



## ADDITIONAL CALIFORNIA CLIMATE ACTION REGISTRY PROJECT ACCREDITATION REQUIREMENTS

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

Reference	The California Climate Action Registry
General 1	Requires that accreditation is achieved against specific scopes as outlined in its project verification protocols (Livestock, Landfill, and Forest and additional protocols currently under development). California Registry project validation and baseline/annual verification work activities must be done in accordance with its required scopes as laid out in its specific verification protocols. Verification bodies must demonstrate knowledge in the quantification of GHG projects and corresponding baseline scenarios.
General 2	Oversight Panel 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 California Registry reserves the right to also request independent observation visits. The California Registry expects Verification Bodies to inform their clients of this potential activity, to include their client's deemed consent within contracts that are signed; and to facilitate the process of observation if selected.
California Registry 1	Assumes that all verification will be undertaken following the process outlined in accordance with the California Registry's <i>General Verification Protocol</i> and the relevant <i>Project Verification Protocol</i> .
California Registry 2	Verification bodies must have knowledge of: <ul style="list-style-type: none"> <li>• GHG Emission Reduction Project Accounting, calculation processes and methods</li> <li>• Concept of project baselines, "additionality", and emissions reductions and removals that are above and beyond business-as-usual</li> <li>• Techniques and key elements of non-financial data monitoring, auditing and assurance, including accounting &amp; assurance</li> </ul>

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	<p>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"> <li>• Instrumentation and measurement systems, in relation to GHG accounting; including principles of uncertainty analysis</li> <li>• Electronic information systems and associated information and IT security</li> <li>• Financial, contractual and operational implications of relevance to GHG accounting</li> <li>• Complex project/program management and leadership (for Lead Verifier status)</li> </ul>
California Registry 3	<p>Requires that Verification bodies have attended designated California Registry training. Designated training includes:</p> <ul style="list-style-type: none"> <li>• GHG Verifier training for project based sector-specific verification – aimed at embedding knowledge and understanding of the principles and techniques associated with emissions reduction protocols</li> </ul> <p>Recommends that Verification bodies have attended:</p> <ul style="list-style-type: none"> <li>• California Registry Briefing/Orientation – aimed at ensuring knowledge and understanding of the California Registry’s program and protocols</li> </ul> <p>Where personnel are upgraded over time from Verifier to Lead Verifier, the California Registry expects there to be a clear, formal and documented progression mechanism that takes account of training, demonstration of applied competence, an appropriate amount of real time practice and supervised leading before confirmation of upgrades.</p>
California Registry 4	<p>Requires that Verification bodies can demonstrate knowledge of the specific California Registry protocol they are applying to be accredited under:</p> <ul style="list-style-type: none"> <li>• <i>Livestock, Landfill, Forest <b>Project Protocols</b></i> (and/or any additional protocols adopted by the California Registry)</li> <li>• <i>Livestock, Landfill, Forest <b>Verification Protocols</b></i> (and/or any additional protocols adopted by the California Registry)</li> </ul>
California Registry 5	<p>Requires that in addition to general evaluation of impartiality and COI risks, Verification Bodies must also:</p> <ul style="list-style-type: none"> <li>• Complete a self evaluation of the potential for a COI prior to any individual verification engagement</li> <li>• Complete a case specific COI Assessment Form (see <i>General Verification Protocol</i> for details) and submit it to the California</li> </ul>

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	<p>Registry for review at least 10 days prior to commencing verification activities (e.g. site visits, interviews, etc.).</p> <ul style="list-style-type: none"> <li>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 California Registry should be notified immediately.</li> </ul> <p>In practice the California Registry 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 COI investigation the California Registry decides to annul a Verification Opinion, the Verification Body will be liable for the costs of the verification service it provided to the relevant Reporter. This may include repayment of the fees it received from the Reporter or another arrangement that it reaches with the affected client.</p>
California Registry 6	<p>Requires that Verification Bodies have professional indemnity insurance to the level of <b>at least \$US 1,000,000</b>.</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 California Registry 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>
California Registry 7	<p>Requires that, as a minimum, the Verification Body will have two Lead Verifiers on staff. 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 Independent Peer Reviewer.</p>
California Registry 8	<p>Allows that sub-contractors may be used as Lead Verifiers or Independent Peer 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"> <li>Meeting the competencies outlined in clause 6.3.7</li> <li>Oversight by the Verification Body's GHG program manager who is expected to be a qualified Lead Verifier</li> </ul>

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	<ul style="list-style-type: none"> <li>• 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</li> </ul>
California Registry 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 Internal Peer Reviewer. Where such models are used, the California Registry 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>
California Registry 10	<p>Requires that the California Registry be provided with a copy of the verification schedule <b>at least 15 days</b> 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 California Registry 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 COI Assessment Form if the timing of the engagement contract allows, but the California Registry recognizes that 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 Internal Peer Reviewer assigned to each verification engagement (along with a list of its core verification team. This will enable the Accreditation Body and the California Registry 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>
California Registry 11	<p>The California Registry's <b><i>Policy and Process for Determining Potential for Conflicts of Interest Between Registry Members and Verifiers</i></b> outlines 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 <i>General Verification Protocol's</i> provisions with respect to avoiding COIs.</p>
California Registry 12	<p>Requires that Reporters' records are retained for <b>at least five years</b> 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>

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	It should be noted that some records may be subject to fiscal or other legal requirements that are longer than the California Registry's mandated period.
California Registry 13	Requires that the Internal Peer Reviewer is an active Lead Verifier able to demonstrate continued competence and appropriate continuing professional development.
California Registry 14	<p>If Verification bodies are applying to be accredited to perform project verifications of the <b>Landfill Protocol</b> they must demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>• Landfill Operations, Landfill Gas Capture and Control Equipment and Operations</li> <li>• Capture, Destruction, and Monitoring of Methane Gas</li> <li>• Relevant state/local/federal regulations governing landfill operations</li> </ul> <p>Additionally, they must demonstrate experience with:</p> <p>Landfill Operations Work (i.e. previous verification/validation, project design document preparation, environmental compliance documentation preparation, etc.)</p>
California Registry 15	<p>If Verification bodies are applying to be accredited to perform project verifications of the <b>Livestock Protocol</b> they must demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>• Confined Animal Feeding Operations</li> <li>• Biodigester Equipment and Operations</li> <li>• Capture, Destruction, and Monitoring of Methane Gas</li> <li>• Relevant state/local/federal regulations governing livestock operations</li> </ul> <p>Additionally, they must demonstrate experience with:</p> <ul style="list-style-type: none"> <li>• Livestock Operations Work (i.e. previous verification/validation, design document preparation, air/water compliance documentation preparation, etc.)</li> </ul>
California Registry 16	<p>If Verification bodies are applying to be accredited to perform project verifications of the <b>Forest Protocol</b> they must demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>• Forest Inventories</li> <li>• Forest Growth and Yield Projections</li> </ul> <p>Additionally, they must demonstrate experience with:</p> <ul style="list-style-type: none"> <li>• Preparing and Maintaining Forest Inventories, Modeling Growth and Yield Projections</li> </ul>

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	<p><b>AND:</b></p> <ul style="list-style-type: none"><li data-bbox="526 302 1382 401">• Applicant must have at least one CA Registered Professional Forester (RPF) with a minimum of 5 years of experience on its staff <b>OR</b> on the staff of a partner organization</li></ul>