



## Hong Kong Certification Body Accreditation Scheme

### HKCAS 021

#### Assessment / Reassessment Questionnaire

(for Greenhouse Gas Validation and Verification)

This form should be used for assessment of greenhouse gas validation and verification only. For assessments of management system or/and product certification, other relevant HKCAS forms should be used.

For initial applications for accreditation and applications for extension of scope of accreditation, this questionnaire should be completed and returned to HKAS Executives together with the application form HKCAS 005 and all relevant documents as listed in the checklist on page 2. HKAS Executive will only process an initial application for accreditation or an application for extension of scope of accreditation when completed forms HKCAS 005, HKCAS 021 and application fee are submitted.

For reassessment, this completed questionnaire together with any completed supplementary questionnaire must be returned to HKAS Executives one month before the scheduled reassessment date accompanied by the relevant documents.

**Fees payable for assessments are calculated in accordance with:**

HKCAS 006, Schedule of Accreditation Fees for Certification Body in Hong Kong

**You should study carefully the latest versions of the following documents before completing this questionnaire:**

HKAS 002, Regulations for HKAS Accreditation

HKAS Supplementary Criteria No. 6, Code of Conduct

HKCAS 020 Parts 1, 2 and 3, Technical Criteria for Accreditation of Greenhouse Gas Validation and Verification Bodies

For Verification of Greenhouse Gas Assertions at Organisation Level, and Validation and/or Verification of Greenhouse Gas Assertions at Project Level,

HKCAS Supplementary Criteria No. 9, Accreditation of Greenhouse Gas Validation and Verification Bodies – Verification of Greenhouse Gas Assertions at Organisation Level, and Validation and/or Verification of Greenhouse Gas Assertions at Project Level

For Verification of Carbon Footprint of a Product Study Report,

HKCAS Supplementary Criteria No. 13, Accreditation of Greenhouse Gas Verification Bodies – Verification of Carbon Footprint of a Product Study Report

**HONG KONG ACCREDITATION SERVICE**

**36/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.**

**Tel.: 2829 4840**

**Fax.: 2824 1302**

**E-mail : [hkas@itc.gov.hk](mailto:hkas@itc.gov.hk)**

- Note:
1. The personal data provided by you will be retained and used by HKAS for accreditation purpose only. The personal data may be disclosed to members of the assessment team.
  2. You have the rights to obtain a printed copy of your personal data held by HKAS and request correction of the personal data. Please contact HKAS at the above address for access to and correction of your personal data.

## Attachment Checklist

Before sending this completed questionnaire to HKAS Executive, please check that all required documents are attached and tick the appropriate boxes below.

This Application Questionnaire is related to: (more than one box may be ticked if appropriate)

- Initial Assessment                       Extension of Scope                       Reassessment

- application fees (for initial applications and applications for extension of accreditation only, no application fees are charged for reassessments), in the form of a cheque or e-Cheque payable to **The Government of the Hong Kong Special Administrative Region**. In addition to application fees, assessment fees will be charged. Applicants will be informed of the exact amounts when the on-site assessments have been arranged.

\*Application fee can be settled by e-Cheque through “Pay e-Cheque” portal <https://www.payecheque.gov.hk>. Please contact us if special arrangement is required.

- documents authenticating that the applicant GHG validation/verification body is a legal entity
- copy(ies) of valid Business and/or Branch Registration Certificate(s) of all premises, where accredited activities / activities sought for accreditation are carried out, under the same legal entity
- quality manual
- operation procedures including documents required in the checklist of this document (refer to Pages 14 to 67)
- CFP communication programme document(s) (for verification of carbon footprint of a Product Study Report) (refer to Page 68)
- quality documentation including sample application form and sample contract agreement between the GHG validation/verification body and its client; for others, please specify

- latest internal audit schedule (includes internal audit of the GHG validation/verification process)
- record of the latest management review
- GHG validation/verification body organisation charts, with key positions clearly identified
- list of competence validators/verifiers involved in GHG validation/verification
- sample GHG validation/verification statements
- completed checklist of this document (refer to Pages 14 to 68)
- other documents, please specify

## SCOPE OF ACCREDITATION

**For applications for accreditation and applications for extension of Scope of Accreditation, the activities to be included should be detailed in the “Scope of Accreditation Sought” on pages 4, 5 and 6.**

*Note: All activities applied will be processed together. When all these activities have met relevant accreditation criteria, a notification letter granting accreditation for them will be issued.*

**For reassessments, the “Scope of Accreditation to be Reassessed” will have been sent to the Greenhouse Gas Validation/Verification Body together with this questionnaire. The Greenhouse Gas Validation/Verification Body should check this scope carefully and minor changes should be annotated on it.**

**This scope should then be signed and returned to HKAS Executive together with this completed questionnaire for confirmation.**

**If major additions to the Scope of Accreditation are requested, the Greenhouse Gas Validation/Verification Body should consult HKAS Executive on whether an application for extension of Scope of Accreditation should be submitted.**

**Scope of Accreditation Sought (for Verification of GHG Assertions at Organisation Level, and Validation and/or Verification of GHG Assertions at Project Level)**

**(for application for accreditation or extension of Scope of Accreditation only)**

Greenhouse Gas (GHG) validation and verification in the following areas in accordance with HKCAS 020 Parts 1, 2 and 3

(Please refer to Annex 1 on pages 12 and 13 for sub-area no. and description)

HKCAS Scope of Accreditation

Sub-area no.	Description	Frequency of GHG Validation/Verification <sup>1</sup>	Experience <sup>2</sup>	Sample GHG Validation/Verification Statement <sup>3</sup>

1. Please state the approximate frequency of performing the GHG validation/verification activities in number/year, number/months, etc.
2. Please state the approximate experience of the GHG validation/verification body in performing the GHG validation/verification activities, in total number of GHG validation/verification activities performed in year.
3. Please state the identification numbers of the sample GHG validation/verification statement provided (see the “GHG Validation/Verification Statement” section on page 11)

(Photocopy this sheet if required)

## Scope of Accreditation Sought (for Verification of Carbon Footprint of a Product Study Report)

(for application for accreditation or extension of Scope of Accreditation only)

Please specify as precisely as possible below the scope of accreditation sought. The CFP communication programme should be described in details. The CFP communication programme can adopt relevant Carbon Footprint of a Product – Product Category Rules (CFP-PCR) or develop its own CFP-PCR for use.

### HKCAS Scope of Accreditation

Name of CFP communication programme	Description of the CFP communication programme including identification of the programme operator and product type(s)	CFP-PCR(s) employed by the CFP communication programme

(Photocopy this sheet if required)

**Scope of Accreditation Sought (for Verification of Carbon Footprint of a Product Study Report) (Con't)**

Frequency of GHG Verification <sup>1</sup>	Experience <sup>2</sup>	Sample GHG Verification Statement <sup>3</sup>

1. Please state the approximate frequency of performing the GHG verification activities in number/year, number/months, etc.
2. Please state the approximate experience of the GHG verification body in performing the GHG verification activities, in total number of GHG verification activities performed in year.
3. Please state the identification numbers of the sample GHG verification statement provided (see the “GHG Validation/Verification Statement” section on page 11)

(Photocopy this sheet if required)

## General Information

Organisation Name:  
(See Note 1):

Greenhouse Gas  
Validation/Verification Body  
Name, if any:  
(See Note 2)

Address

Hong Kong  Kowloon  N. T.

Telephone

Fax

E-mail

Address  
(for correspondence)

Hong Kong  Kowloon  N. T.

Telephone

Fax

E-mail

### Questionnaire completed by

Name:

Position:

Telephone

Fax

E-mail

### Authorised representative

Name:

Position:

Address  
(if different from the correspondence address)

Telephone

Fax

E-mail

Signature

Date

Note 1 – Organisation is the legal identity of the owner of the greenhouse gas validation/verification body. It may be a government department, company, person operating a greenhouse gas validation/verification body or other legal entity.

Note 2 – The name used by the organisation to identify the greenhouse gas validation/verification body.

## Requirements for GHG Validation/Verification Bodies

### Legal Status

Please give details of the legal status of your organisation. (The organisation to which accreditation is to be granted)

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### Activities

	Yes/No	If yes, please describe
- Does your organisation conduct other activities in addition to GHG validation and/or verification?		
- Does your organisation have any relationship with other organisations or consultants?		

### Size of GHG validation/verification body in Hong Kong

- Total number of staff working for the GHG validation/verification body	<input type="text"/>
- Number of full time validators/verifiers	<input type="text"/>
- Number of part time/contract validators/verifiers	<input type="text"/>



### **Quality System**

Please provide a copy of the quality manual and related quality documents, such as operation procedure manual. Any further comments should be stated below or on separate sheet.

### **Internal Audit**

Please provide a copy of the latest audit schedule (including internal audit of GHG validation/verification process). Any further comments should be stated below.

### **Management Review**

Please provide a copy of the latest management review. Any further comments should be stated below.

### **Assessment report by other Accreditation Bodies**

Is your organisation's GHG validation/verification activities accredited by other accreditation bodies?

Yes    No

If yes, you may like to provide a copy of the latest assessment reports by other accreditation bodies. HKAS will take such reports into consideration if provided.

## Personnel

**Person(s) responsible for appointing GHG validation/verification teams** (Attached extra sheet if necessary)

Name :			
Position:			

**Person(s) to whom GHG validation/verification team leaders report** (Attached extra sheet if necessary)

Name :			
Position :			

**Person(s) responsible for reviewing GHG validation/verification statements** (If different from above and attached extra sheet if necessary)

Name :			
Position :			

**Name of the committee if GHG validation/verification statements are reviewed/approved by committee**

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## Organisation Chart

Please provide a copy of the organisation chart of the GHG validation/verification body. If the GHG validation/verification body is a subsidiary of or controlled by a large organisation, whether local or overseas, the charts should show the position of the GHG validation/verification body within the parent organisation structure. The key positions with respect to the activities to be assessed should be clearly identified. Please provide the names and positions for staff members occupying key positions in the GHG validation/verification body as identified in the organisation charts.

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**Personnel changes** (applicable only for reassessments)

Please give details of any changes to GHG validation/verification body personnel relevant to the activities to be reassessed since the last assessment /reassessment.

**GHG Validation/Verification Statement**

Please provide a copy of representative GHG validation/verification statements to be accredited. These should be copies of GHG validation/verification statements issued to clients. Any further comments on statements should be stated below.

For the activities to be assessed, what is the approximate number of GHG validation/verification statements issued per year?

What percentage of these GHG validation/verification statements is covered under HKCAS accreditation? (for reassessment only)

Please specify the countries in which your organisation issues HKCAS endorsed GHG validation/verification statements.

## ANNEX 1 SCOPE OF ACCREDITATION

### Area No.: 1

**Description:** Verification of Greenhouse Gas Assertions at Organisation Level

**Standard:** ISO 14064-1

#### Sub-area under this area:

No.	Description
1.1	Power Generation and Electric Power Transactions
1.2	General Manufacturing (physical or chemical transformation of materials or substances into new products)
1.3	Oil and Gas Exploration, Extraction, Production and Refining, and pipeline distribution, including Petrochemicals
1.4	Metals Production
1.5	Aluminium Production
1.6	Mining and Mineral Production
1.7	Pulp, Paper and Print
1.8	Chemical Production
1.9	Carbon Capture Storage
1.10	Transport
1.11	Waste handling and disposal
1.12	Agriculture, Forestry and Other Land Use (AFOLU)
1.13	General

Remark: Please refer to Appendix A on HKCAS SC-09 for examples covered by each sub-area.

### Area No.: 2

**Description:** Validation of Greenhouse Gas Assertions at Project Level

**Standard:** ISO 14064-2

#### Sub-area under this area:

No.	Description
2.1	Energy Industries (renewable/non-renewable sources)
2.2	Energy Distribution
2.3	Energy Demand
2.4	Manufacturing Industries
2.5	Chemical Industry
2.6	Construction
2.7	Transport
2.8	Mining/Mineral Production
2.9	Metal Production
2.10	Fugitive Emissions from Fuels (solid, oil and gas)
2.11	Fugitive Emissions from Production and Consumption of Halocarbons and Sulphur Hexafluoride
2.12	Solvents Use
2.13	Waste Handling and Disposal
2.14	Afforestation and Reforestation
2.15	Agriculture
2.16	Carbon Capture and Storage of CO <sub>2</sub> in Geological Formations

Remark: Please refer to Appendix A on HKCAS SC-09 for examples covered by each sub-area.

## ANNEX 1 SCOPE OF ACCREDITATION (CON'T)

**Area No.:** 3

**Description:** Verification of Greenhouse Gas Assertions at Project Level

**Standard:** ISO 14064-2

**Sub-area under this area:**

No.	Description
3.1	Energy Industries (renewable/non-renewable sources)
3.2	Energy Distribution
3.3	Energy Demand
3.4	Manufacturing Industries
3.5	Chemical Industry
3.6	Construction
3.7	Transport
3.8	Mining/Mineral Production
3.9	Metal Production
3.10	Fugitive Emissions from Fuels (solid, oil and gas)
3.11	Fugitive Emissions from Production and Consumption of Halocarbons and Sulphur Hexafluoride
3.12	Solvents Use
3.13	Waste Handling and Disposal
3.14	Afforestation and Reforestation
3.15	Agriculture
3.16	Carbon Capture and Storage of CO <sub>2</sub> in Geological Formations

Remark: Please refer to Appendix A on HKCAS SC-09 for examples covered by each sub-area.

## **Checklist**

**The applicant GHG validation/verification body to be assessed must complete the following checklist. It will be used to assess compliance with HKCAS requirements.**

**The checklist consists of questions based on the requirements of HKAS 002, HKAS SC-06, HKCAS 020 Parts 1, 2 and 3, HKCAS SC-09 (for verification of GHG assertions at organisation level, and validation and/or verification of GHG assertions at project level) and HKCAS SC-13 (for verification of carbon footprint of a product study report). For further information, refer to the clause as listed in the second column.**

**The GHG validation/verification body should indicate in the “QM/Procedure Clause” column, for every question, the clause(s) in their quality manual and operation procedures or other related documentation which cover the requirement.**

**The columns headed “OK” are for HKAS internal use.**

**A softcopy of this checklist should be provided to HKAS Executive through email or other means.**

HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<b>HKCAS 020 PART 1</b>					
<b>General Requirements</b>					
<b>Legal status</b>					
<p>Do the validation or verification body have a description of its legal status, including, if applicable, the names of its owners and, if different, the names of the persons who control it?</p> <p>NOTE A governmental validation or verification body is deemed to be a legal entity on the basis of its government status.</p>	5.1		<input type="checkbox"/>		
<b>Legal and contractual matters</b>					
<p>Is the validation or verification body a legal entity, or a defined part of a legal entity, such that it can be held legally responsible for all its validation or verification activities?</p>	5.2		<input type="checkbox"/>		
<p>Does the validation or verification body have a legally enforceable agreement with each client for the provision of validation or verification services?</p>			<input type="checkbox"/>		
<p>Does the validation or verification body retain authority and responsibility for its validation or verification activities, decisions and validation or verification statements?</p>			<input type="checkbox"/>		
<b>Governance and management commitment</b>					
<p>Does the validation or verification body identify top management (e.g. individual, group, board) having overall authority and responsibility for</p>	5.3				
<p>a) development of operational policies,</p>			<input type="checkbox"/>		
<p>b) supervision of the implementation of policies and procedures,</p>			<input type="checkbox"/>		
<p>c) supervision of finances,</p>			<input type="checkbox"/>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.

HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>d) the adequacy of validation or verification activities,</p> <p>e) the resolution of appeals and complaints,</p> <p>f) validation or verification statements,</p> <p>g) delegation of authority to committees or individuals to undertake, as required, defined activities on its behalf,</p> <p>h) contractual arrangements, and</p> <p>i) providing adequate, competent resources for validation or verification activities?</p> <p>Does the validation or verification body document its organisational structure and relevant mechanisms showing duties, responsibilities and authorities of management and other validation or verification personnel? If the validation or verification body is a defined part of a legal entity, does the structure include the line of authority and relationship to other parts of the same legal entity?</p> <p><b>Impartiality</b></p> <p><b>Commitment to impartiality</b></p> <p>Does the validation or verification body act impartially and avoid unacceptable conflicts of interest?</p> <p>Does the validation or verification body</p> <p>a) have commitment by top management to act impartially in validation or verification activities;</p> <p>b) make publicly available a statement that describes its understanding of the importance of impartiality in validation or verification activities, how it manages conflict of interest and how it ensures the objectivity of validation or verification activities;</p>	<p>5.4</p> <p>5.4.1</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.











HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
i) identify training needs and provide, as necessary, training on GHG validation or verification processes, requirements, methodologies, activities and other relevant GHG programme requirements?			<input type="checkbox"/>		
<b>Deployment of personnel</b>	<b>6.3</b>	●			
<b>General</b>	<b>6.3.1</b>	●			
Does the validation or verification body establish competent validation or verification teams and shall provide appropriate management and support services?			<input type="checkbox"/>		
If one individual fulfils all the requirements for either a validation or verification team, then that person may be considered as a validation or verification team.					
Further competence requirements for greenhouse gas validation teams and verification teams are contained in HKCAS 020 Part 2.					
<b>Validation or verification team knowledge</b>	<b>6.3.2</b>	●			
Does the validation or verification team have detailed knowledge of the applicable GHG programme, including its			<input type="checkbox"/>		
a) eligibility requirements,			<input type="checkbox"/>		
b) implementation in different jurisdictions as applicable, and			<input type="checkbox"/>		
c) validation or verification requirements and guidelines?			<input type="checkbox"/>		
Is the validation or verification team able to communicate effectively in appropriate languages on matters relevant to the validation or verification?			<input type="checkbox"/>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.

HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p><b>Validation or verification team technical expertise</b></p> <p>Does the validation or verification team shall sufficient technical expertise to assess the GHG project’s or organisation’s</p> <p>a) specific GHG activity and technology,</p> <p>b) identification and selection of GHG sources, sinks or reservoirs,</p> <p>c) quantification, monitoring and reporting, including relevant technical and sector issues, and</p> <p>d) situations that may affect the materiality of the GHG assertion, including typical and atypical operating conditions?</p> <p>Does the validation or verification team have expertise to evaluate the implications of financial, operational, contractual or other agreements that may affect GHG project or organisation boundaries, including any legal requirements related to the GHG assertion?</p>	6.3.3	●	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>Validation or verification team data and information auditing expertise</b></p> <p>Does the validation or verification team have data and information auditing expertise to assess the GHG assertion of the GHG project or organisation, including the ability</p> <p>a) to assess the GHG information system to determine whether the project proponent or organisation has effectively identified, collected, analysed and reported on the data necessary to establish a credible GHG assertion, and has systematically taken corrective actions to address any nonconformities related to requirements of the relevant GHG programme or standards,</p> <p>b) to design a sampling plan based on an appropriate, agreed level of assurance,</p> <p>c) to analyse risks associated with the use of data and data systems,</p> <p>d) to identify failures in data and data systems, and</p>	6.3.4	●	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.

HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>e) to assess the impact of the various streams of data on the materiality of the GHG assertion?</p> <p><b>Specific GHG project validation team competencies</b></p> <p>In addition to the requirements given in HKCAS 020 Part 1 6.3.2, 6.3.3 and 6.3.4, does the validation team have the expertise to assess processes, procedures and methodologies used</p> <p>a) to select, justify and quantify the baseline scenario, including underlying assumptions,</p> <p>b) to determine the conservativeness of the baseline scenario,</p> <p>c) to define the baseline scenario and GHG project boundaries,</p> <p>d) to demonstrate equivalence between the type and level of activities, goods or services of the baseline scenario and the GHG project,</p> <p>e) to demonstrate that GHG project activities are additional to baseline scenario activities, and</p> <p>f) to demonstrate conformity, if appropriate, with GHG programme requirements such as leakage and permanence?</p> <p>NOTE ISO 14064-2 includes requirements and guidance on the principle of conservativeness and the concept of equivalence.</p> <p>In addition to the requirements given in HKCAS 020 Part 1 6.3.2, 6.3.3 and 6.3.4, does the validation team have knowledge of relevant sector trends that may impact selection of the baseline scenario?</p>	<p>6.3.5</p>	<p>●</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.





HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>Does the validation or verification body require contracted validators or verifiers to sign a written agreement by which they commit themselves to comply with applicable policies and procedures of the validation or verification body? Does the agreement address confidentiality and independence from commercial and other interests, and require the contracted validator or verifier to notify the validation or verification body of any existing or prior relationship to the client, responsible party or both?</p> <p>NOTE Contracted external validators or verifiers operate as part of the validation or verification team and under the supervision of the validation and verification body on specific validation or verification activities. The use of contracted validators or verifiers under such agreements does not constitute outsourcing as described under 6.6.</p>			<input type="checkbox"/>		
<p><b>Personnel records</b></p> <p>Does the validation or verification body maintain up-to-date records of competencies, including relevant education, training, experience, performance monitoring, affiliations and professional status, of each person involved in the validation or verification process?</p>	<b>6.5</b>		<input type="checkbox"/>		
<p><b>Outsourcing</b></p> <p>In the absence of GHG programme prohibitions on outsourcing, when the validation or verification body outsource, does the validation or verification body</p> <p>a) retain full responsibility for the validation or verification,</p> <p>b) require the outsourced body to provide independent evidence that demonstrates conformity with HKCAS 020 Parts 1 and 3,</p> <p>c) obtain consent from the client and responsible party to use the outsourced body, and</p> <p>d) have a properly documented agreement?</p>	<b>6.6</b>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.

HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>NOTE Outsourcing refers to contract arrangements with another organisation, including other validation or verification bodies, to provide validation or verification services to the validation or verification body.</p> <p><b>Communication and Records</b></p> <p><b>Information provided to a client or responsible party</b></p> <p>Does the validation or verification body provide the following to its client or responsible party:</p> <ul style="list-style-type: none"> <li>a) a detailed description of the validation or verification process (see Note);</li> <li>b) changes to the validation or verification requirements and the relevant GHG programme that may affect the objectives of the client;</li> <li>c) a schedule of validation or verification activities and tasks;</li> <li>d) relevant information on validation or verification team members;</li> <li>e) information about validation or verification fees;</li> <li>f) its policy governing any statement that the client is authorised to use making reference to its validation or verification;</li> <li>g) information on procedures for handling complaints and appeals?</li> </ul> <p>NOTE The description of the validation or verification process includes how the validation or verification body considers results of previous assessments, where appropriate and if available.</p>	<p>7</p> <p>7.1</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.







HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p><b>Competence</b></p> <p>Does the validation or verification body review information received from prospective clients to determine if the validation or verification body has the competence, personnel and resources necessary to successfully complete the prospective assignment in accordance with the requirements of HKCAS 020 Part 1 Clause 6?</p>	8.2.2	●	<input type="checkbox"/>		
<p><b>Agreement</b></p> <p>Does the validation or verification body have a legally enforceable agreement with the client in accordance with the requirements of HKCAS 020 Part 1 5.2?</p> <p>Does the validation or verification body ensure that objectives, scope, criteria, and level of assurance are agreed with the client (see HKCAS 020 Part 3 4.3)?</p>	8.2.3		<input type="checkbox"/> <input type="checkbox"/>		
<p><b>Appointing the team leader</b></p> <p>Does the validation or verification body appoint the validation or verification team leader in accordance with the requirements of HKCAS 020 Part 1 6.3.7?</p>	8.2.4	●	<input type="checkbox"/>		
<p><b>Approach</b></p> <p><b>Selecting the validation or verification team</b></p> <p>Does the validation or verification body appoint the validation or verification team in accordance with the requirements of HKCAS 020 Part 1 Clause 6?</p>	8.3 8.3.1	● ●	<input type="checkbox"/>		

\*Assessors for technical portions should concentrate on items marked with a ●; other items will be checked by the assessor for management system portions or the assessment team leader.



HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p><b>Validation or verification</b></p> <p>Does the validation or verification body assess the GHG assertion in conformity with the requirements of HKCAS 020 Part 3 4.5, 4.6 and 4.7, taking account of the information review, validation or verification plan and data sampling plan decided in HKCAS 020 Part 3 4.4.1, 4.4.2 and 4.4.3, and in HKCAS Part 1 8.3?</p> <p>Does the validation or verification body evaluate whether the validation or verification evidence collected supports the GHG assertion, in conformity with HKCAS 020 Part 3 4.8?</p> <p><b>Review and issuance of validation or verification statement</b></p> <p>Does the validation and verification body ensure that competent personnel different from the validation or verification team</p> <p>a) confirm that all validation or verification activities have been completed, and</p> <p>b) conclude whether or not the GHG assertion is free from material discrepancy, and whether the verification or validation activities provide the level of assurance agreed to at the beginning of the validation or verification process in conformity with HKCAS 020 Part 3 4.8?</p> <p>Does the validation and verification body issue a validation or verification statement based on the conclusion of validation or verification findings, in conformity with HKCAS 020 Part 3 4.9?</p> <p><b>Records</b></p> <p>Does the validation or verification body maintain validation or verification records in conformity with HKCAS 020 Part 1 7.5 and the requirements of HKCAS 020 Part 3 4.10?</p>	<p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>●</p> <p>●</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
Does the documented management system include the maintenance of associated records?			<input type="checkbox"/>		
NOTE This clause does not imply the need for certification or registration of the management system.					
<b>HKCAS 020 PART 2</b>					
<b>Team Competence</b>	5				
<b>General</b>	5.1	●			
Does a validation team or a verification team collectively have the required <b>competence</b> (HKCAS 020 Part 2 3.1.4) to perform validation or verification activities?			<input type="checkbox"/>		
NOTE 1 HKCAS 020 Part 1 sets out the competence required for the validation team or verification team in 6.3 and the process for managing competence in 6.1 and 6.2.					
NOTE 2 See Clause 6 of HKCAS 020 Part 2. Annex C of HKCAS 020 Part 2 provides examples of sector competence.					
<b>Knowledge</b>	5.2	●			
<b>General</b>	5.2.1	●			
Does a validation team or a verification team possess the following:					
a) GHG programme knowledge (see HKCAS 020 Part 1 6.3.2),			<input type="checkbox"/>		
b) technical knowledge (see Clause 6 of HKCAS 020 Part 1 and HKCAS 020 Part 2 6.3.3),			<input type="checkbox"/>		
c) data and information auditing knowledge (see HKCAS 020 Part 1 6.3.4), and			<input type="checkbox"/>		

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>d) team leader knowledge (see HKCAS 020 Part 1 6.3.7)?</p> <p><b>GHG programme knowledge</b></p> <p><b>Generic GHG programme knowledge</b></p> <p>Does a validation team or a verification team collectively have GHG programme knowledge, including the following:</p> <p>a) eligibility requirements,</p> <p>b) applicable legal requirements,</p> <p>c) implementation in different jurisdictions as applicable,</p> <p>d) restrictions associated with geographic locations,</p> <p>e) validation or verification requirements and guidelines, and</p> <p>f) scope of the GHG emissions subject to reporting (see HKCAS 020 Part 3 A.2.3.7, for guidance on validation or verification scope)?</p> <p><b>Additional GHG programme knowledge for organisation level verification</b></p> <p>Does a verification team have additional GHG programme knowledge for organisation level verification, including, as applicable, eligible processes and sectors?</p> <p><b>Additional GHG programme knowledge for project validation or verification</b></p> <p>Does a project validation team or a project verification team collectively have additional GHG programme knowledge for project validation or verification, including the following:</p>	<p>5.2.2</p> <p>5.2.2.1</p> <p>5.2.2.2</p> <p>5.2.2.3</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p></p>	<p></p>

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
a) established project boundaries and project types, including industry sectors and technology areas, b) applicable project methodologies, and c) eligible emission reductions or removal enhancements?			<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>		
<b>Technical knowledge</b>	<b>5.2.3</b>	<b>●</b>			
<b>Generic technical knowledge</b>	<b>5.2.3.1</b>	<b>●</b>			
Does a validation team or a verification team collectively have technical knowledge, including (as applicable) the following:					
a) GHGs, global warming potentials, activity data and emission factors,			<input type="checkbox"/>		
b) application of materiality and material discrepancy,			<input type="checkbox"/>		
c) application of quantification and reporting principles (e.g. completeness, consistency, accuracy, transparency and relevance),			<input type="checkbox"/>		
d) relevant <b>sector</b> (HKCAS 020 Part 2 3.1.1) GHG sources, sinks and reservoirs (SSRs), and			<input type="checkbox"/>		
e) relevant sector quantification methodologies, monitoring techniques and calibration procedures and their consequences for data quality?			<input type="checkbox"/>		
<b>Additional technical knowledge for organisation level verification</b>	<b>5.2.3.2</b>	<b>●</b>			
Does a verification team collectively shall have additional technical knowledge for organisation level verification, including (as applicable) criteria, processes, procedures and/or methodologies for setting:					
a) organisational boundaries, and			<input type="checkbox"/>		

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>NOTE 2 Annex B of HKCAS 020 Part 2 outlines methods that can be used to evaluate the sector competence and capability of validation team and verification team members.</p>					
<p><b>Competence for the review of GHG validation or verification statements</b></p> <p>Is personnel carrying out the review of the validation or verification statement competent to carry out the functions or activities set out in HKCAS 020 Part 1 8.5?</p> <p>NOTE As long as personnel conducting a review have not participated in validation or verification activities under the direction of the team leader, they are not considered members of the validation team or verification team (even if they observed all or a portion of the validation team or verification team's activities).</p>	7	●	<input type="checkbox"/>		
<p><b>Development and maintenance of validation and verification knowledge and skills</b></p> <p><b>General</b></p> <p>Is a validation team or a verification team competent on the basis of the team's collective knowledge, skills, and abilities?</p> <p>NOTE Annex D of HKCAS 020 Part 2 shows the relationship between the validation and verification competence requirements in HKCAS 020 Part 1 and the skills and abilities needed by validation teams and verification teams.</p>	8				
<p><b>Demonstration of knowledge and skills</b></p> <p>For the purposes of achieving initial or supplemental qualifications to undertake validation or verification activities for given sectors, does a validator or verifier demonstrate his/her knowledge and skills through a variety of methods, including, but not limited to:</p> <p>a) education,</p>	8.1	●	<input type="checkbox"/>		
	8.2	●	<input type="checkbox"/>		

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>b) training,</p> <p>c) work experience relevant to the competence required for the activity, and</p> <p>d) tutoring or mentoring by more experienced staff (e.g. other members of the GHG validation team or verification team)?</p> <p>NOTE 1 This clause is intended to encourage the development of professionals.</p> <p>NOTE 2 Examples of work experience can include employment, consulting, project development or professional auditing in the technical area.</p> <p>NOTE 3 Practical experience, especially in an environment in which teamwork is encouraged, helps less experienced team members to develop attitudes of professional scepticism and make sounder judgements concerning the assessment of risk and the sufficiency and appropriateness of evidence.</p> <p>NOTE 4 Annex E of HKCAS 020 Part 2 provides examples of prerequisite entry-level awareness for individuals starting training as a team member.</p> <p>NOTE 5 Annex F of HKCAS 020 Part 2 outlines personal behaviour for validators and verifiers.</p>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<p><b>Maintenance of knowledge and skills</b></p> <p>Does a validator or a verifier maintain knowledge and skills through ongoing awareness of developments in GHG management, including relevant national and international GHG programmes, climate science and relevant legal requirements?</p> <p>Does a validator or a verifier undertake a programme of continuing professional development, including training, consistent with emerging trends in GHG management?</p> <p>NOTE 1 Requirements for maintenance of team members' personnel records are given in HKCAS 020 Part 1 6.5.</p>	8.3	●	<input type="checkbox"/> <input type="checkbox"/>		

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
NOTE 2 As specified in HKCAS 020 Part 1 6.2, team member performance (e.g. the demonstration of knowledge and skills) is periodically monitored.					
NOTE 3 Annex B of HKCAS 020 Part 2 provides methods that can be used to evaluate the knowledge and skills of team members.					
<b>HKCAS 020 PART 3</b>					
<b>Validation and Verification Requirements</b>	4				
<b>Validators or Verifiers</b>	4.1	●			
Does/Is the validator or verifier selected to perform the validation and verification activities					
a) demonstrate competence and due professional care consistent with their roles and responsibilities;			<input type="checkbox"/>		
b) independent;			<input type="checkbox"/>		
c) avoid any actual or potential conflicts of interest with the responsible party and the intended users of the GHG information;			<input type="checkbox"/>		
d) demonstrate ethical conduct throughout the validation and verification;			<input type="checkbox"/>		
e) reflect truthfully and accurately validation and verification activities, conclusion and reports;			<input type="checkbox"/>		
f) meet the requirements of the standards or the GHG programme to which the responsible party subscribes?			<input type="checkbox"/>		
NOTE Further general guidance on appropriate knowledge, skills and competencies for validators and verifiers is provided in HKCAS 020 Part 3 A.2.2. HKCAS 020 Part 1 gives requirements for third-party validators or verifiers.					

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p><b>Validation and verification process</b></p> <p>The process for completing a validation or verification of GHG information based on HKCAS 020 Part 3 Clause 4 requirements is shown in HKCAS 020 Part 3 Figure 1. Additional guidance on HKCAS 020 Part 3 Clause 4 requirements is provided in Annex A of HKCAS 020 Part 3.</p> <p><b>Level of assurance, objectives, criteria and scope of the validation or verification</b></p> <p><b>Level of assurance</b></p> <p>Is the level of assurance of the validation or verification agreed with the client at the beginning of the validation or verification process?</p> <p><b>Objectives</b></p> <p>Does the validator and client agree on the validation objectives at the beginning of the validation process?</p> <p>In the validation of GHG projects, does validation objectives include an assessment of the likelihood that implementation of the planned GHG project will result in the GHG emission reductions and/or removal enhancements as stated by the responsible party?</p> <p>Does the verifier and client agree on the verification objectives at the beginning of the verification process?</p> <p><b>Criteria</b></p> <p>Does the validator or verifier and client agree on the criteria of the validation or verification at the beginning of the validation or verification process? In agreeing to the criteria, are the principles of the standards or GHG programme to which the responsible party subscribes be applied?</p>	<p>4.2</p> <p>4.3</p> <p>4.3.1</p> <p>4.3.2</p> <p>4.3.3</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>	<p></p> <p></p> <p><input type="checkbox"/></p> <p></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>Does the validator or verifier use the sampling plan as an input to develop the validation or verification plan?</p>			<input type="checkbox"/>		
<p><b>Assessment of the GHG information system and its controls</b></p>	4.5	●			
<p>Does the validator or verifier assess the organisation or project's GHG information system and its controls for sources of potential errors, omissions and misrepresentations, taking the following into consideration:</p>					
<p>a) selection and management of the GHG data and information;</p>			<input type="checkbox"/>		
<p>b) processes for collecting, processing, consolidating and reporting GHG data and information;</p>			<input type="checkbox"/>		
<p>c) systems and processes that ensure the accuracy of the GHG data and information;</p>			<input type="checkbox"/>		
<p>d) design and maintenance of the GHG information system;</p>			<input type="checkbox"/>		
<p>e) systems and processes that support the GHG information system;</p>			<input type="checkbox"/>		
<p>f) results of previous assessments, if available and appropriate?</p>			<input type="checkbox"/>		
<p>Are the results of the assessment of the GHG information system and its controls be used by the validator or verifier to amend the sampling plan, if necessary?</p>			<input type="checkbox"/>		
<p><b>Assessment of GHG data and information</b></p>	4.6	●			
<p>Does the validator or verifier examine the GHG data and information to develop evidence for assessment of the organisation's or project's GHG assertion? Is this examination based on the sampling plan? Are the results of this examination be used by the validator or verifier to amend the sampling plan, if necessary?</p>			<input type="checkbox"/>		

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p><b>Assessment against validation or verification criteria</b></p> <p>Does the validator or verifier confirm whether or not the organisation or GHG project conforms to the validation or verification criteria?</p> <p>When evaluating material discrepancy, does the validator or verifier consider principles of the standards or GHG programme to which the responsible party subscribes?</p>	4.7	●	<input type="checkbox"/>  <input type="checkbox"/>		
<p><b>Evaluation of the GHG assertion</b></p> <p>Does the validator or verifier evaluate whether the evidence collected in the assessments of controls, GHG data and information, and applicable GHG programme criteria is sufficient and if it supports the GHG assertion? Does the validator or verifier consider materiality in evaluating the collected evidence?</p> <p>Does the validator or verifier conclude whether or not the GHG assertion is without material discrepancy, and whether the verification or validation activities provide the level of assurance agreed to at the beginning of the validation or verification process?</p> <p>NOTE HKCAS 020 Part 1 and GHG programmes require that, for third-party validation or verification, conclusions on the GHG assertion are drawn by person(s) different from those who conducted the validation or verification activities.</p> <p>If the responsible party amends the GHG assertion, does the validator or verifier evaluate the modified GHG assertion to determine whether the evidence supports the modified GHG assertion?</p>	4.8	●	<input type="checkbox"/>   <input type="checkbox"/>		
<p><b>Validation and verification statement</b></p> <p>Does the validator or verifier issue a validation or verification statement to the responsible party upon completion of the validation or verification? Does/Is the validation or verification statement</p>	4.9	●	<input type="checkbox"/>		

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HKCAS 020 Parts 1, 2 and 3 Requirements	HKCAS 020 Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG Validation/Verification Body
<p>a) addressed to the intended user of the GHG assertion,</p> <p>b) describe the level of assurance of the validation or verification statement,</p> <p>c) describe the objectives, scope and criteria of the validation or verification,</p> <p>d) describe whether the data and information supporting the GHG assertion were hypothetical, projected and/or historical in nature,</p> <p>e) accompanied by the responsible party's GHG assertion, and</p> <p>f) include the validator's or verifier's conclusion on the GHG assertion, including any qualifications or limitations?</p> <p>NOTE Some GHG programmes require certification by a verifier of the GHG performance achieved by the organisation or GHG project over a specified period of time.</p> <p><b>Validation or verification records</b></p> <p>Does the validator or verifier maintain records, as necessary, to demonstrate conformity to the requirements of this HKCAS Technical Criteria. Are records pertaining to the validation or verification retained or destroyed on agreement between the participating parties and in accordance with the validation or verification plan and any applicable GHG programme and contractual requirements?</p> <p><b>Facts discovered after the validation or verification</b></p> <p>Does the validator or verifier obtain sufficient evidence and identify relevant information up to the date of the validation or verification statement? If facts that could materially affect the validation or verification statement are discovered after this date, does the validator or verifier consider appropriate action?</p>	<p>4.10</p> <p>4.11</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<b>The Obligations of an Accredited or Applicant Organisation</b>					
After obtaining accreditation, will your validation/verification body at all times :-	002 5.1				
(a) conform with the accreditation criteria, including accreditation regulations specified in HKAS 002, technical and non-technical requirements and other conditions as specified by HKAS Executive under your terms of accreditation;	002 5.1 a		<input type="checkbox"/>		
(b) represent honestly and truthfully to any person concerned that your certification body is only accredited for activities stated in your scope of accreditation;	002 5.1 b		<input type="checkbox"/>		
(c) pay such fees and charges as determined by HKAS Executive;	002 5.1 c		<input type="checkbox"/>		
(d) endeavour to ensure the accreditation granted by HKAS is not used in a misleading manner;	002 5.1 d		<input type="checkbox"/>		
(e) be a legal entity?	002 5.1 e		<input type="checkbox"/>		
(f) confirm with the Business Registration Ordinance (Cap 310)	002 5.1 f		<input type="checkbox"/>		
For any customers for which your validation/verification body performs any accredited activity, does your validation/verification body maintain for such activity a quality standard which is in conformity with the accreditation criteria as set by HKAS?	002 5.2		<input type="checkbox"/>		
Will your validation/verification body maintain the same quality standard at all times, no matter whether or not the HKAS accreditation symbol is used in the validation/verification covering the result of such activity?	002 5.2		<input type="checkbox"/>		
When making any statement in relation to your validation/verification body's accreditation status in situation where non-accredited activities are mentioned, will your validation/verification body ensure that such a statement is accompanied by a statement indicating which activities are not accredited?	002 5.3		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>Does your validation/verification body implement the following accreditation regulation :- “Upon termination of accreditation for all activities of an organisation as specified in a certificate of accreditation, the organisation shall return such certificate of accreditation to HKAS Executive forthwith.”?</p>	002 5.4		<input type="checkbox"/>		
<p>Will your validation/verification body cooperate with HKAS Executive and its assessment teams and provide them with full support during an on-site assessment and in any other situation such as to provide all necessary information for assessment of your certification body’s competence and conformity with the accreditation criteria?</p>	002 5.5		<input type="checkbox"/>		
<p>Upon the request of HKAS Executive, will your validation/verification body provide HKAS Executive with a copy of the documentary standard for which your certification body seeks HKAS accreditation for use during the assessment?</p>	002 5.5		<input type="checkbox"/>		
<p>Does your validation/verification body ensure that you will not use your accreditation status in such a manner that will bring HKAS or any of its accreditation schemes into disputes, and will not make any statement regarding your accreditation status that HKAS Executive may reasonably consider it to be misleading?</p>	002 5.6		<input type="checkbox"/>		
<p>Does your validation/verification body maintain complete integrity and impartiality in all circumstances?</p>	002 5.7		<input type="checkbox"/>		
<p>Does your validation/verification body issue and implement a pertinent code of conduct for all your directors, officers, employees and other personnel involved in your operation?</p>	002 5.7		<input type="checkbox"/>		
<p>Will the authorised representative report any impropriety or unlawful act of your validation/verification body or any iniquitous management and/or staff to HKAS Executive?</p>	002 5.7		<input type="checkbox"/>		
<p>Will the authorised representative further report immediately any corrupt practice to the ICAC (or similar authority or the police when outside the jurisdiction of the HKSAR)?</p>	002 5.7		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>Will your validation/verification body notify HKAS Executive within one calendar month if a new authorised representative has been appointed?</p>	002 5.8		<input type="checkbox"/>		
<p>Will the authorised representative or in his absence, other responsible person of your validation/verification body inform HKAS Executive in writing immediately of any changes or intended changes in your certification body’s circumstances which may affect your conformity with relevant accreditation criteria?</p>	002 5.9		<input type="checkbox"/>		
<p>Does your validation/verification body implement the following HKAS regulation on confidentiality :-                      “An accredited organisation shall pay due regard to the confidentiality of its customer’s information and shall make internal rules and guidelines in order to ensure protection of its customer’s information. Confidential information about a particular customer shall not be disclosed to a third party without the consent of the customer, except where the law requires such information to be so disclosed. However, an applicant organisation or an accredited organisation shall allow HKAS Executive to examine all its records which are relevant to the scope of accreditation in order to assess its competence and conformity with the relevant accreditation criteria. An applicant organisation and an accredited organisation shall obtain consent from their customers for the disclosure of any relevant information to HKAS.”?</p>	002 5.10		<input type="checkbox"/>		
<p>Does your validation/verification body ensure that no unofficial contact with assessors, technical experts and/or AAB members will be made on any matter relating to or in connection with the assessment of any activity for the purpose of granting or maintaining accreditation?</p>	002 5.11		<input type="checkbox"/>		
<p>Are all communications concerning your validation/verification body’s assessment made between the authorised representative or his/her representative or its chief executive or his/her representative and HKAS Executive?</p>	002 5.11		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>Does your validation/verification body have a clear policy in writing concerning the provision or receipt of advantages by your staff? Does the policy document contain a statement notifying your staff the law under Section 9 of the Prevention of Bribery Ordinance (Cap. 201)? Does your validation/verification body further ensure that the policy is made known to all staff members?</p>	002 5.12		<input type="checkbox"/>		
<p>Does your validation/verification body have a policy and procedure in writing for handling and resolving complaints, disputes and appeals from your customers or other parties?</p>	002 5.13		<input type="checkbox"/>		
<p>Does your validation/verification body keep records of all complaints, disputes and appeals and actions taken for a minimum of 3 years and make available to HKAS Executive for inspection upon request?</p>	002 5.13		<input type="checkbox"/>		
<p>Where a complaint, dispute or appeal received from your customers or other parties raises any doubt on your conformity with your policies or procedures, will your validation/verification body ensure that the relevant areas of your accredited activities are promptly audited?</p>	002 5.14		<input type="checkbox"/>		
<p>If a complaint, dispute or appeal received from your customers or other parties relating to any of your accredited activities is not satisfactorily resolved within 60 days from the date of receipt, will your validation/verification body notify HKAS Executive in writing of this matter?</p>	002 5.15		<input type="checkbox"/>		
<p>Is your validation/verification body aware that any concerned party may lodge complaints with HKAS on any of your accredited activities?</p>	002 5.16		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>Upon the request of HKAS Executive, an accredited organisation shall confirm the authenticity or otherwise of a greenhouse gas validation/verification statement or other document purporting to have been issued by it for an accredited activity. Where such a greenhouse gas validation/verification statement or document is found to be a forged document, will your validation/verification body cooperate with HKAS Executive in the investigation of its cause and taking mutually agreeable steps to prevent recurrence?</p>	002 5.17		<input type="checkbox"/>		
<p>Will your validation/verification body not provide certification service to any other party for any standard used by HKAS as accreditation criteria?</p>	002 5.18		<input type="checkbox"/>		
<p><b>Use of HKAS accreditation symbols and claims of accreditation status</b></p>					
<p>Does your validation/verification body implement the following HKAS regulation :-                      “An accredited organisation may use the relevant HKAS accreditation symbol as described in HKAS Supplementary Criteria No. 1 and claim its accreditation status provided that the following conditions are complied with :-</p>	002 8.1		<input type="checkbox"/>		
<p>(a) all advertising and promotional materials (including letterheads) shall not, in the opinion of HKAS Executive, give a false or misleading impression regarding the accreditation status of the organisation;</p>	002 8.1 a		<input type="checkbox"/>		
<p>(b) HKAS Supplementary Criteria No. 1 and requirements relevant to the accreditation scheme concerned as described in the relevant specific regulations, are complied with at all times; and</p>	002 8.1 b		<input type="checkbox"/>		
<p>(c) any statement made by the organisation in connection with its accreditation status shall not, in the opinion of HKAS Executive, give a false or misleading impression to any third party of its accreditation status.”?</p>	002 8.1 c		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>Is your validation/verification body aware of that an accredited organisation shall not allow its accreditation be used to imply that any subject of its accredited activities, for example, a product, process, system or person is approved by HKAS or HKAS Executive and shall take suitable actions to stop any incorrect reference to accreditation?</p>	002 8.2		<input type="checkbox"/>		
<p>Upon suspension or termination of the accreditation of any activities carried out by an organisation, whether or not voluntarily made, will your validation/verification discontinue to make reference to the accreditation in any report, GHG validation/verification statement, letterhead, brochure, advertising material, stationery, and internet websites, etc., immediately?</p>	002 8.3		<input type="checkbox"/>		
<p><b>Specific regulations for HKAS</b></p> <p>Has your validation and verification body documented the code of conduct within its management system for stating its policies on impartiality, confidentiality, professionalism, integrity, conflict of interest, and the organisation’s commitment to complying with the Prevention of Bribery Ordinance (Cap 201) of Hong Kong or applicable laws and regulations of the country where the accredited organisation is located?</p>	HKAS SC-06 2.1		<input type="checkbox"/>		
<p>Does the code of conduct cover at least the following aspects:</p> <p>(a) acceptance of advantage;</p> <p>(b) offer of advantage;</p> <p>(c) entertainment;</p> <p>(d) compliance with laws of Hong Kong or of relevant jurisdictions;</p> <p>(e) compliance with relevant requirements of applicable professional standards;</p> <p>(f) conflict of interest;</p>	<p>HKAS SC-06 2.2a</p> <p>HKAS SC-06 2.2b</p> <p>HKAS SC-06 2.2c</p> <p>HKAS SC-06 2.2d</p> <p>HKAS SC-06 2.2e</p> <p>HKAS SC-06 2.2f</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
(g) use of company assets;	HKAS SC-06 2.2g		<input type="checkbox"/>		
(h) confidentiality of company information;	HKAS SC-06 2.2h		<input type="checkbox"/>		
(i) outside employment;	HKAS SC-06 2.2i		<input type="checkbox"/>		
(j) relationship with customers, suppliers and contractors;	HKAS SC-06 2.2j		<input type="checkbox"/>		
(k) procedures for reporting suspected violation and established mechanism for the prompt and fair adjudication of alleged violations; and	HKAS SC-06 2.2k		<input type="checkbox"/>		
(l) disciplinary actions to be taken against violations.	HKAS SC-06 2.2l		<input type="checkbox"/>		
Does your validation/verification body determine the contents of the code of conduct in accordance with its circumstances to ensure that all persons working for it act lawfully, ethically, professionally, and honestly and protect the impartiality, independence and integrity of the organisation?	HKAS SC-06 2.3		<input type="checkbox"/>		
Does your validation/verification body ensure that all its directors, staff and other personnel working for it understand and practice the code of conduct?	HKAS SC-06 3.1		<input type="checkbox"/>		
Has your validation/verification body provided training to all personnel as part of the orientation training when they join the organisation and refresher training to all members periodically thereafter?	HKAS SC-06 3.2		<input type="checkbox"/>		
Does your validation/verification body periodically remind all personnel working for it the code of conduct?	HKAS SC-06 3.3		<input type="checkbox"/>		
Is the code of conduct accessible to all personnel working for the organisation?	HKAS SC-06 3.4		<input type="checkbox"/>		
Is the authorised representative aware that he/she shall report any impropriety or unlawful act of the organisation or any iniquitous management and/or staff to HKAS Executive in accordance with HKAS 002 clause 5.7?	HKAS SC-06 3.5		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>Does your validation/verification periodically review the code's suitability and adequacy; and implement improvement as appropriate?</p>	<p>HKAS SC-06 3.6</p>		<input type="checkbox"/>		
<p><b>Specific regulations for HKCAS (for Verification of GHG Assertions at Organisation Level, and Validation and/or Verification of GHG Assertions at Project Level)</b></p>					
<p>Does your GHG V/VB have competent personnel responsible for the following tasks in pre-engagement and approach phases of the validation or verification process?</p>	<p>HKCAS SC-09 3.1</p>	<p>●</p>	<input type="checkbox"/>		
<p>(a) To determine if the GHG V/VB has the competence, personnel and resources to complete the validation or verification, and potential risks to impartiality based on received information from prospective clients;</p>			<input type="checkbox"/>		
<p>(b) To prepare contract agreement taking into account the requirements of level of assurance, objectives, criteria and scope of the validation or verification;</p>			<input type="checkbox"/>		
<p>(c) To select validation or verification team members including validation/verification team leader and validation/verification statement reviewer; and verify their competence;</p>			<input type="checkbox"/>		
<p>(d) To communicate with clients and responsible parties effectively for all necessary issues related to validation or verification;</p>			<input type="checkbox"/>		
<p>(e) To develop validation or verification and sampling plans based on received information from responsible parties.</p>			<input type="checkbox"/>		
<p>Does your GHG V/VB have at least one competent validator/verifier or validation/verification team in every area (classified in accordance with Appendix A of HKCAS SC No. 9) for which it has applied or is holding current accreditation?</p>	<p>HKCAS SC-09 3.2</p>		<input type="checkbox"/>		
<p>Do validation/verification team leaders and validators/verifiers have:</p>	<p>HKCAS SC-09 3.3</p>		<input type="checkbox"/>		
<p>(a) obtained a degree or above in an engineering or science discipline from a recognised education institute in Hong Kong, or equivalent qualification;</p>			<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>(b) successfully completed relevant education programmes or training courses on quantification and reporting of GHG emissions and removals at the organisation level or project level, for example, ISO 14064-1, ISO 14064-2; and</p>			<input type="checkbox"/>		
<p>(c) successfully completed appropriate training on validation or verification of GHG assertions which includes ISO 14065 and ISO 14064-3.</p>			<input type="checkbox"/>		
<p>To be a qualified validator/verifier, is the personnel be trained on-site in at least 4 different projects as a validator-in-training/verifier-in-training under direction and guidance of a competent qualified validator/verifier? Is the validation or verification process being conducted in accordance with ISO 14064-3 or equivalent?</p>	HKCAS SC-09 3.4		<input type="checkbox"/>		
<p>To be a qualified validation/verification team leader, is the personnel, after qualified as validator/verifier, be trained on-site in at least 3 different projects in the role of a validation/verification team leader-in-training under the direction and guidance of a competent qualified validation/verification team leader? Is the validation or verification process being conducted in accordance with ISO 14064-3 or equivalent?</p>	HKCAS SC-09 3.5		<input type="checkbox"/>		
<p>Does your GHG V/VB have a documented procedure with defined criteria to evaluate the competence of validation/verification team leaders and validators/verifiers including on-site evaluation? In addition, does your GHG V/VB have an effective system to ensure the continued competence of its validation/verification team leaders and validators/verifiers? Does your GHG V/VB evaluate the performance of every validation/verification team leader and validator/verifier on-site at least once every 3 years?</p>	HKCAS SC-09 3.6		<input type="checkbox"/>		
<p>A technical expert may be included in a validation or verification team. He/she may provide technical support to the team. A technical expert needs not be trained on validation or verification techniques but shall have sufficient knowledge in their technical area. During validation or verification, does the personnel work with a qualified validation/verification team leader or validator/verifier?</p>	HKCAS SC-09 3.7		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<b>Specific regulations for HKCAS (for Verification of Carbon Footprint of a Product Study Report)</b>					
<p>Does your GHG VB have at least one competent verifier or verification team in conducting verification of CFP study reports in respect of every CFP communication programme for which it has applied or is holding current accreditation?</p>	HKCAS SC-13 3.1		<input type="checkbox"/>		
<p>Do verification team leaders and verifiers have:</p> <p>(a) obtained a degree or above in an engineering or science discipline from a recognised education institute in Hong Kong, or equivalent qualification;</p> <p>(b) successfully completed relevant education programmes or training courses on life cycle assessment and CFP quantification; and</p> <p>(c) successfully completed appropriate training on verification of CFP study reports which includes ISO 14064-3?</p>	HKCAS SC-13 3.2		<input type="checkbox"/>		
<p>Does a verification team collectively have following knowledge:</p> <p>(a) knowledge of relevant sector, product and product-related GHG emissions and removals;</p> <p>(b) process and product knowledge of the product category;</p> <p>(c) knowledge of life cycle assessment;</p> <p>(d) knowledge of ISO/TS 14067: 2013;</p> <p>(e) knowledge of the regulatory framework within which requirements of the CFP communication programme have been prepared; and</p> <p>(f) knowledge of the CFP communication programme?</p>	HKCAS SC-13 3.3	●	<input type="checkbox"/>		
<p>A technical expert may be included in a verification team. He/she may provide technical support to the team. A technical expert needs not be trained on verification techniques but shall have sufficient knowledge in his/her technical area. During verification, does the personnel work with a qualified verification team leader or verifier?</p>	HKCAS SC-13 3.4		<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>Does your GHG VB ensure that personnel carrying out the independent review of the verification statement have all necessary competence? If your GHG VB uses a committee to review verification statements, are there any documented procedures for the committee to make sound conclusions and to ensure that the committee members are conversant with the reviewing criteria? It may be necessary to provide appropriate training to committee members. Does your GHG VB monitor the performance of the committee?</p>	<p>HKCAS SC-13 3.5</p>		<input type="checkbox"/>		
<p>Product-specific data are often confidential because of competitive business requirements, proprietary information covered by intellectual property rights, or similar legal restrictions. Such confidential data shall not be made public. For those business data identified as confidential that is provided during verification process, does your GHG VB keep confidential in accordance with clauses 7.3 and 7.1.C of HKCAS 020-1: 2013, and the CFP communication programme instructions, if any?</p>	<p>HKCAS SC-13 4.1</p>		<input type="checkbox"/>		
<p>When a CFP communication is intended to be publicly available, CFP quantification has to be undergone an external critical review according to Clause 6 of ISO 14044: 2006. Does your GHG VB ensure that the external critical review was completed before verification? If the external critical review was not completed before verification, does your GHG VB undertake the review and verification at the same time?</p> <p><i>Note: The external critical review can be undertaken by an expert or panel of interested parties independent of CFP quantification other than the VB.</i></p>	<p>HKCAS SC-13 5.1</p>		<input type="checkbox"/>		
<p>A responsible party may comprise one or more facilities. During verification process, does your GHG VB include on-site visits at the responsible party's facilities which are included in the scope of verification? When your GHG VB desire not to visit all those facilities, does your GHG VB develop a site sampling plan? Your GHG VB should take into account potential risks to the verification for the site sampling development. Does your GHG VB consider the following potential risks?</p>	<p>HKCAS SC-13 5.2</p>	<p>●</p>	<input type="checkbox"/>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>(a) GHG sources, sinks and/or reservoirs cannot be checked on site;</p> <p>(b) Organisation's boundaries, physical infrastructure, production process and technologies cannot be verified on site;</p> <p>(c) Any change occurred cannot be notified; and</p> <p>(a) GHG information system and its control cannot be checked on site?</p> <p>Does your GHG VB determine the verification time needed for each on-site verification activity? Does your VB ensure that a verification team has sufficient time to carry out a complete and effective verification and cover all essential elements? In determining the verification time, does your GHG VB at least consider the following factors:</p> <p>(a) proposed level of assurance, materiality, criteria, objectives and scope;</p> <p>(b) type and number of GHG sources, sinks and/or reservoirs;</p> <p>(c) complexity of responsible parties' structure and production process;</p> <p>(d) number, size and location of facilities;</p> <p>(e) complexity of GHG information system and its control;</p> <p>(f) size of GHG data;</p> <p>(g) complexity of the CFP study report;</p> <p>(h) results of internal verification of responsible parties;</p> <p>(i) type and amount of field work necessary for verification; and</p> <p>(j) the CFP communication programme instructions?</p> <p>Does your GHG VB record the verification time determined and the justification for the determination?</p>	<p>HKCAS SC-13 5.3</p>	<p>●</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		
<p>Does a verification team verify GHG data and information from CFP quantification process and confirm at least the following:</p> <p>(a) conformance with the CFP-PCR;</p> <p>(b) conformance with the ISO/TS 14067: 2013;</p> <p>(c) conformance with the CFP communication programme instructions;</p> <p>(d) that data evaluation includes coverage, precision, completeness, representativeness, consistency, reproducibility, sources and uncertainty;</p>	<p>HKCAS SC-13 5.4</p>	<p>●</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

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Other Regulations for HKAS Accreditation	Clause	*	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>(e) the plausibility, quality and accuracy of the LCA-based data;                      (f) the quality and accuracy of additional GHG information; and                      (g) the quality and accuracy of the supporting information?</p> <p>Does your GHG VB record the verification findings?</p> <p>Does your GHG VB issue a verification statement to the client upon completion of the verification? Does the verification statement include all items listed in Clause 4.9 and A.2.9.1.1 of Annex A of HKCAS 020-3? In addition, does your GHG VB describe the whole verification process in the verification statement?</p> <p>Does your GHG VB keep an exact copy of every HKCAS endorsed verification statement it has issued for at least 3 years?</p> <p>Does your GHG VB ensure not to use the HKCAS accreditation symbol on any document unless such document relates in whole or in part to an accredited activity of the GHG VB? (Your GHG VB is allowed to print the accreditation symbol on its pre-printed letterhead paper.)</p> <p>Does your GHG VB ensure not to use the HKCAS accreditation symbol on any stationery, documents, publications and advertisements unless those stationery, documents, publications and advertisements are related in whole or in part to your GHG VB's scope of accreditation?</p> <p>Does your GHG VB ensure that the HKCAS accreditation symbol would not be used by any organisations including those responsible parties whose CFP study reports were verified under HKCAS accreditation and related CFP communication programme operators?</p> <p>Does your GHG VB ensure not to use its accreditation status in a way that may be interpreted by any person that any CFP study report verified by it has been approved by HKAS or HKAS Executive?</p>	<p>HKCAS SC-13 5.5</p> <p>HKCAS SC-13 6.4</p> <p>HKCAS SC-13 6.7</p> <p>HKCAS SC-13 6.8</p> <p>HKCAS SC-13 6.9</p> <p>HKCAS SC-13 6.10</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

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Other Regulations for HKAS Accreditation	Clause	OK	Supporting Document	Remarks / Questions to be asked at GHG validation/verification body
<b>HKAS Policy on CFP Communication Programmes</b>				
<p>Is the CFP communication programme maintained and operated by a CFP communication operator? Is the CFP programme operator responsible for the administration of the CFP communication programme?</p>	HKCAS SC-13 Appendix A A.4	<input type="checkbox"/>		
<p>Does the CFP communication programme manage and maintain Carbon Footprint of a Product – Product Category Rules (CFP-PCR) to ensure that CFPs are calculated consistently within product groups or sectors? The CFP communication programme shall adopt relevant CFP-PCR or develop CFP-PCR for use. Does the CFP-PCR used have following characteristics:</p>	HKCAS SC-13 Appendix A A.5	<input type="checkbox"/>		
<p>(a) be developed in accordance with ISO 14025: 2006, ISO/TS 14067: 2013 or any other relevant sector-specific ISO standard;</p> <p>(b) comply with the requirements of clauses 6.2, 6.3, 6.4, 6.5, 9.5.2 and 9.5.3 of ISO/TS 14067: 2013; and</p> <p>(c) be considered proper (e.g. for system boundaries, modularity, allocation and data quality) by the relevant industry and are in accordance with the principles in clause 5 of ISO/TS 14067: 2013?</p>		<input type="checkbox"/>		
<p>Your GHG VB shall conform to all accreditation criteria listed in 1.2 of HKCAS SC-13. Does the CFP communication programme contain additional requirements to GHG VBs? The requirements shall not deviate from the accreditation criteria.</p>	HKCAS SC-13 Appendix A A.6	<input type="checkbox"/>		