|  |  |
| --- | --- |
| Date: |       |

|  |
| --- |
| COMPANY IDENTIFICATION |
| Legal Company name: |       |
| Québec Enterprise Number (NEQ): |       |
| Address of the main site to verification:  | Address:      City: Province: Postal Code:       |
| Office phone number: |       |
| Company website: |       |
| Name of the principal manager: |       |
| Email address of the principal manager: |       |
| Contact name: |       |
| Contact person title: |       |
| Phone number of the contact person:  |       | Cell phone:       |
| Email address of the contact person: |       |

**Purpose of the verifiCATION**

|  |  |
| --- | --- |
| **[ ]**  | Access to regulatory programs, specify:       |
| **[ ]**  | Access to voluntary programs, specify:       |
| **[ ]**  | Other purposes, specify:       |

**PLEASE CHECK THE STANDARD COVERED BY THE VERIFICATION**

|  |  |
| --- | --- |
| **[ ]**  | ISO 14064-1 Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals (INVENTORY) |
| **[ ]**  | ISO 14064-2 Specification with guidance at the project level for quantification, monitoring and reporting of greenhouse gas emission reductions or removal enhancements (PROJECT) |
| **[ ]**  | Other, specify:       |

**VERIFICATION LEVEL OF ASSURANCE**

|  |  |
| --- | --- |
| **[ ]**  | Moderate or limited |
| **[ ]**  | Reasonable (mandatory under the Regulation respecting the mandatory declaration of certain emissions contaminating the atmosphere (RDOCECA)) |
| **[ ]**  | Other, specify:       |

**THRESHOLD OF RELATIVE IMPORTANCE (TO BE COMPLETED IN THE CASE OF VOLUNTARY VERIFICATION)**

|  |  |
| --- | --- |
| **[ ]**  | Targeted quantitative:       %       MT |
| **[ ]**  | Specific qualitative:       |

| **general information** |
| --- |
| Do activities take place outside the main site? If so, please indicate the address(es): | [ ]  | Yes | **[ ]**  | No |
| Name of the site:   | Address:  |
| Name of the site:   | Address:  |
| Name of the site:  | Address:  |
| Identification of potential users of the verification opinion: |  |
| Identification of all other parties involved:*(e.g.: firm involved in the preparation of the GHG declaration to be verified or the preparation of data relating to the results of the project to be verified or in the validation of the GHG project plan)* |  |
| Desired language for the verification: | **[ ]**  | French | **[ ]**  | English |
| Your documentation is in: | **[ ]**  | French | **[ ]**  | English |
| Do you currently hold any other accreditations/certifications?(ISO/IEC 17025, ISO 9001, ISO 14001, etc.)If yes, according to which standard?What is your accreditation/certification body?Would you be interested in being contacted by a BNQ representative to analyze the different accreditation/certification options? | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| Do you use the help of a consultant? (Name and company): |  |
| How did you hear about the BNQ? | [ ]  BNQ website[ ]  Consultant[ ]  Social networks (e.g. LinkedIn)[ ]  Advertising[ ]  Other:  |

**Specify desired timeline**

|  |  |
| --- | --- |
| Preliminary assessment | **Approximate date:**   |
| Onsite visit | **Approximate date:**   |
| Do you have a deadline for acquiring your verification opinion?*(ex.: strict requirement of a customer, regulatory requirement)* |   |

NOTE: To this end, we confirm that we will be able to send the BNQ the documentation necessary for the analysis of our file (for example the GHG declaration, the calculation files, proof of ownership of the GHG reductions and other documents included in the quantification) at least four weeks before that date.

| **INVENTORY FEATURES** |
| --- |
| Describe the nature of your operations: |  |
| Describe the inventory, its geographic and organizational limits: |       |
| Physical infrastructure, activities, technologies, and processes involved: |  |
| Quantification method used: |  |
| Emissions sources, wells, reservoirs, and types of GHGs involved: |  |
| Relative size of the GHG inventory (in t CO2 eq): |  |
| Period to be covered by the initial verification (years concerned): |  |
| Period to be covered by other subsequent verifications, if applicable: |  |

**OR**

| **PROJECT FEATURES** |
| --- |
| Company name and full contact details of the entity carrying out the project, if different from the company: |  |
| Address: |
| General description of the project and its limits: |       |
| Physical infrastructure, activities, technologies, and processes involved: |  |
| Baseline scenario: |  |
| Quantification method: |  |
| Emissions sources, wells, reservoirs, and types of GHGs involved: |  |
| Value of GHG reductions (in t CO2 eq): |  |
| Period to be covered by the initial verification (years concerned): |  |
| Period to be covered by other subsequent verifications, if applicable: |  |

According to ISO 14064-3, materiality is the concept that individual errors, omissions and misrepresentations or their aggregation could affect the GHG statement and influence the decisions of the intended user of the verification opinion. Determining materiality involves both qualitative and quantitative considerations.

For the purposes of this verification, the company agrees that the BNQ will treat materiality as follows:

1) **Qualitative materiality** refers to the compliance with the principles of relevance, completeness, consistency, accuracy, transparency and prudence (ISO 14064-1 and -2). A deviation from these principles could affect the robustness of the GHG declaration and would be considered in the verification process.

2) **Quantitative materiality** refers to a threshold. This threshold is set at 5% of the GHG declaration of the verified entity. If the value of errors or omissions, estimated in t CO2 eq, exceeds this threshold, these deviations constitute a significant difference (a nonconformity).

Please note that the deviations discussed here do not relate to the uncertainties surrounding the calculation or measurement methods used to generate the GHG claims.

**To obtain a full service proposal, for final company approvals, please send us:**

• The GHG declaration to be verified.

• The GHG report on which the declaration is based OR the validation report of the GHG project plan, if applicable.

**If these documents cannot be submitted, the BNQ will only issue a budget estimate.**

Please return this form duly completed to the person mentioned below and do not hesitate to contact us for any further information.

|  |  |
| --- | --- |
| Nancie CarrièreSales TechnicianEmail: nancie.carriere@invest-quebec.comPhone: 418-425-1676 | Section réservée au BNQ : Le présent formulaire a été revu par le responsable de programme :       Date :       |