

# Questionnaire of Validation/Verification

## For Offer Preparation and Preparation for a Validation/Verification Procedure



Thank you for your interest in our services. Please provide us with the following information, which we will use to prepare an individual and binding quotation.

### A. General information (Only main location / Company headquarters)

Company:  
with legal form

Address:

Postcode, Town:

Country:

Contact:

Mr/Mrs (First name/Second name)

Function:

Quality Representative;  Other:

Telephone:

Internet:

www.

Telefax:

E-Mail:

Sector:

### 1. **No. of employees at the location**

Total no. of employees (full time/part time worker):

Click or tap here to enter text.

Number of Shifts:

Click or tap here to enter text.

Distance of location:

..... Hours

### 2. **Are you a member of an industry, professional or trade association/federation? (Please name)**

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## B. Interested Parties

|                   |   |                                  |
|-------------------|---|----------------------------------|
| Intended user     | : | Click or tap here to enter text. |
| Responsible Party | : | Click or tap here to enter text. |

## C. GHG Calculations

|  |   |  |
|--|---|--|
| Is the GHG Calculated by a consultancy   | : | <input type="checkbox"/> Yes, what's the name of consultancy<br>Click or tap here to enter text.             |
|  |   | <input type="checkbox"/> No  |
| Was a special computer software used for the calculation   | : | <input type="checkbox"/> Yes, what's the name of the software<br>Click or tap here to enter text.            |
|  |   | <input type="checkbox"/> No  |
| Type of Engagement   | : | <input type="checkbox"/> GHG Project Validation  |
|  |   | <input type="checkbox"/> GHG Project Verification  |
|  |   | <input type="checkbox"/> Organizational GHG Verification   |
|  |   | <input type="checkbox"/> Agreed upon procedures (detail .....)   |
| <b>Which criteria (standard/regulations/etc) was applied for the calculation?</b><br><input type="checkbox"/> ISO 14064-1 <input type="checkbox"/> ISO 14064-2 <input type="checkbox"/> GHG Protocol / Standard .....  |   |  |
| What's the GHG Programmes within the scope of validation / verification ?  | : | e.g JCM / GHG Protocol/ .....  |
| Project's name (*project only)   | : | Click or tap here to enter text.   |
| Project's address (*project only)  | : | Click or tap here to enter text.   |
| Which level of assurance (LoA) shall be applied for the validation / verification?   | : | <input type="checkbox"/> Limited <input type="checkbox"/> Reasonable   |
| <b>Materiality Thresholds (%)</b><br><b>Who does specify its materiality Thresholds?</b><br><b>(If no materiality Tresholds has been specified by intended user:</b><br><b>5% : for organization /project</b><br><b>7% : Facilities</b><br><b>10% : Level of GHG Emissions )</b> | : | ..... %<br><input type="checkbox"/> Intended user <input type="checkbox"/> agreed validator/verifier & clien |

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|   |                                    |
|---|------------------------------------|
| <b>Scope of validation / Verification :</b>   |                                    |
| <b>1. Organizational / project Boundaries</b>   | : Click or tap here to enter text. |
| <b>2. Facilities, physical infrastructure, activities, technologies and processes</b> | : Click or tap here to enter text. |
| <b>3. Time period</b>   | : (e.g 2018 -2019)                 |
| <b>4. Frequency for verification process during GHG Programme/Project</b>             | : Click or tap here to enter text. |
| <b>5. Time and user target for user, validation reporting, and v/v statements</b>     | : Click or tap here to enter text. |
| <b>Baseline year (Verification) or Baseline year scenarios (Validation)</b>           | : (e.g 2017)                       |
| <b>Energy Sources</b>   | : (e.g fuel,.....)                 |
| <b>Quantification Methodologies</b>   | : Click or tap here to enter text. |

### D. GHG Sources and Categories (For Verification only)

| GHG Sources and Categories   | √                        | Detail (GHG Sources) | Total GHG Emission in CO <sub>2</sub> eq |
|--|--------------------------|----------------------|--|
| <b>Category 1 – direct GHG emissions and removals</b>  |                          |                      |  |
| 1.1 Direct emissions from stationary combustion  | <input type="checkbox"/> |                      |  |
| 1.2 Direct emissions from mobile combustion  | <input type="checkbox"/> |                      |  |
| 1.3 Direct process emissions and removals  | <input type="checkbox"/> |                      |  |
| 1.4 Direct fugitive emissions arise from the release of greenhouse gases in anthropogenic systems  | <input type="checkbox"/> |                      |  |
| 1.5 Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)   | <input type="checkbox"/> |                      |  |
| <b>Category 2 – indirect GHG emissions from imported energy</b>  |                          |                      |  |
| 2.1 Indirect emissions from imported electricity consumed  | <input type="checkbox"/> |                      |  |
| 2.2 Indirect emissions from imported energy, including GHG Emissions related to the production of energy consumed by the organization through a physical network (steam, | <input type="checkbox"/> |                      |  |

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| GHG Sources and Categories   | √                        | Detail (GHG Sources) | Total GHG Emission in CO2eq |
|--|--------------------------|----------------------|-----------------------------|
| heating, cooling, compressed air)<br>excluding electricity   |                          |                      |                             |
| <b>Category 3 – indirect GHG emissions from transportation</b>   |                          |                      |                             |
| 3.1 Emissions from upstream transport and distribution for goods   | <input type="checkbox"/> |                      |                             |
| 3.2 Emissions from downstream transport and distribution for goods   | <input type="checkbox"/> |                      |                             |
| 3.3 Emissions from employee commuting includes emissions   | <input type="checkbox"/> |                      |                             |
| 3.4 Emissions from client and visitor transport  | <input type="checkbox"/> |                      |                             |
| 3.5 Emissions from business travel   | <input type="checkbox"/> |                      |                             |
| <b>Category 4 – Indirect GHG emissions from product used by organization</b>   |                          |                      |                             |
| 4.1 Emissions from purchased goods   | <input type="checkbox"/> |                      |                             |
| 4.2 Emissions from capital goods   | <input type="checkbox"/> |                      |                             |
| 4.3 Emissions from the disposal of solid and liquid waste  | <input type="checkbox"/> |                      |                             |
| 4.4 Emissions from use of assets   | <input type="checkbox"/> |                      |                             |
| 4.5 Emissions from the use of services that are not described in the above subcategories (consulting, cleaning, maintenance, mail delivery, bank, etc) | <input type="checkbox"/> |                      |                             |
| <b>Category 5 – Indirect GHG emissions associated with the use of products from the organization</b>   |                          |                      |                             |
| 5.1 Emissions or removals from the use stage of the product  | <input type="checkbox"/> |                      |                             |
| 5.2 Emissions from downstream leased assets  | <input type="checkbox"/> |                      |                             |
| 5.3 Emissions from end of life stage of the product  | <input type="checkbox"/> |                      |                             |
| 5.4 Emissions from investments   | <input type="checkbox"/> |                      |                             |
| <b>Category 6 - indirect GHG from other sources</b>  | <input type="checkbox"/> |                      |                             |
| <b>Total GHG Emission</b>  |                          |                      | .....                       |

E. Please submit the documents listed below are already on hand :

| Document  | : | Remarks<br>(documentation title, revision, document number, etc) |
|---|---|--|
| GHG Report  | : |  |
| Quantification Methodologies<br>(including data selection and collection, selection or development of GHG quantification model) | : |  |

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| Document  | : | Remarks<br>(documentation title, revision, document number, etc)                                      |
|---|---|---|
| Calculation GHG emissions & removals  | : |   |
| a base-year review and recalculation procedures   | : |   |
| Is the GHG reduction initiatives implemented at the organization?   | : | <input type="checkbox"/> yes,<br>If yes, please attached its document<br><input type="checkbox"/> No. |
| GHG Information management procedures   | : |   |
| Document retention and record keeping procedures  | : |   |
| Evidence the assessment of uncertainty associated with the quantification approaches and determines the uncertainty at the GHG inventory category level (including if its not possible or cost effective, please justify) | : |   |

**Any further information you think may be important for us?**

*Example: language differences, safety conditions issue at your site, threats to impartiality, etc.*

Click or tap here to enter text.

We herewith confirm the completeness and accuracy of the information given above and in any annexes which may be attached. We agree that this information may be stored for the purposes of drafting an offer and processing any resulting order or transactions.

\_\_\_\_\_  
Place/Date

\_\_\_\_\_  
Name, Function

\_\_\_\_\_  
Signature\*)

\*) If sending by email, the sender's address will be accepted

**Contract Review**

1. An applicable programme exists or a programme is to be established ?

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2. Is The claim understood (e.g. context, content and complexity) ?

yes     no     Remarks / additionally required information:

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3. Have the objectives and scope of the validation/verification been agreed with the client ?

yes     no     Remarks / additionally required information:

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4. Have the specified requirements against which the claim will be validated/verified been identified and are suitable?

yes     no     Remarks / additionally required information:

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5. Where applicable, have the materiality and level of assurance been agreed ?

yes     no     Remarks / additionally required information:

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6. Can the process for validation/verification activities be achieved (e.g. evidence gathering activities, evaluation of gathered evidences)?

yes     no     Remarks / additionally required information:

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7. Is the calculation of validation/verification duration available and appropriate ?

yes     no     Remarks / additionally required information:

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8. The validation/verification body has identified and has access to the resources and competences that are required to undertake the validation/verification activities?

yes     no     Remarks / additionally required information:

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9. The time frame for the planned validation/verification can be proposed?

yes     no     o Remarks / additionally required information:

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All requirements for conducting the project in line with the defined circumstances are fulfilled. Therefore, the proposal can be approved.

Jakarta, \_\_\_\_\_  
Place / Date

\_\_\_\_\_  
Head of CB / Verifier/Validator Signature