



The Climate Registry

OVERVIEW OF VERIFICATION PROCESS

- 1. Member submits CRIS report for verification:** Once the report is submitted for verification, data is “read-only” to the Member.
- 2. Member selects a Verification Body (VB):** Member contacts one or more Registry-recognized VBs to request a proposal for verification services. Member selects a VB and begins to negotiate contract terms.
- 3. VB submits Case-Specific Conflict of Interest (COI) Assessment Form:** After a Member chooses a VB, the VB must submit a Case-Specific COI Assessment Form to the Registry. The Registry reviews the COI assessment and notifies the VB of its determination within 15 business days.
- 4. VB & Member finalize contract:** Once the Registry has determined that the potential for COI between a Member and VB is low, the VB may finalize its contract with the Member.
- 5. VB develops a verification plan:** VB develops a sampling plan, identifies facilities to be visited, and submits a Notification of Planned Facility Visits form to the Registry at least 15 business days before the scheduled visits.
- 6. VB conducts verification activities:** VB follows the guidance in the General Verification Protocol to evaluate a Member’s annual GHG emission report and conducts core verification activities.
- 7. VB informs Member of reporting errors:** The VB prepares a detailed summary (e.g. Draft Verification Report) of the verification activities and misstatements (both material and immaterial) and reviews it with the Member.
- 8. Member implements corrective action:** The Member corrects all material misstatements and as many immaterial misstatements as possible.
- 9. VB prepares final Verification Report and Verification Statement:** The VB prepares a final Verification Report and Verification Statement and reviews these documents with the Member.
- 10. VB completes verification form via CRIS:** Once authorized by the Member, the VB signs and scans the Verification Statement, uploads it in CRIS, completes the verification form and submits the verification in CRIS.
- 11. Member uploads Verification Statement:** Through CRIS, the Member prints the Verification Statement that was uploaded by the VB, signs and scans it, uploads it back into CRIS, and accepts the verification.
- 12. Registry reviews verification documentation:** The Registry reviews the Verification Statement and evaluates the Member’s emission report. Once accepted by the Registry, the Member’s emission report and the Verification Statement become available to the public via CRIS.