VCS VALIDATION REPORT TEMPLATE

This template is for the validation of projects under the VCS Program.

Instructions for Completing the Validation Report:

TITLE PAGE: Complete all items in the box on the title page using Arial or Century Gothic 10.5 point, black, regular (non-italic) font. This box must appear on the title page of the final document. Validation reports may also feature the validation report title and preparers' name, logo and contact information more prominently on the title page, using the format below (Arial or Century Gothic 24 point and Arial or Century Gothic 12 point, black, regular font).

VALIDATION REPORT: Instructions for completing the validation report template are under the section headings in this template. Adhere to all instructions, as set out in the *VCS Standard*. Instructions relate back to the rules and requirements set out in the *VCS Standard* and accompanying program documents. The preparer will need to refer to these documents in order to complete the template.

Note: The instructions in this template are to serve as a guide and do not necessarily represent an exhaustive list of the information the preparer must provide under each section of the template.

Unless applying a merited deviation, please complete all sections using Arial or Franklin Gothic Book 10.5 point, black, regular (non-italic) font. Where a section is not applicable, explain why the section is not applicable (i.e., do not delete the section from the final document and do not only write "not applicable"). Submit the project description as a non-editable PDF.

Delete all instructions, including this introductory text, from the final document.

VALIDATION REPORT TITLE

Logo (optional)

Document Prepared by (individual or entity)

Contact Information (optional)

Project Title	*Name of project*
Version	*Version number of this validation report*
Report ID	*Identification number of this validation report*

Report Title	*Title of this validation report*
Client	*Client for whom this report was prepared*
Date of Issue	*DD-Month-YYYY this version of the validation report was issued*
Prepared By	*Validation/Verification body that prepared this validation report*
Contact	*Physical address, telephone, email, website*
Approved by	*Individual at the validation/verification body who approved this validation report*
Work carried out by	*Individuals who conducted this validation*

Summary:

Provide a brief summary of the following:

- *A brief description of the validation and the project*
- *The purpose and scope of validation*
- *The method and criteria used for validation*
- *The number of findings raised during validation*
- *Any uncertainties associated with the validation*
- *Summary of the validation conclusion*

CONTENTS

1 INTRODUCTION

1.1 Objective

Explain the purpose of the validation.

1.2 Scope and Criteria

Describe the scope and criteria of the validation.

1.3 Level of Assurance

Indicate the level of assurance of the validation.

1.4 Summary Description of the Project

Provide a summary description of the project (no more than one page).

2 VALIDATION PROCESS

2.1 Method and Criteria

Describe the method and criteria, including the sampling plan, used for undertaking the validation. Where sampling plans are used as a part of the validation, include a description of the sampling approach, important assumptions and justification of the chosen approach.

2.2 Document Review

Describe how the validation was performed as an audit where the project description and any supporting documents were reviewed, cross-checked and compared with identified and stated requirements.

2.3 Interviews

Describe the interview process and identify personnel, including their roles, who were interviewed and/or provided information additional to that provided in the project description and any supporting documents.

2.4 Site Inspections

Describe the method and objectives for on-site inspections performed. Include in the description details of all project activity locations visited, the physical and organizational aspects of the project inspected and the dates when such site inspections took place.

2.5 Resolution of Findings

Describe the process for the resolution of findings (corrective actions, clarifications or other findings) raised by the validation team during the validation.

State the total number of corrective action requests, clarification requests, forward action requests and other findings raised during the validation.

Provide a summary of each finding, including the issue raised, the response(s) provided by the project proponent, and the final conclusion and any resulting changes to project documents. Unless this fits on one page, put all findings in an appendix.

2.5.1 Forward Action Requests

Provide details of any forward action requests raised during the validation, for the benefit of subsequent project audits.

3 VALIDATION FINDINGS

3.1 Project Details

Identify, discuss and justify conclusions regarding the following:

- *Project type, technologies and measures implemented, and eligibility of the project*
- *Project design, including eligibility criteria for grouped projects*
- *Project proponent and other entities involved in the project*
- *Ownership*
- *Project start date*
- *Project crediting period*
- *Project scale and estimated GHG emission reductions or removals*
- *Project location*
- *Conditions prior to project initiation*
- *Project compliance with applicable laws, statutes and other regulatory frameworks*
- *Participation under other GHG programs:*

  - *Projects registered (or seeking registration) under other GHG program(s)*
  - *Rejection by other GHG programs*
- *Other forms of credit:*
  - *Emissions trading programs and other binding limits*
  - *Other forms of environmental credit sought or received and eligible to be sought or received*
- *Additional information relevant to the project, including:*
  - *Leakage management for AFOLU projects*
  - *Commercially sensitive information*
  - *Sustainable development contributions*

Provide an overall conclusion regarding whether the description in the project description is accurate, complete, and provides an understanding of the nature of the project.

3.2 Safeguards

3.2.1 No Net Harm

Identify and discuss any potential negative environmental and socio-economic impacts identified by the project proponent. Discuss whether reasonable steps have been taken to mitigate such impacts.

3.2.2 Local Stakeholder Consultation

Summarize any stakeholder input received during the local stakeholder consultation. Assess whether the project proponent has taken due account of all and any input, and provide an overall conclusion regarding local stakeholder input.

Include the project proponent's response to all input, describe any resultant changes to the project design and provide an explanation of how the project proponent's responses are appropriate.

For AFOLU projects, identify, discuss and justify a conclusion regarding whether the project communicated information about the project design and implementation, risks, costs and benefits, relevant laws and regulations and the process of VCS Program validation.

3.2.3 Environmental Impact

Identify and discuss the implications of any environmental impact assessments conducted with respect to the project.

3.2.4 Public Comments

Summarize any public comments submitted during the public comment period. Assess whether the project proponent has taken due account of all and any comments, and provide an overall conclusion regarding public comments.

Include the project proponent's response to each comment, describe any resultant changes to the project design and provide an explanation of how the project proponent's responses are appropriate.

3.2.5 AFOLU-Specific Safeguards

For AFOLU projects, describe the steps taken to assess:

- *The local stakeholder identification process and the description of results.*
- *Risks to local stakeholders due to project implementation and how the project will mitigate such risks.*
- *Risks to local stakeholder resources due to project implementation and how the project will mitigate such risks, including plans to ensure the project will not impact local stakeholders' property rights without the free, prior and informed consent.*
- *Processes to ensure ongoing communication and consultation, including a grievance redress procedure to resolve any conflicts that may arise between the project proponent and local stakeholders.*

Identify, discuss and justify a conclusion regarding whether the project has been designed and, as appropriate, is implementing, plans and processes to ensure the project will not create any negative impacts on local stakeholders or mitigates such impacts where necessary.

For AFOLU projects that have claimed to have no impacts on local stakeholders, provide an assessment of the evidence provided and identify, discuss and justify a conclusion as to whether the project has no impacts on local stakeholders.

For non-AFOLU projects, this section is not required.

3.3 Application of Methodology

3.3.1 Title and Reference

Provide the title and reference of the applied methodology and any tools. Note that the methodology and tools, and the specific versions of them applied by the project, must be valid at the time of validation.

3.3.2 Applicability

For each of the applied methodology's applicability conditions, describe the steps taken to assess compliance of the project with the applicability condition. Provide a conclusion with respect to each applicability condition.

Similarly, where the applied methodology provides the project with a number of tools or modules to choose from, describe the steps taken to assess that the appropriate tool or module has been selected. Provide a conclusion with respect to each selected tool or module.

Provide an overall conclusion regarding the applicability of the methodology, and any tools or modules selected by the project proponent.

3.3.3 Project Boundary

Identify the project boundary and describe the steps taken to validate it. Include details of documentation assessed (e.g., commissioning reports) and observations made during the site inspection.

For each GHG source, sink and reservoir, describe the steps taken to assess that it has been selected correctly in accordance with the applied methodology. Describe the steps taken to assess whether any relevant sources, sinks and reservoirs have not been selected.

Provide an overall conclusion regarding whether the project boundary and selected sources, sinks and reservoirs are justified for the project.

3.3.4 Baseline Scenario

Identify the baseline scenario determined for the project and describe the steps taken to validate it, including (as applicable) whether:

- *Assumptions and data used in the identification of the baseline scenario are justified appropriately, supported by evidence and can be deemed reasonable.*
- *Documentary evidence used in determining the baseline scenario is relevant, and correctly quoted and interpreted in the project description.*
- *Relevant national and/or sectoral policies and circumstances have been considered and are listed in the project description.*
- *The procedures for identifying the baseline scenario have been correctly followed and the identified scenario reasonably represents what would have occurred in the absence of the project.*

Provide details (including sources of information) of any steps taken to cross-check data used in identification of the baseline scenario.

Provide an overall conclusion regarding whether the identified baseline scenario is justified.

3.3.5 Additionality

For each of the applied methodology's applicability conditions, describe the steps taken to assess compliance of the project with the applicability condition. Provide a conclusion with respect to each applicability condition.

Similarly, where the applied methodology provides the project with a number of tools or modules to choose from, describe the steps taken to assess that the appropriate tool or module has been selected. Provide a conclusion with respect to each selected tool or module.

Provide an overall conclusion regarding the applicability of the methodology, and any tools or modules selected by the project proponent.

3.3.6 Quantification of GHG Emission Reductions and Removals

Identify the quantification methods for GHG emission reductions and removals generated by the project. Describe the steps taken to validate the quantification methods, including all data and parameters used in the equations, and any references to any other data sources used. Include in the description, information with respect to how the following has been assessed:

- *Quantification of baseline emissions.*
- *Quantification of project emissions.*
- *Quantification of leakage.*
- *Summary of net GHG emission reductions or removals.*
- *Uncertainties associated with the calculation of emissions.*
- *Documentation used as the basis for assumptions and sources of data.*

Provide an assessment of the following with respect to the project description:

- *All relevant assumptions and data are listed in the project description, including their references and sources.*
- *All data and parameter values used in the project description are considered reasonable in the context of the project.*
- *All estimates of the baseline emissions can be replicated using the data and parameter values provided in the project description.*

Provide an overall concluding statement regarding whether the methodology and any referenced tools have been applied correctly to calculate baseline emissions, project emissions, leakage and net GHG emission reductions and removals.

3.3.7 Methodology Deviations

Identify any methodology deviations applied to the project and describe the steps taken to validate each deviation. Include information with respect to how the following has been assessed:

- *Whether the deviation meets with the criteria and specifications for permitted methodology deviations.*
- *Whether the deviation negatively impacts the conservativeness of the quantification of GHG emission reductions or removals (except where they result in increased accuracy).*

Provide an overall conclusion regarding whether any methodology deviations applied to the project are valid.

3.3.8 Monitoring Plan

Identify the parameters to be monitored and describe the steps taken to validate the suitability and eligibility of monitoring equipment and procedures.

Provide an overall conclusion regarding the adherence of the monitoring plan to the requirements of the applied methodology and any referenced tools.

3.4 Non-Permanence Risk Analysis

Where relevant, describe the steps taken to assess the non-permanence risk rating determined by the project proponent. For each risk factor, provide the following information:

- *An assessment of all rationale, assumptions and justifications used to support the risk score.*
- *An assessment of any documentation and data provided to support the risk score.*
- *A conclusion regarding the appropriateness of the risk score.*

Provide a concluding statement regarding the determined value of the overall risk rating.

4 VALIDATION CONCLUSION

Clearly state whether the project complies with the validation criteria for projects set out in VCS Version 3, and include any qualifications or limitations. Conclude whether the project is likely to achieve estimated GHG emission reduction or removals.

APPENDIX X: <TITLE OF APPENDIX>

Use appendices for supporting information. Delete this appendix (title and instructions) where no appendix is required.