

VCS Verification Report Template

**THIS TEMPLATE IS SUPERSEDED BY V4.4 AND CANNOT BE USED FOR SUBMISSIONS AFTER 31 DECEMBER 2024.**

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

Instructions for completing the verification report

**FILE NAME**: Use the following format for the file name of the completed document:

* VCS VerR ProjectID DDMMMYYYY-DDMMMYYYY

‘DDMMMYYYY-DDMMMYYYY’ should be the start and end dates of monitoring period. If revised documents are submitted, add ‘\_round#\_track’ or ‘\_round#\_clean’ to indicate the review round (1-3) and if it is the clean or track changes version of the document.

**FILE TYPE:** Submit the document as a non-editable PDF.

**TITLE PAGE FORMATTING**: This document may feature the verification report title and the preparers’ logo using size 24, regular (non-italic) Century Gothic font. Fill in and complete each row of the table using size 10.5, black, regular (non-italic) Arial or Franklin Gothic Book font.

**GENERAL FORMATTING:** Complete all sections using size 10.5, black, regular (non-italic) Arial or Franklin Gothic Book font.

**GENERAL INSTRUCTIONS**: Specific instructions for completing each section of the monitoring report template are located under the section headings in this template. 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 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.

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”).

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

**VERIFICATION REPORT:** 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.



VERIFICATION REPORT TITLE

Logo (optional)

|  |  |
| --- | --- |
| Report ID | Identification number of this verification report |
| **Project title** | Name of project |
| Project ID | Verra Project ID |
| Verification period | DD-Month-YYYY to DD-Month-YYYY |
| Original date of issue | DD-Month-YYYY is the date the audit was completed |
| Most recent date of issue | DD-Month-YYYY is the date on which the document was most recently submitted |
| Version | Version number of this report |
| *VCS Standard* Version | Version number of the VCS Standard used by the project  |
| Client | Client for whom the report was prepared |
| **Prepared by** | Validation/verification body that prepared this validation report |
| 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 description of the verification of 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 conclusion
 |

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#  Introduction

## Objective

Explain the purpose of the verification.

## Scope and Criteria

Describe the scope and criteria of the verification.

## Level of Assurance

Indicate the level of assurance of the verification.

## Summary Description of the Project

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

# 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.

## Method and Criteria

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

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

## 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.

## 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.

## 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.

Where a site visit occurs prior to the end of the monitoring period, describe the additional evidence gathering activities that were conducted and demonstrate that a reasonable level of assurance was achieved.

## Resolution of Findings

Describe the process for the resolution of any findings (corrective actions, clarifications, forward action requests, or other findings) raised by the validation/verification body 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.

### Forward Action Requests

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

## 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.

# Validation Findings

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

## Methodology Deviations

Identify any methodology deviations applied to the project in this monitoring period 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.

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

## 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.

## New Project Activity Instances in Grouped Projects

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 and the VCS Program requirements.

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

## Baseline Reassessment

Did the project undergo baseline reassessment during the monitoring period?

 [ ]  Yes [ ]  No

If yes, describe the steps taken to validate the baseline reassessment of the project, including (as applicable) the following:

* The applicability of the latest, approved version of the methodology or its replacement.
* The quality and completeness of evidence, data, assumptions, and justification provided in determining whether the baseline scenario is valid or no longer valid.
* The quality and completeness of evidence, data, assumptions, and justification provided in the updated sections of the project description (e.g., project eligibility, the baseline scenario determination, the baseline emissions quantification, data/parameters determined ex-ante).
* The quality and completeness of documentary evidence, data and justification provided for the assessment of the impact of new relevant national and/or sectoral policies and circumstances on the validity of the baseline scenario.
* The appropriateness of the revised estimates of relevant rates and patterns of land-use change, and baseline emissions provided in the updated project description.
* For ALM projects: The appropriateness of the updated project baseline to reflect current common practice in the project region, if applicable.
* The appropriateness of the ex-ante baseline projections for the subsequent baseline reassessment period.

Provide an overall conclusion regarding whether the baseline reassessment and the resulting baseline scenario are accurate, realistic, and valid.

# Verification Findings

## Project Details

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment of the project’s conformance with the relevant VCS Program requirements. Some additional but not comprehensive guidance is provided.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities, evidence checked, and assessment conclusion:** |
| Audit history |  |
| Double counting and participation under other GHG programs | *The response should include:** *Where a project is receiving or seeking credit for reductions and removals from a project activity under another GHG program, assess the evidence of no double issuance against VCS Standard requirements.*
* *Whether the project has provided all information required on whether is registered or seeking registration under any other GHG programs.*
* *Whether the project has provided all information required on whether it has been rejected by another GHG program*
 |
| No double claiming with emissions trading programs or binding emission limits  | *The response should include:** Where project reductions and removals or project activities are also included in an emissions trading program or binding emission limit, assess the evidence of no double claiming against VCS Standard requirements.
 |
| No double claiming with other forms of environmental credit | *The response should include:** Where the project activity has sought, received, or is planning to receive credit from another GHG-related environmental credit system, assess the evidence of no double claiming against VCS Standard requirements.
 |
| Supply chain (scope 3) emissions double claiming | The response should include: * Whether the project proponent(s) or authorized representative is a buyer or seller of a product whose emissions footprint is changed by the project activities.
* *If so, whether the project proponent(s) or authorized representative has posted a public statement on their website in accordance with the VCS Program requirements.*
 |
| Sustainable development contributions | The response should include: * An assessment of whether the project has implemented the activities that result in the SD contributions described in the monitoring report.
 |
| Additional information relevant to the project  | The response should include: * *An assessment of whether any commercially sensitive information that has been excluded from the public versions of project documents conforms with the VCS Program requirements on what may be excluded. Provide further detail in Appendix 1.*
 |

## Safeguards and Stakeholder Engagement

### Stakeholder Identification

Where the stakeholder makeup has changed since validation, use the table below to describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment of the project’s conformance with the relevant VCS Program requirements. Where the rows do not apply, provide justification in the conclusion column.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Stakeholder identification |  |
| Legal or customary tenure/access rights |  |
| Stakeholder diversity and changes over time  |  |
| Expected changes in well-being  |  |
| Location of stakeholders  |  |
| Location of resources |  |

### Stakeholder Consultation and Ongoing Communication

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment of the project’s conformance with the relevant VCS Program requirements.

|  |  |
| --- | --- |
| Item | **Evidence gathering activities, evidence checked, and assessment conclusion**  |
| Ongoing consultation |  |
| Date(s) of stakeholder consultation |  |
| Communication of monitored results |  |
| Consultation records |  |
| Stakeholder input |  |

### Free, Prior, and Informed Consent

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment of the project’s conformance with FPIC method requirements.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Consent  |  |
| Outcome of FPIC discussion |  |

### Grievance Redress Procedure

In the table below, describe i) the evidence gathering activities for each item, ii) the evidence checked, and iii) the conclusion of the assessment on the appropriateness of the project’s procedure and the accessibility of the procedure as conforming with the requirements.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Grievance received and steps taken to resolve the grievance including the outcomes of the resolution |  |
| Grievance redress procedure |  |

### Public Comments

Summarize any public comments submitted received after the public comment period. Assess whether the project proponent has taken due account of any comments and provide a conclusion on the assessment 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.

|  |  |  |
| --- | --- | --- |
| Comments received | Actions taken by the project proponent | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Summary of comment received | Provide a summary of actions taken and any project design updates or justify why updates were not necessary or appropriate.  |  |
| … | …. |  |

### Risks to Local Stakeholders and the Environment

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of project’s risk assessment and mitigation measures, including where no risk has been identified by the project proponent. Where no risk has been identified by the project proponent, provide a conclusion on the assessment confirming no risk has been identified.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Risks to stakeholder participation |  |
| Working conditions |  |
| Safety of women and girls |  |
| Safety of minority and marginalized groups, including children |  |
| Pollutants (air, noise, discharges to water, generation of waste, release of hazardous materials) |  |

### Respect for Human Rights and Equity

* + - 1. Labor and Work

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) the conclusion on the assessment of work labor and working conditions associated with the project, and mitigation measures implemented to prevent such risks during the monitoring period.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Discrimination and sexual harassment  |  |
| Management experience |  |
| Gender equity in labor and work |  |
| Human trafficking, forced labor, and child labor |  |

* + - 1. Human Rights

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of how the project respects and promotes the project of rights of IPs, LCs, and customary rights holders in line with applicable international human rights law, and the United Nations Declaration on the Rights of Indigenous Peoples and ILO Convention 169 on Indigenous and Tribal Peoples during the monitoring period.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Human rights  |  |

* + - 1. Indigenous Peoples and Cultural Heritage

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of how the project preserves and protects cultural heritage as part of project activities.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Preservation and protection of cultural heritage  |  |

* + - 1. Property Rights

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of property rights of IPs, LCs, and customary rights holders identified by the project proponent, and the respect of such rights during the monitoring period.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Disputes over rights to territories and resources |  |
| Respect for property rights |  |

* + - 1. Benefit Sharing

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of property rights of IPs, LCs, and customary rights holders identified by the project proponent, and the respect of such rights during the monitoring period.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Summary of the benefit sharing plan |  |
| Benefit sharing during the monitoring period |  |

### Ecosystem Health

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of project’s mitigation measures during the monitoring period. Where no risk was identified at validation, write “No risk identified.”

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Impacts on biodiversity and ecosystems |  |
| Soil degradation and soil erosion |  |
| Water consumption and stress |  |
| Usage of fertilizers |  |

* + - 1. Rare, Threatened, and Endangered species

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of the project’s mitigation measures implemented to prevent negative impacts on rare, threatened, or endangered species during the monitoring period. If the project is not located in or adjacent to a habitat of such species, provide the assessment method used and overall conclusion in the table.

|  |  |
| --- | --- |
| Item | Evidence gathering activities, evidence checked, and assessment conclusion  |
| Species or habitat | Demonstrate that the project will not and has not adversely impact habitats for rare, threatened, or endangered species. |
| … | *…* |

* + - 1. Introduction of Species

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment that any adverse effects from the introduction of species identified at validation at validation are being mitigated, and that existing invasives have not thrived in during the monitoring period, and the justification of the usage of non-natives is appropriate.

|  |  |
| --- | --- |
| **Species introduced** | **Evidence gathering activities, evidence checked, and assessment conclusion** |
|   |   |
|   |   |
|   |   |

|  |  |
| --- | --- |
| **Existing invasive species** | **Evidence gathering activities, evidence checked, and assessment conclusion** |
|   |  |
|   |  |
|   |  |

* + - 1. Ecosystem conversion

In the table below, describe i) the evidence gathering activities, ii) the evidence checked, and iii) provide a conclusion on the assessment of the evidence provided by the project proponent that the ARR, ALM, WRC, or ACoGS project to demonstrate no land was cleared or drained of existing natural ecosystems during the monitoring period.

|  |  |
| --- | --- |
| **Item** | **Evidence gathering activities and evidence checked** |
| Ecosystem conversion |   |

## Accuracy of Reduction and Removal Calculations

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

* The accuracy of 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 emissions have been followed.
* The appropriateness of any default values used in the monitoring report and whether they are in conformance with the VCS Program rules.

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

Provide an overall conclusion regarding whether the reductions and removals provided in this project’s GHG statement have been quantified correctly in accordance with the monitoring plan and applied methodology.

## Quality of Evidence to Determine Reductions and Removals

Identify the evidence used to determine the GHG emission reductions and carbon dioxide 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 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 reductions and removals.

## 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.

# Verification OPINION

## Verification Summary

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 carbon dioxide 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.

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

## Verification Conclusion

State the level of assurance on the quantity of GHG emission reductions and carbon dioxide removals in tCO2 equivalents achieved by the project during the verification period as provided in the project’s GHG statement. Include a confirmation and a breakdown of reductions and removals by calendar year within the verification period. Where the project reports reductions and removals separately, these must be verified separately.

**Verification period:** From [DD-Month-YYYY] to [DD-Month-YYYY]

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

For projects that are not required to assess permanence risk, use the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vintage period** | **Baseline emissions (tCO2e)** | **Project emissions (tCO2e)** | **Leakage emissions (tCO2e)** | **Reduction VCUs (tCO2e)** | **Removal VCUs (tCO2e)** | **Total VCUs (tCO2e)** |
| DD-MMM-YYYY to 31-Dec-YYYY  |  |  |  |  |  |  |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |  |

For projects required to assess permanence risk:

i) P*rovide a conclusion on the following information:*

|  |  |
| --- | --- |
| The non-permanence risk rating (%) |  |
| If applicable, the Long-term Average (LTA), whether it has been properly updated, and if it has been reached. |  |
| Whether a loss has been appropriately accounted for, in accordance with the VCS Program rules, if applicable. |  |

ii) Complete the table below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vintage period** | **Baseline emissions (tCO2e)** | **Project emissions (tCO2e)** | **Leakage emissions (tCO2e)** | **Buffer pool allocation (tCO2e)** | **Reductions VCUs (tCO2e)** | **Removals VCUs (tCO2e)** | **Total VCU issuance (tCO2e)** |
| DD-MMM-YYYY to 31-Dec-YYYY  |  |  |  |  |  |  |  |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

## Ex-ante vs Ex-post ERR Comparison

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vintage period | Ex-ante estimated reductions/removals | Achieved reductions/removals | Percent difference | Explanation for the difference  |
| DD-MMM-YYYY to 31-Dec-YYYY  |  |  |  |  |
| 01-Jan-YYYY to 31-Dec-YYYY |  |  |  |  |
| *…* |  |  |  |  |
| 01-Jan-YYYY to DD-MMM-YYYY |  |  |  |  |
| Total |  |  |  |  |

#

# Appendix 1: Commercially sensitive information

*Use the table below to describe the commercially sensitive information included in the monitoring report to be excluded in the public version.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Section* | Information | Justification | Assessment method and conclusion |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# APPENDIX X: <title of appendix>

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