



Clean Development Mechanism (CDM) Validation & Verification Process

- i. **Application & Contract Review:** Client submits the filled contract inquiry form to KBS. Manager Validation & Verification carry out contract review process and send it for Managing Director for final approval.
- ii. **Completeness Check:** On receiving the Project Design Document (PDD)/Monitoring Report (MR) from client, validation/verification team leader does a completeness check of PDD/MR pursuant PDD/MR completing guidelines before webhosting it on UNFCCC website.
- iii. **Global Stakeholder Consultation Process:** Manager Information Technology (IT) & Webhosting, webhosts the PDD at 'United Nation Framework Convention on Climate Change' (UNFCCC) web site for 30 days for international stakeholder's comments and MR for 21 days in accordance with CDM project cycle procedure.
- iv. **Desk Review:** Assessment team prepares a checklist based on project documents assumptions/references used in PDD/MR, provided by project participant/client, in accordance with the CDM guidelines and national/international regulation applicable to project activity.
- v. **Draft Validation/verification Protocol and Audit Scheme:** Based on desk review of the PDD/MR and its Annexure, the assessment team prepares the validation/verification protocol (KBS internal checklists), draft findings which include corrective action (CARs), clarifications (CLs), forward action request (FARs) and audit scheme. The audit scheme (audit plan) along with draft findings communicated to the client before the site visit.
- vi. **Onsite Assessment and Interviews:** The assessment team performs an onsite assessment to validate the information provided in the PDD/MR. Onsite assessment includes but not limited to interviewing personnel responsible for monitoring of parameters, stakeholders identified during local stakeholder consultation process etc.
- vii. **Completed Validation/verification Protocol:** Based on site visit observation, validation protocol and project documents, team issues the findings/observations which include CARs/CLs/ FARs. These findings issued to project participant, during the audit closing meeting on site, for the response.
- viii. **Closure of CAR/CLs:** All CARs/CLs raised during validation process addressed by the project participant within agreed timelines.
- ix. **Draft Validation/verification Report:** Assessment team prepares the draft validation report, which includes team leader's opinion on the project activity. The draft validation report is issued to project participant before submission to technical reviewer (TR).
- x. **Internal Technical Review:** The draft validation/verification report, and comments of the team leader on any comments from the client, submitted to TR to ensure that the team has followed specified procedure and guidelines to arrive at validation opinion/conclusion. If any issues are raised during technical review these are addressed, by client, within agreed timeframe.
- xi. **Final Validation/verification Report:** After response from the client on any issue raised during technical review, Team Leader prepares final validation/verification report for the approval of TR. After the approval of the TR, the final report issued to the client.
- xii. **Submission of Final Validation/verification Report:** Manager Technical & Certification carry out independent completeness check, following the latest applicable guidance, of PDD/MR, validation/verification report and all other documents prior to the submission of final validation/verification report to CDM Executive Board/client.