



Voluntary Carbon Standard (VCS) 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 'Voluntary Carbon Standard Project Design (VCS PD)' from client, validation team leader does a completeness check of Project Design (PD)/Monitoring Report (MR) pursuant PD/MR completing guidelines.
- iii. **Desk Review:** Assessment team prepares a checklist based on project documents assumptions/references used in PD/MR, provided by project participant/client, in accordance with the VCS guidelines and national/international regulation applicable to project activity.
- iv. **Draft Validation Protocol and Audit Scheme:** Based on desk review of the PD/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.
- v. **Onsite Assessment and Interviews:** The assessment team performs an onsite assessment to validate the information provided in the PD. Onsite assessment includes but not limited to interviewing personnel responsible for monitoring of parameters, stakeholders identified during local stakeholder consultation process etc.
- vi. **Completed Validation/verification Protocol:** Based on site visit observation, validation/verification protocols and project documents, the 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.
- vii. **Closure of CAR/CLs:** All CARs/CLs raised during validation process addressed by the project participant within agreed timelines.
- viii. **Draft Validation/verification Report:** Assessment team prepares the draft validation/verification report, which includes team leader's opinion on the project activity. The draft validation/verification report is issued to project participant before submission to the technical reviewer (TR).
- ix. **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.
- x. **Final Validation/verification Report:** After response from the client on any issue raised during technical review, Team Leader prepares final validation report for the approval of TR. After the approval of the TR, the final report issued to the client.
- xi. **Submission of Final Validation/verification Report:** Manager Technical & Certification carry out completeness check, following the latest applicable guidance, of PD, validation/verification report and all other documents prior to the submission of final validation/verification report to VCS Association/client.