



# Verification Manual

June 2011

[www.theice.com/ccx](http://www.theice.com/ccx)

## Table of Contents

### Acronyms, Terms and Definitions

1.	Role of Verification in CCX.....	3
2.	CCX Offsets Registry Program Verification Overview.....	6
3.	CCX Verifier Application Process.....	6
4.	CCX Verifier Accreditation.....	7
5.	CCX GHG Projects – Determining Eligibility.....	7
5.1	Direct Registration.....	7
5.2	Committee Approval.....	8
6.	Process for Obtaining Approval for Project Verification.....	8
7.	Process for Undertaking Project Verification.....	9
7.1	Overview.....	9
7.2	Questions of Materiality.....	9
7.3	Corrective Action.....	10
7.4	Qualifications / Limiting Conditions.....	10
7.5	Verification Report Submittal.....	10
7.6	Review of Submitted Verification Reports.....	10
7.7	Period of Verification Documentation Retention.....	10
8.	CCX Verification Report and Statement.....	10
9.	CCX Verification Evaluation and Project Proponent Authorization .....	12
10.	Related Documents.....	13
	Appendix A: CCX-Approved Verifiers Statement of Potential or Actual Conflicts of Interest...	14
	Appendix B: ISO Accreditation Bodies.....	19



# Verification Manual

## Acronyms, Terms and Definitions

These definitions are either identical or similar to definitions in ISO 14064-3:2006 Specification with Guidance for the Validation and Verification of GHG Assertions.

<b>ANSI</b>	American National Standards Institute
<b>CCX</b>	Chicago Climate Exchange
<b>GHG</b>	Greenhouse Gas
<b>IPCC</b>	Intergovernmental Panel on Climate Change
<b>ISO</b>	International Organization of Standardization
<b>WBCSD</b>	World Business Council on Sustainable Development
<b>WRI</b>	World Resources Institute

**Approval for Project Verification** Approval provided by CCX to Verifier upon review of a Project-Specific Conflicts of Interest, whereby CCX grants permission for Verifier to provide verification services for a particular project.

**Baseline Scenario** Hypothetical reference case that best represents the conditions most likely to occur in the absence of a proposed GHG project.

**Exchange Offset** (also referenced herein as “Offset”) A tradable commodity grouped into lots of 100 metric tons of carbon dioxide equivalent generated by qualifying mitigation GHG projects and registered with CCX Offsets Registry Program.

**GHG Assertion** Declaration or factual and objective statement made by the organization that engages the verifier of claimed emission reductions or removal enhancements. The assertion should cover a period of time. The assertion should be clearly identifiable and capable of consistent evaluation and measurement against the protocol or project approval conditions.

**GHG Project** Activity or activities that alter the conditions identified in the baseline scenario which cause GHG emission reductions or GHG removal enhancements.

**GHG Project Proponent** Individual or organization that has overall control and responsibility for a GHG project on the CCX Offsets Registry Program. This could either be the entity that owns the GHG project or an Aggregator.

**Greenhouse Gas (GHG)** Gaseous constituent of the atmosphere, both natural and anthropogenic including carbon dioxide (CO<sub>2</sub>); methane (CH<sub>4</sub>);



nitrous oxide (N<sub>2</sub>O); hydrofluorocarbons (HFCs); perfluorocarbons (PFCs); sulphur hexafluoride (SF<sub>6</sub>) and Ozone Depleting Substances (ODS).

<b>Level of Assurance</b>	The degree of assurance CCX requires in verification. This is used to determine the depth of detail that a verifier designs into their verification plan to determine if there are any material errors, omissions, or misrepresentations. CCX requires a reasonable level of assurance.
<b>Material Discrepancy</b>	Individual or aggregate of actual errors, omissions, and misrepresentations in the GHG assertion that could affect the decision of CCX. Material discrepancy is defined for each CCX protocol in the affiliated protocol documents.
<b>Materiality</b>	Concept that individual or aggregation of errors, omissions, and misrepresentations could affect the GHG assertion and could influence CCX's decision to register the Project. The concept of materiality is used when designing the verification and sampling plans to determine the type of substantive processes used to minimize risk that the verifier will not detect a material discrepancy. The concept of materiality is used to identify information that, if omitted or misstated, would significantly misrepresent a GHG assertion to CCX, thereby influencing the conclusion of CCX. Acceptable materiality is determined by CCX based on the required level of reasonable assurance.
<b>Monitoring</b>	Continuous or periodic assessment of GHG emissions and removals or other GHG-related data.
<b>Offset Aggregator</b>	A Participant that serves as an administrative representative on the CCX for the entity that owns the GHG project.
<b>Offset Project Protocol</b>	Protocol that outlines the process and requirements for Project Proponents to register GHG emission reductions resulting from the voluntary CCX Offset Project. Otherwise known as "Protocol".
<b>Offset Project</b>	CCX-registered project that is issued Exchange Offsets in reflection of the amount by which the project reduces, sequesters, or avoids GHG emissions according to CCX rules.
<b>Validation</b>	CCX projects are validated using one of two methods: (1) Projects that adhere strictly to the requirements of CCX protocol are validated by CCX staff and do not require a separate Validation by the Offsets Committee. (2) Projects seeking to deviate from specific components of a standardized protocol are subject to approval of either the Offsets Committee or Forestry Committee.



<b>Verification Criteria</b>	Policy, procedure, or requirement established by CCX used as a reference against which evidence is compared.
<b>Verification Statement</b>	Formal written declaration to the intended user that provides assurance on the statements in the Project Proponents GHG assertion.
<b>Verification Verifier</b>	Systematic, independent, and documented process for evaluation of a GHG assertion against agreed verification criteria. Competent and independent person, or persons, with responsibility for performing and reporting on the verification process.
<b>WRI/WBCSD Protocols</b>	The GHG calculation tools contained in the “Corporate GHG Accounting and Reporting: Corporate Inventory Module,” found at the website <a href="http://www.ghgprotocol.org">www.ghgprotocol.org</a> , which was developed by the World Resources Institute in conjunction with the World Business Council for Sustainable Development.



## 1. Role of Verification in CCX

Chicago Climate Exchange (CCX) Offsets Registry Program Projects are subject to initial and annual verification by qualified Approved Verifiers for the duration of the Project's enrollment in CCX. CCX rules require approved greenhouse gas (GHG) Offset Projects to undergo an independent verification to confirm project eligibility and conformance to the approved Project Implementation Document (PID). CCX project verifications must be conducted and reported in accordance with the principles and requirements outlined in ISO 14064-3:2006, Specification with Guidance for the Validation and Verification of GHG Assertions.

The Project Proponent making the GHG assertion is responsible for project conformity to CCX program requirements. The Approved Verifier is responsible for providing an objective assessment of project eligibility, and for providing a verification statement concerning the Project Proponent's GHG assertion, based on evidence found during the verification. The Verifier shall evaluate the GHG assertion provided by the Project Proponent against the following two guidelines:

1. No errors, omissions, or misrepresentations (i.e., no material discrepancy) exist in the GHG assertion provided by the Project Proponent that would affect the project's eligibility in CCX.
2. The verification activities provide a reasonable level of assurance that the Project Proponent's GHG assertion is materially correct as specified in the protocols that determine the depth of detail the Verifier must design into their verification plan (i.e., verification requirements of the protocol).

## 2. CCX Offsets Registry Program Verification Overview

This section provides an overview of the process that entities must undergo in order to qualify to perform a verification of a particular CCX Offset Project.

## 3. CCX Verifier Application Process

Prospective Approved Verifiers are advised to obtain a copy of the relevant CCX Offset Project Protocols for the project types under which they wish to become accredited by CCX. A detailed understanding of the CCX Offset Protocol requirements is necessary to properly evaluate whether an Offset Project is eligible according to protocol guidelines, and whether the resulting GHG assertion is materially correct. Organizations approved as Designated Operational Entities under the Clean Development Mechanism (CDM), or approved as Verifiers by the Climate Action Reserve, may submit a copy of the application to those programs to satisfy requirements of the corresponding items listed within the Approved Verifier Application Form.

In addition to submitting the Approved Verifier Application Form, each prospective Verifier is required to submit a Approved Verifiers General Statement of Potential or Actual Conflicts of Interest ([Appendix A](#)). The statement outlines any actual or potential conflicts-of-interest that



may be created if the organization becomes a Approved Verifier. Each prospective Verifier will be notified by CCX of their approval or non-approval within one calendar month of submission.

#### **4. CCX Verifier Accreditation**

CCX is working with the American National Standards Institute (ANSI) to create an accreditation program for third-party verification bodies to evaluate their competency against:

1. The requirements outlined in ISO 14065:2007, Greenhouse Gases – Requirements for Greenhouse Gas Validation and Verification Bodies for Use in Accreditation or Other Forms of Recognition.
2. CCX Protocols for Offset Projects.

CCX and ANSI are developing deadlines before which all Approved Verifiers will have to become accredited by ANSI in order to continue conducting verifications in CCX.<sup>1</sup> CCX does not accredit individuals as third-party Verifiers. In addition to ANSI, CCX accepts accreditation provided by the ISO Accreditation bodies listed in Appendix C.

#### **5. CCX GHG Projects – Determining Eligibility**

As a first step, Verifiers must confirm that the project is within an Approved location.

Projects located in Annex I countries under the Kyoto Protocol are ineligible, unless explicit approval has been granted by the appropriate CCX committee (on the premise that no double-counting existed towards the Kyoto commitments).<sup>2</sup> Each of the CCX Protocols has a companion verification guidance and/or checklist document to assist the Verifier and provide guidance in executing the verification.

##### **5.1 Direct Registration**

Offset Projects may be eligible for “direct registration” provided that they strictly satisfy the standardized requirements of a pre-specified Project Protocol with no deviations. Project Proponents must submit a PID or equivalent document for the project to be considered for approval. If approved, the Project Proponent will receive an approval letter from CCX, which the project Verifier will confirm as part of the verification process.

Eligible Offset Project categories include:

- Landfill Methane Capture and Combustion
- Avoided Emissions from Organic Waste Disposal
- Agriculture Methane Capture and Combustion

---

<sup>1</sup> The steps involved in the ANSI Accreditation process are outlined here:

<https://www.ansica.org/wwwversion2/documents/GHGmilestones.pdf>. The process of applying to the ANSI Accreditation program is outlined here: <https://www.ansica.org/wwwversion2/GHGhowtoapply.asp?menuID=200>

<sup>2</sup> <http://www.theccx.com/info/advisories/2008/2008-01.pdf>



- Coal Mine Methane Capture and Combustion
- Agricultural Best Management Practices
  - Continuous Conservation Tillage
  - Grassland Conversion Soil Carbon Sequestration
  - Sustainable Rangeland Soil Carbon Sequestration
- Afforestation and Reforestation (if using carbon accumulation tables)
- Renewable Energy Systems
- Ozone-Depleting Substance Destruction
- Select Clean Development Mechanism Project Protocols

## **5.2 Committee Approval**

Projects may become eligible through an approval by a CCX Committee after a review of a PID and other supporting material. An approval will be granted by either the Forestry Committee or the Offsets Committee. If the Project is approved by the Committee, CCX staff will issue to the Project Proponent an Project Approval Letter with an explicit description of the conditions under which the Project was approved.

Committee review occurs for the following categories:

- Afforestation / Reforestation (if not using carbon accumulation tables)
- Sustainably Managed Forests
- Energy Efficiency / Fuel Switching
- Projects for which a standardized protocol does not exist
- Projects with deviations from standardized protocols

## **6. Process for Obtaining Approval for Project Verification**

Approved Verifiers must request Approval for Project Verification, prior to conducting Verification, through the following process:

- Approved Verifiers must submit a Project-Specific Conflicts-of-Interest Form, signed by the verifier and Project Proponent, for review in order to conduct the initial verification. A copy of the Project-Specific Conflicts-of-Interest Form is included in Appendix B. This submission also serves as confirmation to CCX that the Project Proponent has given



CCX staff permission to disclose project-specific information (e.g. PID and Approval Letter) with the prospective verifier.

- If the conflicts-of-interest disclosure is approved, Verifiers must determine whether the project was approved through a Committee review process. If the project was approved through a Committee, CCX staff will send the Verifier the Committee approval letter outlining the date and conditions under which the Project was approved and the PID that was reviewed by the Committee.

CCX retains the right to reject any GHG project that does not adhere to the above project approval process. If CCX approves the conflicts-of-interest form before conducting the initial verification, the verifier does not need to submit this form to CCX prior to each verification, provided that no substantive changes have occurred in the nature of the relationship between the Verifier and Project Proponent.

Verifiers that have successfully completed ANSI accreditation have satisfied any conflicts of interest requirements and are therefore not required to submit CCX Project-Specific Conflicts-of-Interest Forms.

## **7. Process for Undertaking Project Verification**

### **7.1 Overview**

The objective of the verification is to enable the Approved Verifier to express an opinion on whether the GHG project meets all applicable criteria and eligibility requirements, and whether the GHG assertion is prepared, in all material respects, in accordance with the protocols. Each of the CCX Protocols contains verification requirements that define materiality thresholds on a protocol-specific basis. CCX staff will provide Verifiers with verification requirements for approved Projects that do not have an affiliated protocol. A discrepancy or combination of discrepancies, in a GHG assertion is considered to be material if it is probable that CCX's decision to register the project would be changed or influenced by the discrepancies.

### **7.2 Questions of Materiality**

Approved Verifiers are encouraged to consult with CCX concerning standards of materiality in instances when further interpretation is required beyond what is contained in the CCX rules and verification checklists. CCX staff will either:

- Provide clarification on the item under interpretation
- Consult the appropriate Committee for clarification
- Inform the verifier that further clarification is required between CCX staff and the Project Proponent before verification can proceed. If interpretation is needed for something that is not explicit in CCX rules or in the PID, CCX staff may ask the Project Proponent to



submit a deviation request. CCX staff will then review the request internally or bring the request to a Committee for a ruling. CCX staff will inform both the Project Proponent and Verifier in writing once a determination is made.

### **7.3 Corrective Action**

The Verifier has the responsibility to request corrective action from the Project Proponent. Corrective action requests, and the associated corrective actions undertaken by the Project Proponent, should be documented by the Verifier. Corrective action requests should be resolved prior to submitting a verification report to CCX.

### **7.4 Qualifications / Limiting Conditions**

Verification reports should not be submitted with qualifications or limiting conditions. Verifiers may address any qualifications or limiting conditions with CCX prior to submitting the assessment and may document the resolution of these qualifications or limiting conditions with CCX in the verification report.

### **7.5 Verification Report Submittal**

Verifiers should submit completed verification reports electronically to the CCX account representative, as well as to the following email address: [ccx@theice.com](mailto:ccx@theice.com). The final verification report should be reviewed by both the Verifier and Project Proponent prior to submission to CCX.

Verification documents or other communication must be received within the timeframe indicated in the Project Approval Letter. The standard timeframe is 90 days of the date the letter was issued, however if more time is required, the project proponent must contact CCX with a date extension request. This request should be sent to the [ccx@theice.com](mailto:ccx@theice.com) and must include the reason for delay and anticipated date of submission.

### **7.6 Review of Submitted Verification Reports**

All verification reports will be reviewed by CCX staff. Where CCX staff determine a report to be consistent with the applicable protocol, CCX will undertake issuance in the registry account of the project owner or aggregator. Questions or requested clarifications will be communicated by CCX staff directly to the Verifier and, if necessary, the Project Proponent.

### **7.7 Period of Verification Documentation Retention**

CCX Verifiers are required to develop and adopt procedures for maintaining confidentiality and safe custody of the verification documentation. Verifiers must retain these documents for a period of at least 5 years.

## **8. CCX Verification Report and Statement**



Verification reporting requirements by CCX are consistent with those outlined in ISO 14064-3:2006 Annex A.2.9 *Validation and Verification Statement*. The verification report should be formatted in the following form and include the verification statement included in this document:

- An opening or introductory statement including:
  - Identification of the Project Proponent's assertions and CCX Protocol and verification requirements against which the verification was conducted.
  - A statement of the roles and responsibilities of the organization-level or GHG project-level management, and the roles and responsibilities of the Verifier including full contact information.
- A section detailing the scope of the verification work including:
  - Reference to the principles and requirements of the applicable CCX protocol, which may be accompanied by an approved PID, or documented CCX verification requirements against which the verification was conducted.
  - Reference to the verification scope, objectives, and criteria (i.e. project boundaries, period of time in which the reductions occurred and data sources), including the level of assurance required.
  - A description of the work the verification team performed, including the techniques and processes used to test the GHG information and associated GHG assertion prepared by the Project Proponent.
- A section detailing the conclusions containing:
  - A reference to the CCX Protocol and approved PID requirements used to prepare the GHG assertion.
  - GHG information and performance verified (e.g. project plan, baseline GHG emissions or removals, emissions reductions, removal enhancements).
  - The level of assurance provided by the verification, consistent with the agreed verification scope, objectives, time period, and criteria assertion.
  - Presentation of the resolution of any qualifications.
  - Conclusions on the GHG assertion.
- A completed CCX verification checklist corresponding to the appropriate project type. The completeness, accuracy, and quality of evidence of each checklist item should be described in this section to ensure that the level of verification was performed such that no material discrepancy exists at the level of assurance required by the protocols. For



each item in the checklist, the Verifier should state the methods by which the criteria were evaluated, including:

- Review of documentation, records, equipment, data, or measurements.
  - An elaboration of on-site inspections.
  - Interviews and meetings.
  - The identification of and resolution to any corrective action requests.
  - Other relevant evidence utilized by the Verifier to reach their conclusion.
- A Verification Statement, attached below, containing the statements, signatures, and information in the form outlined in this document.

## 9. CCX Verification Evaluation and Project Proponent Authorization

Each verification report submitted to CCX must include the following Verification Statement as provided on the following below.

### Verification Statement

This statement confirms that \_\_\_\_\_ (Approved Verifier) has evaluated the GHG assertion by \_\_\_\_\_ (Project Proponent) covering the period from (mm/dd/yy) \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yy) according to the protocols outlined by the Chicago Climate Exchange Offsets Registry Program and that this verification statement is consistent with ISO 14064-3:2006.

\_\_\_\_\_ (Approved Verifier) confirms all verification activities as documented in the verification report entitled \_\_\_\_\_ and dated (mm/dd/yy) \_\_\_\_\_ are complete and concludes without any qualification or limiting conditions that the GHG assertion by \_\_\_\_\_ (Project Proponent) is without material discrepancy and that the verification activities provide a reasonable level of assurance as defined by CCX program rules.

The GHG assertion provided by \_\_\_\_\_ (Project Proponent) has resulted in the removal, emission reduction, or removal enhancement of:

CCX Vintage: _____	Metric Tons CO <sub>2</sub> e: _____
Beginning (mm/dd/yy): _____	
End (mm/dd/yy): _____	

CCX Vintage: _____	Metric Tons CO <sub>2</sub> e: _____
Beginning (mm/dd/yy): _____	
End (mm/dd/yy): _____	

CCX Vintage: _____	Metric Tons CO <sub>2</sub> e: _____
Beginning (mm/dd/yy): _____	



End (mm/dd/yy): \_\_\_\_\_  
(Repeat for each vintage verified)

**Attestation:**

\_\_\_\_\_  
Lead Verifier (Print Name)

\_\_\_\_\_  
Senior Internal Reviewer (Print Name)

\_\_\_\_\_  
Lead Verifier (Signature)

\_\_\_\_\_  
Senior Internal Reviewer (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Project Proponent Authorization:**

I, \_\_\_\_\_ (Project Owner/Aggregator), authorize the above-named verifier to submit this Verification Evaluation to the Chicago Climate Exchange.

\_\_\_\_\_  
Member Representative (Print Name)

\_\_\_\_\_  
Member Representative (Signature)

\_\_\_\_\_  
Date (mm/dd/yy)

**10. Related Documents**

ISO 14064-3:2006, Specification with Guidance for the Validation and Verification of GHG Assertions

ISO 14065:2007, GHGs – Requirements for GHG Validation and Verification Bodies for Use in Accreditation or Other Forms of Recognition

CCX Offsets Registry Program Protocols

CCX Offsets Registry Program Manual



## **Appendix A: Approved Verifiers Statement of Potential or Actual Conflicts of Interest**

### **Requirement to Submit a Statement of Conflicts of Interest:**

Before an Approved Verifier begins any verification work for a CCX Offsets Registry Program Participant, the Approved Verifier must submit to CCX a statement of any potential or actual conflicts of interest that may result from undertaking such verification work. The statement shall include proposed steps that may be taken to avoid, mitigate or neutralize the potential or actual conflict of interest. The statement shall be signed by a representative of the CCX Offsets Registry Program for which the verification work will be performed. The statement shall also refer to any appearance of conflict of interest that may arise even if this does not lead, in the opinion of the parties signing the statement, to a substantive conflict of interest. CCX Staff shall evaluate statements of potential or actual conflicts of interest on a case-by-case basis and make recommendations on an appropriate course of action.

The Approved Verifier shall make full disclosure in writing to CCX immediately of any change in circumstances that may lead to the emergence of any conflict of interest in the provision of verification services to any CCX Offsets Registry Participant for which it is currently providing such services. This disclosure shall include a description of actions taken or that will be taken to avoid, neutralize, or mitigate the actual or potential conflict of interest.

### **Circumstances that Present an Actual or Potential Conflict of Interest:**

Performance of the following services for a CCX Offsets Registry Program Participant may result in a conflict of interest for a Approved Verifier wishing to provide verification services to that Participant:

1. Designing, developing, implementing, or maintaining a GHG emissions inventory.
2. Designing or developing GHG information systems.
3. Developing GHG emissions factors or other GHG-related engineering analysis.
4. Designing energy efficiency, renewable energy, or other projects which explicitly identify GHG reductions as a benefit.
5. Preparing or producing GHG-related manuals, handbooks, or procedures specifically for the CCX Offsets Registry Program Participant.
6. Appraisal services of GHG liabilities or assets.
7. Brokering in, advising on, or assisting in any way in carbon or GHG-related markets.
8. Management over health, environment and safety functions.
9. Legal and expert services unrelated to verification for CCX purposes.



Conflicts of interest may occur if, in the previous 3 years, the Approved Verifier, any related organizations such as parent or subsidiary companies or other organizations with which the Approved Verifier has a long-standing financial or legal relationship, or any of the staff that will be providing the verification services (regardless of whether such staff were employed by the Approved Verifier at the time) provided any of the services listed above.

In addition, an Approved Verifier is not allowed to provide any of the services listed above for at least 1 year following the cessation of performance of verification services for the CCX Offsets Registry Program Participant.

Currently there is no maximum term for which a Approved Verifier may provide verification services to a CCX Offsets Registry Program Participant. However, in light of SEC rulings and other rules, laws, and regulations, regarding conflicts of interest for auditors and other professionals providing certification and verification services, this position may change.

**Other factors that may constitute a conflict of interest include, without limitation:**

1. If the Approved Verifier and the recipient of verification services share any board members or senior management.
2. If there is a financial, functional or structural link (e.g. common ownership, contractual arrangement, or informal contract) between the Approved Verifier and the recipient of verification services, whether directly or through affiliated organizations (e.g. holding companies, parent companies, subsidiaries, formal partners, affiliates, etc.).
3. If staff and senior management of the Approved Verifier are involved in any commercial, financial or other processes that might influence their judgment and render it not impartial or not objective.



## Process for Evaluating Statement of Conflicts of Interest:

The statement will be evaluated by CCX staff and at the judgment of CCX Staff, may also be evaluated by the Offsets Committee which will recommend a suitable course of action in response to any potential or actual conflicts identified. The Offsets Committee may request additional information or a personal appearance in order to make their determination.

Approved Verifier Providing Verification Services	
Name	
Website	
Street Address	
City, State, Zip	
Participant Requesting Verification	
Organization Name	
Project Name	
Project Type	
Street Address	
City, State, Zip	

### Instructions

- Please print out and complete this form.
- On a separate sheet, please answer the questions in Appendix B.
- Any other papers attached as evidence should be clearly numbered and indexed and attached behind your answer to the questions below.

#### Please Note:

All questions relating to any Approved Verifier, CCX Offsets Registry Program Participant shall include reference to any other organization with which such Approved Verifier, CCX Offsets Registry Program Participant has a financial, functional or structural link (e.g. common ownership, shared staff and management, contractual arrangement, or informal contract) such as a holding company, parent organization, subsidiary, formal partner or affiliate.

An Approved Verifier shall be responsible for identification of any form of conflict of interest it may face, even if that type of conflict of interest is not specified in this document.



## CCX Project Specific Conflict of Interest Questionnaire

Please respond to all questions:

- Has your organization provided certification or verification services for the above-named CCX Offsets Registry Program Participant in connection with CCX or any other GHG trading, registry or other system during the previous three years? If yes, list the years and nature of the verification services provided.
- Has your organization provided any non-verification services of any nature for this CCX Offsets Registry Program Participant during the previous three years? Are there any plans or contracts for your organization to continue to provide such services on an ongoing basis or in the future? If yes, what was the nature of the work performed? When was it performed? What was the scale of the work performed in dollars and/or percentage of your organization's revenue?
- Document the structures and procedures in place in your company to identify potential or actual conflicts of interest and to avoid, mitigate or neutralize any potential or actual conflicts of interest identified. Identify steps taken in order to minimize any risks to your company's impartiality.
- Identify all potential sources of conflict of interest that may arise if your organization performs verification services for the above-named CCX Offsets Registry Program Participant. If the potential conflict of interest may arise indirectly through an affiliated organization, please describe the nature of that link.
- Please provide a list of names of the staff that may participate in providing verification services to the above-named CCX Offsets Registry Program Participant. For these staff, are there any instances of personal or professional relationships or financial interests that may represent a potential conflict of interest? If yes, please detail.
- Provide details about the policies and structures your organization has put in place to avoid, mitigate or neutralize the specific conflicts of interest you have identified related to your organization's provision of verification services to the above-named CCX Offsets Registry Program Participant.
- Are there particular reasons why this work should be considered sensitive, highly visible or subject to special scrutiny (e.g., press coverage, special Congressional interest, prior controversy, etc.)?



We hereby warrant the truthfulness of the answers to all questions on this form and the attached statement and documentation and to any other questions that may be asked by CCX or its designated representatives. We agree to maintain the accuracy and completeness of the information contained in this form and the attached statement and documentation.

We undertake to immediately notify CCX in writing about any material change in any information contained in this form and the attached statement and documentation.

We authorize CCX or its designated representatives to obtain information from sources that they deem appropriate in order to adequately evaluate and process this form and the attached statement and documentation and to ensure the integrity and effective operation of the CCX in the future.

We understand that failure to provide full and accurate information may result in the delay or rendering invalid of any decision made in response to the information contained in this form and the attached statement and documentation.

Signed and accepted by duly authorized representatives of:

_____	_____
Approved Verifier	CCX Offsets Registry Program Participant
_____	_____
Signature of Lead Verifier	Signature
_____	_____
Print Name	Print Name
_____	_____
Title	Title
_____	_____
Date	Date



## Appendix B: ISO Accreditation Bodies

Location	Signatory
Argentina	Organismo Argentino de Accreditation (OAA)
Australia & New Zealand	Joint Accreditation System of Australia and New Zealand (JAS-ANZ)
Austria	Federal Ministry for Economic Affairs and Labor (BMWA)
Belgium	BELAC
Brazil	National Institute of Metrology, Standardization and Industrial Quality (INMETRO)
Canada	Standards Council of Canada (SCC)
China	China National Accreditation Service for Conformity Assessment (CNAS)
Czech Republic	Czech Accreditation Institute, (Český Institut pro Akreditaci, o.p.s.) (CAI)
Denmark	Danish Accreditation (DANAK)
Finland	The Finnish Accreditation Service (FINAS)
France	Comite Francais d'Accreditation (COFRAC)
Germany	German Accreditation Council (DAR) on behalf of - TGA (Traegergemeinschaft fuer Akkreditierung GmbH) - DAP (Deutsches Akkreditierungssystem Pruefwesen GmbH)
Greece	Hellenic Accreditation System (ESYD)
Hong Kong China	Hong Kong Accreditation Service (HKAS)
India	National Accreditation Board for Certification Bodies (NABCB)
Indonesia	Accreditation Body of Indonesia (Komite Akreditasi Nasional) (KAN-BSN)
Ireland	The Irish National Accreditation Board (INAB)
Italy	Sistema Nazionale per l'Accreditamento degli Organsimi di Certificazione (SINCERT)
Japan	The Japan Accreditation Board for Conformity Assessment (JAB)
Republic of Korea	Korea Accreditation Board (KAB)
Republic of Korea	Korean Accreditation System (KAS)
Malaysia	Department of Standards Malaysia (DSM)
México	Mexican Accreditation Entity, (Entidad Mexicana de Acreditacion) (EMA)
Netherlands	Dutch Accreditation Council (Raad Voor Accreditatie) (RvA)
Norway	Norwegian Accreditation (NA)
Philippines	Philippine Accreditation Office (PAO)
Poland	Polish Centre for Accreditation (PCA)
Portugal	Portuguese Institute for Accreditation (IPAC)
Singapore	Singapore Accreditation Council (SAC)
Slovakia	Slovak National Accreditation Service, (Slovenská Národná Akreditačná Služba) (Slovakia) (SNAS)
Slovenia	Slovenian Accreditation (SA)
South Africa	South African National Accreditation System (SANAS)
Spain	Entidad Nacional de Acreditacion (ENAC)
Sweden	Swedish Board for Accreditation and Conformity Assessment (SWEDAC)
Switzerland	State Secretariat for Economic Affairs (SECO), Swiss Accreditation Service (SAS)
Chinese Taipei	Taiwan Accreditation Foundation (TAF)
Thailand	National Accreditation Council of Thailand, The Office of (NAC)
Turkey	Turkish Accreditation Agency (TURKAK)
United Kingdom	United Kingdom Accreditation Service (UKAS)
USA	American National Standards Institute (ANSI) - American Society for Quality National Accreditation Board (ANAB)

