

Annex II(C)
Management System Checklist
(for Validation and/or Verification of Product
Greenhouse Gas (GHG) Statement)

The greenhouse gas validation and/or verification body shall complete the following checklist, which will be used for the assessment of the greenhouse gas validation and/or verification body's conformity with HKAS and HKCAS accreditation requirements.

This checklist consists of questions based on the requirements of HKCAS SC-13. For further information, please refer to the corresponding document and clause as listed in the second column.

The greenhouse gas validation and/or verification body shall indicate in the 'QM Clause' column, for every question, the clause(s) in its management system manual, operation procedures or other related documentation which can demonstrate the greenhouse gas validation and/or verification body's conformity with the requirement.

The column headed 'OK' is for internal use of HKAS Executive.

A softcopy of this completed checklist shall be provided to HKAS Executive by email or other means.

Management System Checklist (for Validation and/or Verification of Product Greenhouse Gas (GHG) Statement)

Other Regulations for HKAS Accreditation	Clause	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
Specific regulations for HKCAS (for Validation and/or Verification of Product Greenhouse Gas (GHG) Statement)				
Does the greenhouse gas programme contain all applicable requirements of ISO 14067: 2018 without deviation? Does the greenhouse gas programme include at least one validation/verification programme?	HKCAS SC-13 1.2	<input type="checkbox"/>		
Does your greenhouse gas validation/verification body have sufficient validation/verification personnel and other resources (e.g. facilities, equipment, systems and support services) as appropriate in conducting validation/verification of product greenhouse gas statement developed in accordance with ISO 14067: 2018 in respect of every greenhouse gas programme for which it has applied or is holding current accreditation?	HKCAS SC-13 3.1	<input type="checkbox"/>		
Do validation/verification team leaders and validator/verifiers have: (a) obtained a degree or above in an engineering or science discipline from a recognised education institute in Hong Kong, or equivalent qualification; (b) successfully completed relevant education programmes or training courses on life cycle assessment and quantification of product carbon footprint; and (c) successfully completed appropriate training on validation/verification of product greenhouse gas statement which includes ISO 14064-3?	HKCAS SC-13 3.2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Does a validation/verification team collectively have following knowledge: (a) knowledge of relevant sector, product and product-related greenhouse gas emissions and removals; (b) process and product knowledge of the product category; (c) knowledge of life cycle assessment; (d) knowledge of ISO 14067: 2018, ISO/TS 14027: 2017, ISO 14044: 2006 and ISO/TS 14071: 2014;	HKCAS SC-13 3.3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Management System Checklist (for Verification of Product Greenhouse Gas (GHG) Statement)

Other Regulations for HKAS Accreditation	Clause	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>(e) knowledge of the regulatory framework within which requirements of the footprint communication programme have been prepared; and</p> <p>(f) knowledge of the greenhouse gas programme, validation/ verification programme and footprint communication programme, if applicable?</p> <p>A technical expert may be included in a validation/verification team. He/she may provide technical support to the team. A technical expert needs not be trained on validation/verification techniques but shall have sufficient knowledge in his/her technical area. During validation/verification, does the personnel work with a qualified validation/verification team leader or validator/verifier?</p> <p>Does your greenhouse gas validation/verification body ensure that independent reviewers have all necessary competence? If your greenhouse gas validation/verification body uses a committee to review validation or verification activities and conclusions, are there any documented procedures for the committee to make sound review conclusions and to ensure that the committee members are conversant with the reviewing criteria? It may be necessary to provide appropriate training to committee members. Do your greenhouse gas validation/verification body monitor the performance of the committee?</p> <p>Product-specific data are often confidential because of competitive business requirements, proprietary information covered by intellectual property rights, or similar legal restrictions. Such confidential data shall not be made public. For those business data identified as confidential that is provided during validation/verification process, does your greenhouse gas validation/verification body keep confidential in accordance with Clause 10.4 of ISO/IEC 17029: 2019, and the validation/verification programme instructions, if any?</p> <p>Does a validation/verification team verify greenhouse gas data and information from CFP quantification process and confirm at least the following:</p> <p>(a) conformance with the CFP-PCR;</p> <p>(b) conformance with the ISO 14067: 2018;</p>	<p>HKCAS SC-13 3.4</p> <p>HKCAS SC-13 3.5</p> <p>HKCAS SC-13 4.1</p> <p>HKCAS SC-13 5.1</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>		

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Other Regulations for HKAS Accreditation	Clause	OK	QM/Procedure Clause	Remarks / Questions to be asked at GHG validation/verification body
<p>(c) conformance with the greenhouse gas programme, validation/verification programme and footprint communication programme (if applicable) instructions;</p> <p>(d) that data evaluation includes coverage, precision, completeness, representativeness, consistency, reproducibility, sources and uncertainty;</p> <p>(e) the plausibility, quality and accuracy of the LCA-based data;</p> <p>(f) the quality and accuracy of additional greenhouse gas information; and</p> <p>(g) the quality and accuracy of the supporting information?</p> <p>Does your greenhouse gas validation/verification body record the validation/verification findings?</p> <p>An accredited greenhouse gas validation/verification body may issue HKCAS accredited validation/verification opinions in accordance with the applicable requirements specified in HKAS 002, HKAS SC-01 and HKCAS SC-16. When issuing a HKCAS accredited validation/verification opinion, is the distinctive HKCAS accreditation symbol of the accredited greenhouse gas validation/verification body and the associated statement as stipulated in Clause 5.3 of HKCAS SC-16 only displayed on the front page of the opinion? Except the front page of the validation/verification opinion, the distinctive HKCAS accreditation symbol and the associated statement shall not be displayed on any other parts of a validation/verification report.</p>	<p style="text-align: center;">HKCAS SC-13 6.1</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>		

Management System Checklist (for Verification of Product Greenhouse Gas (GHG) Statement)

Other Regulations for HKAS Accreditation	Clause	OK	Supporting Document	Remarks / Questions to be asked at GHG validation/verification body
HKAS Policy on footprint Communication Programmes				
Is the footprint communication programme established and maintained in accordance with ISO 14026: 2017? Does the footprint communication programme manage and maintain Product Category Rules (PCR) and/or Carbon Footprint of a Product – Product Category Rules (CFP-PCR)? Do the PRC and CFP-PCR have following characteristics?	HKCAS SC-13 Appendix A A.5	<input type="checkbox"/>		
(a) be developed in accordance with ISO/TS 14027: 2017, or a relevant sector-specific International Standard that applies the requirements of ISO 14044;		<input type="checkbox"/>		
(b) (b) comply with the requirements of clauses 6.3, 6.4 and 6.5 of ISO 14067: 2018; and		<input type="checkbox"/>		
(c) be considered proper (e.g. for system boundaries, modularity, allocation and data quality) by the relevant industry and are in accordance with the principles in clause 5 of ISO 14067: 2018?		<input type="checkbox"/>		
Does the footprint communication programme contain additional requirements to greenhouse gas validation/verification body? The requirements shall not deviate from the accreditation criteria.	HKCAS SC-13 Appendix A A.6	<input type="checkbox"/>		