

Greenhouse Gas (GHG) Verification Scoping Questionnaire

The questionnaire has 3 sections and covers all the information Intertek would require to prepare a quote for GHG emissions verification. Please complete all questions with as much detail as possible and return by email.

Company Details

Date:

Name of Key Contact:

Role of Key Contact:

Contact Phone:

Contact email:

Legal Entity Name:

Legal Entity Address:

Pervious Work History with Intertek

Intertek Entity Name:

Intertek Entity Address:

Name and Role of Key Contact:

Year of Work Started:

Year of Work Completed:

Nature of Work:

GHG verification services

GHG consultancy services

Other non-GHG services*: _____

*Testing, Auditing, Certification, Consulting, etc.

Section 1: Verification Scope

1.1 Scopes for Verification

Indicate which Scopes would be included in the GHG emissions verification.

Scope 1

Stationary & fugitive emissions

Mobile emissions (estimated number of vehicles _____)

Scope 2

Purchased electricity, heat and/or steam

Purchased renewable energy attributes, or similar



Scope 3

Upstream	Downstream
<input type="checkbox"/> Purchased Goods & Services	<input type="checkbox"/> Downstream Transport & Distribution
<input type="checkbox"/> Capital Goods	<input type="checkbox"/> Processing of Sold Products
<input type="checkbox"/> Fuel & Energy Related Activities (e.g. T&D Losses)	<input type="checkbox"/> Use of Sold Products
<input type="checkbox"/> Upstream Transport & Distribution	<input type="checkbox"/> End of Life Treatment of Sold Products
<input type="checkbox"/> Waste Generated in Operations	<input type="checkbox"/> Downstream Leased Assets
<input type="checkbox"/> Business Travel	<input type="checkbox"/> Franchises
<input type="checkbox"/> Employee Commuting	<input type="checkbox"/> Investments
<input type="checkbox"/> Upstream Leased Assets	

Sinks & Reservoirs

(describe if sinks & reservoirs are included in the scope of the verification (e.g. carbon sequestration))

1.2 Reason for Verification

Describe the reason (s) for verification (e.g. disclosure such as CDP or other, for internal annual reporting, to improve data internally, etc.).

1.3 GHG Emissions Criteria & Standards

Policy, procedure or requirement used as a reference for which verification shall be conducted against.

- ISO 14064-1 Other, please specify:
 ISO 14064-2

1.4 Level of Assurance

Degree of assurance the intended user requires for the verification

- Reasonable Assurance Engagement
 Limited Assurance Engagement

AA 1000 Licensed Assurance Provider required: yes no

1.5 Degree of Materiality

Degree of deviation resulting from omissions, errors and misrepresentation of data against GHG assertions expected by the intended users.

- Materiality is not required by the GHG Program, thus determined to be less than 5%
 Materiality is required by the GHG Program to be less than 5%
 Materiality is required by the GHG Program to be more than 5%



1.6 Verification Time Period

Baseline	
Reporting	
Other	

Section 2: Organisation Information

2.1 Organizational Boundary

Control Approach (financial/operational control)

Applicable only if organization accounts for all quantified GHG emissions and/or removals from facilities over which it has financial or operational control.

Equity Share Approach

Applicable only if organization accounts for its portion of GHG emissions and/or removals from respective facilities.

2.2 Facilities Information

Complete the table below for each facility type (e.g. office, warehouse, manufacturing, distribution center, etc.) in your organization that is included in the verification.

Facility Type	Number of Facilities	Locations (Region /Countries)	Estimated Emissions (kgCO ₂ eq.)

Section 3: Data Information

3.1 GHG Calculation Methodology

GHG activity data multiplied by GHG emission or removal factors

Measurement, (either Continuous, or Intermittent)

Combination of measurement and calculation

3.2 Data Collection Method

Manual database system (e.g. excel workbook)

Combined manual and computerized database system

Computerized database system (e.g. third party tracking software or system)

Please return the completed form *via* email to web.iao-vnm@intertek.com.