



CLIMATE
ACTION
RESERVE

ADDITIONAL PROJECT VERIFICATION ACCREDITATION REQUIREMENTS

Requirements that are additional to ISO 14065 guidance for the accreditation of verification bodies and performing verification of emission reduction projects reported to the Climate Action Reserve ('the Reserve') are as follows:

Reference	The Climate Action Reserve
General 1	Requires that accreditation is achieved against specific scopes as outlined in its project protocols (Livestock, Landfill, Forest, Urban Forest and additional protocols currently under development). The Reserve project verification work activities must be done in accordance with its required scopes as laid out in the relevant <i>Project Reporting and/or Verification Protocol</i> and the <i>Verification Program Manual</i> . Verification bodies must demonstrate knowledge in the quantification of GHG projects and corresponding baseline scenarios.
General 2	The Reserve reserves the right to observe the conduct of verification activities by means of witnessing verification in action. This witnessing may normally be done by means of accompanying Accreditation Body Assessors, but the Reserve reserves the right to also request independent observation visits. The Reserve expects Verification Bodies to inform their clients of this potential activity, to include their client's deemed consent within contracts or agreements that are signed; and to facilitate the process of observation if selected.
The Reserve 1	Assumes that all verification will be undertaken following the process outlined in accordance with the Reserve's <i>Program Verification Manual</i> and the relevant <i>Project Reporting and/or Verification Protocol</i> .
The Reserve 2	Verification bodies must have knowledge of: <ul style="list-style-type: none">• GHG Emission Reduction Project Accounting, calculation processes and methods• Concept of project baselines, "additionality", and emissions reductions and removals that are above and beyond business-as-usual• Techniques and key elements of non-financial data monitoring,

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	<p>auditing and assurance, including GHG accounting & assurance principles, strategic analysis, risk assessment, verification planning, testing and evaluation, missing data and materiality analysis; evaluation of issues, corrective actions and statement formulation</p> <ul style="list-style-type: none"> • Instrumentation and measurement systems, in relation to GHG project accounting; including principles of uncertainty analysis • Electronic information systems and associated information and IT security • Financial, contractual and operational implications of relevance to GHG accounting • Complex project/program management and leadership (for Lead Verifier status)
The Reserve 3	<p>Requires that each verification body have a minimum of two Lead Verifiers that have attended and successfully completed designated Reserve training within the sector applied for. Designated training must have occurred to be eligible to conduct verification activities under the Reserve, but can occur during the accreditation process. Designated training includes:</p> <ul style="list-style-type: none"> • Project Verifier Training for sector-specific Reserve project protocols – aimed at embedding knowledge and understanding of the principles and techniques for the verification of associated emissions reductions <p><i>*The Reserve may make an exception to the designated training rule for new protocols that have yet to offer a Project Verifier Training.</i></p> <p>Also recommends that verification bodies have attended:</p> <ul style="list-style-type: none"> • The Reserve Briefing/Orientation – aimed at ensuring knowledge and understanding of the Reserve’s program and protocols • General Verification training - teaching basics of GHG accounting, verification principles and concepts <p>Where personnel are upgraded over time from Verifier to Lead Verifier, the Reserve expects there to be a clear, formal and documented progression mechanism that takes account of training (be it internal or external), demonstration of applied competence, an appropriate amount of real time practice and supervised leading before confirmation of upgrades. Changes in personnel roles should be notified to the Reserve through its Designated Staff Roles & Responsibilities form.</p>
The Reserve 4	<p>Requires that verification bodies can demonstrate knowledge of the specific Reserve protocol they are applying to be accredited under:</p> <ul style="list-style-type: none"> • <i>Livestock, Landfill, Forest and Urban Forest Project Protocols</i> (and/or any additional protocols adopted by the Reserve)

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	<ul style="list-style-type: none"> • <i>Livestock, Landfill, Forest and Urban Forest Verification Protocols</i> (and/or any additional protocols adopted by the Reserve)
The Reserve 5	<p>Requires that in addition to general evaluation of impartiality and Conflict of Interest (COI) risks, verification bodies must also:</p> <ul style="list-style-type: none"> • Complete a self evaluation of the potential for a COI prior to every individual verification engagement • Complete a case specific Notification of Verification Activities and Conflict of Interest (NOVA/COI) Assessment Form (see <i>Program Verification Manual</i> for details) and submit it to the Reserve for review at least 10 days prior to commencing verification activities (e.g. site visits, interviews, etc.). • If, once the engagement has commenced, there is a change of membership of the verification team or a relevant change of circumstances in relation to the Reporter, the COI self-evaluation should be revisited and in the event that the change in circumstances affects the assessment the Reserve should be notified immediately. <p>In practice the Reserve expects that COI self evaluation would be done at the contract review stage, when the verification body is considering whether to tender for the verification engagement. Where the verification body does not tender for the work, or does not win the work, the declaration form is not required to be submitted, but should be retained on the tender file for Accreditation Body inspection.</p> <p>If as a result of investigation the Reserve decides to annul a Verification Opinion, the verification body will be liable for the costs of the verification service it provided to the relevant client. This may include repayment of the fees it received from the client or another arrangement that it reaches with the affected client.</p>
The Reserve 6	<p>Requires that verification bodies have professional indemnity insurance to the level of at least \$US 4,000,000 and that the Reserve is named on that insurance.</p> <p>It should be noted by Verification Bodies that that the emissions assertions a verification body is providing a statement on may be used for purposes other than just Reserve reporting; it is therefore important that verification bodies understand the potential for reliance to be placed upon their statements by third parties, and any associated financial or legal liabilities that might accrue. Under such circumstances, verification bodies should ensure that the level of insurance carried is still appropriate.</p>
The	Requires that, as a minimum, the verification body will have two Lead

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Reserve 7	Verifiers on staff or subcontracted. This will enable the appropriate management of the verification program and the separation of powers and responsibilities between the role of Lead Verifier and the role of Senior Internal Reviewer.
The Reserve 8	<p>Allows that sub-contractors may be used as Lead Verifiers or Senior Internal Reviewers or both, provided that they are subject to formal contractual agreements as outlined in ISO14065:2007 clause 6.4; and subject to:</p> <ul style="list-style-type: none"> • Meeting the competencies outlined in clause 6.3.7 • Oversight by the verification body's GHG manager who is expected to be a qualified Lead Verifier • The verification body retaining the responsibility for the final decision on the validity of the opinion arrived at, and the decision to issue the Verification Opinion
The Reserve 9	<p>Accepts that there may be business models used by verification bodies that mean that a number of verification team roles might be filled by sub-contractors, including Verifier, Lead Verifier or Senior Internal Reviewer. Where such models are used, the Reserve expects the verification body to demonstrate how it manages and controls the sub-contractors in those roles and how it retains the responsibility for the final decision making process in relation to the confirmation and issuing of the Verification Opinion to clients.</p>
The Reserve 10	<p>Requires that the Reserve be provided with notice of the verification schedule at least 10 business days before the commencement of work, so that it has an opportunity to decide whether it wishes to observe any part of the verification activities. The Reserve recognizes that verifiers need to be flexible and responsive to changes in the circumstances of the verification or client and that the schedule may change.</p> <p>This notification could be submitted along with the NOVA/COI Assessment Form if the timing of the engagement contract allows, but the Reserve recognizes that NOVA/COI Assessment Forms may be submitted at the stage of contract negotiation or tender.</p> <p>Further requires that the verification body provides accreditation bodies with an annual summary of verification activities outlining the range of client (and number of their sites) as well as sectors for whom the verification body is commissioned to do work, and the Lead Verifier and Senior Internal Reviewer assigned to each verification engagement (along with a list of its core verification team. This will enable the accreditation body and the Reserve to have an overview of capacity, resources and constraints; and ensure that its planned program of witnessing is representative of a verification body's activities and personnel.</p>

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The Reserve 11	The Reserve's COI policy is outlined in the <i>Program Verification Manual</i> with specific requirements in terms of thresholds and criteria by which conflicts of interest may be judged. Verification Bodies should refer to and comply with the Reserve's provisions with respect to avoiding COI.
The Reserve 12	<p>Requires that project developers' records are retained for at least seven years from the date of the verified emission report (and records retained include all relevant evidence to support that report); and that verifiers retain their records for a matching period.</p> <p>It should be noted that some records may be subject to fiscal or other legal requirements that are longer than the Reserve's mandated period.</p>
The Reserve 13	Requires that the Senior Internal Reviewer is an active Lead Verifier able to demonstrate continued competence and appropriate continuing professional development.
The Reserve 14	<p>If verification bodies are applying to be accredited to perform project verifications of the Landfill Protocol they must demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Landfill Operations, Landfill Gas Capture and Control Equipment and Operations • Capture, Destruction, and Monitoring of Methane Gas • Relevant state/local/federal regulations governing landfill operations <p>Additionally, they must demonstrate experience with:</p> <p>Landfill Operations Work (i.e. previous verification/validation, project design, document preparation, or environmental compliance documentation preparation, etc.)</p>
The Reserve 15	<p>If verification bodies are applying to be accredited to perform project verifications of the Livestock Protocol they must demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Confined Animal Feeding Operations • Biodigester Equipment and Operations • Capture, Destruction, and Monitoring of Methane Gas • Relevant state/local/federal regulations governing livestock operations <p>Additionally, they must demonstrate experience with:</p> <p>Livestock Operations Work (i.e. previous verification/validation, project design, document preparation, or air/water compliance documentation preparation, etc.)</p>
The Reserve	If verification bodies are applying to be accredited to perform project verifications of the Forest Protocol they must demonstrate knowledge of:

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16	<ul style="list-style-type: none"> • Forest Management Practices • Forest Growth and Yield Projections <p>Additionally, they must demonstrate experience with:</p> <p>Forest Operations Work (i.e. previous verification/validation, project design, preparing or maintaining forest inventories, monitoring plans, or modeling carbon stocks, etc.)</p> <p>AND:</p> <ul style="list-style-type: none"> • Applicant must have at least one Registered Professional Forester (RPF) with a minimum of 5 years of experience on its staff, subcontracted OR on the staff of a partner organization
The Reserve 17	<p>If verification bodies are applying to be accredited to perform project verifications of the Urban Forest Protocol they must demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Tree Planting and Maintenance Activities • Tree Growth and Yield Projections <p>Additionally, they must demonstrate experience with:</p> <p>Forest or Urban Forest Operations Work (i.e. previous verification/validation, project design, preparing or maintaining tree planting documentation, monitoring plans, or modeling carbon stocks, etc.)</p>