

General

SIQ Ljubljana (hereafter SIQ) is accredited by Slovenian Accreditation (SA) as a verifier for the verification of greenhouse gas emission reports in accordance with Directive 2003/87/EC. SIQ confirms the accuracy of the documentation, the declaration of conformity and the veracity of the report with sufficient reliability to ensure that they do not contain any material misstatements.

Prior to the verification, the organisation shall submit from the HFC Register the report and the documentation referred to in Articles 2 and 3 of Commission Implementing Regulation (EU) 2016/879, including a completed and signed declaration of conformity.

The verification shall be carried out in accordance with the requirements of: Regulation (EU) No 2024/573 and Implementing Regulation (EU) No 2016/879 and in accordance with the EU Guidelines.

To obtain the opinion of the verifier, the organisation is obliged to provide all necessary information, allow SIQ access to equipment, documents and records on fluorinated greenhouse gases and the process of collecting data on the gases according to the requirements contained in the above-mentioned regulations and guidelines.

The report and written verifier's opinion issued by SIQ shall only cover the equipment or gases specified in the contract. The organisation shall be solely responsible for any errors in the gas reporting and gas data collection process and shall defend, hold harmless and indemnify SIQ for any errors, claims or liabilities arising out of the said process.

SIQ will provide its services with due expertise, care and diligence. SIQ shall ensure that the organisational structure is such that staff, in carrying out their day-to-day tasks, are not influenced by anyone with a direct commercial interest in the verification and that there is no conflict of interest in their work. All information obtained by SIQ from the organisation will be treated as confidential. SIQ has professional indemnity insurance against damages for errors, omissions or breaches in the performance of its registered activities for its permanent staff and subcontractors.

VERIFICATION requirements

Prior to the first verification, the organisation must complete the Company information form (GHG VN024), which will be used as the basis for the offer and any subsequent agreement. The organisation shall confirm the offer by issuing a purchase order or signing a contract prepared by SIQ. As an addendum to the Verification contract or Verification order, the General terms and conditions shall be attached, which shall contain the applicable terms and conditions under which the verification services are offered. The latest valid version of the General terms and conditions is published on the SIQ website.

VERIFICATION process

Before the start of the verification, SIQ shall inform the organisation who will perform the verification. The details of the verification shall be agreed between the organisation and SIQ. The verification process is described below.

Verification implementation

The accuracy of the documentation and the declaration of conformity is checked, as well as the completeness and veracity of the data reported, taking into account variations, trends, gaps, unexpected data and deviations. This shall include verification of the documentation provided, the accuracy and completeness of the information in the declarations of conformity and related documents, any authorisations and declarations from other organisations. Data relevant for the FGR report shall be monitored and cross-checked against the primary data. Where appropriate, recalculations are also carried out. We also take into account the consistency between primary and reported data. Verification activities are carried out at the organisation's site, with multiple visits if necessary. Simplified verification without a

site visit is also possible. In this case, the organisation shall provide the requested documentation in an appropriate manner. The visits, in particular the interviews, will establish the manner, consistency and coherence of the data collection and processing.

Verification report

A verification report is issued based on the information gathered during the verification. The verification report shall contain a statement of the adequacy or the reasons for inadequacy of the report and a statement of the degree of accuracy of the relevant documentation and declarations. A report shall only be assessed as adequate if it does not contain any material misstatements. Before the verification report is issued to the organisation, it shall be reviewed by an independent reviewer. The verification report shall be submitted by a pre-agreed date, which is expected to be by 29 April of the verification period.

If, after the verification report has been issued, facts come to light which could affect the conclusions and the statement of the opinion of the verifier, the verification process shall be repeated.

Access by the accreditation body

The organisation shall allow the accreditation body by which the SIQ is accredited, or their representatives, access to any part of the verification process to the extent required to confirm the compliance of the SIQ verification process. By signing the contract or purchase order, the organisation waives its right to refuse such a request from the accreditation body or SIQ.

Complaints and disputes

The organisation may complain about the inadequate work or appeal the SIQ's decision. Complaints about the work of SIQ are dealt with in the first instance by the Management Systems Assessment Director. Appeals against SIQ decisions must be made in writing and duly documented by the applicant within 15 days of receipt of the decision. Complaints about the implementation of the review of documentation and the declaration of conformity, which may be made in writing by anyone, shall be dealt with according to the same procedure as complaints about the work of the SIQ.

The SIQ Appeals Commission shall deal with appeals from applicants as a second instance body. Its decisions shall be final.

More information on the procedure for appeals and complaints is provided in GHG VN017, which applies mutatis mutandis to the procedure for the verification of documentation and the declaration of conformity. The latest valid version is published on the SIQ website.