

# REGULATION FOR THE VERIFICATION OF GREENHOUSE GAS EMISSIONS



## EUROPEAN INSPECTION AND CERTIFICATION COMPANY S.A.

89 CHLOIS & LYKOVRISEOS, 144 52 METAMORFOSI, ATHENS, GREECE  
TEL. +30 210 6252495, 6252495  
INTERNET SITE: [www.eurocert.gr](http://www.eurocert.gr)  
e-mail: [info@eurocert.gr](mailto:info@eurocert.gr)  
FAX: 210 6203018

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## AMENDMENT HISTORY

<i>PAGE No.</i>	<i>AMENDMENT No.</i>	<i>AMENDMENT CONTENT</i>	<i>DATE</i>
5	1	Addition to par. 2.3, 2.4, 2.5,	15-02-2017
5	2	Addition to par. 2.3, 2.4, 2.5, 2.6	21-02-2020
all	3	Addition of new standards and regulations. Several modifications in structuring	16-05-2022
7	4	Addition of par. 5.16	04-05-2023

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# REGULATION FOR THE VERIFICATION OF GREENHOUSE GAS EMISSIONS

## 0. INTRODUCTION

- 0.1 EUROCERT – EUROPEAN INSPECTION AND CERTIFICATION COMPANY S.A. (in the following EUROCERT) is a private Anonymous Company activating in National, European and international level.
- 0.2 EUROCERT is not involved, in any way, in providing consulting services for the establishment and application of the relevant standards and schemes in the interested companies.
- 0.3 EUROCERT’s independence is assured by its Statutory, its organizational structure and the operation of its Certification Committee.
- 0.4 All companies that cooperate with EUROCERT are treated equally, with exclusive object the right interpretation and implementation of Certification Standards according to this Regulation.

## ARTICLE 1: SCOPE OF THE REGULATION

- 1.1 This document has been prepared in the form of a Regulation in accordance with the internal procedures applied by EUROCERT which comply with the requirements of ISO 14065, ISO 14064 and ISO 14067 as applicable. This Regulation sets out the obligations of companies as well as EUROCERT and the procedures for the verification of greenhouse gas emissions. The verification of a company based on the requirements of the EU-ETS, results in its immediate entry in the European Emissions Trading Registry.
- 1.2 The Regulation has been approved by the CEO of EUROCERT and any amendments must be approved by him. In case of modifications, the submitted applications are reviewed by the secretariat, the uninformed customers are identified, based on the current version and they are sent the valid version. The most recent edition of the Regulation is always uploaded in EUROCERT’s website.
- 1.3 The implementation of this Regulation is supervised by the Certification Committee. It is an Independent Committee of EUROCERT, in which the companies to be certified / audited by sector of products / services are represented. The Certification Committee has appointed the representatives of the following bodies to examine the issues related to the verification of greenhouse gas emissions:
- SEV – Hellenic Federation of Enterprises
  - Representative from EK.POI.ZO (Consumers Association)
  - Representative of the Benakeio Phytopathological Institute
  - Representative from Association Of Graduates Of Environmentalists Of Greece
  - Member of the Board of EUROCERT
- 1.4 A necessary condition for the issuance of the verification report is a determination of the company's compliance with the requirements of this Regulation and the requirements set out in the relevant EUROCERT procedures and the requirements set by the Legislation (Greek and or other).
- 1.5 During the verifications, the company must provide EUROCERT with all the necessary

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information in accordance with the requirements set out in the relevant legislation and the relevant standards.

- 1.6 The procedure for issuing a verification report and / or the verification statement is done in accordance with the respective verification procedures of EUROCERT.

### **ARTICLE 2: REFERENCE DOCUMENTS**

- 2.1 EA-6/03: 2010 - EA Document for Recognition of Verifiers under the EU ETS Directive
- 2.2 ISO 14065 – Greenhouse Gases – Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition
- 2.3 ISO 14064-1:2018 Greenhouse gases — Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
- 2.4 ISO 14067:2018 - Greenhouse Gases - Carbon Footprint Of Products - Requirements And Guidelines For Quantification
- 2.5 Regulation EU 2018/2067 on the verification of data and on the accreditation of verifiers pursuant to Directive 2003/87/EC of the European Parliament and of the Council
- 2.6 Regulation EU 2018/2066 on the monitoring and reporting of greenhouse gas emissions pursuant to Directive 2003/87/EC of the European Parliament and of the Council and amending Commission Regulation (EU) No 601/2012
- 2.7 Regulation EU 2019/331 determining transitional Union-wide rules for harmonised free allocation of emission allowances pursuant to Article 10a of Directive 2003/87/EC of the European Parliament and of the Council
- 2.8 ICAO Annex 16 Volume IV Carbon offsetting and reduction scheme for International Aviation (CORSIA). 1<sup>st</sup> Edition October 2018.
- 2.9 Regulation EU 2015/757 on the monitoring, reporting and verification of carbon dioxide emissions from maritime transport, and amending Directive 2009/16/EC
- 2.10 Directive 2003/87/EC of the European Parliament and of the Council of 13 October 2003 establishing a scheme for greenhouse gas emission allowance trading within the Community and amending Council Directive 96/61/EC

### **ARTICLE 3: DEFINITIONS**

The term company in this regulation is considered all organizations as well as individual individuals who request the verification of greenhouse gas emissions

### **ARTICLE 4: GENERAL REQUIREMENTS**

- 4.1 All companies, regardless of size or scope of work, can submit an Application for verification of greenhouse gas emissions to EUROCERT.
- 4.2 All Applications are evaluated according to procedure DP6.1 and procedure DP13.40. In order to be accepted and to start the process of verifying greenhouse gas emissions, applications must be accompanied by the documents specified in the procedure.
- 4.3 Both the Management and the staff (permanent and external partners) of EUROCERT treat

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all information held in their possession during the greenhouse gas emission verification procedures as strictly confidential and maintain professional secrecy.

- 4.4 The company must be aware that all forms issued by EUROCERT remain the property of the latter and their reproduction and distribution to third parties without the permission of EUROCERT is prohibited.

### **ARTICLE 5: SUBMISSION AND PROCESSING OF THE APPLICATION FOR VERIFICATION OF GREENHOUSE GAS EMISSIONS**

- 5.1. The company must submit an Application to EUROCERT according to the special application form for verification of greenhouse gas emissions.
- 5.2. The Application must be fully completed.
- 5.3. Each Application submitted concerns only a specific installation(s). The company signs a contract in a separate form from the application.
- 5.4. Immediately upon receipt of the Application, the evaluation process begins in accordance with the relevant procedures during which the content of the Application is checked as well as the attached documentation that must comply with the requirements of applicable law.
- 5.5. The examination of the application shall take into account the scope of EUROCERT accreditation and its approval status, where required.
- 5.6. In case the Application is accepted, the team that will carry out the verification is formed. The acceptance of the team is documented by the client either by accepting the verification program or by signing it in the Visit Form. In case the Application is not accepted, the Company is informed in writing.
- 5.7. The verification team consists of one or more Verifiers, permanent or external partners, approved by the EUROCERT Board of Directors based on the requirements set out in International Standards and, where appropriate, by technical experts. The Group is set up in such a way that it is able to assess the specific technical requirements of the activity under verification.
- 5.8. The technical experts can come from Public Services, Legal Entities under Private Law, Legal Entity under Public Law, Educational Institutions, Technological / Research Centers, Companies etc. In any case, the composition and the dates of Verification are announced to the company and their confirmation is requested.
- 5.9. When external partners are used, EUROCERT shall take appropriate measures to ensure their impartiality, confidentiality and objectivity. In any case, the company has the right to request the replacement of a member of the Verification Team.
- 5.10. The company must allow the verifiers access to its premises or the facilities of the exploitation units, to provide all the documents related to the verification and to facilitate the Verifiers in their work by providing the necessary competent staff and means, as

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required.

- 5.11. In cases where deviations are found either from the requirements of the standards or from the requirements of the relevant procedures and of this regulation, then Verification Team records the findings in the verification report in order for the company to take corrective actions.
- 5.12. The company must correct / supplement the deviations/ findings of the verification if they relate to material omissions and misstatements in order to issue the verification report or/and the verification statement.
- 5.13. The company must: a) keep a record of all complaints made to it related to the compliance of the product with the requirements of the relevant standard and make these records available to EUROCERT when required; b) take appropriate action regarding these complaints and any deficiencies found in products or services that affect compliance with certification / audit requirements; and c) document the actions taken.
- 5.14. In the case of greenhouse gas verification, the company is obliged to:
- take all necessary actions to carry out the verification and Verification at the premises of the installation, including provision for control of the necessary documentation and access to all premises, files and personnel for the purposes of verification and removal of complaints.
  - ensure that the Verification Report and/or the Verification Statement will not be used in a misleading manner.
  - provide written confirmation that all necessary data and information has been disclosed to the verification team. This is documented by the company's signature on the EUROCERT verification report.
- 5.15. EUROCERT reserves the right to reissue a revised report and / or verification statement where an error is found in the verification report, even after the verification report has already been issued to the company for further submission to the competent authority.
- 5.16. In every case of verification under any regulatory scheme (e.g. EU-ETS), the company is obliged to communicate directly to EUROCERT any regulatory, compliance or communication document related to the relevant Competent Authority (e.g. Monitoring plan, permits, instructions, etc).

### ARTICLE 6: DISCLOSURE OF DOCUMENTS TO THIRD PARTIES

- 6.1 EUROCERT does not make available to third parties any documents relating to a customer service or product certification or audit case without the written consent of the customer. In case the competent authority requests data, the customer is informed first before any data is available. ESXD in the context of EUROCERT accreditation, like any other competent accreditation body alone, as it is governed by codes of conduct for the protection of customer privacy, may have access to the files of customer cases. No information shall be

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made available to the public.

### ARTICLE 7: COMPLAINTS - APPEALS

- 7.1.1 Any of the staff who receives a complaint of any kind from a customer or other interested party fills in the form DP18.1 / E01, attaching if there is the relevant FAX or letter from the customer and forwards them to the Quality Assurance Director.
- 7.1.2 The Quality Assurance Director together with the responsible Director, to whom the department complained, will examine and determine if corrective action is required, in which case DP19.3 applies.
- 7.1.3 The person to whom the complaint was made will not participate in the evaluation of a complaint.
- 7.1.4 If it is found that the complaint is correct then a copy of the form DP18.1 / E01 is forwarded to the CEO. If persons or departments are involved then the Quality Assurance Director for information sends copies to them and their Directors.
- 7.1.5 If from the above investigation no deficiencies are found in the Quality System or in the way of processing the case to which the customer refers, then the Quality Assurance Director informs the complaining party in writing by letter or email. In this case and if the complainant is not covered by the answer, he has the opportunity to appeal against the decision of the body.
- 7.1.6 In the opposite case, the appropriate measures are taken immediately to resolve the problem and the complainant is informed in writing about the actions to be taken by the relevant Director. In this case and only all the corrective actions that will be taken will be financially borne exclusively by the Verification Body.
- 7.1.7 When there is an appeal against EUROCERT decisions, the Chief Executive Officer fills in the form DP18.1 / E01, attaching the relevant FAX or letter of the appeal applicant in any written form that has been submitted (printed or electronic).
- 7.1.8 In order for the appeal to be received and examined, it must have been submitted within one month from the notification of the decision to the interested party.
- 7.1.9 The Chief Executive Officer, after consulting the competent Director to whom the department has lodged an appeal, will consider and accept or reject the appeal.
- 7.1.10 If the appeal is accepted the company modifies its decision and informs the customer in writing. At the same time, the CEO informs the Board of Directors and corrective action is applied immediately for the restoration of the problem and for its non-recurrence based on the DP19.3 procedure. The effectiveness of the corrective action is controlled by the CEO



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himself. In this case, all corrective actions that will be taken will be financially borne exclusively by the Verification Body.

- 7.1.11 If the appeal is rejected, the appellant is informed in writing and the decision is fully justified.
- 7.1.12 The decision on whether or not to accept an appeal must be taken within three months of its submission unless applicable law (national or international) or the competent authority requires otherwise.
- 7.1.13 The applicant and EUROCERT have the right to appeal if they are not satisfied with an Arbitral Tribunal in accordance with the provisions of the Code of Civil.

### **ARTICLE 8 : FINANCIAL TERMS**

- 8.1 Before sending the Verification Report and / or the Verification Statement to the company, the latter must pay the total cost agreed upon receipt of the Application.