the object of **regulations, the respect of these provisions being on the exclusive responsibility of the client or responsible party**
Update and hold to the disposal of ECOCERT, a statement of the **complaints** and related corrective actions of which a validated project is the object,

➤ Notify any **structure evolution**, any decision relative to the validation that may have repercussions on the validation which is pronounced or under way by ECOCERT, in a more general way, **everything that may modify the compliance with the requirements**.

Notify any information that may create a **crisis situation**

In case of modification of data on the application and of the commitments (e.g. sites, surface areas, complexity, status, mergers/acquisitions...), the applicant must inform ECOCERT for a new review which may give rise to additional service provision. In particular, according to IAF MD6 A.8.5.4 for issuance of validation statement related to a GHG assertion that does not include quantified GHG emission data related to an organization or a project:

- any new GHG report, GHG project plan or GHG assertion released by the applicant/client subsequent to the initial validation statement is validated before any issuance of the validation statement.
- ISO 14064-1 or ISO 14064-2 is part of the validation criteria and the requirements are not reduced; and
- The validation statement is clear about what has been validated and does not use language associated with management system certificates or conformity statements.

➤ **To inform all responsible parties** of the validation criteria and audit conditions, all these requirements are communicated via the validation plan and as a part of the contract.