



The list of verified 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

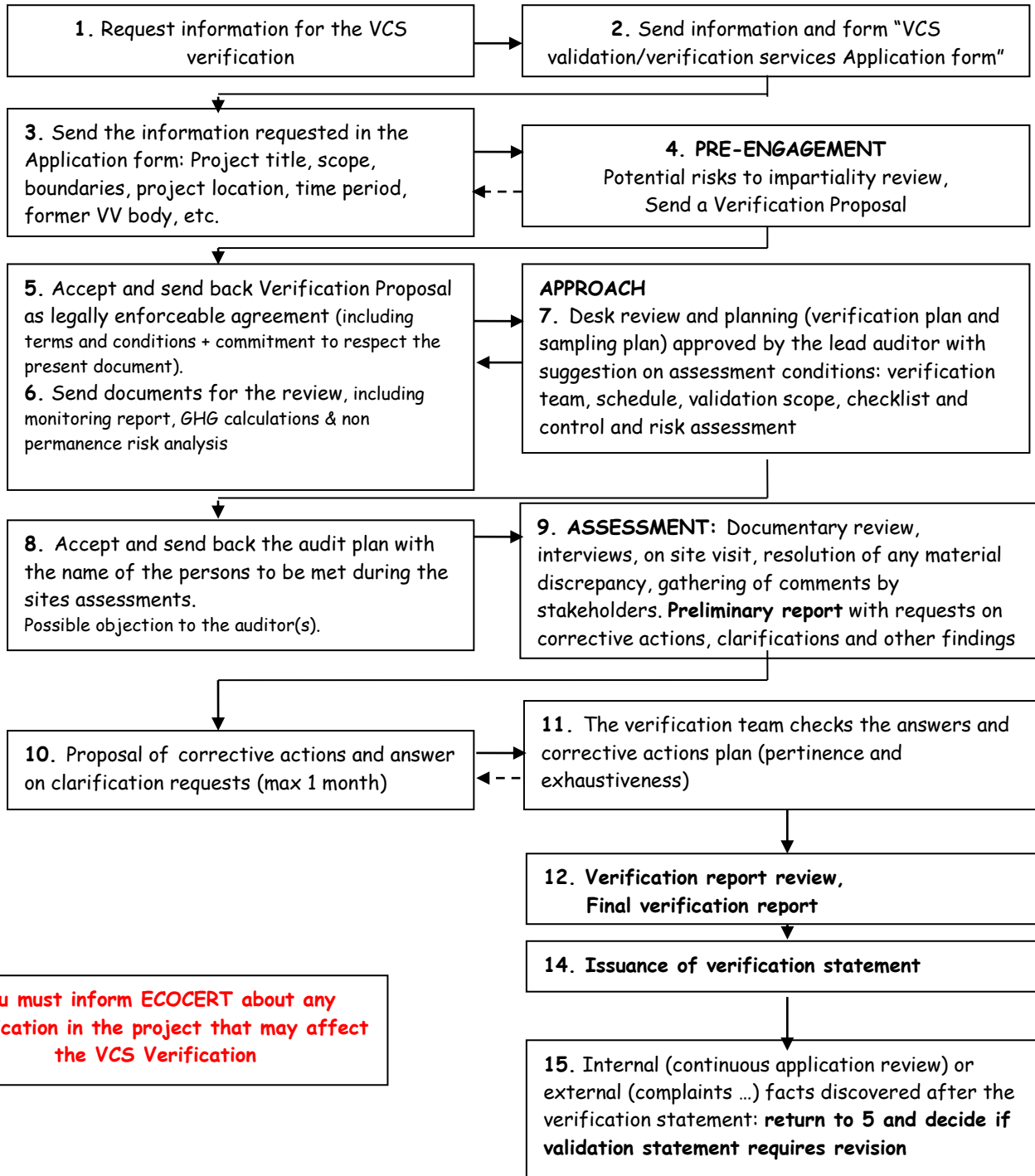
VCS	General Information	http://www.v-c-s.org
	Standards order form	

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THE STEPS OF VCS VERIFICATION

YOU

ECOCERT



GLOSSARY

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

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

Criteria: The verifier and client shall agree on the criteria of the validation or verification at the beginning of the 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 verifier and client shall agree on the verification scope at the beginning of the validation. The verification 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.

Verification: systematic, independent and documented process for the evaluation of a GHG assertion related to a GHG assertion against agreed verification criteria

Verification body:

body that performs verifications of GHG assertions in accordance with this International Standard

Verifier: competent and independent person or persons with responsibility for performing and reporting on the results of verification.

Verification team

one or more verifier conducting a verification, 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 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 verifier. The verifier 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 or PDD: Project Description

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

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

Verification report: report concluding the verification 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 verification: to conduct, at short notice, verification a previously validated or verified GHG assertion in response to complaints or facts discovered after the verification statement, the verification body

Additional Audit: audit which comes and adds into the verification 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 VERIFICATION APPLICANT

The applicant commits to learn about and to respect the verification requirements, the current 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 verification 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 VERIFICATION

The applicant commits to:

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- 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 verification 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 verified by ECOCERT: **only for the VCS standard, the verification statement, the projects and the site(s)**.
 - To communicate in a clear way about what has been verified and without use of a language associated with management system certificates or product / services / processes conformity statements.
 - Not to use his VCS verification in such a way as to let people assume that he benefits from a service out of the verification scope, for instance through a reference to the verification 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 verification 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 verification requirements,
 - Cease immediately at the **suspension or cancellation** of the verification statement (in case of revision following special verification), whatever the reason, any advertisement which one way or another refers to it, and return to ECOCERT any required verification 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 verification, **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 verified 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 verified project is the object,

➤ Notify any **structure evolution**, any decision relative to the verification that may have repercussions on the verification 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 verification 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 verification statement is verified before any issuance of the verification statement.
 - For an organization, a (internal) GHG verification report conforming to ISO 14064-1, Clause 7.3, is part of the scope of the verification;
 - ISO 14064-1 or ISO 14064-2 is part of the verification criteria and the requirements are not reduced; and
 - The verification statement is clear about what has been verified and does not use language associated with management system certificates or conformity statements.
- **to inform all responsible parties** of the verification criteria and audit conditions, all these requirements are communicated via the verification plan and as a part of the contract.