

	<b>ARES INTERNATIONAL CERTIFICATION CO., LTD.</b>	<b>No. : ARES-VWI-13</b>
	<b>Validation and verification process basic regulations</b>	<b>page:1</b>

## 1. Purpose

For the client that applied for the validation / verification of GHG or CFP, they need to have basic understand on the validation and verification major step and the basic program, **and the verification standard that ARES execute.**

## 2. Scope

Applicable to client that apply for the validation and verification of GHG or CFP; the following programs are ARES could execute validation / verification:

2.1 **GHG program** (ISO14064-1:2018)

2.2 GHG MOENV program (MOENV GHG regulation)

2.3 **CFP program** (ISO14067:2018)

2.4 [Under accreditation] CFP MOENV program (MOENV CFP regulation)

**2.5 GHG and CFP verification standard, ISO 14064-3:2019.**

Remark: Agreed-upon procedure (AUP) in verification is not belongs to any program.

## 3. Application validation and verification conditions

3.1 When the client/organization decide to manage the GHG or CFP, firstly to build the management system and procedure on GHG or CFP, secondly to finish the GHG or CFP report with necessary documents to match the request of adaptable program/standard. Finally, client/organization could apply for validation or verification by ARES.

## 4. Validation and verification major step

**ARES execute the validation/verification according to ISO14064-3:2019 the following major step.**

4.1 Pre-engagement: Client/organization could ask ARES about validation and verification relevant information, by telephone, letter or interview to ARES.

4.2 Validation and verification application

4.2.1 Pre-engagement: When client/organization understand the validation / verification service by ARES, please fill out the suitable application form (as listed below(a)(b)(c)(d)), and also provide the attached files that request in each application form, send them to ARES marketing department.

(a) GHG Voluntary program : ARES-VF-01 《Verification Application Form》 .

(b) GHG MOENV program : ARES-VF-01-3 《Verification Application Form (MOENV)》 ◦

(c) CFP Voluntary program : ARES-VF-01-2 《CFP Application Form》 ◦

(d) [Under accreditation] CFP MOENV program : ARES-VF-01-2 《CFP Application Form》 ◦

4.2.2 Engagement: ARES review the application (include the attached files). If it cannot accept, ARES explain the reasons to client/organization. When one application meet the

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requirements (including that ARES is capable to execute validation/verification) ARES quote it. After negotiation between ARES and client/organization, the suitable contract be signed (as listed below(a)(b)(c)(d)) ◦

(a) GHG Voluntary program : ARES-VF-03 《 Verification Contract 》 ◦

(b) GHG MOENV program : ARES-VF-03-2 《 Verification Contract(MOENV) 》 ◦

(c) CFP Voluntary program : ARES-VF-03 《 Verification Contract 》 ◦

(d) [Under accreditation] CFP MOENV program : ARES-VF-03 《 Verification Contract 》 ◦

#### 4.3 Charges

4.3.1 Engagement: Within one month after contract be signed, the client/organization shall use wire transfer or check transfer the validation/verification payment to ARES financial department in principle.

#### 4.4 Planning Stage of validation/verification

The ARES assigned team start to do validation/verification strategic analysis, risk assessment of each application, then to develop the evidence- gathering plans, and provide the validation/verification plan to client/organization. If necessary, ARES team informs client/organization then to arrange site visit for obtaining data and information for the risk assessment.

#### 4.5 Execution Stage of validation/verification

ARES team conducts the on-site validation/verification according to the validation/verification plan, and executes evidence-gathering activities & records according to the evidence-gathering plan. Main purpose of execution stage is to on-site verify that the GHG or CFP inventory & report with evidence and data all meets the requirements of the relevant program in application. If there is any non-conformity be found by ARES team during the above planning stage and execution stage of validation/verification, ARES team shall issue the non-conformity items to client/ organization and ask the corrective measures with evidence provided by client/organization within 15 days in principle.

#### 4.6 Validation/Verification completion

After the corrective measures are replied from client/organization and be reviewed the correctness and effectiveness by ARES team. Then, team leader make conclusion with opinion in the draft report. ARES internal independent reviewer do review on this draft report with all evidence provided by ARES team to judge if it is sufficient and appropriate to support the conclusion and opinion. After the independent review, the ARES validation/verification opinion type is finally decided.

#### 4.7 Issuance of opinion

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After final decision be made, ARES issue the validation/verification opinion in document type to client/organization, with ARES general manager signature on the document.

(End)