



The Climate Registry

Tips for an Easier Verification

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Tip 1: Starting Out - Look Before You Leap

- Identify key personnel, considering:
 - Background
 - Representation across your organization
 - Availability
 - Permanence
- Read the General Reporting Protocol
- Read the General Verification Protocol

Tip 2: Get Technical Assistance (TA)

- Your Verifier cannot provide TA.
- Consider seeking TA with:
 - First-time inventories
 - Large inventories that require additional resources
 - Complex inventories that require expertise

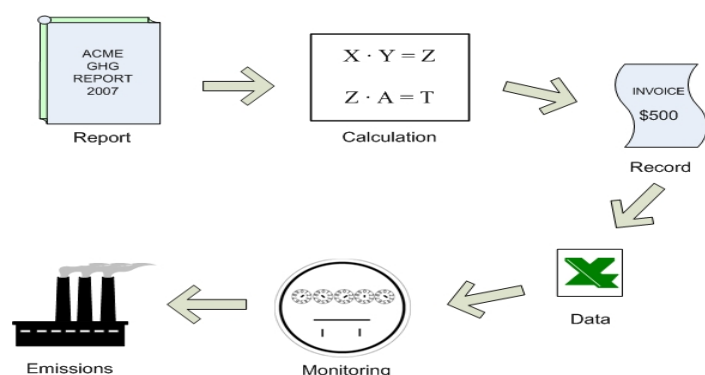
Tip 3: Use Simplified Estimation Methods with Caution

- Classify emissions as Simplified Estimation Methods with caution and only when it yields notable reductions of effort
- Be aware of changes resulting in increases beyond threshold
- Keep Simplified Estimation Methods sources the same from one year to the next

Tip 4: Get Organized

- Good evidence simplifies the verification process for both participant and certifier
- Expect that the verifier will request records:
 - Ideally, maintain copies of all records that support the activity data used in the inventory
 - Utility bills, purchase records, logs, etc.
 - At a minimum, know:
 - Who can provide records associated with the data
 - The process for obtaining and providing those records and how long that process might take in your organization

Tip 5: Establish a Clear Audit Trail



Tip 6: Prepare an IMP

- Prepare an Inventory Management Plan (IMP) to:
 - Facilitate internal efforts in preparing next year's inventory
 - Communicate the data management system and quantification methodologies to the verifier

Tip 7: Conduct an Internal Audit

- Evaluate risk:
 - Where are systems and controls unclear or weak?
 - Where might errors occur due to these weaknesses?
 - Where would it matter if errors did occur?
- Follow audit trail, checking activity data and calculations

Tip 8: Give Yourself Time

- Start compiling your inventory early.
- Leave time for an internal audit.
- Timing of Verification is affected by:
 - Conflict of Interest process
 - Size and complexity of inventory
 - Quality of management system
 - Availability of records for verification
 - Transparency of audit trail
 - Necessity of corrective action

Tip 9: Benefit from Verification

- Strategic Benefits
 - Support management confidence in GHG actions (e.g. target setting, reduction projects, trading positions)
 - Facilitate transparency for an organization with stakeholders
 - Maintain the credibility of GHG program (internal or external)
- Tactical Benefits
 - Improve GHG management systems and data collection processes
 - Inform organizations on GHG quantification best practices
 - Enhance communication, coordination and cooperation of the GHG management team