



Stage #	Services <sup>1</sup>
Stage 1	<b>Contractual Agreement:</b> Both parties (VERIFIT and Client) accept the terms of the contract and sign it. The Client must send a signed copy to VERIFIT. Upon receipt, the agreed amount must be invoiced. Initially, the contract is sent in electronic version (pdf) and in the same form it is expected from the Client. The physical version can also be sent on request as soon as the signed electronic version is received. This step is mandatory to implement following stages.
Stage 2	<b>(In case of Validation) Receipt of the document or Project Description (PD):</b> on receipt of the PD + from the Client, the validation team performs a completeness check. After successful completion of this check, the PD will be submitted for publication in the GHG program website or in accordance with the requirements of the GHG program.
	<b>(In case of Verification) Receipt of the document or Monitoring Report (MR):</b> on receipt of the MR + from the Client, the verification team performs a completeness check. After successful completion of this check, the MR will be submitted for publication in the GHG program website or in accordance with the requirements of the GHG program.
Stage 3	<b>Desk review and Planning of Audit:</b> the audit team commences the desk review in a checklist/protocol designed that is developed in accordance with the applicable standards/rules/guidance (relevant to selected GHG program) applicable to the service scope. An audit plan developed in consultation with Client availability is prepared and sent to the Client prior to the on-site audit. It is expected that the Client will submit as much information as possible via email during this period to make the audit process faster and smoother. The Client is responsible for travel, boarding and lodging arrangements and bookings for the agreed on-site audit for the auditors involved.
Stage 4	<b>On Site Audit &amp; Draft Report with Findings:</b> the audit team conducts the audit on site and complete the checklist/protocol by asking a series of structured questions/queries to determine whether the applicable requirements have been met. The audit team also undertakes physical inspection of the process and technology (all what is included in the project boundary including installations of equipment and metering system) of the project activity and may also interact with personnel responsible for implementation and operation (monitoring activities) thereof. The purpose of on-site audit is to record conformance and non-conformance, if applicable. In case safety equipment and/or Personal Protective Equipment (PPE) are necessary for the execution of the site visit, these should be provided for the audit team. In the end of the visit, all findings/observations are explained and issued to the Client, providing the opportunity to respond to these non-conformities and propose and/or take necessary actions. Where appropriate, interactions with local stakeholders may be necessary and comments made during the stakeholder consultation process, if applicable, will be included as findings. If applicable, audit on site may not occur, according to the rules of the GHG program and decided by the audit team, in case it does not find the need to do it. In this case, the client must guarantee the connection through virtual platforms (zoom, teams, etc.) that allow continuous communication between the auditor and the client.
Stage 5	<b>Resolution of audit findings (non-conformities):</b> upon receipt of the Client's response (to audit findings) and evidence, the audit team reviews and resolves the raised findings, as appropriate. If responses/actions are not satisfactory, unresolved findings are returned to the Client for further action. After 2 rounds of analysis (of the responses), VERIFIT reserves the right to issue an opinion considering the last response as final or charge additional for extra mandays it requires to review further attempts made by the Client to the unresolved findings. A prior notification will be given to Client in this regard and a written agreement would be required under these situations that is agreeable to both parties.
Stage 6	<b>Issuance of Draft Report:</b> following the reporting of findings, the audit team prepares a Draft Report that summarizes the entire validation and/or verification analysis (relevant to agreed scope of service) that includes a preliminary opinion of VERIFIT. This report is issued to the Client as a deliverable and for comments, if any, prior to submitting it to Internal Technical Review.
Stage 7	<b>Internal Technical Review:</b> the draft report, along with supporting documents/evidence, is submitted to an independent internal technical reviewer of VERIFIT to confirm that the audit team has followed applicable standards/rules/guidelines and internal procedures were complied with audit team. Any issues that are raised during technical review on project documentation these have to be addressed and resolved by Client in 2 attempts. The technical reviewer accepts the validation and/or verification report or rejects it giving reasons.
Stage 8	<b>Final Report Issuance:</b> After technical review process is over, the last revision of the report (along with the last revision of the Client's documents) is defined as the Final Validation and/or Verification Report as appropriate and then signed by the Managing Director for publication/issuance in accordance with the requirements of the GHG program. (Opinions are not applicable to agreed-upon procedure, where the final result is the audit findings report and final report)

<sup>1</sup> Information extracted from form F-14\_Validation Verification Proposal