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HKCAS Supplementary Criteria No. 13

Accreditation Programme for Greenhouse Gas Validation and Verification – Validation and/or Verification of Product Greenhouse Gas (GHG) Statement

1 INTRODUCTION

1.1 HKAS accreditation for greenhouse gas (GHG) validation and verification bodies is provided under Hong Kong Certification Body Accreditation Scheme (HKCAS). This accreditation service is open for voluntary application from any GHG V/VB^{Note 1} that undertakes a third-party validation and/or verification of product GHG statement^{Note 2} developed in accordance with ISO 14067: 2018 in respect of a GHG programme.

Notes:

1. In this document, V/VB refers to ‘validation body’, ‘verification body’ or ‘validation and verification body’.

2. ‘Carbon footprint of product’ (CFP) refers to sum of GHG emissions and GHG removals in a product system. The results of the quantification of CFP are documented in the CFP study report, called ‘product GHG statement’ in this document.

1.2 The GHG programme shall contain all applicable requirements of ISO 14067: 2018. The GHG programme may contain additional requirements provided that such requirements do not deviate ISO 14067: 2018. In addition, the GHG programme shall include one or more validation/verification programme(s) (i.e. rules, procedures and management for carrying out validation/verification) and such validation/verification programme(s) shall not contradict to the requirements specified in this document and shall satisfy the criteria set out in HKCAS SC-17. Furthermore, if the GHG programme include communication related to the CFP or the partial CFP, the footprint communication programme operated under the GHG programme shall satisfy the criteria set out in Appendix A of this document.

1.3 Before submitting an application for accreditation, the GHG V/VB shall provide

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details of the GHG programme and all relevant supporting information to HKAS Executive for review. Where it considers appropriate, HKAS Executive will approach the programme owner or operator for more information. HKAS Executive may consider to accept the accreditation application only if the GHG programme satisfies the criteria set out in clause 1.2 of this document.

- 1.4 The accreditation criteria for GHG V/VBs include HKAS 002, HKCAS SC-16, ISO/IEC 17029: 2019, ISO 14065: 2020, ISO 14066: 2023, ISO 14064-3: 2019, the relevant HKAS and HKCAS Supplementary Criteria, and the current edition of this document.
- 1.5 The general accreditation procedures are provided in clause 2 of HKCAS SC-16. GHG V/VB should also take note of the accreditation procedure stated in HKCAS IN001.
- 1.6 Details of the accreditation for an accredited GHG V/VB are given in its current scope of accreditation. The details include identification of the GHG programme and a description of the accredited GHG V/VB's capabilities.

2 TERMS AND DEFINITIONS

- 2.1 For the purposes of this document, the terms and definitions given in ISO 14067: 2018, ISO/TS 14027: 2017, ISO 14044: 2006, ISO/TS 14071: 2014, ISO/IEC 17029: 2019, ISO 14065: 2020, ISO 14066: 2023 and ISO 14064-3: 2019 apply.
- 2.2 The term 'shall' is used throughout this document to indicate those provisions which are mandatory. The term 'should' is used to indicate guidance which, although not mandatory, is provided by HKAS as a recognised means of meeting the requirements.

3 RESOURCE REQUIREMENTS

Validation/verification team leader and validator/verifier

- 3.1 A GHG V/VB shall have sufficient validation/verification personnel and other

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resources (e.g. facilities, equipment, systems and support services) as appropriate in conducting validation/verification of product GHG statement developed in accordance with ISO 14067: 2018 in respect of every GHG programme for which it has applied or is holding current accreditation.

- 3.2 Validation/verification team leaders and validators/verifiers shall have:
- (a) obtained a degree or above in an engineering or science discipline from a recognised education institute in Hong Kong, or equivalent qualification;
 - (b) successfully completed relevant education programmes or training courses on life cycle assessment and quantification of product carbon footprint; and
 - (c) successfully completed appropriate training on validation/verification of product GHG statement which includes ISO 14064-3.
- 3.3 A validation/verification team collectively shall have following knowledge:
- (a) knowledge of relevant sector, product and product-related GHG emissions and removals;
 - (b) process and product knowledge of the product category;
 - (c) knowledge of life cycle assessment;
 - (d) knowledge of ISO 14067: 2018, ISO/TS 14027: 2017, ISO 14044: 2006 and ISO/TS 14071: 2014;
 - (e) knowledge of the regulatory framework within which requirements of the footprint communication programme have been prepared; and
 - (f) knowledge of the GHG programme, validation/verification programme and footprint communication programme, if applicable.

Technical expert

- 3.4 A technical expert may be included in a validation/verification team. He/she may provide technical support to the team. A technical expert needs not be trained on validation/verification techniques but shall have sufficient knowledge in his/her technical area. During validation/verification, he/she shall work with a qualified validation/verification team leader or validator/verifier.

Independent reviewer

- 3.5 A GHG V/VB shall ensure that independent reviewers have all necessary competence. If a GHG V/VB uses a committee to review the validation or verification activities

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and conclusions, it shall have documented procedures for the committee to make sound review 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. Performance of the committee shall be monitored.

4 INFORMATION REQUIRMENTS

- 4.1 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. Business data identified as confidential that is provided during validation/verification process shall be kept confidential, in accordance with clause 10.4 of ISO/IEC 17029: 2019, and the validation/verification programme instructions, if any.

5 PROCESS REQUIREMENTS

- 5.1 A validation/verification team shall verify GHG data and information from CFP quantification process and confirm at least the following:
- (a) conformance with the CFP-PCR;
 - (b) conformance with the ISO 14067: 2018;
 - (c) conformance with the GHG programme, validation/verification programme and footprint communication programme (if applicable) instructions;
 - (d) that data evaluation includes coverage, precision, completeness, representativeness, consistency, reproducibility, sources and uncertainty;
 - (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.

The validation/verification findings shall be recorded.

6 USE OF HKAS ACCREDITATION SYMBOLS AND CLAIMS OF ACCREDITATION STATUS

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6.1 An accredited GHG V/VB may issue HKCAS accredited validation/verification opinions in accordance with the applicable requirements specified in HKAS 002, HKAS SC-01 and HKCAS SC-16. When issuing a HKCAS accredited validation/verification opinion, the distinctive HKCAS accreditation symbol of the accredited GHG V/VB and the associated statement as stipulated in clause 5.3 of HKCAS SC-16 shall only be displayed on the front page of the opinion. Except the front page of the validation/verification opinion, the distinctive HKCAS accreditation symbol and the associated statement shall not be displayed on any other parts of a validation/verification report.

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Appendix A
(normative)

HKAS Policy on Footprint Communication Programmes

- A.1 This appendix details HKAS policy on footprint communication programmes.
- A.2 HKAS accreditation covers validation and/or verification of product GHG statement developed in accordance with ISO 14067: 2018 only. In accordance with C.1 of Annex C of ISO 14064-3: 2019, an engagement type ‘agreed-upon procedures (AUP)’ shall not be used for GHG statements developed in accordance with ISO 14067. As such, HKAS does not accept any applications for accreditation from GHG V/VBs offering AUP services.
- A.3 An applicant GHG V/VB shall ensure that a footprint communication programme satisfies the criteria set out in this appendix. To apply for accreditation, the applicant GHG V/VB shall provide details of the footprint communication programme and submit all relevant supporting documents to HKAS Executive. Where it considers appropriate, HKAS Executive will approach the programme owner or operator for more information. HKAS Executive will accept accreditation applications if the footprint communication programme satisfies the criteria set out in this appendix.
- A.4 An accredited GHG V/VB shall ensure that the footprint communication programme continues to satisfy the criteria set out in this appendix. The accredited GHG V/VB shall inform HKAS Executive in writing immediately of any changes or proposed changes of the footprint communication programme that may affect its continuing conformity with the criteria set out in this appendix. Though it may be outside its reach, the accredited GHG V/VB shall make every effort to discuss with the parties concerned and come up with an action plan proposing measures to resolve the non-conformity or anticipated non-conformity. Normally, accredited GHG V/VBs shall resolve any non-conformity arising from the changes within 6 months. Accreditation may be suspended or terminated when the footprint communication programme no longer satisfies the criteria set out in this appendix.
- A.5 A footprint communication programme shall be established and maintained in accordance with ISO 14026: 2017. A footprint communication programme shall

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manage and maintain Product Category Rules (PCR) and/or Carbon Footprint of a Product – Product Category Rules (CFP-PCR). The PRC and CFP-PCR shall

- (a) be developed in accordance with ISO/TS 14027: 2017, or a relevant sector-specific International Standard that applies the requirements of ISO 14044;
- (b) comply with the requirements of clauses 6.3, 6.4 and 6.5 of ISO 14067: 2018; and
- (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 14067: 2018.

A.6 A footprint communication programme may contain additional requirements to GHG V/VBs provided that these requirements do not deviate from the accreditation criteria.