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.

**Return by Fax to 021-78837336; by email to tyunitha@tuv-nord.com**

1. **General information for Responsible Party**

**A.1 Responsible Party**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Responsible Party 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: |  | | | |

**A.2 Client**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client 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. **Interested Parties**

|  |  |  |
| --- | --- | --- |
| **Intended user**  (*e.g* Client, RP, Program Owners, Regulators, Finansial Community, General Public or other interested parties such as NGO, Governance, *etc.)* | : | Click or tap here to enter text. |

1. **GHG Quantifications**

|  |  |  |
| --- | --- | --- |
| **Is the GHG Calculated by a consultant** | : | Yes, please state the name of the consultant.  Click or tap here to enter text. |
| No |
| **Was a special computer software used for the calculation** | : | Yes, please state the name of the software  Click or tap here to enter text. |
| No |
| **Type of Engagement** | : | Organizational GHG Verification |
| **Number of Site** | : | Single Site with multiple facilities  Note Click or tap here to enter text.  Multisite with separate facilities  Note Click or tap here to enter text.  If multisite please fill in Point F and Annex A |
| **(For Multisite only)**  **Does the data management system in all sites/facilities/processes has the similarity with central function?** | : | Yes  No  ***\*) If the organization is multi-location company and the data management system has no similarity, please fill in the Table B per site in annex A. Multisite*** |
| **Will the GHG emission report be published?** | : | Yes  No. |
| **Is your company already verified before?** | : | Yes  No |
| **Please define or submit your data flow information include level of data transfer?** | : | Click or tap here to enter text. |
| **Does your organization have**   1. **Internal GHG Verification Report which conforming to ISO 14064-1 clause 9.3 (GHG Report Content)** 2. **ISO 14064-1 is part of the verification criteria and the requirements are not reduced**   **(**If all the above subjects are fulfilled, then LV can issued the opinion when your GHG statement does not include quantified GHG emissions data related to your organization) | : | Yes  No.  Yes  No. |
| **Which criteria (standard/regulations/etc) was applied for the calculation?**  ISO 14064-1:2018  Regulated GHG Program: Click or tap here to enter text.  Publicly available GHG Program: Click or tap here to enter text.  Non-Public Industry or Sector Protocols: Click or tap here to enter text. | | |
| **What’s the GHG Programmes within the scope of verification ?** | : | e.g JCM / GHG Protocol/ ..................... |
| **Which level of assurance (LoA) shall be applied for the verification?** | : | Limited  Reasonable |
| **Materiality Thresholds (%)**  **Who does specify its materiality Thresholds?**  **(If no materiality Tresholds has been specified by intended user:**  **5% : for organization**  **3% : Facilities**  **2% : Level of emission sources** | : | .............. %  Intended user  agreed verifier & client |
| **Organizational Boundaries**  **(Facilities, phsycal infrastructure, activities, technologies and processes)** | : | Click or tap here to enter text. |
| **Verification reporting period** | : | (dd/mm/yyyy) - (dd/mm/yyyy) |
| **Time and user target for user, verification reporting and statements** | : | Click or tap here to enter text. |
| **GHG SSR[[1]](#footnote-1)**  **(Please identify all relevant GHG SSRs that included in reporting boundaries)** | : | Click or tap here to enter text. |
| **Types of GHGs (e.g CH4, N2O, CO2, SF6, PFCS, HFCS)** | : | Click or tap here to enter text. |
| **Baseline year Verification[[2]](#footnote-2)** | : | (e.g 2017) |
| **Quantification Methodologies [[3]](#footnote-3)** | : | Click or tap here to enter text. |
| **Measurement in relatif CO2eq** |  | □ Yes  □ No , if no please convert |
| **Annual Total Emission (Tonne CO2eq)** | : |  |
| **Has the Data Management System been certifed of ISO 27001/ ISO 20000?** | : | Yes  The validity of certificate : Click or tap here to enter text.  No. |
| **Does the GHG Statement include quantified GHG emissions data related to an Organisation?** | : | □ Yes  □ No |

1. **Data Management System**

**\*) If the organization is multi-location company and the data management system has no similarity, please fill in the Table B per site in annex A. Multisite**

| **No.** | **Data Management System** | | **Please Specify** |
| --- | --- | --- | --- |
| 1. | Degree of automation | data management systems is automated  data management systems is  manual components | Click or tap here to enter text. |
| 2. | Use of database features | data management systems is based on data warehouses or databases    data management systems is based on spreadsheets or hard copies. | Click or tap here to enter text. |
| 3. | Length of operation | data management systems has been operational for several years  data management systems has just been implemented | Click or tap here to enter text. |
| 4. | Linkage to other systems | data management systems that is linked in with operational systems or financial systems are usually of higher quality than those are stand-alone.  data management systems is stand-alone. | Click or tap here to enter text. |
| 5. | Standardization within an organization | data management systems is consistently applied throughout the organization.  data management systems is consistently applied throughout the multiple platforms. | Click or tap here to enter text. |
| 6. | Transparency of calculations | data management systems with embedded in libraries and scripts  data management systems with “black box” systems. | Click or tap here to enter text. |

1. **Reporting Boundaries**

Please complete the table below based on your applicable business process. If there is not sub-categories that quantified, please state Not Applicable (NA) or Not Siginificant (NS) and justify its exclusion

**E.g : Scope of client is Palm Oil Plantation**

| **Category and Sub-Category** | **Emission Quantified** | **Emission Sources** | **Reasons for categories not**  **quantified or partially**  **quantified.**  **If emissions for the category are negligible, indicate a rough** |
| --- | --- | --- | --- |
| **Category 1 Direct GHG emissions and removals** | | |  |
| * 1. Direct emissions from stationary combustion | yes no |  |  |
| * 1. Direct emissions from mobile combustion | yes no |  |  |
| * 1. Direct process emissions and removals | yes no |  |  |
| * 1. Direct fugitive emissions arise from the release of greenhouse gases in anthropogenic sytems | yes no |  |  |
| * 1. Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF) | yes no |  |  |
| **Category 2 Energi GHG indirect emissions** | | |  |
| * 1. Indirect emissions from imported electricity consumed | yes no |  |  |
| * 1. Indirect emissions from imported energi, including GHG Emissions related to the production of energi consumed by the organization through a physical network (steam, heating, cooling, compressed air) excluding electricity | yes no |  |  |
| **Category 3 Indirect GHG emissions from Transportation** | | |  |
| * 1. Emissions from upstream transport and distribution for goods | yes no partial |  |  |
| * 1. Emissions from downstream transport and distribution for goods | yes no partial |  |  |
| * 1. Emissions from employee commuting includes emissions | yes no partial |  |  |
| * 1. Emissions from client and vistor transport | yes no partial |  |  |
| * 1. Emissions from business travel | yes no partial |  |  |
| **Category 4 Indirect GHG emissions from Goods used by Organization** | | |  |
| 1. Emissions from purchased goods | yes no partial |  |  |
| 1. Emissions from capital goods | yes no partial |  |  |
| 1. Emissions from the disposal of solid and liquid waste | yes no partial |  |  |
| 1. Emissions from use of assets | yes no partial |  |  |
| 1. Emissions from the use of services that are not described in the above subcategories (consulting, cleaning, maintenance, mail delivery, bank, etc) | yes no partial |  |  |
| **Category 5 Indirect GHG emissions associated with the Used of Product from Organization** | | |  |
| 1. Emissions or removals from the use stage of the product | yes no partial |  |  |
| 1. Emissions from downstream leased assets | yes no partial |  |  |
| 1. Emissions from end of life stage of the product | yes no partial |  |  |
| 1. Emissions from investments | yes no partial |  |  |
| **Category 6 - indirect GHG from other sources** | yes no partial |  |  |

1. **Organizational Boundaries**

Please complete the table below If you are multisite organization

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Entities inside the**  **organizational**  **boundaries** | **Does your site have similarity of process & activities with the central office?**  **(Yes or No)** | **Facilities, phsycal infrastructure, activities, technologies and processes** | **Description of the entity**  **(subsidiary, joint-venture,**  **etc.)** | **Consolidation Method**  **used for the entity**  **(Operational control approach or equity share approach)[[4]](#footnote-4)** | **% of GHG emissions**  **and removals consolidated for the**  **entity** | **Difference, if any, with**  **financial accounting**  **rules** |
| **e.g Anak perusahaan B** | **Yes** | **Palm oil plantation** | **subsdiary** | **operational control approach** | **100%** | **-** |
| **Site XYZ** | **No** | **Rubber plantation** | **subsdiary** | **operational control approach** | **100%** | **-** |
|  | Choose an item. |  |  | Choose an item. |  |  |
|  | Choose an item. |  |  | Choose an item. |  |  |

1. **Requested information / documents:**

The following documents must be sent to TUV NORD Indonesia after the contract is approved at least 4 weeks before planning (strategic analysis) process is started.

**Please thick (x) your availability documents below:**

| **Document** | **Availability** | | **Remarks  (documentation title, revision, document number, etc)** |
| --- | --- | --- | --- |
| **yes** | **No** |
| **GHG Report** |  |  |  |
| **Quantification Methodologies**  **(including data selection and collection, selection or development of GHG quantification model)** |  |  |  |
| **Calculation GHG emissions and its result** |  |  |  |
| **a base-year review and recalculation procedures** |  |  |  |
| **Is the GHG reduction initiatives implemented at the organization?** |  |  |  |
| **GHG Information management procedures** |  |  |  |
| **Document retention and record keeping procedures** |  |  |  |
| **Procedure of process and criteria that define significant indirect emissions** |  |  |  |
| **GHG Data Flow** |  |  |  |
| **Emission Monitoring Plan (EMP)** |  |  |  |
| **Previous Verification Report** |  |  |  |

* **Is your organization eligible to be verified ?**

**yes no**

* ***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

**ANNEX A. MULTISITE**

**Total number of sites : .........**

**Site 1**

Table A. Site Information

| **Central Office / Site** | **Location** | **Facilities, phsycal infrastructure, activities, technologies and processes** | **Annual Total Emission (Tonne CO2eq)** | **Publication of emission report**  **(Yes / No)** | **LoA** | **Type of GHG**  **(e.g CH4, N2O, CO2, SF6, PFCS, HFCS)** |
| --- | --- | --- | --- | --- | --- | --- |
| Site 1 |  |  | Click or tap here to enter text. | Yes  No | Reasonable  Limited | Click or tap here to enter text. |

Table B. Data Management System

| **No.** | **Data Management System** | | **Please Specify** |
| --- | --- | --- | --- |
| 1. | Degree of automation | data management systems is automated  data management systems is  manual components | Click or tap here to enter text. |
| 2. | Use of database features | data management systems is based on data warehouses or databases  data management systems is based on spreadsheets or hard copies. | Click or tap here to enter text. |
| 3. | Length of operation | data management systems has been operational for several years  data management systems has just been implemented | Click or tap here to enter text. |
| 4. | Linkage to other systems | data management systems that is linked in with operational systems or financial systems are usually of higher quality than those are stand-alone.  data management systems is stand-alone. | Click or tap here to enter text. |
| 5. | Standardization within an organization | data management systems is consistently applied throughout the organization.  data management systems is consistently applied throughout the multiple platforms. | Click or tap here to enter text. |
| 6. | Transparency of calculations | data management systems with embedded in libraries and scripts  data management systems with “black box” systems. | Click or tap here to enter text. |

**Site 2**

Table A. Site Information

| **Central Office / Site** | **Location** | **Facilities, phsycal infrastructure, activities, technologies and processes** | **Annual Total Emission (Tonne CO2eq)** | **Publication of emission report**  **(Yes / No)** | **LoA** | **Type of GHG**  **(e.g CH4, N2O, CO2, SF6, PFCS, HFCS)** |
| --- | --- | --- | --- | --- | --- | --- |
| Site 2 |  |  | Click or tap here to enter text. | Yes  No | Reasonable  Limited | Click or tap here to enter text. |

Table B. Data Management System

| **No.** | **Data Management System** | | **Please Specify** |
| --- | --- | --- | --- |
| 1. | Degree of automation | data management systems is automated  data management systems is  manual components | Click or tap here to enter text. |
| 2. | Use of database features | data management systems is based on data warehouses or databases  data management systems is based on spreadsheets or hard copies. | Click or tap here to enter text. |
| 3. | Length of operation | data management systems has been operational for several years  data management systems has just been implemented | Click or tap here to enter text. |
| 4. | Linkage to other systems | data management systems that is linked in with operational systems or financial systems are usually of higher quality than those are stand-alone.  data management systems is stand-alone. | Click or tap here to enter text. |
| 5. | Standardization within an organization | data management systems is consistently applied throughout the organization.  data management systems is consistently applied throughout the multiple platforms. | Click or tap here to enter text. |
| 6. | Transparency of calculations | data management systems with embedded in libraries and scripts  data management systems with “black box” systems. | Click or tap here to enter text. |

**Contract Review**

1. **An applicable programme exists or a programme is to be established ?**
2. **Is The claim understood (e.g. context, content and complexity) ?**

yes  no  Remarks / additionally required information:

1. **Have the objectives and scope of the verification been agreed with the client ?**

yes  no  Remarks / additionally required information:

1. **Have the specified requirements against which the claim will be verified been identified**

**and are suitable?**

yes  no  Remarks / additionally required information:

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

yes  no  Remarks / additionally required information:

1. **Can the process for verification activities be achieved (e.g. evidence gathering activities,**

**evaluation of gathered evidences?**

yes  no  Remarks / additionally required information:

1. **Is the calculation of verification duration available and appropriate ?**

yes  no  Remarks / additionally required information:

1. **Have the competency of verification team and independent reviewer been suitable with the scope and sector of verifications? (ATEAM Preliminary)**

yes  no  Remarks / additionally required information:

1. **The time frame for the planned verification can be proposed?**

yes  no  Remarks / additionally required information:

1. **Is there any potential conflict of interest in between the verification body, client, and responsible party whether on personnel level or company level?**

yes  no  Remarks / additionally required information:

1. **Has the client/RP completed the additional requirements of GHG Programme?**

yes  no  Remarks / additionally required information:

1. **Does the Risk Assessment require site visit or not?**

yes  no  Remarks / additionally required information:

**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 Signature*

1. GHG SSR is GHG source, sink, reservoir [↑](#footnote-ref-1)
2. Specific, historical period identified for the purpose of comparing GHG Emission or GHG Removals or other GHG related information over time. Baseline year may use the first year verification reporting [↑](#footnote-ref-2)
3. The process of obtaining data and determining the emissions or removals from a source or sink. GHG Emissions or removals can be obtained through measurement or modelling. e.g mass balance, modelling, etc [↑](#footnote-ref-3)
4. Operational Control Approach is counting all GHG emissions and/or removals from facilities that controlled by financial or operational

   Equity Share Approach is counting partially GHG emissions and/or removal form the facilities based on ownership percentage [↑](#footnote-ref-4)