

# Questionnaire of Verification

Thank you for your interest in our services. Please provide us with the following information, which we will use to prepare an individual and binding quotation.

## A. General information for Responsible Party

### A.1 Responsible Party

Responsible Party with legal form

Address:

Postcode, Town:

Country:

Contact:

Mr/Mrs (First name/Second name)

Function:

Quality Representative;  Other:

Telephone:

Internet:

www.

Telefax:

E-Mail:

Sector:

### A.2 Client

Client with legal form

Address:

Postcode, Town:

Country:

Contact:

Mr/Mrs (First name/Second name)

Function:

Quality Representative;  Other:

Telephone:

Internet:

www.

Telefax:

E-Mail:

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Sector: \_\_\_\_\_

\_\_\_\_\_

## B. Interested Parties

<b>Intended user</b> (e.g Client, RP, Program Owners, Regulators, Financial Community, General Public or other interested parties such as NGO, Governance, etc.)	:	Click or tap here to enter text.
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## C. GHG Quantifications

<b>Is the GHG Calculated by a consultant</b>	:	<input type="checkbox"/> Yes, please state the name of the consultant. Click or tap here to enter text.
		<input type="checkbox"/> No
<b>Was a special computer software used for the calculation</b>	:	<input type="checkbox"/> Yes, please state the name of the software Click or tap here to enter text.
		<input type="checkbox"/> No
<b>Type of Engagement</b>	:	<input type="checkbox"/> Organizational GHG Verification
<b>Number of Site</b>	:	<input type="checkbox"/> Single Site with multiple facilities Note Click or tap here to enter text.
		<input checked="" type="checkbox"/> Multisite with separate facilities Note Click or tap here to enter text. If multisite please fill in Point F and Annex A
<b>(For Multisite only)</b> <b>Does the data management system in all sites/facilities/processes has the similarity with central function?</b>	:	<input type="checkbox"/> Yes <input type="checkbox"/> No *) If the organization is multi-location company and the data management system has no similarity, please fill in the Table B per site in annex A. Multisite
<b>Will the GHG emission report be published?</b>	:	<input type="checkbox"/> Yes <input type="checkbox"/> No.
<b>Is your company already verified before?</b>	:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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<p><b>Please define or submit your data flow information include level of data transfer?</b></p>	<p>: Click or tap here to enter text.</p>
<p><b>Does your organization have</b></p> <ol style="list-style-type: none"> <li><b>1. Internal GHG Verification Report which conforming to ISO 14064-1 clause 9.3 (GHG Report Content)</b></li> <li><b>2. ISO 14064-1 is part of the verification criteria and the requirements are not reduced</b></li> </ol> <p>(If all the above subjects are fulfilled, then LV can issued the opinion when your GHG statement does not include quantified GHG emissions data related to your organization)</p>	<p>: <input type="checkbox"/> Yes <input type="checkbox"/> No.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No.</p>
<p><b>Which criteria (standard/regulations/etc) was applied for the calculation?</b></p> <p><input type="checkbox"/> <b>ISO 14064-1:2018</b></p> <p><input type="checkbox"/> Regulated GHG Program: Click or tap here to enter text.</p> <p><input type="checkbox"/> Publicly available GHG Program: Click or tap here to enter text.</p> <p><input type="checkbox"/> Non-Public Industry or Sector Protocols: Click or tap here to enter text.</p>	
<p><b>What's the GHG Programmes within the scope of verification ?</b></p>	<p>: e.g JCM / GHG Protocol/ .....</p>
<p><b>Which level of assurance (LoA) shall be applied for the verification?</b></p>	<p>: <input type="checkbox"/> Limited <input type="checkbox"/> Reasonable</p>
<p><b>Materiality Thresholds (%)</b></p> <p><b>Who does specify its materiality Thresholds?</b></p> <p>(If no materiality Tresholds has been specified by intended user:</p> <p><b>5% : for organization</b></p> <p><b>3% : Facilities</b></p> <p><b>2% : Level of emission sources</b></p>	<p>: ..... %</p> <p><input type="checkbox"/> Intended user <input type="checkbox"/> agreed verifier &amp; client</p>
<p><b>Organizational Boundaries</b></p> <p><b>(Facilities, physical infrastructure, activities, technologies and processes)</b></p>	<p>: Click or tap here to enter text.</p>
<p><b>Verification reporting period</b></p>	<p>: (dd/mm/yyyy) - (dd/mm/yyyy)</p>

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Time and user target for user, verification reporting and statements	:	Click or tap here to enter text.
GHG SSR <sup>1</sup> (Please identify all relevant GHG SSRs that included in reporting boundaries)	:	Click or tap here to enter text.
Types of GHGs (e.g CH <sub>4</sub> , N <sub>2</sub> O, CO <sub>2</sub> , SF <sub>6</sub> , PFCS, HFCS)	:	Click or tap here to enter text.
Baseline year Verification <sup>2</sup>	:	(e.g 2017)
Quantification Methodologies <sup>3</sup>	:	Click or tap here to enter text.
Measurement in relatif CO <sub>2</sub> eq		<input type="checkbox"/> Yes <input type="checkbox"/> No , if no please convert
Annual Total Emission (Tonne CO <sub>2</sub> eq)	:	
Has the Data Management System been certified of ISO 27001/ ISO 20000?	:	<input type="checkbox"/> Yes The validity of certificate : Click or tap here to enter text. <input type="checkbox"/> No.
Does the GHG Statement include quantified GHG emissions data related to an Organisation?	:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## D. Data Management System

\*) If the organization is multi-location company and the data management system has no similarity, please fill in the Table B per site in annex A. Multisite

No.	Data Management System		Please Specify
1.	Degree of automation	<input type="checkbox"/> data management systems is automated  <input type="checkbox"/> data management systems is manual components	Click or tap here to enter text.
2.	Use of database features		

<sup>1</sup>GHG SSR is GHG source, sink, reservoir

<sup>2</sup> Specific, historical period identified for the purpose of comparing GHG Emission or GHG Removals or other GHG related information over time. Baseline year may use the first year verification reporting

<sup>3</sup> The process of obtaining data and determining the emissions or removals from a source or sink. GHG Emissions or removals can be obtained through measurement or modelling. e.g mass balance, modelling, etc

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No.	Data Management System		Please Specify
		<input type="checkbox"/> data management systems is based on data warehouses or databases  <input type="checkbox"/> data management systems is based on spreadsheets or hard copies.	Click or tap here to enter text.
3.	Length of operation	<input type="checkbox"/> data management systems has been operational for several years  <input type="checkbox"/> data management systems has just been implemented	Click or tap here to enter text.
4.	Linkage to other systems	<input type="checkbox"/> data management systems that is linked in with operational systems or financial systems are usually of higher quality than those are stand-alone.  <input type="checkbox"/> data management systems is stand-alone.	Click or tap here to enter text.
5.	Standardization within an organization	<input type="checkbox"/> data management systems is consistently applied throughout the organization.  <input type="checkbox"/> data management systems is consistently applied throughout the multiple platforms.	Click or tap here to enter text.
6.	Transparency of calculations	<input type="checkbox"/> data management systems with embedded in libraries and scripts  <input type="checkbox"/> data management systems with "black box" systems.	Click or tap here to enter text.

## E. Reporting Boundaries

Please complete the table below based on your applicable business process. If there is not sub-categories that quantified, please state Not Applicable (NA) or Not Significant (NS) and justify its exclusion

**E.g : Scope of client is Palm Oil Plantation**

Category and Sub-Category	Emission Quantified	Emission Sources	Reasons for categories not quantified or partially quantified. If emissions for the category are negligible, indicate a rough
Category 1 Direct GHG emissions and removals			

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Category and Sub-Category	Emission Quantified	Emission Sources	Reasons for categories not quantified or partially quantified. If emissions for the category are negligible, indicate a rough
1.1 Direct emissions from stationary combustion	<input type="checkbox"/> yes <input type="checkbox"/> no		
1.2 Direct emissions from mobile combustion	<input type="checkbox"/> yes <input type="checkbox"/> no		
1.3 Direct process emissions and removals	<input type="checkbox"/> yes <input type="checkbox"/> no		
1.4 Direct fugitive emissions arise from the release of greenhouse gases in anthropogenic systems	yyes <input type="checkbox"/> no		
1.5 Direct emissions and removals from Land Use, Land Use Change and Forestry (LULUCF)	<input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Category 2 Energi GHG indirect emissions</b>			
2.1 Indirect emissions from imported electricity consumed	<input type="checkbox"/> yes <input type="checkbox"/> no		
2.2 Indirect emissions from imported energi, including GHG Emissions related to the production of energi consumed by the organization through a physical network (steam, heating, cooling, compressed air) excluding electricity	<input type="checkbox"/> yes <input type="checkbox"/> no		
<b>Category 3 Indirect GHG emissions from Transportation</b>			
3.1 Emissions from upstream transport and distribution for goods	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
3.2 Emissions from downstream transport and distribution for goods	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
3.3 Emissions from employee commuting includes emissions	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
3.4 Emissions from client and vistor transport	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
3.5 Emissions from business travel	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
<b>Category 4 Indirect GHG emissions from Goods used by Organization</b>			
4.1 Emissions from purchased goods	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
4.2 Emissions from capital goods	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
4.3 Emissions from the disposal of solid and liquid waste	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
4.4 Emissions from use of assets	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
4.5 Emissions from the use of services that are not described in the above subcategories (consulting, cleaning, maintenance, mail delivery, bank, etc)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
<b>Category 5 Indirect GHG emissions associated with the Used of Product from Organization</b>			
5.1 Emissions or removals from the use stage of the product	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
5.2 Emissions from downstream leased assets	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		

# Questionnaire of Verification



Category and Sub-Category	Emission Quantified	Emission Sources	Reasons for categories not quantified or partially quantified. If emissions for the category are negligible, indicate a rough
5.3 Emissions from end of life stage of the product	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
5.4 Emissions from investments	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		
<b>Category 6 - indirect GHG from other sources</b>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partial		

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## F. Organizational Boundaries

Please complete the table below If you are multisite organization

Entities inside the organizational boundaries	Does your site have similarity of process & activities with the central office? (Yes or No)	Facilities, physical infrastructure, activities, technologies and processes	Description of the entity (subsidiary, joint-venture, etc.)	Consolidation Method used for the entity (Operational control approach or equity share approach) <sup>4</sup>	% of GHG emissions and removals consolidated for the entity	Difference, if any, with financial accounting rules
e.g Anak perusahaan B	Yes	Palm oil plantation	subsidiary	operational control approach	100%	-
Site XYZ	No	Rubber plantation	subsidiary	operational control approach	100%	-
	Choose an item.			Choose an item.		
	Choose an item.			Choose an item.		

<sup>4</sup> Operational Control Approach is counting all GHG emissions and/or removals from facilities that controlled by financial or operational Equity Share Approach is counting partially GHG emissions and/or removal from the facilities based on ownership percentage



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**G. Requested information / documents:**

The following documents must be sent to TUV NORD Indonesia after the contract is approved at least 4 weeks before planning (strategic analysis) process is started.

Please tick (x) your availability documents below:

Document	Availability		Remarks (documentation title, revision, document number, etc)
	yes	No	
GHG Report			
Quantification Methodologies (including data selection and collection, selection or development of GHG quantification model)			
Calculation GHG emissions and its result			
a base-year review and recalculation procedures			
Is the GHG reduction initiatives implemented at the organization?			
GHG Information management procedures			
Document retention and record keeping procedures			
<b>Procedure of process and criteria that define significant indirect emissions</b>			
GHG Data Flow			
Emission Monitoring Plan (EMP)			
Previous Verification Report			

- Is your organization eligible to be verified ?

yes    no

- Any further information you think may be important for us?

*Example: language differences, safety conditions issue at your site, threats to impartiality, etc.*

Click or tap here to enter text.

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We herewith confirm the completeness and accuracy of the information given above and in any annexes which may be attached. We agree that this information may be stored for the purposes of drafting an offer and processing any resulting order or transactions.

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Place/Date

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Name, Function

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Signature\*)

\*) If sending by email, the sender's address will be accepted

# Questionnaire of Verification



## ANNEX A. MULTISITE

Total number of sites : .....

### Site 1

Table A. Site Information

Central Office / Site	Location	Facilities, physical infrastructure, activities, technologies and processes	Annual Total Emission (Tonne CO2eq)	Publication of emission report (Yes / No)	LoA	Type of GHG (e.g CH4, N2O, CO2, SF6, PFCs, HFCs)
Site 1			Click or tap here to enter text.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Reasonable <input checked="" type="checkbox"/> Limited	Click or tap here to enter text.

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Table B. Data Management System

No.	Data Management System		Please Specify
1.	Degree of automation	<input type="checkbox"/> data management systems is automated <input type="checkbox"/> data management systems is manual components	Click or tap here to enter text.
2.	Use of database features	<input type="checkbox"/> data management systems is based on data warehouses or databases <input type="checkbox"/> data management systems is based on spreadsheets or hard copies.	Click or tap here to enter text.
3.	Length of operation	<input type="checkbox"/> data management systems has been operational for several years <input type="checkbox"/> data management systems has just been implemented	Click or tap here to enter text.
4.	Linkage to other systems	<input type="checkbox"/> data management systems that is linked in with operational systems or financial systems are usually of higher quality than those are stand-alone. <input type="checkbox"/> data management systems is stand-alone.	Click or tap here to enter text.
5.	Standardization within an organization	<input type="checkbox"/> data management systems is consistently applied throughout the organization. <input type="checkbox"/> data management systems is consistently applied throughout the multiple platforms.	Click or tap here to enter text.
6.	Transparency of calculations	<input type="checkbox"/> data management systems with embedded in libraries and scripts <input type="checkbox"/> data management systems with "black box" systems.	Click or tap here to enter text.

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## Site 2

Table A. Site Information

Central Office / Site	Location	Facilities, physical infrastructure, activities, technologies and processes	Annual Total Emission (Tonne CO2eq)	Publication of emission report (Yes / No)	LoA	Type of GHG (e.g CH4, N2O, CO2, SF6, PFCs, HFCs)
Site 2			Click or tap here to enter text.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Reasonable <input checked="" type="checkbox"/> Limited	Click or tap here to enter text.

Table B. Data Management System

No.	Data Management System	Please Specify
1.	Degree of automation <input type="checkbox"/> data management systems is automated <input type="checkbox"/> data management systems is manual components	Click or tap here to enter text.
2.	Use of database features <input type="checkbox"/> data management systems is based on data warehouses or databases <input type="checkbox"/> data management systems is based on spreadsheets or hard copies.	Click or tap here to enter text.
3.	Length of operation <input type="checkbox"/> data management systems has been operational for several years <input type="checkbox"/> data management systems has just been implemented	Click or tap here to enter text.
4.	Linkage to other systems <input type="checkbox"/> data management systems that is linked in with operational systems or financial systems are usually of higher quality than those are stand-alone.	Click or tap here to enter text.

# Questionnaire of Verification

No.	Data Management System		Please Specify
		<input type="checkbox"/> data management systems is stand-alone.	
5.	Standardization within an organization	<input type="checkbox"/> data management systems is consistently applied throughout the organization. <input type="checkbox"/> data management systems is consistently applied throughout the multiple platforms.	Click or tap here to enter text.
6.	Transparency of calculations	<input type="checkbox"/> data management systems with embedded in libraries and scripts <input type="checkbox"/> data management systems with “black box” systems.	Click or tap here to enter text.

## Contract Review

1. An applicable programme exists or a programme is to be established ?

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2. Is The claim understood (e.g. context, content and complexity) ?

yes       no       Remarks / additionally required information:

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3. Have the objectives and scope of the verification been agreed with the client ?

yes       no       Remarks / additionally required information:

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4. Have the specified requirements against which the claim will be verified been identified and are suitable?

yes       no       Remarks / additionally required information:

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5. Where applicable, have the materiality and level of assurance been agreed ?

yes       no       Remarks / additionally required information:

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6. Can the process for verification activities be achieved (e.g. evidence gathering activities, evaluation of gathered evidences)?

yes       no       Remarks / additionally required information:

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7. Is the calculation of verification duration available and appropriate ?

yes       no       Remarks / additionally required information:

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8. Have the competency of verification team and independent reviewer been suitable with the scope and sector of verifications? (ATEAM Preliminary)

yes       no       Remarks / additionally required information:

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# Questionnaire of Verification



9. The time frame for the planned verification can be proposed?

- yes                       no                       Remarks / additionally required information:

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10. Is there any potential conflict of interest in between the verification body, client, and responsible party whether on personnel level or company level?

- yes                       no                       Remarks / additionally required information:

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11. Has the client/RP completed the additional requirements of GHG Programme?

- yes                       no                       Remarks / additionally required information:

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12. **Does the Risk Assessment require site visit or not?**

- yes                       no                       Remarks / additionally required information:

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**All requirements for conducting the project in line with the defined circumstances are fulfilled. Therefore, the proposal can be approved.**

Jakarta,  
\_\_\_\_\_  
Place / Date

\_\_\_\_\_  
Head of CB / Verifier Signature