

Information for Prospective Applicants for Greenhouse Gas Emission Verification**VERIFIKACE CZ s.r.o.**Valid as of: November 2nd 2015

1. INTRODUCTION

The information provided herein is intended for prospective applicants for the **verification of their annual greenhouse gas emission report or the annual tonne-kilometre report**. Applicants for a different type of greenhouse gas emission verification (for example verification for a different period of time due to a change in the owner) will be provided with information on case by case basis.

2. INFORMATION ABOUT THE ACCREDITATION

Verification body VERIFIKACE CZ is accredited under ČSN EN ISO 14065:2013 standard: Greenhouse gases – Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition. The verification process is carried out in accordance with ČSN ISO 14064-3 standard: Greenhouse gases - Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions, and Commission Regulation (EU) No. 600/2012 on the verification of greenhouse gas emission reports and tonne-kilometre reports and the accreditation of verifiers pursuant to Directive 2003/87/EC of the European Parliament and of the Council.

3. COMPANY INFORMATION

Business name: VERIFIKACE CZ s.r.o.
Registered office: Pasteurova 785/6, 779 00 Olomouc
Main office and mailing address: Nad Úpadem 888/90, 149 00 Praha 4
Accreditation body number: G3185
Accreditation number: Certificate of Accreditation No. 601/2014
Phone: 00420 272 654 893
Fax: 00420 272 654 895
Internet address: www.verifikace.cz
Groups of activities the company is accredited for: 1a, 1b, 2, 3, 4, 6, 7, 8, 12, 98¹

VERIFIKACE CZ s.r.o. was established in January 2006. The sole purpose of establishing the Company was to provide greenhouse gas emission verification services as part of the greenhouse gas emissions trading system. Shortly after its incorporation, the Company was approved by the Czech Ministry of the Environment as a verification body of greenhouse gas emissions in all the listed groups of activities.

From the very beginning the Company ranked among leading providers of such services on the Czech market. After greenhouse gas emissions of dozens of installations were successfully verified in the early years of the existence of the greenhouse gas emissions trading system, the Company has been strengthening its position on the market by expanding its services to other industries included in the EU ETS. During its life the Company has verified greenhouse gas emissions for more than a hundred of companies in the Czech Republic, Slovakia, Poland and Bulgaria. The Company is the only accredited verifier for aircraft operators in the Czech Republic.

Greenhouse gas emissions are verified by the Verification body VERIFIKACE CZ, which is part of VERIFIKACE CZ s.r.o.

Management of Verification body VERIFIKACE CZ:

- Director of the Verification Body: Ing. Pavel Vraštil
- Deputy Director of the Verification Body: Ing. David Malének

¹Codes for groups of activities as defined in Annex 1 to Commission Regulation (EU) No 600/2012

4. CONDITIONS TO OBTAIN A VERIFICATION REPORT

The Verification Report is the basic outcome of the verification process. It confirms the amount of greenhouse gas emissions reported by the operator and it is intended for government authorities requiring such verification under current legislation.

To undergo the verification process, applicants must meet a number of conditions; applicants must²:

- participate in the EU ETS (European trading scheme for greenhouse gases),
- possess a valid greenhouse gas emissions permit issued by the competent national authority,
- have in place a system for determining and reporting greenhouse gas emissions, the compliance with which shall ensure required certainty as to the reported greenhouse gas emissions,
- comply with an issued greenhouse gas emission permit (i.e. to adhere to the approved, Greenhouse Gas Emission/Tonne-kilometres Monitoring Plan),
- enter into Verification Contract on Greenhouse Gas Emission Verification with the Verification body,
- comply with the terms and conditions stipulated in the above-mentioned Contract, including but not limited to, access to employees participating in the determination and reporting process and to the reported data and documents on the agreed dates so as not to jeopardize timely drafting of the required documents.

A positive verification statement may only be issued subject to the fulfillment of the following conditions:

- the actual parameters of the installation exceed the threshold for including the installation in the emission trading system for greenhouse gases,
- the methods for determining and reporting greenhouse gas emissions/tonne-kilometres comply with the current legislation,
- the system for collecting, transferring and recording primary data in place is reliable, transparent and appropriate for the installation in question.
- an adequate internal control system is put in place which identifies omissions or mistakes during determination and reporting of emissions,
- the whole process for determining and reporting greenhouse gas emissions/tonne-kilometres is in compliance with the approved Greenhouse Gas Emission/Tonne-kilometres Determining and Reporting Plan (or, as the case may be, the Monitoring Plan),
- the information reported in the submitted annual greenhouse gas emission report and the annual tonne-kilometre report is complete, consistent, accurate and transparent.

The above list is not exhaustive and does not constitute a sufficient condition for issuing a positive verification statement.

In compliance with ČSN ISO 14064-3 standard the statement in the Verification Report shall be stated with “agreed acceptable certainty” for the user, which means that it will be accepted by the competent authority.

²In special cases verification may or must be carried out for entities that have not met one of the conditions yet; it is usually requested by the authority in question.

5. COMPLAINTS AND APPEALS

Applicants for verification that are not satisfied with the course of the verification process may file a **complaint** with the management of the VERIFIKACE CZ verification body. Such a complaint may be related to issues including, but not limited to, failure to comply with contractual terms, failure to meet the agreed time schedule, presumed lack of competence of the verifier, manner of handling the submitted documents, or other areas, which are presumed not to be compliant. The director of the verification body or his deputy (if the complaint is against the director of the verification body) is obliged to handle and resolve the complaint not later than 10 business days of its receipt. Complainants must be notified of how the complaint was handled or resolved in writing without undue delay.

If the applicant believes that the submitted greenhouse gas emission report/tonne-kilometres report should have been verified as satisfactory on the basis of the verification activities carried out, but the verification body did not conclude so, the applicant may file an **appeal** with the management of the verification body within 5 days of the receipt of the verification report, in which the applicants specifies the grounds for its presumption. The director of the verification body shall appoint an employee qualified as a senior greenhouse gas emission auditor who has not taken part in the verification activities to deal with the appeal against the negative verification statement. Such an employee shall review the verification process in the necessary extent and determine whether there are justified grounds for the appeal. Should the appointed auditor conclude that there are not justified grounds for the appeal, he shall notify the director of the verification body thereof, and the latter shall inform the appellant thereof on behalf of the verification body. Should the appointed employee conclude that there are justified grounds for the appeal, he shall define in which step or activity a mistake was made or an incorrect statement was adopted. He shall inform the first verifier and auditor, who issued the negative verification statement, of his conclusions. The latter ones shall take corrective measures, on the basis of which a positive verification statement will be issued. In any case, an appeal must be handled and resolved within 15 business days of its receipt.

VERIFICATION PROCESS FLOW CHART

