

Ziv Haft Consulting and Management Ltd

# Procedure for Submission and Audit of a Paris Agreement Crediting Mechanism Validation and Verification Project



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## Revision History

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00	10 Oct, 2024	Initial Adoption
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## 1 Introduction

This procedure establishes the rules applied by Ziv Haft consulting and Management Ltd (hereinafter "BDO") for validation, verification and certification of a Paris Agreement Crediting Mechanism (hereinafter "A6.4") Project Activity against the Requirements of United Nations Framework Convention on Climate Change (UNFCCC).

This procedure contains the processes of carrying out A6.4 validation and verification functions according to the latest A6.4 Validation and Verification Standard. BDO has appointed a A6.4 validation / verification team to function as a DOE. The flow includes three parts, business part, team allocation part and validation, verification and certification activity (VVC).

- Business part includes projects application by the Project participants (PPs), contract review by BDO, and contract signing by both BDO and PPs.
- Team appointing part including receiving PDD PPs, appointing team, personnel level conflict of interest analysis, Confidentiality and Impartiality Agreement, team confirmation by PPs.
- The VVC activity, including completeness check before PDD publication, desk review, on-site validation/verification plan, site visit, findings, final report, technical review, report approval, submission, as well as response to request for review from EB if any. The VVC activities only could start immediately after both the team confirmation by PPs and the contract signed by PPs.
- All the forms and documentation mentioned in this procedure shall be maintained for the lifetime of the project.
- All the forms mentioned in this procedure that should be submitted using the A6.4 forms, can be found here: [Rules and Regulations | UNFCCC](#).

## 2 Contract Review

BDO shall review all contracts with clients seeking validation and verification/certification (VVC) services. Before proposing or entering a contract for the VVC of an A6.4 project activity or PoA, the VVC team leader will conduct a thorough contract review to ensure:

- BDO is accredited in the relevant sectoral scope(s)
- Availability of sufficient human resources with necessary competence
- [Absence of impartiality issues per A6.4-STAN-ACCR-001 Section 9 \(including annual conflict-of-interest analysis, mitigation measures such as no prior DOE/related body involvement in project development/consultancy, and impartiality committee oversight\), supplemented by internal policy 02.01 -- Professional Ethics Guidelines Procedure.](#) ~~Absence of impartiality issues, with all requirements met, per internal policy 02.01 -- Professional Ethics Guidelines Procedure.~~
- Consideration of factors such as client's operational locations, VVC timeline, language requirements, and safety conditions
- Compliance with requirements of the A6.4 Sustainable Development tool (**A6.4-TOOL-AC-001**). The objective of the SD tool is to ensure that all A6.4 activities uphold the principle of do no harm, foster sustainable development and contribute to the 17 sustainable development goals.

To confirm these elements, BDO will obtain or access information including:

- The sustainable development tool and local stakeholder consultation outcome
- Draft project or program design document (PDD)
- Information about activity participants, host party, and its designated national authority
- Details of persons or organizations involved in project identification, development, consulting or financing the project or the PoA
- VVC scope
- Contract period and liability conditions

The team leader will complete and approve the contract review before finalizing any contract with a project participant. BDO shall maintain a legally enforceable contract with the client for VVC services, signed in BDO's name as a DOE. BDO will document and maintain complete records of the contract review process, including the justification for undertaking the VVC and the contract itself for at least two years after the contract voids.

BDO shall maintain documentation signed by the PP and by BDO using the form in section [13.113.1](#) for the lifetime of the project.

### 3 Team Selection

The following section describes the process for appointing members to validation and verification/certification teams, as well as technical review teams. For every VVC, BDO will ensure that:

1. At least one member of the VVC team is qualified in the technical area(s) of the A6.4 project activity or PoA to be validated or verified/certified;
2. At least one member of the technical review team is qualified in the technical area(s) of the A6.4 project activity or PoA to be validated or verified/certified.
3. For every VVC process, each member of the VVC team and every member of the technical review team will inform of any possible existing or anticipated connection to the A6.4 project activity or PoA. Additionally, BDO will confirm that all team members have no conflicts of interest concerning the A6.4 project activity or PoA and satisfy all impartiality criteria ~~in accordance with the described in the relevant sections of the Administrative Procedure.~~ including no self-review, no personnel with prior 2-year project involvement, in accordance with A6.4-STAN-ACCR-001 Section 9 and the relevant sections of the Administrative Procedure supplemented by policy 02.01. Additionally, the BDO shall verify that team members act independently and without bias throughout the validation or verification process
4. In selecting members of a VVC team, BDO shall consider the following aspects:
  - Complexity of the A6.4 project activity or PoA;
  - Risks associated with the project activity or PoA;
  - Technological and regulatory aspects;
  - Size and location of the project;
  - Type and amount of field work necessary for the VVC process.
5. Documentation of VVC and technical review team selection will be done acc. to the form in section 09 and maintained for the lifetime of the project activity or PoA.
6. Prior to initiating the validation/verification process, BDO will provide the A6.4 Project Participants (PPs) with comprehensive information about the validation/verification team. This includes the names, roles, and relevant background of each team member. This disclosure allows the A6.4 PPs to review the team composition and, if necessary, raise objections to specific members. Any objections must be accompanied by substantial justification. Should BDO determine that an objection is valid, they will adjust the team composition accordingly to address the concern.

In accordance with the A6.4 Accreditation Standard, BDO explicitly prohibits self-review. No member of the VVC team or technical review team may review, validate, verify, or technically assess any project documentation, calculations, assessments, or conclusions that they have authored, contributed to, or previously validated or verified. Such self-review is considered a conflict of interest and is strictly forbidden. All VVC and technical review team appointments must ensure independence, impartial decision-making, absence of bias, and avoidance of any situation that may create real or perceived conflicts of interest, in accordance with these requirements and BDO's Administrative Procedure on impartiality.

## 4 Validation Procedure

### 4.1 General Terms

BDO will apply the A6.4 VVC Standard in force as well as relevant requirements published in UNFCCC website.

### 4.2 Introduction

Validation is the process of independent evaluation of a project activity by a designated operational entity against the requirements of the A6.4. The A6.4 modalities and procedures contain the provisions for validation and registration of A6.4 project activities, including a list of requirements which a designated operational entity (DOE) shall adhere to when validating a proposed project activity and submitting a request for registration to the Board.

The validation process assesses the eligibility of the project, ensures compliance with methodologies, and confirms the environmental and social safeguards. All validation and verification steps shall be documented using the A6.4-FORM-AC-022 Validation Report Form, in accordance with Article 6.4 requirements.

The validator must thoroughly assess the project's application of the selected methodologies to ensure that all requirements are met. This involves verifying that the project meets the applicability conditions of the methodology, that the project boundary is correctly defined, that the baseline scenario is established appropriately, that additionality is demonstrated, and that the emission reductions are calculated accurately. The monitoring plan must also be assessed to ensure its adequacy for accurately tracking emission reductions.

During this assessment, the validator may identify certain findings that require further clarification or correction. These findings are communicated to the project participants, who are responsible for providing additional information or taking corrective actions to address the issues. The validator then assesses the project participants' responses to ensure that the findings have been adequately resolved and that the project complies with the requirements of the selected methodologies.

### 4.3 Team Selection

As described in section 3.3 of this document.

### 4.4 Procedure

The validation of a proposed A6.4 project activity shall follow the sequence of steps presented below:

#### 4.4.1 Means of Validation

BDO shall review the PDD and all supporting documentation to verify that validation and monitoring requirements of the A6.4 modalities and procedures are met. BDO may use any of the following methods:

1. Desk Review – Assessing the Project Design Document (PDD), applied methodologies, monitoring plan, and relevant legal and regulatory frameworks. The PDD should be submitted using the **A6.4-Form-AC-020**.
2. On-site Inspection – Conducting field visits (if necessary) to verify the project's operational setup, stakeholder engagement, and monitoring systems.
3. Interviews – Engaging with project participants, host Party representatives, and relevant stakeholders to confirm compliance.
4. Sampling Approach (if applicable) – Selecting representative project elements for field verification to ensure adherence to methodology requirements.

During this review, BDO will identify any potential issues or non-conformities, which will be documented as

validation findings. These findings will be categorized as follows:

- Corrective Action Requests (CARs): Issued for significant non-conformities with A6.4 requirements or the approved methodology that require corrective actions to be taken by the project participants.
- Clarification Requests (CLs): Issued when further information or clarification is needed from the PPs to fully understand a specific aspect of the project or its documentation.
- Forward Action Requests (FARs): Issued to address potential future issues or risks that may affect the project's compliance or performance.

Findings and corrective actions shall be documented in **A6.4-FORM-AC-022**.

#### 4.4.2 Public Consultation

BDO shall make the PDD publicly available for review and comments in accordance with A6.4 modalities and procedures for a period of one (1) month. All comments received will be carefully considered and addressed as part of the validation process and may result in additional validation findings.

After the deadline for receipt of comments, the project activity shall be thoroughly assessed by BDO. This assessment will consider all validation findings identified during the document review and any comments received during the public stakeholder consultation. BDO will then propose a resolution for each finding, which may involve requesting additional information from the PPs (CLs), requiring corrective actions (CARs), or recommending measures to address potential future issues (FARs).

A report shall be prepared summarizing the findings and final conclusions using **A6.4-FORM-AC-026**.

#### 4.4.3 Environmental and Social safeguards

Identify, describe and provide evidence on the implementation of environmental and social safeguards that are relevant to the project activities. Evidence must be provided in accordance with the requirements of the A6.4 SD tool (**A6.4-TOOL-AC-001**) and using **A6.4-FROM-AC-015**, **A6.4-FROM-AC-016** and **A6.4-FROM-AC-017**.

#### 4.4.4 Host Party Approval

To comply with UNFCCC requirements, validation shall confirm:

1. The project is within the scope of activities approved by the host Party.
2. The project has obtained formal approval from the host Party's Designated National Authority (DNA).
3. The host Party authorization has been recorded on the UNFCCC platform.

Means of validation, findings, and conclusions regarding host Party approval shall be documented in **A6.4-FORM-AC-022**.

#### 4.4.5 Conclusions

A validation report shall be prepared summarizing the findings and final conclusions using **A6.4-FORM-AC-022**. The validation process shall only be considered complete when:

- All CLs, CARs, and FARs have been resolved.
- The project meets A6.4 registration requirements.
- The final validation opinion is documented in **A6.4-FORM-AC-022** and submitted to the Supervisory Body.

#### 4.4.6 Technical Review & Final Validation Opinion

Before issuing the final validation report:

- A designated technical review team shall independently assess the findings and conclusions.
- The review shall confirm compliance with all Article 6.4 requirements and BDO's internal validation policies.
- Any discrepancies shall be resolved before final approval.

All technical review outcomes shall be recorded in **A6.4-FORM-AC-022**.

#### 4.4.7 Issuance of Final Validation and Verification Opinions

1. The final validation opinion shall be documented in **A6.4-FORM-AC-022**.
2. The management team shall approve and sign the validation report.
3. The completed validation report shall be submitted to the UNFCCC Supervisory Body.
4. If a project fails validation, a detailed justification shall be provided to the project participants with reference to unresolved findings in **A6.4-FORM-AC-022**.

## 5 Registration procedure

### 5.1 General

Upon completing the validation process, BDO shall submit the final validation report to the UNFCCC Supervisory Body for review. This submission shall include:

- The validated Project Design Document (PDD)
- Written approval from the host Party confirming the project's contribution to sustainable development
- A summary of how public comments were considered during validation

BDO's role is limited to validating the project and submitting the required documentation. The Supervisory Body is responsible for reviewing and deciding on project registration.

If the Supervisory Body requests further clarification or modifications, BDO shall respond accordingly within the established timelines.

### 5.2 Registration Submission and Review

To ensure proper registration under the Article 6.4 mechanism, PPs must follow a structured submission and review process. This includes the use of the following forms:

- Request for Registration Submission: the PPs must provide project details, sectoral scope, applied methodologies, and host Party approval documentation. For documentation use **A6.4-FORM-AC-028**
- Review of Request for Registration: the PPs must outline the reasons for the review and provide any supporting evidence. For documentation use **A6.4-FORM-AC-029**.
- Registration Withdrawal: the PPs must justify the withdrawal and confirm any changes in project status. For documentation use **A6.4-FORM-AC-030**.

The DOE is responsible for reviewing these submissions to ensure compliance with all registration requirements before forwarding them to the UNFCCC Supervisory Body.

### 5.3 Prior Approval for Post-Registration Changes

If a registered project undergoes modifications, prior approval must be obtained to ensure compliance with Article 6.4 requirements. The following forms are used in this process:

- **Prior Approval of Post-Registration Change:** the PPs must describe the nature of the change, its impact, and provide supporting documentation. For documentation use **A6.4-FORM-AC-031**.
- **Review of Request for Prior Approval of Post-Registration Change:** The request must outline the rationale for the review and include any new information or corrections. For documentation use **A6.4-FORM-AC-032**.
- **Prior Approval of Post-Registration Change Withdrawal:** A justification for the withdrawal must be provided, along with any revised project details. For documentation use **A6.4-FORM-AC-033**.

The DOE must assess each request for changes to ensure they do not compromise the integrity of the registered project or its compliance with the Article 6.4 mechanism.

## 5.4 Host Party Participation Requirements

To ensure that projects comply with the requirements set by host Parties under the Article 6.4 mechanism, validation must confirm the fulfillment of host Party participation criteria. This process involves verifying that the host Party has provided formal authorization and that all necessary approvals have been obtained.

### 5.4.1 Host Party Authorization

Validation of host Party authorization shall confirm:

- The host Party has formally approved the project and issued a letter of authorization.
- The project aligns with national policies and sustainable development goals set by the host Party.
- The project complies with host Party eligibility criteria and sectoral requirements.
- Any additional host Party-specific requirements are fulfilled.

### 5.4.2 Compliance Verification

The DOE shall review host Party documentation, including:

- Official host Party approval letters.
- National regulations applicable to the project activity.
- Alignment with the host Party's Nationally Determined Contributions (NDCs).
- Stakeholder consultation outcomes as required by the host Party.

The validation findings for host Party participation shall be documented in **A6.4-FORM-GOV-001** and maintained for the lifetime of the project. The final validation report shall include a summary of host Party compliance and be submitted to the UNFCCC Supervisory Body as part of the project registration package.

## 6 Verification and certification procedure

### 6.1 Introduction

Verification is the periodic independent review and ex post determination by a DOE of monitored reductions in anthropogenic emissions by sources of greenhouse gases (GHG) that have occurred because of a registered A6.4 project activity during the verification period. There is no prescribed length of the verification period. It shall, however, not be longer than the crediting period.

Certification is the written assurance by the DOE that, during a specified period, a project activity achieved the reductions in anthropogenic emissions by sources of greenhouse gases (GHG) as verified.

The following sections describe the VVC procedure.

### 6.2 Team Selection

As described in section [33](#) of this document.

### 6.3 Procedure

This procedure establishes the rules applied by BDO for verification and certification of an A6.4 project activity against the requirements of the UNFCCC. BDO shall ensure compliance with the A6.4 Validation and Verification Standard and follow the process outlined in this document.

#### 6.3.1 Executive Summary

The verification and certification report shall include an executive summary, providing:

- A brief overview of the project.
- The scope of the verification.
- The key verification steps undertaken.
- The conclusions and findings of the verification.

#### 6.3.2 Post-Registration Changes

During the verification process, BDO shall assess whether any post-registration changes have occurred and determine their impact on the project. This includes:

- Temporary deviations from the registered monitoring plan.
- Corrections to previously reported data.
- Inclusion of a new monitoring plan.
- Changes to the start date of the crediting period.
- Changes to the project design.
- Overlapping registration with other crediting schemes.

If such changes exist, BDO shall validate them according to UNFCCC requirements and document the assessment.

#### 6.3.3 Application of Materiality

Materiality assessments shall be conducted to determine whether errors, omissions, or misstatements in the monitoring data could materially impact the verification conclusions.

- Risks shall be identified and categorized as **high, medium, or low**.
- Corrective actions shall be taken to address material risks.
- A justification for the materiality assessment shall be included in the verification report.

#### 6.3.4 Stakeholder Engagement

BDO shall verify that project participants have engaged continuously with stakeholders throughout the project lifecycle. This includes:

- Reviewing stakeholder feedback received after project registration.
- Assessing actions taken to address concerns raised.
- Documenting stakeholder engagement efforts in the verification report.

All stakeholder engagement assessments shall be documented on **A6.4-FORM-AC-023**.

#### 6.3.5 Environmental and Social Indicators

During verification, BDO shall assess whether project participants have monitored environmental and social indicators as required by A6.4 standards. This includes:

- Reviewing environmental impact assessments and mitigation measures.
- Ensuring social safeguards have been implemented and reported.
- Confirming compliance with the **Article 6.4 Sustainable Development Tool**.

All findings shall be documented on **A6.4-FORM-AC-023**.

#### 6.3.6 Means of Verification

BDO shall review the PDD and all supporting documentation to verify that validation and monitoring requirements of the A6.4 modalities and procedures are met. BDO may use any of the following methods:

1. Desk Review
2. On-site Inspection (if necessary)
3. Interviews.
4. Sampling Approach (if applicable)

During this review, BDO will follow up on any CARs, CLs and FARs identified in the validation report.

All findings shall be documented in **A6.4-FORM-AC-023**.

#### 6.3.7 Verification of Monitoring and Emission Reductions

BDO shall verify that monitoring activities and emission reduction calculations comply with the A6.4 requirements. This includes:

- Compliance of monitoring activities with the registered monitoring plan:
  - Reviewing data and parameters fixed ex-ante or at crediting period renewal.
  - Assessing whether data monitoring aligns with the approved methodologies and tools.
- Assessment of data and calculation of emission reductions:
  - Evaluating the calculation of baseline emissions and project emissions.
  - Verifying leakage emissions and net removals.

- Comparing actual emission reductions with estimates in the registered Project Design Document (PDD).
- Compliance with calibration frequency requirements for measuring instruments:
  - Ensuring that all measuring instruments used for data collection are calibrated according to approved schedules.
- Implementation of sampling plans:
  - Confirming that sampling approaches follow the validated sampling methodology.
- Implementation of environmental and social indicators monitoring:
  - Verifying that sustainability indicators are tracked as per the approved monitoring plan.

All findings shall be documented on **A6.4-FORM-AC-023**.

#### 6.3.8 Avoidance of Double Issuance

BDO shall ensure that emission reductions claimed under A6.4 projects are **not credited under any other scheme**. This includes:

- Checking for project registration in multiple crediting programs.
- Confirming that project participants have received clearance from other schemes if necessary.
- Documenting findings on double issuance risks.

Verification results shall be recorded on **A6.4-FORM-AC-023**.

#### 6.3.9 Internal Quality Control

Before finalizing verification and certification reports, BDO shall conduct an internal quality review, including:

- An independent review by a technical expert.
- A final review by the management team to ensure compliance with A6.4 standards.
- Documentation of all quality control steps taken.

All quality control reviews shall be documented on **A6.4-FORM-AC-023**.

#### 6.3.10 Documentation and Evidence

To ensure transparency and compliance, BDO shall maintain records of:

- Competence of verification team members.
- Documents reviewed during verification.
- All clarification requests (CLs), corrective action requests (CARs), and forward action requests (FARs) issued and resolved.

The verification and certification report shall include appendices detailing all reviewed documentation, assessments, and conclusions.

#### 6.3.11 Conclusion

BDO shall issue a verification opinion and certification statement only after all verification steps are completed and compliance with A6.4 requirements is confirmed. The final report shall be submitted to the UNFCCC Supervisory Body for review and approval.

This procedure ensures that all verification and certification activities align with A6.4 requirements and uphold the integrity of the crediting mechanism. All final conclusions shall be documented on **A6.4-FORM-AC-023**.

### 6.3.12 Project Participants Commitments

Project participants shall confirm their voluntary participation, approval of the validation/verification team, and any objections or concerns regarding team composition using the PP Confirmation Form (section [13.513.5](#)). This form shall be completed and submitted prior to the initiation of the VVC process to ensure transparency and address any concerns raised by project participants. Any objections must be accompanied by substantial justification, and BDO shall assess and address them accordingly.

To support the effective VVC process, the PPs shall provide:

1. **Access to Project Information and Facilities:** Project participants shall grant the DOE's validation/verification team access to all relevant documents, data, and facilities related to the project activity.
2. **Monitoring System Information:** The DOE will review and validate that project participants maintain a monitoring system consistent with the requirements set out in the approved monitoring plan. Project participants shall supply monitoring data and reports as required for verification.
3. **Notification of Project Changes:** Project participants are expected to inform the DOE in writing of any material modifications to the project activity, changes in legal status, or relocations affecting the validation and verification process. The DOE will assess the impact of these changes on the validation/verification outcomes.

## 7 Credit issuance

### 7.1 Introduction

The crediting period for a A6.4 project activity is the period for which reductions are verified and certified by a DOE for the purpose of issuance of certified emission reductions (CERs). PPs shall choose the starting date of a crediting period to be after the date the first emission reductions are generated by the A6.4 project activity. The crediting period shall not start before 2021. A crediting period shall not extend beyond the operational lifetime of the project activity.

### 7.2 Crediting Period

The PPs may choose between two options for the length of a crediting period:

- (i) Fixed crediting period where the length and starting date of the period are determined once for a project activity with no possibility of renewal or extension once the project activity has been registered. The length of the period can be a maximum of ten years for a proposed A6.4 project activity.
- (ii) renewable crediting period where a single crediting period may be of a maximum of five years. The crediting period may be renewed at most two times (maximum 15 years), provided that, for each renewal, the DOE determines that the original project baseline is still valid or has been updated taking account of new data, where applicable, and informs the EB accordingly. The starting date and length of the first crediting period shall be determined before registration.

Certified Emission Reductions (CERs) is equal to one metric ton of carbon dioxide equivalent, calculated using global warming potentials. Issuance of CERs refers to the instruction by the EB to the A6.4 registry administrator to issue a specified quantity of CERs for a project activity.

Periodic verifications of the monitored reductions in anthropogenic emissions by sources of GHG that have occurred because of the registered A6.4 project activity certified, must be conducted on a yearly basis.

The procedure for these periodic verifications is the same as the verification and certification procedure, described above in section [66](#).

### 7.3 Issuance of Certified Emissions Reductions

Once the verification and certification process is completed, BDO shall submit a request for the issuance of Certified Emission Reductions (CERs) including the verification report and supporting documents. The request will be submitted using form **A6.4-FORM-AC-034** (Request for Issuance Submission Form)

If a Designated National Authority (DNA) or Supervisory Body member requests a review, they must submit **A6.4-FORM-AC-035** (Request for Review of Request for Issuance Form), citing relevant A6.4 standards. The review process may require clarifications or corrective actions before approval.

Once approved, CERs are issued and recorded in the A6.4 registry. All related documentation, including review requests and responses, must be retained for compliance.

The final issuance decision shall be recorded using **A6.4-FORM-AC-035**, if applicable, and submitted to the UNFCCC Supervisory Body for compliance purposes.

### 7.4 Validation of Crediting Period Renewal and Post-Registration Changes

To ensure compliance with the A6.4 mechanism requirements, all crediting period renewals and post-registration changes must undergo a validation process conducted by the DOE. This process involves assessing the continued validity of the project's baseline, monitoring plan, and overall compliance with the UNFCCC

guidelines.

#### 7.4.1 Crediting Period Renewal

For projects seeking renewal of the crediting period, validation shall be conducted using **A6.4-FORM-AC-024**. The validation shall confirm:

- The project's continued compliance with approved methodologies and standardized baselines.
- The validity of the original baseline scenario or its required update.
- The adequacy of the monitoring plan for tracking emission reductions.
- Any post-registration changes that may affect the crediting period.

#### 7.4.2 Post-Registration Changes

If a project undergoes modifications after registration, validation must be conducted using **A6.4-FORM-AC-025**. The DOE shall assess:

- Temporary deviations from the registered monitoring plan or methodologies.
- Permanent changes to the monitoring plan, baseline scenario, or applied methodologies.
- Corrections to project documentation or changes in the crediting period start date.
- Any overlap with other crediting mechanisms.

#### 7.4.3 Documentation and Reporting

The validation findings for both crediting period renewal and post-registration changes shall be documented and maintained for the lifetime of the project. Upon completion, the final validation report shall be submitted to the UNFCCC Supervisory Body for approval. Any requests for clarification or corrective actions issued during the validation process must be addressed before the issuance of Certified Emission Reductions (CERs).

### 7.5 Issuance of Certified Emissions Reductions

The certification report shall constitute a request for issuance to the EB of Certified Emission Reduction (CERs) equal to the verified amount of reductions of anthropogenic emissions by sources of GHG, determined on a yearly basis. Procedure for the issuance of certified emissions reductions is described in section J of the A6.4 modalities and procedures.

## 8 Complaints, Disputes and Appeals

A complaint, dispute or appeal is the formal (written) expression of dissatisfaction regarding the performance of a DOE in relation to its A6.4 function(s), from any source, such as the A6.4 client's organization (A6.4 PP), the general public or its representatives, government bodies, NGOs, etc.

The procedure for entering a complaint, dispute or appeal is described in a dedicated procedure that will be made publicly available.

BDO shall make available a specific e-mail address on its website to make the procedure of sending complaints easier. The procedure to send complaints, disputes and/or appeals shall be publicly available on the official website.

## 9 Proposing New Methodologies

The activity participants of a planned project, the coordinating/managing entity of a planned PoA, a host Party, a DOE or any other stakeholder may propose a new methodology or methodological tool to the Supervisory Body by submitting the following documents to the secretariat. This shall be done in accordance with **A6.4-PROC-METH-001**.

## 10 New Standardized Baseline

The designated national authority (DNA) may propose a standardized baseline. Other entities wishing to submit one must contact the relevant Party's DNA, ensuring compliance with data coverage, currentness, and validity standards. The DNA then submits the proposal to the secretariat in accordance with **A6.4-PROC-METH-002**.

If combining approaches or deviating from the selected approach due to sector or geographical specifics, the proponent must justify such necessity and appropriateness. If using a new/revised approach within a methodology or tool, or if no approved methodology exists for the proposed baseline, the proponent must request Supervisory Body approval through the Party's DNA according to established procedures.

## 11 Confidentiality

All companies' information, data and documents to which BDO may have access during the validation or verification and certification of the A6.4 project activity, is treated confidentially and such information, data or documents are used exclusively for the validation or verification and certification purposes stipulated in these Regulations. BDO. may show the contents of its files to comply with the A6.4 modalities and procedures and may, also, show it to UNFCCC for accreditation purposes for producing documentary evidence of compliance with these Regulations.

## 12 Publicity

BDO shall publish the list of project activities validated or verified and certified on its official website.

## 13 Documentation

### 13.1 Contract Review Form

#### General Information

Project Name and ID: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

#### Review Criteria

Criteria	Yes/No	Comments
BDO is accredited in the relevant sectoral scope(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sufficient human resources with necessary competence available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
No impartiality issues identified (acc. to internal procedure 02.01)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Client's operational locations reviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Compliance with the A6.4 SD tool, including: A6.4-FROM-AC-015 A6.4-FROM-AC-016 A6.4-FROM-AC-017	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
VVC timeline feasible	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Language requirements met	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Safety conditions reviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Stakeholder consultation	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Supporting Documents Reviewed:** (Attach relevant documents)

#### Review conducted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

## 13.2 Team Selection Documentation Form

### General Information

Project Name and ID: \_\_\_\_\_ Date: \_\_\_\_\_

### Team Member information

Name	
Role	<input type="checkbox"/> VVC <input type="checkbox"/> Technical Reviewer]
<b>Technical Qualifications</b> (brief description)	
<b>Connection to Project</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Criteria considered</b>	Complexity of Project <input type="checkbox"/> Yes <input type="checkbox"/> No Risks Associated <input type="checkbox"/> Yes <input type="checkbox"/> No Technological & Regulatory Aspects <input type="checkbox"/> Yes <input type="checkbox"/> No Size & Location of Project <input type="checkbox"/> Yes <input type="checkbox"/> No Type & Amount of Field Work <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Conflict of Interest</b> <b>(Confirmed/Not Confirmed)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Impartiality Criteria Met</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sectorial Scopes</b>	<input type="checkbox"/> Energy industries (renewable non renewable) <input type="checkbox"/> Energy distribution <input type="checkbox"/> Energy demand <input type="checkbox"/> manufacturing industries <input type="checkbox"/> Chemical industry <input type="checkbox"/> Transport <input type="checkbox"/> Fugitive emission from fuels <input type="checkbox"/> Fugitive emissions from production and consumption of halocarbons and Sulphur hexafluorides <input type="checkbox"/> Solvent use <input type="checkbox"/> Agriculture
<b>Comments</b>	

### Form Completed by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 13.3 Public Disclosure and Comments Record

#### General Information

Project Name and ID: \_\_\_\_\_ Date: \_\_\_\_\_

Date of public disclosure: \_\_\_\_\_

Deadline for comments: \_\_\_\_\_

#### Comments Received

Name of Commenter	Date Received	Summary of Comment	Action Taken

#### Responses and Adjustments Made:

#### Form Completed by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 13.4 On-Site Inspection Checklist

**General Information**

Project Name and ID: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection date: \_\_\_\_\_

Inspection team members: \_\_\_\_\_

Item	Yes/No	Comments
Performance records reviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Stakeholder interviews conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Monitoring equipment tested	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site conditions assessed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Compliance with regulatory standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Additional Observations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Form Completed by:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### 13.5 Project Participants Confirmation Form

**General Information**

Project Name and ID: \_\_\_\_\_ Date: \_\_\_\_\_

Project Participants: \_\_\_\_\_

**Confirmation Checklist**

Item	Yes/No	Comments
Voluntary participation confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approval of validation/verification team received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Objections raised (if any)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Justifications for objections provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adjustments made based on objections	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Form Completed by:**

BDO: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PP: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

