

VCS Verification Report Template

*This template is for the verification of VCS projects.*

Instructions for completing the verification report:

*TITLE PAGE: All items in the boxes on this title page must be completed using Arial 10pt, black, regular (non-italic) font. All boxes must appear in the final document. Reports may also feature the title and preparers' name, logo and contact information more prominently on the title page, using Arial 24pt font for title and Arial 11pt, black font for all other information.*

*VERIFICATION REPORT: Instructions for completing the verification report template are given under the section headings in this template. All instructions must be followed, 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. As such, this template must be completed paying attention to the rules and requirements set out in such documents, and the validation/verification body will need to refer to the VCS program documents, and the methodology applied by the project, in order to complete the template. It is also expected that relevant guidance, such as that set out in the Validation and Verification Manual, is followed. Note that the instructions in this template are intended to serve as a guide and do not necessarily represent an exhaustive list of the information the validation/verification body should provide under each section of the template.*

*Where the validation/verification body has also, at the time of this verification, undertaken a gap validation of a project that is participating in an approved GHG program, or has validated a methodology deviation, project description deviation or inclusion of new project activity instances into a grouped project, the validation sections of this template must be completed. Further, the validation process must be described in the relevant sections of this template.*

*All sections must be completed using Arial 10pt, black, regular (non-italic) font. Where a section is not applicable, same must be stated under the section (the section must not be deleted from the final document).*

*All instructions, including this introductory text, should be deleted from the final document.*

# VERIFICATION REPORT TITLE

Logo (optional)

Document Prepared By (individual or entity)

Contact Information (optional)

<b>Project Title</b>	<i>Name of project</i>
<b>Version</b>	<i>Version number of this verification report</i>
<b>Report ID</b>	<i>Identification number of this verification report</i>

<b>Report Title</b>	<i>Title of this verification report</i>
<b>Client</b>	<i>Client for whom the report was prepared</i>
<b>Pages</b>	<i>Number of pages of this report</i>
<b>Date of Issue</b>	<i>DD-Month-YYYY report issued</i>
<b>Prepared By</b>	<i>Validation/verification body that prepared this report</i>
<b>Contact</b>	<i>Physical address, telephone, email, website</i>
<b>Approved By</b>	<i>Individual at the validation/verification body who approved this verification report</i>
<b>Work Carried Out By</b>	<i>Individuals who conducted this verification</i>

<b>Summary:</b>	
<i>Provide a brief summary of the following:</i>	
<ul style="list-style-type: none"> <li>• <i>A brief description of the verification and the project</i></li> <li>• <i>The purpose and scope of verification</i></li> <li>• <i>The monitoring period</i></li> <li>• <i>The method and criteria used for verification</i></li> <li>• <i>The number of findings raised during verification</i></li> <li>• <i>Any uncertainties associated with the verification</i></li> <li>• <i>Summary of the verification conclusion</i></li> </ul>	

This is not the current version of this VCS Program document. The current version is at: <https://verra.org/programs/Verified-Carbon-Standard/vcs-program-details/>.

## Table of Contents

*Insert table of contents*

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## 1 INTRODUCTION

### 1.1 Objective

*Explain the purpose of the verification.*

### 1.2 Scope and Criteria

*Describe the scope and criteria of the verification.*

### 1.3 Level of Assurance

*Indicate the level of assurance of the verification.*

### 1.4 Summary Description of the Project

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

## 2 VERIFICATION PROCESS

*Use this section to describe the verification process. Where validation activities have also been performed as part of the verification (eg, validation of a project description deviation or inclusion of new project activity instances into a grouped project), also include details relevant to the validation process.*

### 2.1 Method and Criteria

*Describe the method and criteria including the sampling plan, used for undertaking the verification.*

### 2.2 Document Review

*Describe how the verification was performed as an audit where the project description, monitoring report 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, monitoring report and any supporting documents.*

### 2.4 Site Inspections

*Describe the methods and objectives for any 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 any findings (corrective actions and clarifications or other findings) raised by the verification team during the verification and, where applicable, outstanding forward action requests from the validation or previous verifications.

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

Provide a summary of each finding, including the issues raised, the response(s) provided by the project proponent, and the final conclusions 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 outstanding forward action requests raised during the verification, for the benefit of subsequent project audits.

## 2.6 Eligibility for Validation Activities

Where the validation/verification body has undertaken validation activities as part of the verification and does not hold accreditation for validation for the relevant sectoral scope, provide evidence that the eligibility requirements set out in the VCS Program Guide are met. Include the name and reference numbers of five registered projects the validation/verification body has validated under the VCS Program or an approved GHG program.

## 3 VALIDATION FINDINGS

Use this section to provide details of all validation activities that took place during the verification, such as gap validation, validation of methodology deviations and project description deviations, and the inclusion of new project activity instances into grouped projects.

### 3.1 Participation under Other GHG Programs

For projects seeking registration under the VCS Program and an approved GHG program (eg, CDM) provide a gap validation, including the following:

- The name of the approved GHG program, and registration number and details of the project.
- A description of the steps taken to assess whether the project is eligible to participate under the VCS Program.
- A conclusion with respect to each of the relevant sections of the (additional/gap) project description provided by the project proponent.

Provide an overall conclusion regarding whether the project is eligible to participate under the VCS Program.

### 3.2 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 does not negatively impact 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 Project Description Deviations

Identify any project description deviations applied to the project and describe the steps taken to validate each deviation. Assess whether the proposed deviation impacts any of the following, documenting the assessment of each separately:

- The applicability of the methodology.
- Additionality.
- The appropriateness of the baseline scenario.

Provide an assessment of whether the deviation is appropriately described and justified, and whether the project remains in compliance with the VCS rules.

Provide an overall conclusion regarding whether the project deviation is valid.

### 3.4 Grouped Project

Describe the steps taken to validate the inclusion of new project activity instances into the (grouped) project, including the following:

- Sampling process for validation of new project activity instances.
- The number of new project activity instances added to the project in this verification period.
- Quality and completeness of evidence, data and documentation relating to the new project activity instances.
- Conformance of the new project activity instances with the eligibility criteria set out in the project description.

Provide an overall conclusion regarding whether the inclusion of the new project activity instances is valid.

## 4 VERIFICATION FINDINGS

### 4.1 Project Implementation Status

Identify the implementation status of the project activity(s) and describe the steps taken to assess the following:

- The existence of any material discrepancies between project implementation and the project description.
- The implementation status of the monitoring plan and the completeness of monitoring, including the suitability of the implemented monitoring system (ie, process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters).
- The existence of any material discrepancies between the actual monitoring system, and the monitoring plan set out in the project description and the applied methodology.
- Whether the GHG emission reductions or removals generated by the project have become included in an emissions trading program or any other mechanism that includes GHG allowance trading.
- Whether the project has received or sought any other form of environmental credit, or has become eligible to do so since validation or previous verification.
- Whether the project has participated or been rejected under any other GHG programs since validation or previous verification.
- Sustainable development contributions.

List any previously validated methodology deviations (each verification report must contain an exhaustive list of all methodology deviations applied to the project).

Provide an overall conclusion regarding whether the project has been implemented as described in the project description.

### 4.2 Accuracy of GHG Emission Reduction and Removal Calculations

Identify the data and parameters used to calculate the GHG emission reductions and removals, and describe the steps taken to assess the following for each of them:

- The accuracy of GHG emission reductions and removals, including accuracy of spreadsheet formulae, conversions and aggregations, and consistent use of the data and parameters.
- Whether the methods and formulae set out in the project description for calculating baseline emissions, project emissions and leakage have been followed.
- The appropriateness of any default values used in the monitoring report.

Describe the steps taken to assess whether manual transposition errors between data sets have occurred.

Provide an overall conclusion regarding whether GHG emission reductions and removals have been quantified correctly in accordance with the project description and applied methodology.

#### 4.3 Quality of Evidence to Determine GHG Emission Reductions and Removals

Identify the evidence used to determine the GHG emission reductions and removals and describe the steps taken to assess the sufficiency of quantity, and appropriateness of quality, of the evidence. Include details of any cross-checks performed on the reported data and how the following were assessed:

- The reliability of the evidence, and the source and nature of the evidence (external or internal, oral or documented) for the determination of GHG emission reductions or removals.
- The information flow from data generation and aggregation, to recording, calculation and final transposition into the monitoring report.
- Where the project description does not specify calibration frequency of monitoring equipment, the appropriateness of implemented calibration frequency.

Provide an overall concluding statement with respect to the sufficiency of quantity, and appropriateness of quality, of the evidence used to determine the GHG reductions and removals.

#### 4.4 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:

- An assessment of all rationale assumptions and justification used to support the risk score.
- An assessment of the quality of documentation and data provided to support the risk score.
- A conclusion regarding the appropriateness of the risk rating.

Provide a conclusion regarding the determined value of the overall risk rating.

### 5 SAFEGUARDS

#### 5.1 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.



**5.2 Local Stakeholder Consultation**

Summarize any stakeholder input received during ongoing communication with local stakeholders. 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.

**6 VERIFICATION CONCLUSION**

Clearly state whether the project complies with the verification criteria for projects and their GHG emission reductions or removals set out in VCS Version 3, including any qualifications or limitations. Confirm that the project has been implemented in accordance with the project description and subsequently validated variations.

Where the audit has included validation activities, clearly state whether the project complies with the validation criteria for projects set out in VCS Version 3, including any qualifications or limitations.

Provide a conclusion on the quantity of GHG emission reductions or removals in tCO<sub>2</sub> equivalents achieved by the project during the verification period. Include a confirmation and a breakdown of GHG emission reductions or removals by vintages within the verification period, where relevant.

Verification period: From [day-month-year] to [day-month-year]

Verified GHG emission reductions and removals in the above verification period:

Year	Baseline emissions or removals (tCO <sub>2</sub> e)	Project emissions or removals (tCO <sub>2</sub> e)	Leakage emissions (tCO <sub>2</sub> e)	Net GHG emission reductions or removals (tCO <sub>2</sub> e)
Year A				
Year...				
<b>Total</b>				

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**APPENDIX X: <TITLE OF APPENDIX>**

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

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