

Requirements for Verifiers

To be read by all verifiers, actual and intending, as well as any airport seeking to enter, renew or upgrade its participation.

Here, we summarise who can verify under the **Airport Carbon Accreditation** programme and the qualifications, and verification processes that need to be followed taking into account the changes determined by the Advisory Board of **Airport Carbon Accreditation** in December 2012. These requirements are effective immediately

Who can verify?

Verifiers or verification bodies may be:

- Nationally accredited certification bodies;
- An environmental consultancy or accountancy firm offering validation and verification services as part of their business portfolio;
- Individual environmental specialists with an appropriate track record of verification
- Organisations that already report on an airport's behalf (financial reporting / ISO / EMAS certification; or
- Drawn from the list of individual verifiers on www.airportcarbonaccreditation.org. NB. This is a listing of individual verifiers who have verified at least one carbon footprint to the satisfaction of the Administrator under the programme's previous requirements and / or undertaken the mandatory verifier training outlined under (x) below.

Qualifications

To be accepted as an approved verifier under the programme:

- The verifier or verification body should be independent of the airport.
- The individual verifier and verifier company or verification body should not have assisted in any way with the development of the carbon footprint as this would be a breach of independence.
- The verifier or verification company should submit their verifier credentials to the Administrator prior to, or when submitting their report, in accordance with the detailed Programme Guidance, stating their experience in carrying out verifications according to ISO 14064-3 and whether their company is ISO 14065 accredited (ISO 14065 accreditation is not mandatory however).

Mandatory Training

- Individual verifiers should have participated in the mandatory training Webinar programme provided by the Administrator and passed the associated examination, unless they have already undertaken validation or verification services under the previous programme requirements for an airport / airport group accredited or seeking accreditation under the programme.
- All new verifiers intending to carry out / carrying out validation and verification services for airports must participate in one of the Administrator run Webinars offered regularly throughout the year and pass the associated examination. By new verifiers, it is meant any new individual verifier engaged by or seeking engagement by an airport under the programme. This is irrespective of whether another individual from your company has previously carried out validation and verification services for the **Airport Carbon Accreditation** programme.

- Any new verifier intending to work under the programme at some time in the future would be able to do so and even if they are not currently bidding for such work they can register for a Webinar at any time.
- Notice of Webinars is provided by the Administrator on the Airport Carbon Accreditation website and other means and they will run regularly throughout the year.
- All training is at individual level not company level and all new individual verifiers even within the same company engaged or seeking to be engaged by an airport to conduct validation and verification services are required to undertake and pay for such training.
- The cost is €300 per person. A discount of 15% per person will apply if up to 3 people from the same firm participate in the same Webinar. A discount of 25% per person will apply if 4 or more people from the same firm attend the same or several Webinar's over a consecutive 3 month period by prior arrangement with the Administrator. .
- Individual verifiers who have successfully completed the Webinar training requirements will be regarded as approved verifiers and listed as such on the **Airport Carbon Accreditation** website.
- Approved verifier status is valid for two calendar years following the date of successful acceptance as an approved verifier. Approved verifier status will expire in the event that the individual verifier has not carried out any verification's during that two year period and they will be required to undertake a refresher training course and examination at a cost of €300 per person.
- An approved verifier whose validation or verification submissions on behalf of an airport is not satisfactory to the Administrator may also be required to undertake a refresher training course and examination at a cost of €350 per person if they wish to continue to practice as an approved verifier under the programme.
- Individual verifiers should register for a Webinar by emailing aca@wspgroup.com
- **Note to airports:** Airports wishing to engage individual verifiers who have not undertaken such training should so advise verifiers bidding for and winning work that this is a requirement at cost to the verifier bidding for or undertaking validation and verification services under the programme.

Verification Process

- The verification process should be conducted in accordance with the requirements of ISO 14064-3 (or other relevant standards or specifications, such as EMAS).

Verification Principles

- All verifiers or verification bodies are required to conduct their validation and verification work under the following principles:
 - ✓ Independence and impartiality
 - ✓ Confidentiality
 - ✓ Ethical conduct, and,
 - ✓ Competence and due professional care

- In addition, the verifier or verification body should not have nor intend to provide work to the airport that could conflict with the verification work and should truthfully and accurately reflect their validation and verification activities in their conclusions and reports.

. Verification output

- Currently, the verifier may provide a separate report and / or complete the relevant sections of the Application Assessment Form (where the supporting information is NOT in English). Any report should confirm that the footprint scope defined by the airport is compliant with the GHG Protocol and the **Airport Carbon Accreditation** requirements. The verifier must confirm under a 'reasonable level of assurance' (GHG Protocol) that the airport's GHG footprint is:
 - ✓ Materially correct or would not lead to misrepresentation of the data provided
 - ✓ Is a fair and truthful representation of the data and information provided, and
 - ✓ Is prepared in accordance with the programme requirements, GHG Protocol and ISO 140064-1 and,
 - ✓ Where applicable the verifier should confirm that the Scope 3 reductions claimed from stakeholder activities have been calculated in line with the programme requirements.
- The report should be dated within 12 months of the development of the footprint, and must contain:
 - ✓ An assessment of actual / potential errors, omissions, misrepresentations and their associated level of risk;
 - ✓ Verification of any adjustment calculations used to account for new assets or divestments;
 - ✓ Conclusions on the GHG assertion (including any limitations or qualifications); and
 - ✓ A statement of the credentials of the verifier or verification body (If not already approved by the administrator).