VCS VERIFICATION REPORT TEMPLATE

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

Instructions for completing the Verification 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. Reports may also feature the 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).

VERIFICATION REPORT: Instructions for completing the verification report template are given 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 VCS Program documents. The preparer will need to refer to these documents in order to complete 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.

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.

VERIFICATION REPORT TITLE

Logo (optional)

Document Prepared By (individual or entity)

Contact Information (optional)

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

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

Work Carried Out By	*Individuals who conducted this verification*

Summary:

Provide a brief summary of the following:

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

CONTENTS

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

Describe the verification process. Where validation activities have also been performed as part of the verification (e.g., 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 evidence-gathering plan, used for undertaking the verification.

Describe the verification schedule, including key milestones (e.g., kick-off meeting, desk review, site visit) and corresponding dates.

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 Visits

Describe the method and objectives for site visit(s) performed. Include in the description details of all facilities and/or project areas visited, the physical and organizational aspects of the project assessed and the dates when such site visits took place.

Where it is determined no site visit is required, validation/verification bodies shall justify and document the rationale for the decision.

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 (e.g., 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 conformance 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:

- *Evidence-gathering 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 misstatements 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 (i.e., process and schedule for obtaining, recording, compiling and analyzing the monitored data and parameters).*
- *The existence of any material misstatements between the actual monitoring system, and the monitoring plan set out in the project description and the applied methodology.*
- *Whether the project has participated or been rejected under any other GHG programs since validation or previous verification.*

- *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.*
- *When the project is in a supply chain, whether public statements have been made by the producer(s), retailer(s) or project proponent (as applicable) saying that VCUs may be issued for the GHG emission reductions and removals associated with the impacted goods and services.*
- *When the project is in a supply chain, whether the producer(s) or retailer(s) of the impacted good(s) and service(s) have been notified of the potential risk of Scope 3 emissions double claiming via email (where applicable).*
- *Whether the producer(s) or retailer(s) of the impacted good or service have been notified of the project and potential risk of Scope 3 emissions double claiming via email (where applicable).*
- *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 implemented the activities that result in the SD contributions described in the monitoring report.*
- *For AFOLU projects, the implementation status of project activities that lead to the intended GHG benefit that commenced prior to the monitoring period.*
- *Include an assessment of the audit history table with a conclusion about its accuracy.*

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 Safeguards

4.2.1 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.

4.2.2 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.

For AFOLU projects, identify, discuss and justify a conclusion regarding whether the project continues to communicate the necessary relevant information about the project implementation, risks, costs and benefits, relevant laws and regulations and the process of VCS Program verification during the monitoring period.

4.3 AFOLU-Specific Safeguards

For AFOLU projects, describe the steps taken to assess the following:

- *Activities implemented by the project proponent to mitigate risks local stakeholders due to project implementation.*
- *Any updates to the property and land use rights of the local stakeholders and the evidence provided that the project has not negatively impacted such rights without first obtaining the free, prior and informed consent of the affected parties, and provided just and fair compensation if done so.*
- *The processes used by the project proponent to communicate and consult with local stakeholders during the monitoring period, including any information about any conflicts that arose between the project proponent and local stakeholders and whether any such conflicts were resolved via the established grievance redress procedure.*

Identify, discuss and justify a conclusion regarding whether the project proponent has taken the appropriate measures to ensure that the project has not created negative impacts on local stakeholders, or mitigated 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.

4.4 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.

4.5 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.

4.6 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 VERIFICATION OPINION

Clearly state that the GHG statement is the responsibility of the project proponent, whether the project conforms with the verification criteria for projects and their GHG emission reductions or removals set out in VCS Version 4, including any qualifications or modifications, and a description of the reason for qualifications or modifications placed before the conclusion (adverse and disclaimed opinions must have the reasons stated).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 conforms with the validation criteria for projects set out in VCS Version 4, including any qualifications or modifications.

Provide a conclusion, including level of assurance on the quantity of GHG emission reductions or removals in tCO_2 equivalents achieved by the project during the verification period as provided in the project's GHG statement. Include a confirmation and a breakdown of GHG emission reductions or removals by calendar year within the verification period, where relevant.

IAF accreditation body approved validation and verification body opinions must include a declaration that the GHG statement validation and/or verification was conducted in accordance with ISO 14064-3, and include the applicable version (e.g., ISO 14064-3: 2019).

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

Verified GHG emission reductions and removals in the above verification period, broken down by calendar year:

For non-AFOLU projects, use the following table:

Year	Baseline emissions or removals (tCO_2e)	Project emissions or removals (tCO_2e)	Leakage emissions (tCO_2e)	Net GHG emission reductions or removals (tCO_2e)
Year A (DD-Month-YYYY- - DD-Month-YYYY)				
Year…				
Total				

For AFOLU projects, include quantification of the net change in carbon stocks. Also, state the non-permanence risk rating (as determined in the AFOLU non-permanence risk report) and include the total number of buffer credits that need to be deposited into the AFOLU pooled buffer account.

For AFOLU projects, use the following table:

Year	Baseline emissions or removals (tCO_2e)	Project emissions or removals (tCO_2e)	Leakage emissions (tCO_2e)	Net GHG emission reductions or removals (tCO_2e)	Buffer pool allocation	VCUs eligible for issuance
Year A (DD-Month-YYYY-- DD-Month-YYYY)						
Year…						
Total						

For all projects, state the estimated ex-ante GHG emission reductions and removals and the achieved emission reductions and removals for this monitoring period. Report the percentage difference and justify the difference. The quantities of GHG emission reductions and removals are the total quantities before any deductions for buffer credits.

Year	*Ex-ante emissions reductions /removals*	*Achieved emissions reductions /removals*	*Percent difference*	*Justification for the difference*
Year A (DD-Month-YYYY-- DD-Month-YYYY)				
Year…				
Total				

APPENDIX X: <TITLE OF APPENDIX>

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