



# GUIDELINES FOR THE VALIDATION AND VERIFICATION OF VOLUNTARY GREENHOUSE GAS ASSERTIONS

**Valid from 1 December 2008**

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TECHNICAL RULES DEVELOPED BY RINA AND Ce.Si.SP (Centro per lo sviluppo della Sostenibilità dei Prodotti)

## **CHAPTER 1 – GENERAL**

### **1.1**

These Guidelines define the procedures implemented by RINA to validate and verify voluntary assertions related to greenhouse gases (GHG), as for example:

- validation and verification of the GHG inventories and of initiatives aimed at improving GHG management,
- validation and verification of greenhouse gas reduction projects for the issue of VER (Verified Emissions Reductions).

Validation is a systematic, independent and documented process for the evaluation of a greenhouse gas assertion in a GHG project plan against agreed verification criteria in order to confirm that the project, as documented, is valid and reasonable and complies with the agreed criteria. Validation is a requirement for all VER projects and is considered necessary to provide assurance to interested parties concerning the quality of the project and the achievement of verified emissions reductions.

Verification is a systematic, independent and documented process for the evaluation of a greenhouse gas assertion against agreed verification criteria. In the case of VER projects, verification is the periodic independent evaluation and ex post validation of the monitored reductions of greenhouse gas emissions during the defined period of verification.

Validation and verification of voluntary greenhouse gas assertions is performed according to the validation and verification criteria agreed (GHG programmes, voluntary reporting initiatives, standards or good practice guidance, RINA technical Annexes), including the principles and requirements of the ISO 14064 series of standards and of these Guidelines.

### **1.2**

RINA reserves the right to issue supplementary annexes to these guidelines to specify particular operating methods, tools and methods required by the nature of the specific assertion.

These annexes make reference to the following documents:

- United Nations Framework Convention on Climate Change (UNFCCC),
- UNFCCC Procedures, Guidelines, Rules, Decisions and Clarifications,
- Protocol of Kyoto (KP),
- Marrakech Accords
- Modalities and procedures for a Clean Development Mechanism (CDM M&P),
- Simplified methods and procedures for small scale CDM project activities (CDM simplified M&P),
- IETA validation and verification manual (VVM),
- ISO 14064 standards.

### **1.3**

These Guidelines may be applied to the validation and verification of a GHG assertion made by a responsible party where responsible party means the Management of an organisation or the person responsible for a GHG project.

RINA applies its current fees and guarantees fairness and uniformity of application.

RINA may legitimately refuse validation and verification requests related to organisations and/or their products/activities that are subject to restriction, suspension or proscription by a public authority.

### **1.4**

In connection with the implementation of these Guidelines, RINA does not provide any assistance as regards drawing up a GHG assertion.

### **1.5**

The terminology used in these Guidelines is the same as that used in the reference documents indicated in point 1.2 above.

## **CHAPTER 2 – VALIDATION AND VERIFICATION PROCESS**

### **2.1**

The implementation of these Guidelines is related to the validation and verification of a GHG assertion drawn up by a responsible party against agreed criteria. If, for example, the responsible party adheres to a specific standard/ VER programme, the requirements of this standard/programme are to be considered, in addition to those defined in ISO 14064 and in these RINA Guidelines, and will be checked by RINA during the validation and verification

process. RINA issues a conclusion which guarantees the intended user, with a reasonable level of assurance<sup>1</sup>, that the GHG assertion does not contain material errors, omissions or misrepresentations.

RINA assesses the GHG assertion by comparing it with the GHG performance of the organisation or GHG project in relation to a set of performance criteria including the following:

- the objectives, scope and agreed validation or verification criteria;
- the performance of the responsible party in relation to every principle or requirement of a standard of the ISO 14064 series or GHG programme or any GHG performance target which it has adhered to;
- the level of proof provided by the objective evidence gathered during validation or verification that the GHG assertion of the organisation or of the GHG project reflects real performance and is supported by complete, coherent, accurate and transparent GHG information.

## 2.2

The responsible party wishing to obtain validation and/or verification of its voluntary GHG assertion must provide RINA with the data relevant to the extent and boundaries of the validation and verification process, preferably by sending the "Informative Questionnaire for the validation and /or verification of GHG assertions" (Annex 1) filled in, available from the [www.rina.org](http://www.rina.org) site, on the basis of which RINA will draw up a quotation.

In particular, the responsible party is to provide RINA with the following information:

- data concerning the organisation or the GHG project proponent and location of the site(s) concerned,
- description of the activity subject to validation and verification, organisational boundaries or GHG project scenarios,
- the physical infrastructure, activities, technologies and processes of the organization or GHG project,
- GHG sources, sinks and/or reservoirs,
- GHG types,
- the time period(s) to be covered by the assertion,
- the validation and verification criteria agreed (GHG programmes, voluntary reporting initiatives, standards or good practice guidance, RINA technical Annexes), including the principles and requirements of the ISO 14064 series of standards and of these Guidelines,
- the relative size (in CO<sub>2</sub>equivalent) of the GHG assertion.

This information is needed to verify in advance the nature, size and complexity of the validation and/or verification activity to be undertaken, the eligibility of the project, if applicable, and to draw up a suitable economic offer.

The responsible party, if it accepts the economic offer, formalises the "Request for validation/verification of a GHG assertion" (Annex 2) by sending the pertinent form to RINA.

On receipt of the validation/verification request and of the pertinent annexes, and having checked they are complete, RINA sends the responsible party confirmation, in writing, that the request has been accepted.

The responsible party's request, which makes specific reference to these Guidelines, and the relative acceptance by RINA contractually formalise the relationship between RINA and the responsible party and the applicability of these Guidelines.

The contractual relationship between RINA and the responsible party can also be formalised by means of a duly signed contract.

The contract stipulated between RINA and the responsible party covers:

- document review of the GHG assertion,
- the interview process, in the case of VER project validation, which may also involve the main subjects concerned, local or international,
- site audit, always to be performed in the case of VER project verification and at the discretion of RINA in relation to the nature of the assertion in all other cases,
- any additional services stated in the offer.

## 2.3

RINA notifies the responsible party of the names of the audit team and team leader (validation or verification team) who will undertake the validation and verification, on the basis of the knowledge, skills and competency required.

The responsible party may object to the appointment of these auditors, giving their reasons.

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<sup>1</sup> A validation or verification statement which affirms a reasonable level of assurance could be expressed as follows.

*"On the basis of the process and procedures conducted, the GHG assertion:*

*- is materially correct and is a fair representation of the GHG data and information, and*  
*- is prepared in accordance with the related international standard on quantification"*

## 2.4

Together with the certification request or subsequently, the responsible party is to make available to RINA the GHG assertion as well as any information requested to support the assertion. In particular, the responsible party is to provide RINA with the following:

a) for VER project validation,

- a copy of the Project Design Document (PDD) drawn up according to par. 5.2 of ISO 14064-2 or according to the latest version of the format for CDM project PDD,
- a copy of the Environmental Impact Assessment and environmental/operational authorisations, if applicable
- a copy of stakeholders' consultation reports,
- evidence of any management system certification,
- calculation sheets and formulas.

b) for VER project verification,

- a copy of the Project Design Document (PDD) drawn up according to par. 5.2 of ISO 14064-2 or according to the latest version of the format for CDM project PDD,
- a copy of the project validation report,
- a copy of the Environmental Impact Assessment and environmental/operational authorisations, if applicable,
- a copy of the monitoring report.

c) for GHG inventories and initiatives aimed at improving GHG management,

- a copy of the GHG report which describes the inventory or initiative aimed at improving GHG management,
- evidence of every Management System Certification of the activity of the site(s) of the project, if applicable,

RINA may, at its discretion, request also other documents for review apart from those indicated above, considered important for the purpose of validation and verification of the GHG assertion.

## 2.5

The above documentation will be assessed by RINA for compliance with the agreed validation and verification criteria (GHG programmes, voluntary reporting initiatives, standards or good practice guidance, RINA technical Annexes), including the principles and requirements of the ISO 14064 series of standards and of these Guidelines.

Following the document review, the team will identify further issues and elements (aspects and objective evidence) to be discussed with the responsible party during the interview process. The interviews can also involve the main local or international interested parties who have significant comments to make.

## 2.6

The on-site audit, in the case of VER project validation, is necessary to carry out the interviews with project stakeholders when the project context is not well-known.

The on-site audit, in the case of VER project verification, aims essentially to ensure that the project has been implemented as planned, to check that the monitoring systems and actual procedures conform to the monitoring systems and procedures described in the report/monitoring plan and to establish that audit evidence exists to support the emission reductions requested.

The audits include a wide variety of activities, such as retracing data to find omissions or transcription errors, recomputing emission estimates to confirm engineering calculations or reviewing documents attesting to an activity.

## 2.7

At the end of the interview process, the responsible party is given a validation or verification report with the conclusions as to whether the GHG assertion contains significant material discrepancies or not and whether the validation or verification activities provide a reasonable level of assurance.

This report summarises the findings, including a general discussion of the details identified by the validation or verification team.

The report contains the findings for which action is required, corrective action requests (CAR) and additional issues and elements (aspects and objective evidence), clarification requests (CL), which need to be discussed with the responsible party before closing the validation and verification process.

This information is provided to enable the responsible party to reply by supplying supplementary information and clarification or make the necessary improvements to the GHG assertion.

On receipt of the replies and comments from the responsible party following the CAR and CL, the validation or verification report will be revised to take these replies into account.

Depending on the nature of the improvements/corrections and/or documentation provided, an audit may be

necessary to verify the correct implementation of the proposed corrective actions.

The validation or verification report issued by RINA includes, as a minimum, the following information:

- the data of the organisation or of the GHG project proponent and location of the site(s) concerned,
- a description of the activity subject to validation and verification, organisational boundaries or GHG project scenarios,
- the responsible party's GHG assertion against which the validation or verification testing was conducted,
- GHG sources, sinks and/or reservoirs,
- GHG types,
- the time period(s) to be covered by the assertion,
- the agreed validation and verification criteria (GHG programmes, voluntary reporting initiatives, standards or good practice guidance, RINA technical Annexes), including the principles and requirements of the ISO 14064 series of standards and of these Guidelines,
- a description of the work carried out by the validation or verification team,
- a description of whether the data and information supporting the GHG assertion are hypothetical, projected and/or historical in nature,
- a conclusion on the GHG assertion, including any qualifications or limitations, which assures the intended user, with a reasonable level of assurance, that the GHG assertion does not contain material discrepancies, omissions or misrepresentations,
- the report date,
- an authorised signature from the validation or verification team leader,
- any findings which show that one, some or all of the aspects of the GHG information do not comply with the validation or verification criteria and evidence that they have been resolved.

The contents of the report are subsequently confirmed by RINA in writing. If there is no written communication from RINA, the report is to be considered as confirmed three working days after it has been delivered to the responsible party.

## **2.8**

Once the validation and verification process has been successfully completed and following validation by the specific RINA Technical Structure, a validation or verification statement is issued to the responsible party which contains the following information:

- name, address and other relevant information concerning the responsible party,
- quantification of GHG emissions or removals,
- quantification of GHG emission reductions or removal enhancements of the project expressed as CO<sub>2</sub>e, for the relevant period of time (annual, cumulative to date, total) (in the case of VER project validation, the projected quantity of VER credits of the project, in the case of VER project verification, the verified/certified quantity of VER),
- compliance with the agreed validation and verification criteria (GHG programmes, voluntary reporting initiatives, standards or good practice guidance, RINA technical Annexes), including the principles and requirements of the ISO 14064 series of standards and of these Guidelines,
- the validation or verification statement date,
- an authorised signature,
- conclusions on the GHG assertion, including any qualifications or limitations.

## **CHAPTER 3 – SPECIAL REQUIREMENTS FOR VER PROJECT VALIDATION AND VERIFICATION**

### **3.1**

The validation process of VER projects sets out to increase certainty that the VER project will produce the projected quantity of emission reductions through a subsequent verification of the VER project. In particular, the project baseline, project additionality, monitoring plan (MP) and compliance of the project with the pertinent criteria will have to be validated so as to confirm that the project, as documented, is valid and reasonable and meets the agreed criteria.

Validation provides assurance to interested parties concerning the quality of the project and achievement of the certified reduction units of emissions (VER).

The verification process of a VER project is the independent periodic examination and validation ex post of the monitored GHG emission reductions during the defined verification period.

The aim of the verification process is to:

- verify that the monitoring systems and procedures conform to the monitoring systems and to the procedures described in the monitoring plan,
- assess the data on greenhouse gas emission reductions and draw a conclusion which assures the intended user, with a reasonable level of assurance, that the GHG assertion does not contain material discrepancies, omissions or misrepresentations,
- verify that the reported GHG emission data are sufficiently supported by evidence, as for example monitoring records.

### **3.2**

In the case of retro-active projects, RINA may undertake both activities (validation and verification) in a single process.

### **3.3**

The responsible party or project proponent must ensure that the GHG project complies with the agreed validation and verification criteria (GHG programmes, voluntary reporting initiatives, standards or good practice guidance, RINA technical Annexes), including the principles and requirements of the ISO 14064 series of standards and of these Guidelines.

### **3.4**

RINA decides whether the project is eligible in compliance with the agreed validation criteria.

VER projects must demonstrate reasonably that the project's emission reductions are additional to what would have happened in the absence of the VER project. VER project activity is additional if the anthropogenic emissions of GHG by sources are reduced below those that would have occurred in the absence of the project activity.

Assessment of the additionality of a project activity will have to establish if there is sufficient evidence to demonstrate that the VER project activity is not in itself a likely baseline scenario.

VER projects must belong to the following sectoral scopes defined by the UNFCCC:

1. Energy industries (renewable and non renewable sources)
2. Energy distribution
3. Energy demand and consumption
4. Manufacturing industries
5. Chemical industry
6. Construction
7. Transport
8. Mining/mineral production
9. Metal production
10. Fugitive emissions from fuels (solid, oil and gas)
11. Fugitive emissions from production and consumption of halocarbons and sulphur hexafluoride
12. Use of solvents
13. Waste handling and disposal
14. Afforestation and reforestation
15. Agriculture

Nuclear energy is excluded from the eligible activities.

Lastly, only the GHG emissions listed in Annex A of the Kyoto Protocol can be considered.

### **3.5**

A distinction has been made between large-scale, small-scale and micro-scale VER projects according to the following definition:

- Large-Scale Project (LSP): VERs > 15,000 ton of CO<sub>2</sub>e/year;
- Small-Scale Project (SSP): VERs > 5,000 and < 15,000 ton of CO<sub>2</sub>e/year
- Micro-Scale Project (MSP): VERs < 5,000 ton of CO<sub>2</sub>e/year

The requirements specified in these Guidelines refer to all types of VER projects. For micro and small scale projects, some simplifications of the validation and verification process are defined.

### 3.6

The project document (PDD) or an equivalent document used as a basis for the validation must be complete and sufficiently exhaustive to give an accurate picture of the project and of its baseline. The documentation is to be prepared according to par. 5.2 of ISO 14064-2 or according to the latest version of the format for CDM project PDD.

In order to meet the criteria, as a minimum the responsible party/project proponent must:

- describe the VER project and its context in the PDD,
- identify the GHG sources, sinks and reservoirs controlled, related to or affected by the project,
- determine the baseline scenario,
- identify the GHG sources, sinks and reservoirs relevant to the baseline scenario,
- select relevant GHG sources, sinks and reservoirs for regular monitor or estimation,
- quantify GHG emissions and/or removals for selected GHG sources, sinks and reservoirs,
- quantify GHG emission reductions and removal enhancements during project implementation,
- apply quality management procedures to manage data and information, including the assessment of uncertainty, relevant to the project and baseline scenario,
- establish and maintain criteria and procedures to obtain, record, compile and analyse data and information important to quantify and report GHG emissions and/or removals relevant to the project and baseline scenario (i.e. GHG information system),
- state the starting date of the verification period in the format dd/mm/yyyy

In the case of small and large scale projects, the PDD or an equivalent document, has to contain also the following information:

- environmental and social aspects/impacts,
- information on the involvement of the stakeholders.

### 3.7

Before the verification, the responsible party or project proponent confirms the starting date of the verification period. This date is not to be delayed or advanced by more than one year from the one indicated in the PDD, is not to be earlier than the date of validation of the project activity and in conformity with the validation and verification criteria agreed (GHG programmes, voluntary reporting initiatives, standards or good practice guidance, RINA technical Annexes).

### 3.8

The monitoring report used as a basis for the verification must be complete.

In order to meet the criteria, as a minimum the monitoring report must:

- make reference to the monitoring methodology applied to the validated project;
- take into account the results of any previous validation and/or verification reports;
- be presented in a format enabling it to be assessed;
- clearly state the monitoring period (start and finishing dates) in line with the beginning of the verification period;
- provide evidence that the monitoring system is being implemented and is fully operational;
- provide evidence that the data reported and relevant to GHG emissions are sufficiently supported by evidence, for example through monitoring records.

### 3.9

The VER (Verified Emissions Reduction) are exchangeable "emission reduction units", generated in accordance with standards and defined requirements and different from the Kyoto Protocol.

The main difference with the JI and CDM projects is that the aim of VER projects is not registration with the UNFCCC and therefore the VER credits will not be credited in any balance in accordance with the Kyoto Protocol of an annex1 country.

VER projects can be undertaken in Annex 1 countries, non Annex 1 countries and in countries which haven't ratified the KP.

Projects developed in accordance with different schemes (i.e. CDM/JI) can ask for validation and verification of voluntary reduction projects for a period of time outside the verification period (for instance crediting period), established in the relative schemes.

### 3.10

In Annex 1 countries, emission reductions generated by a VER project increase the potential of host countries to receive "free" AAU (Assigned Allowance Units) to use.

This fact can generate a potential double calculation of emission reductions.

RINA, therefore, avoids all conflicts of this kind by asking the responsible party for a statement affirming that the VER credits generated from the project will not be transferred to another country or to other VER schemes without informing RINA. This statement will be made public in connection with VER registration.

## **CHAPTER 4 – ECO<sub>2</sub>care REGISTRY**

### **4.1**

To make it easier to manage the calculation of the VER credits generated by different certified projects and to encourage their market exchange, a registry has been set up “eCO<sub>2</sub>care registry” which provides access to RINA certified projects concerning GHG reductions.

The “eCO<sub>2</sub>care registry”, accessible on the internet site [www.eco2care.org](http://www.eco2care.org), makes it possible to see the projects validated by RINA, gives an up to date situation of the VER credits verified by RINA and enables contact to be established between possible credit purchasers and sellers.

The Registry makes it possible to keep track of ownership of the credits, taking account of the transactions made to register credit ownership and minimises the risk of a double count.

### **4.2**

On receipt of the RINA validation and/or verification statement, the responsible party can ask to be registered in the eCO<sub>2</sub>care registry, contacting directly CE.Si.S.P. ([cesisp@cesisp.unige.it](mailto:cesisp@cesisp.unige.it)), manager of the registry. For further information, see the document “Terms of Use eCO<sub>2</sub>care Registry” available from the [www.eco2care.org](http://www.eco2care.org) site.

## **CHAPTER 5 – CONTRACTUAL CONDITIONS**

### **5.1**

The responsible party is required to provide all necessary documents and information, as per the RINA instructions for the provision of the service. The responsible party guarantees that all the documents and information given to RINA and related to the service are correct and real. All the documents and/or information necessary are to be considered correctly supplied if transmitted personally, by registered letter, e-mail or fax.

RINA shall not be held liable for any loss due to the provision of false, incomplete or omissive information in the documents as a result of action or omission by any subject outside RINA, except as regards specifically stated requests in the purpose of the service contract.

RINA cannot guarantee the accuracy and correctness of information from third parties in providing the service.

RINA will perform the service professionally and according to the agreed purpose of the service contract.

The responsible party acknowledges that a potential conflict of interest may make it impossible for RINA to provide the service. It is therefore mandatory to provide RINA with the business name of the subject (consultant) and the names of the people performing the work. Furthermore, the responsible party undertakes to inform RINA of any change concerning these people.

The responsible party also acknowledges that a potential conflict of interest may arise even after the contract has been stipulated and until it has been terminated. In such a case, RINA will have the right to terminate the contract with immediate effect and to exact payment for the services provided until termination.

For all matters not covered in this document, reference is to be made to the “GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION”, available from the web site [www.rina.org](http://www.rina.org).

**ANNEX 1 – FACSIMILE OF THE INFORMATIVE QUESTIONNAIRE FOR THE VALIDATION AND VERIFICATION OF GHG ASSERTIONS**

**INFORMATIVE QUESTIONNAIRE FOR THE VALIDATION AND/OR VERIFICATION OF GHG ASSERTIONS**

**1 – DATA OF THE RESPONSIBLE PARTY’S ORGANISATION**

<b>Registered name:</b>	
<b>Head office address:</b>	
<b>Post code:</b>	<b>Town:</b>
<b>Country:</b>	<b>CNPJ / VAT:</b>
<b>Web site:</b>	
<b>Contact person:</b>	<b>Position:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Mobile phone:</b>
Is the head office an activity site of the GHG assertion? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If other sites are involved in the GHG assertion (offices, plants, work sites, warehouses, etc.), please list them under point 3.	

**2 – GHG ASSERTION**

<b>Description of the activity to undergo validation or verification:</b>	
<b>Activity sector/category:</b>	<b>UNFCCC sector (if applicable):</b>
<b>Short description of the organisational boundaries or GHG project baseline scenarios:</b>	
<b>Short description of the physical infrastructures, activities, technology and processes of the organisation or project relevant to GHG:</b>	
<b>Validation and verification criteria:</b>	
ISO 14064 standards + RINA Guidelines + .....	
<b>Period(s) of time covered by the assertion:</b>	<b>Extent (in CO2e) of the GHG assertion:</b>
<b>GHG sources, sinks and/or reservoirs:</b>	<b>GHG involved:</b>
<b>Scale of the project (applicable to VER projects):</b>	<input type="checkbox"/> LARGE <input type="checkbox"/> SMALL <input type="checkbox"/> MICRO

### 3 – DATA OF THE SITES INVOLVED IN THE GHG ASSERTION

Registered name:	
Head office address:	
Post code:	Town:
Country:	CNPJ / VAT:
Web site:	
Contact person:	Position:
Tel:	Fax:
E-mail:	Mobile phone:
Registered name:	
Head office address:	
Post code:	Town:
Country:	CNPJ / VAT:
Web site:	
Contact person:	Position:
Tel:	Fax:
E-mail:	Mobile phone:

### 4 – ADDITIONAL INFORMATION

Is the Organisation/responsible party part of a larger group? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, which one? Main offices of the group:
Year the organisation/responsible party was established:
Has a consultancy firm helped to draw up the GHG assertion*? <input type="checkbox"/> YES <input type="checkbox"/> NO
Name of this firm*:
Names of the people involved who are part of the consultancy firm*:
Is the Organisation/responsible party a RINA client*? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, for which service(s) *?
Is the Organisation a client of one or more companies in the RINA Group*? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, of which one(s) and for which services *?
Has management system certification already been obtained? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, indicate the management system / standard

Place:

Date:

\_\_\_\_\_  
**Signature** (Name and position)

\* This information enables RINA to avoid possible conflicts of interest between the validation/verification/certification activities and the activities of the associated companies and to prevent the economic, financial or other relations which RINA has with other subjects from jeopardizing its independence.

**REQUEST FOR VALIDATION/VERIFICATION  
OF A GHG ASSERTION**

**DATA OF THE RESPONSIBLE PARTY**

<b>Registered name:</b>	
<b>Head office address:</b>	
<b>Post code:</b>	<b>Town:</b>
<b>Country:</b>	<b>CNPJ / VAT:</b>
<b>Web site:</b>	
<b>Contact person:</b>	<b>Position:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Mobile phone:</b>

**GHG ASSERTION**

<b>Description of the activity to undergo validation or verification:</b>	
<b>Validation and verification criteria:</b> ISO 14064 standards + RINA Guidelines + .....	
<b>Period(s) of time covered by the assertion:</b>	<b>Extent (in CO<sub>2</sub>e) of the GHG assertion:</b>
<b>Project site(s) if different from head office</b>	
<b>Contact person:</b>	<b>Position:</b>
<b>Tel:</b>	<b>Fax:</b>
<b>E-mail:</b>	<b>Mobile phone:</b>

The responsible party undertakes to:

- comply with the requirements contained in the "GUIDELINES FOR THE VALIDATION AND VERIFICATION OF VOLUNTARY GREENHOUSE GAS ASSERTIONS"<sup>1</sup>;
- provide RINA with all the necessary information for validation and verification;
- give the RINA technical staff the necessary technical support during document review, interviews, on-site audits;
- comply with the economic conditions established in the RINA document no. ....dated ..... of which this form constitutes an integral part;
- pay RINA the fees for validation/verification activities and refund expenses incurred for this purpose, even if the validation/verification procedure is unsuccessful and does not lead to the issue of VER

The responsible party declares that it is under the following VAT regime:

- Ordinary
  Declaration of intent
  Exempt (art. ....)

Annexes:

- \_\_\_\_\_
- \_\_\_\_\_

<b>Place:</b>	_____
<b>Date:</b>	<b>Signature</b> <i>(Name and Position)</i>

<sup>1</sup> The updated version of this document can be downloaded from the Internet site <http://www.rina.org> or <http://certification.rina.org> or provided by RINA upon request