





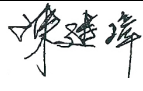
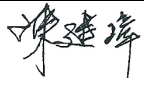


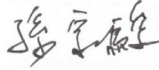
亞瑞仕國際驗證股份有限公司  
ARES INTERNATIONAL CERTIFICATION CO., LTD.

公開文件-確證/查證流程基本規定  
Validation and verification process basic regulations

文件編號(File No.) : ARES-VWI-13

序 號(Series No.) : \_\_\_\_\_

制修 Formulate or modify			制修內容摘要 Revision Summary	制定 Formulated	審查 Checked	核准 Approved
制訂日期 Date	版 Version	次 No.				
2022/6/1	F	0	新制定程序 Newly developed procedure	方逸雯		
2022/10/12	F	1	修正 4.4、4.5、4.6 內容 Revised contents of 4.4, 4.5, 4.6	方逸雯		
2022/11/22	F	2	修正 4.5 及 4.6 內容 Revised contents of 4.5, 4.6	方逸雯		
2023/4/25	F	3	新增碳足跡查證相關內容	方逸雯		

			Added content related to carbon footprint verification procedure			
2024/4/30	F	4	全面變動章節 3, 4.1~4.7 關於各查證階段的執行內容,以更符合於 ISO14064-3: 2019. Overall revise section 3, 4.1~4.7 content on each verification stage, to closely match the ISO14064-3: 2019	孔祥漢		徐瑞強

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## 1. Purpose

For the organization that applied for the validation / verification of GHG or CFP need to have basic understand on the validation and verification major step.

## 2. Scope

Applicable to each organization to apply for the validation and verification of GHG or CFP.

## 3. Validation and verification application

When the client organization decide to manage the GHG or CFP, firstly to build the management system and procedure on GHG or CFP, secondly to finish the GHG inventory & report or CFP study report. After the previously procedure and system and document fulfill the related GHG or CFP standard, client could apply for validation or verification by ARES.

## 4. Validation and verification major step.

The step definition refer to ISO14064-3: 2019.

4.1 Client could enquire ARES through the telephone, letter or interview about validation and verification procedures and relevant information.

### 4.2 Pre-engagement

4.2.1 Client is requested to fill out the ARES form ARES-VF-01 《GHG verification application form》 or ARES-VF-01-2 《CFP verification application Form》 or ARES-VF-01-3 《GHG verification application Form, MOENV program》 and send the application form with all requested files that listed in content of form , to ARES marketing department.

4.2.2 ARES internally assign the reviewer on each GHG or CFP application, to review if ARES is capable (including ARES verifier capability) to implement the verification on each application. If ARES cannot accept the application, ARES would explain the reasons to client.

After ARES internal review and judge (including the cost calculation of each validation and verification application) to approach the application, ARES marketing department quote to client. Once client accept ARES quotation, it will go to next step named engagement

### 4.3 Engagement

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ARES will sign ARES-VF-03 《Verification contract》 or ARES-VF-03 -2 《Verification contract, , MOENV program》 with client .

4.3.1 Within one week prior to ARES verification team implement the verification planning stage for verification risk assessment, the organization shall pay the verification cost by wire transfer or check transfer to the financial department of ARES.

#### 4.4 Verification planning Stage

ARES Verification team do verification strategic analysis, risk assessment, develop the evidence-gathering plans and verification plan. If necessary, verification team arrange site visit to client site to obtain data and information for the risk assessment.

#### 4.5 On-site verification Stage

ARES Verification team conduct the on-site verification according to the verification plan, and conduct the evidence-gathering activities according to the evidence-gathering plan. Main purpose of on-site verification: Verify that the GHG or CFP inventory evidence and data all meets the requirements of the relevant specifications and assurance level, include Data quality & uncertainty. If there is any non-conformity during on-site verification, the verification team shall issue the non-conformity item and ask client confirm if non-conformity could be corrected and provide the corrective measures with evidence within 15 days.

#### 4.6 Verification completion

ARES Verification team finish the verification report with verification opinion. After all the corrective measures are replied from client and reviewed by ARES verification team. the draft verification report will be made and the draft verification opinion will be concluded by lead verifier. ARES internal independent reviewer to review whether the evidence provided by ARES verification team is sufficient and appropriate to support the draft verification opinion, and all significant issued identified by ARES verifier be resolved with sufficient evidence. After the independent review, the ARES verification opinion type is finally decided.

#### 4.7 Issuance of opinion

After decision be made in ARES to issue the verification opinion with a certain type, ARES prepare and press the verification opinion document to client with ARES general manager signature on it.