



# VERIFICATION PROCESS GUIDE

ISO 14064-1, ISO 14068-1, PAS 2060

# SUSTAINABILITY. SIMPLIFIED.

With the help and expertise of our team at NQA, you needn't be confused by the processes that go into getting verification. We have made it as simple as possible for you and your organisation. Verification adds independent and impartial weight to a claim or statement. It is a widely used practice in sustainability and often features on company annual reports and as a requirement for contracts and tenders.

## Application

Complete NQA's Quote Request Form and submit back to NQA in order for us to understand your organisation, its complexity, and requirements. You can do this by completing our [online quote request form](#) or contacting [sales@nqa.com](mailto:sales@nqa.com). Once we have received this, we will provide you with a proposal for verification.

## Further Support

Once you have accepted your proposal for verification with NQA we will contact you to arrange your verification audits. Whilst you are waiting for these to take place NQA can support you in your verification preparation. We offer a number of support packages for you, most of which are complimentary:

- Free e-learning courses
- Consultancy recommendations
- Blogs, guides and online content
- Technical Webinars

## Stage 1 (Pre-Verification)

The purpose of this assessment is to confirm that the client is ready for the full verification and for the most part the Stage 1 will be a documentation review. This will include:

- Client site visit (if required)
- Confirm scope of verification and boundaries of GHG inventory
- Review methodology for data capture and reporting (infrastructure for GHG inventory)
- Identify focus points
- Create verification plan
- Create verification risk assessment
- For PAS 2060 also: Review client Qualifying Explanatory Statement (QES) and discuss carbon offset and reporting approach
- For ISO 14068-1 also: Review client Carbon Neutrality Report and discuss evidence for hierarchy approach and carbon neutrality pathway.

## Stage 2 (Verification)

The purpose of this assessment is to carry out the full review on your claim or statement. This will include:

- Client site visit (if required)
- Detailed verification of data sets, calculations, assumptions, and reporting methods
- Review customer documentation and reports
- Drafting of verification reports
- Clarifications requested, NCs raised
- For PAS 2060 also: verify client's Carbon Management Plan and Qualifying Explanatory Statement including offset approach, and for future years, verify improvements in carbon efficiency
- For ISO 14068-1 also: verify client's Carbon Neutrality Management Plan and Carbon Neutrality Report including reduction achievements, hierarchy approach and carbon neutrality pathway.

## Independent review (Post-Verification)

The purpose of this assessment is to do a secondary review on the workings from all parties at the verification stage, and to provide further assurance and integrity. This will include:

- Independent review by independent Lead Verifier
- Finalisation of Verification Opinion Statement (VOS)
- Issuance of VOS
- Guidelines on use of claims and logos
- Client promotion.

## What comes after the Independent review?

NQA will contact you annually to renew your verification and to continue your claims and statements.

We will ask you to fill out a pre-verification checklist to check the details behind your verification in order to confirm your verification duration. NQA shall only conduct a follow up verification if the original verifications have been provided by NQA or another verification body that is accredited by an IAF MLA co-signatory.

## What Is NQA's Involvement? Why Hire A Consultant?

Whilst it's true that you can successfully achieve verification of your GHG assertion independently, there are many situations in which having an experienced consultant can reduce confusion and lengthy delays that you might not want to deal with.

NQA can support you by recommending relevant independent consultancies through our Approved Partner Programme.

For further information and help finding the right consultant for your purposes, simply fill out our [Looking For A Consultant form](#) now. You can view our impartiality statement [here](#).

Special Verifications shall be determined by the Lead Verifier in consultation with the Independent Technical Reviewer, if required, due to the nature of the findings. If Information became available which caused material doubt as to the integrity and veracity provided in the verification, NQA will undertake a special visit to investigate, which may result in the withdrawal of the Verification Opinion Statement. Organisations who wish to extend their scope or amend their claim shall be treated as a new verification.

## Do You Have Any Questions? Are You Ready to Take The Next Step?

If you have any questions about the verification process or are ready to move forward, call us at 0800 0522424 or fill out our [brief contact form](#), and we'll be happy to explain the process further.



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