



TECHNICAL ASSESSMENT

June 2024

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Version history

Date	Changes summary
June 2024	<ul style="list-style-type: none"> Added table outlining independence requirements for technical assessments and third party validations. Added conflict of interest declaration on technical assessment template Amended formatting for all procedure templates
17 March 2023	<ul style="list-style-type: none"> Addition of justification column Inclusion of additional EPD compliance requirements

TECHNICAL ASSESSMENT INTRODUCTION

A technical assessment ensures that carbon neutral claims are prepared in accordance with the rules of the Climate Active Carbon Neutral Standard. They are required:

- on application
- every three years thereafter; and/or
- for a base year recalculation.

Technical assessment rules are set out in the validation schedule to the [Licence Agreement - Terms and Conditions for Certification against the Climate Active Carbon Neutral Standard and use of the Certification Trade Mark](#) (Licence Agreement). Different procedures are required for each certification type, as set out in the sections below.

A technical assessment must be submitted to Climate Active for each certification type when required.

Role of technical assessor

The technical assessor makes a yes/no assessment against each of the questions in the technical assessment. The technical assessor must provide further justification for yes/no answers.

Where a question is answered no, the technical assessor may provide guidance on the provision that the applicant is responsible for making the necessary corrections and/or providing the relevant clarification to the technical assessor.

Role of applicant

The applicant must obtain all 'yes' responses in a technical assessment prior to submitting their report to Climate Active. The applicant may appoint a registered consultant (who may or may not be the same assessor) to help them prepare their carbon account and resolve any outstanding issues.

Independence requirements for technical assessments

Technical assessments must be carried out by a registered consultant. A [list of registered consultants](#) is available at our website.

The below table sets out independence requirements for businesses that may take part in different stages or roles of certification. These different roles include: receiving certification, preparing the carbon inventory, undertaking the technical assessment, and undertaking the third party validation.

Table 1 describes potential businesses engaging with these scenarios as 'Business A', 'Business B', and 'Business C'.

Only the 3 scenarios in the table 1 will be accepted for any reports received from 30 June 2024 (inclusive), and for all reporting after that date.

Table 1: Technical assessments – independence scenarios

Scenario	Carbon inventory prepared by	Technical assessment done by	Third-party validation done by
1. Business A , seeking certification, prepares its own carbon inventory	Business A	A registered consultant in Business B	A practitioner from Business C who meets eligibility requirements in Table 4 of the Licence Agreement Validation Schedule
2. Business A , seeking certification, prepares its own carbon inventory	Business A	A registered consultant in Business B	A practitioner from Business B , who meets eligibility requirements in Table 4 of the Licence Agreement Validation Schedule The lead assurance practitioner must be different to the registered consultant signing off on the technical assessment
3. Business A , seeking certification, engages a third-party (registered consultant) to prepare the carbon inventory	Business B	A registered consultant in Business B	A practitioner from Business C who meets eligibility requirements in Table 4 of the Licence Agreement Validation Schedule

Notes:

- Where **Business A** engages a third-party who is not a registered consultant to prepare their carbon inventory, Climate Active will deem that this situation is equivalent to **Business A** preparing their own carbon inventory. In this scenario, the requirements of scenario 1 or 2 must therefore be met.
- Business A** cannot do a technical assessment nor the third-party validation. **Business B** and **Business C** must be fully independent from **Business A** (e.g. they must not be under common ownership or have shared equity) to Climate Active's satisfaction.

TEMPLATE: TECHNICAL ASSESSMENT

Note: Refer to table 1 of this guidance document to ensure independence requirements are able to be met prior to undertaking the technical assessment.

Instructions:

Delete the Technical Assessment procedure tables that are not required for the Technical Assessment being undertaken (for example, if undertaking a Technical Assessment of an Organisation certification, complete the table for the Organisation Technical Assessment procedures and delete all other tables from the template).

Note: The table below and conflict of interest declaration must be included as a cover page for all Technical Assessments for all certification types.

Technical Assessment report

Entity name	
Certification type	
Reporting period	e.g. FY 2021–22, CY 2022
What is your role?	<p>(delete the non-relevant text)</p> <p>Registered consultant who prepared the carbon account and warrants the Application meets the requirements set out in the technical assessment.</p> <p>OR</p> <p>A technical assessor who did not prepare the carbon account and has completed the technical assessment below.</p>
Name	
Company name	
Signature	
Date	

Include the applicable paragraph below:

[Insert name of registered consultant's organisation] confirms that we are not aware of any actual or perceived conflict of interest in having completed this engagement.

Or

[Insert name of registered consultant's organisation] confirms that we are not aware of any actual conflicts of interest in having completed this engagement. A perceived conflict of interest has been identified: [disclose perceived conflict of interest]. This perceived conflict has been addressed as follows: [insert details of steps taken to address perceived conflict of interest].

For further information or assistance, please contact Climate Active at climate.active@dcceew.gov.au

Technical assessment definitions

Definition of terms	
Applicant	The entity applying for carbon neutral certification under the Climate Active Carbon Neutral Standard.
Assessor	The registered consultant engaged by the applicant to carry out the technical assessment.
Application	For an initial application: application for carbon neutral certification. For ongoing applications: ongoing reporting and underlying data and systems for maintaining carbon neutral certification.
Assessment	Assessment of the application carried out by the assessor, using the assessment procedures set out in section 2 of this document.
Assessment procedures	See Section 4 onwards of this document
The system	Climate Active certification portal, or its inventory spreadsheets or predecessor spreadsheets.
Standard	Climate Active Carbon Neutral Standard and the Technical Guidance Manual (both available at https://www.climateactive.org.au/be-climate-active/tools-and-resources)

Technical Assessment procedures – Organisation

Validation question		Items for consideration	Result	Justification	Application type
1.	Is the current base year appropriate?	<p>Consider information provided on base year recalculations in the Technical Guidance Manual and section 2.3.4 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>.</p> <p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory.</p> <p>Is the emission boundary broadly consistent with other emission boundaries for organisations in the same or a similar sector?</p> <p>Consider publicly available information on these entities and example inventories in guidance materials.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Information confirming the yes/no response must be included.</p> <p>Outline if a base year recalculation was undertaken and the reasons why this occurred.</p>	Ongoing
2.	Is the emission boundary as set in the base year appropriate?	<p>Consider if there are any additional significant emission sources, not included in the original boundary that should be assessed for relevance against the relevance test – as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Information confirming the yes/no response must be included.</p>	Ongoing

Validation question		Items for consideration	Result	Justification	Application type
3.	Is the certification description outlined in the PDS accurate?	Does the certification description accurately reflect the emissions boundary outlined in the PDS, and stakeholder expectations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
4.	Has the organisation boundary been correctly established using either a financial control, operational control or equity share approach?	Has the selected organisation boundary approach been applied in accordance with the definitions in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i> ? Has the organisation boundary approach been outlined in the PDS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
5.	Have all deemed relevant emissions (as set by Climate Active) been identified and included in the carbon inventory?	Has the client correctly entered the emissions deemed relevant into each required emission line item in the carbon inventory? Has the client correctly identified and entered all deemed relevant emissions sources into the electricity calculator? Are the deemed relevant emissions sources correctly linked to each emission line item or calculator? Are the deemed relevant emissions selected in a manner consistent with the chosen organisation boundary approach	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
		and definitions, as outlined in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i> ?			
6.	To the best of your knowledge have all other emissions likely to be relevant been included in the emission boundary and in the inventory?	<p>Have all emissions that should/must be tested for relevance, and any additional emissions that are likely to be relevant, been assessed for inclusion in the inventory in accordance with the relevance test as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Is the emission boundary broadly consistent with other emission boundaries for organisations in the same or similar sector? Consider publicly available information on these entities and example inventories in guidance materials.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
7.	Where calculators in the system/inventory have been used to estimate data, is this appropriate?	<p>Is it reasonable that actual data was not available, and the use of the calculators is appropriate and consistent with the Technical Guidance Manual and section 2.3.4 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Consider the applicant's circumstances and the nature of each emission source.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if actual data is entirely used)	Information confirming the yes/no response must be included.	Initial and Ongoing
8.	Are all estimation	Is it reasonable that actual data was not	<input type="checkbox"/> Yes	Information confirming the yes/no response	Initial and

Validation question		Items for consideration	Result	Justification	Application type
	methods applied reasonable?	<p>available and the use of estimation methods is appropriate and consistent with the Technical Guidance Manual and section 2.3 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Consider the applicant's circumstances and the nature of each emission source.</p> <p>For each emission source where data has been set as 'estimated':</p> <ul style="list-style-type: none"> Is it reasonable to estimate activity for this emission source given its size and importance? Is the chosen estimation method and associated assumptions reasonable? 	<input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no estimation methods have been used)	must be included.	Ongoing
9.	Have all relevant emission sources been appropriately categorised, and selected from the system / inventory?	Are the emission sources selected and applied from the system/inventory appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
10.	Where bespoke emission factors have been used, are these appropriate?	<p>Where an emission factor has been used that was not provided in the system/inventory:</p> <ul style="list-style-type: none"> Is there no appropriate emission factor in the system for this 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
		<p>emission source, activity data or applicant?</p> <ul style="list-style-type: none"> Has the applicant given sufficient reason for choosing or creating this emission factor? Is the reason provided reasonable given the size and nature of the emission? Has all relevant metadata for the bespoke emission factor been provided, including a valid reference? Has the bespoke emission been given a clear descriptive emission category and emission source name, in both the inventory and the PDS? 			
11.	Have all non-quantified emissions been justified appropriately?	<p>For each non-quantified emission source, is the reason for non-quantification selected in the inventory appropriate and disclosed in the PDS?</p> <p>Consider the applicant's circumstances and the nature of each emission source.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no non-quantified emission sources)	Information confirming the yes/no response must be included.	Initial and Ongoing
12.	Has an appropriate uplift factor been	<p>For each emission source where data has been set as 'estimated':</p> <ul style="list-style-type: none"> Is it reasonable to estimate activity 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
	provided for all material non-quantified emissions?	<p>for this emission source given its size and importance?</p> <ul style="list-style-type: none"> Is the chosen estimation method and associated assumptions reasonable? 	<input type="checkbox"/> N/A (only use if no emissions have been estimated)		
13.	Are all emissions required to be disclosed as excluded identified in the PDS?	<p>Have excluded emissions been excluded in a manner consistent with the relevance test as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Has the reason for exclusion been clearly explained?</p> <p>Do these exclusions align with sector or similar emissions boundaries?</p> <p>Have emission sources that stakeholders may assume are included in the certification (but excluded) been identified, e.g. emissions from product manufacturing or distribution, or emissions from financial services or investments?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
14.	Is all data used in reporting documents consistent?	<p>Does the data used and reported in the PDS, calculators and inventory match?</p> <p>All data should be in two decimal places.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
15.	Is the emission reduction strategy	Is the emission reduction strategy time	<input type="checkbox"/> Yes	Information confirming the yes/no response	Initial and

Validation question		Items for consideration	Result	Justification	Application type
	appropriate?	bound and measurable? Does the emissions reduction strategy meet and is consistent with the guidance provided in the Technical Guidance Manual?	<input type="checkbox"/> No	must be included.	Ongoing
16.	Are all required templates populated and completed correctly?	Have all required columns in the inventory been completed? Has the PDS been populated consistent with the PDS guidance provided in the Technical Guidance Manual? Note: Incorrectly populated templates submitted to Climate Active will be returned and not assessed. Have all diagrams and tables been completed correctly and in line with the template provided? Are the colours as per the template? Is the order correct as per the template?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
17.	Are files and required reporting documents ready for submission to the third party validator, if it is required?	Have documents including activity source data, PDS and inventory been prepared for third party validation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
End of Organisations technical assessment procedures					

Technical Assessment procedures – Service (simple)

Validation question		Items for consideration	Result	Justification	Application type
1.	Is the current base year and functional unit appropriate?	<p>Consider information provided on base year recalculation requirements in the Technical Guidance Manual and section 2.3.4 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i>.</p> <p>Are there any significant additional emission sources not included in the original boundary that should be assessed for relevance against the relevance test, as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i>?</p> <p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory.</p> <p>Is the emission boundary broadly consistent with other emission boundaries for services in the same or a similar sector? Consider publicly available information on these entities and example inventories in guidance materials.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Information confirming the yes/no response must be included.</p> <p>Outline if a base year recalculation was undertaken and the reasons why this occurred.</p>	Ongoing only
2.	Is the base year emission boundary appropriate?	<p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory.</p> <p>Consider if there are any additional attributable processes, not included in the original boundary</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Ongoing only

Validation question		Items for consideration	Result	Justification	Application type
		that should be added to the carbon inventory.			
3.	Has the service been fully described?	Has the service been fully described, including its function and purpose and in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
4.	Has the functional unit been adequately described?	Has the functional unit of the product or service been fully described in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
5.	Has the emissions boundary been clearly defined and reasonably contains all processes attributable to the service?	<p>Has the emissions boundary been set in accordance with the Technical Guidance Manual and section 2.3.1 of the Product and Service Standard and, where necessary, standards such as the GHG Protocol Product Life Cycle Accounting and Reporting Standard or ISO14044 and ISO14040?</p> <p>Does the emissions boundary reflect the description of the product or service?</p> <p>Is it clear what the emissions sources are for each attributable process?</p> <p>Is the emission boundary broadly consistent with other emission boundaries for products or services in the same or a similar sector? Considering publicly available information on these entities and example inventories in guidance materials.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
6.	Does the Life Cycle	Does the Life Cycle Assessment diagram/process	<input type="checkbox"/> Yes	Information confirming the yes/no	Initial and

Validation question		Items for consideration	Result	Justification	Application type
	Assessment diagram/process map identify and clearly show the relationship between processes?	map make sense and clearly show all attributable, attributable – non-quantified, non-attributable and excluded processes? Is it specific enough to be validated? Is it suitably detailed and relate to the certification unit?	<input type="checkbox"/> No	response must be included.	Ongoing
7.	Are all emission sources classified appropriately?	Are all emission sources classified? The following classification options are available for classifying emission sources in the system/inventory: <ul style="list-style-type: none"> • attributable – quantified • attributable – non-quantified (up-lift factor applied) • excluded – non-quantified • non-attributable – voluntarily offset • non-attributable – non-quantified 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
8.	Have all excluded emission sources and attributable – non-quantified sources been justified appropriately?	For all excluded emission sources, do these satisfy the exclusion conditions outlined in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products & Services</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
9.	Does the carbon account total emissions equate to an entire year of emissions?	Does the carbon inventory total equate to one year of emissions attributable to the product or service? This may be based on actual data from the base year or a projection of sales. For services which are opt in or new (not yet had any sales), a projection of emissions for the first year of	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
		certification will need to be made.			
10.	Where an emission factor is sourced from the Climate Active inventory, is this appropriate?	Are the emission sources selected from the Climate Active inventory appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
11.	Where bespoke emission factors have been used, are these appropriate?	<p>Where an emission factor has been used that was not available in the Climate Active inventory:</p> <ul style="list-style-type: none"> Is there no appropriate emission factor in the Climate Active inventory for this emission source, activity data or applicant? Has all reference information for the bespoke emission factor been provided? Reference information should include the name of the database/paper, year of publication, hyperlink to source if possible. Is the emission factor from a credible and reliable source? Has the bespoke emission been given a clear descriptive emission category and emission source name, in both the inventory and the PDS? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no bespoke emission factors used)	Information confirming the yes/no response must be included.	Initial and Ongoing
12.	Are at least 80% of the total emissions calculated using emission factors sourced from the Climate Active	<p>Has at least 80% of the total emissions been calculated using emission factors sourced from the Climate Active inventory?</p> <p>No more than 20% of the total emissions can be calculated using bespoke emission factors not supplied by the Climate Active inventory. If the 20%</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
	inventory?	bespoke emission factor threshold is reached, the service must follow the complex service pathway.			
13.	Are all estimation methods applied reasonable?	<p>Is it reasonable that actual data was not available, and the use of estimation methods is appropriate and consistent with the Technical Guidance Manual and section 2.3 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i>?</p> <p>Consider the applicant's circumstances and the nature of each emission source.</p> <p>For each emission source where data has been set as 'estimated':</p> <ul style="list-style-type: none"> Is it reasonable to estimate activity for this emission source given its size and importance? Is the chosen estimation method and associated assumptions reasonable? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
14.	Have the sources of information and activity data been clearly identified?	Have the sources of all information and activity data been clearly identified in the inventory or other supporting documents, such as an LCA report?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
15.	Have any assumptions and constraints been clearly described and justified?	Have all assumptions and constraints been clearly described and justified in the inventory or other supporting documents, such as an LCA report?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
End of Service (simple) technical assessment procedures					

Technical Assessment procedures – Products & Services (complex) – non EPD pathway

Validation question	Items for consideration	Result	Justification	Application type
<p>1. Is the current base year and functional unit appropriate?</p>	<p>Consider information provided on base year recalculation requirements in the Technical Guidance Manual and section 2.3.4 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i>.</p> <p>Are there any significant additional emission sources not included in the original boundary that should be assessed for relevance against the relevance test, as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i>?</p> <p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory.</p> <p>Is the emission boundary broadly consistent with other emission boundaries for products or services in the same or a similar sector? Consider publicly available information on these entities and example inventories in guidance materials.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Information confirming the yes/no response must be included.</p> <p>Outline if a base year recalculation was undertaken and the reasons why this occurred.</p>	<p>Ongoing only</p>
<p>2. Is the base year emission boundary appropriate?</p>	<p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory.</p> <p>Consider if there are any additional attributable processes, not included in the original boundary that should be added to the carbon inventory.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Information confirming the yes/no response must be included.</p>	<p>Ongoing only</p>

Validation question	Items for consideration	Result	Justification	Application type
3. Has the product or service been fully described?	Has the product or service been fully described, including its function and purpose and in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
4. Has the functional unit been adequately described?	Has the functional unit of the product or service been fully described in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> , including emissions per certification or declared unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
5. Has the emissions boundary been clearly defined and reasonably contains all processes attributable to the product or service?	<p>Has the emissions boundary been set in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> and, where necessary, standards such as the GHG Protocol Product Life Cycle Accounting and Reporting Standard or ISO14044 and ISO14040?</p> <p>Does the emissions boundary reflect the description of the product or service?</p> <p>Is it clear what the emissions sources are for each attributable process?</p> <p>Is the emission boundary broadly consistent with other emission boundaries for products or services in the same or a similar sector. Has publicly available information on these entities and example inventories in guidance materials been considered?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question	Items for consideration	Result	Justification	Application type
6. Does the Life Cycle Assessment diagram/process map make sense and clearly show all attributable, attributable – non-quantified, non-attributable and excluded processes?	Does the Life Cycle Assessment diagram/process map make sense and clearly show all attributable, attributable – non-quantified, non-attributable and excluded processes? Is it specific enough to be validated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
7. Are all emission sources classified appropriately?	Are all emission sources classified as attributable, excluded or non-attributable? The following classification options are available for classifying emission sources in the online system: <ul style="list-style-type: none"> • attributable – quantified • attributable – non-quantified (up-lift factor applied) • excluded – non-quantified • non-attributable – voluntarily offset • non-attributable – non-quantified • non-attributable – non-quantified (relevance test applied) 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
8. Have all excluded emission sources and attributable – non-quantified sources been justified appropriately?	For all excluded and attributable – non-quantified emission sources, do these satisfy the exclusion conditions outlined in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question	Items for consideration	Result	Justification	Application type
9. Does the carbon account total emissions equate to one year of emissions?	<p>Does the carbon inventory total equate to one year of emissions attributable to the product or service? This may be based on actual data from the base year or a projection of sales.</p> <p>Can evidence be provided to support the number of certification units reportedly sold?</p> <p>For products or services which are opt in or new (not yet had any sales), a projection of emissions for the first year of certification will need to be made – is this estimate reasonable?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
10. Where an emission factor is sourced from the Climate Active inventory, is this appropriate?	<p>For all emission sources selected from the Climate Active inventory, are these appropriate given the client's description of the emission source? Where the client has not provided a description, it is assumed that the emission source is appropriate.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
11. Where bespoke emission factors have been used, are these appropriate?	<p>Where an emission factor has been used that was not available in the Climate Active inventory:</p> <ul style="list-style-type: none"> Is there no appropriate emission factor in the Climate Active inventory for this emission source, activity data or applicant? Has all reference information for the bespoke emission factor been provided? Reference information should include the name of the database/paper, year of publication, hyperlink to the source if possible. Is the emission factor from a credible and reliable source? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no bespoke emission factors used)	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question	Items for consideration	Result	Justification	Application type
12. Are all estimation methods applied reasonable?	<p>Is it reasonable that actual data was not available, and the use of estimation methods is appropriate and consistent with the Technical Guidance Manual and section 2.3 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i>?</p> <p>Consider the applicant's circumstances and the nature of each emission source.</p> <p>For each emission source where data has been set as 'estimated':</p> <ul style="list-style-type: none"> Is it reasonable to estimate activity for this emission source given its size and importance? Is the chosen estimation method and associated assumptions reasonable? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
13. Have the sources of information and activity data been clearly identified?	Have the sources of all information and activity data been clearly identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
14. Have any assumptions and constraints been clearly described and justified?	Have all assumptions and constraints been clearly described and justified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
End of Products and Services (complex) non EPD pathway technical assessment procedures				

Technical Assessment procedures – Products & Services (complex) – EPD pathway

Validation question	Items for consideration	Result	Justification	Application type
1. Does the carbon account total emissions equate to one year of emissions?	Does the carbon inventory total equate to one year of emissions attributable to the product or service? Can evidence be provided to support the number of certification units reportedly sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Ongoing only
2. Confirm that significant changes in the carbon account since base year have been disclosed.	Have significant changes in the carbon inventory between the base year and the current reporting year been disclosed in accordance with the Technical Guidance Manual and section 2.3.3 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> ? This does not include changes this are not attributed to emissions reduction actions or changes in the volume of product or service produced by the responsible entity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Note, only select N/A if certifying base year)	Information confirming the yes/no response must be included.	Ongoing only
3. Has the product or service been fully described?	Has the product or service been fully described, including its function and purpose, in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
4. Has the functional unit been adequately described?	Has the functional unit (or declared unit) of the product or service been fully described in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
		<i>Services</i> , including emissions per certification unit?			
5.	Has the emission boundary been clearly defined?	<p>Has the emissions boundary been set in accordance with the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i>?</p> <p>Does the emissions boundary reflect the description of the product or service?</p> <p>Is it clear what the emissions sources are for each attributable process?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
6.	Does the Life Cycle Assessment diagram/process map make sense and clearly show all attributable, attributable – non-quantified, non-attributable and excluded processes?	Does the Life Cycle Assessment diagram/process map make sense and clearly show all attributable, attributable – non-quantified, non-attributable and excluded processes? Is it specific enough to be validated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
7.	Are all emission sources classified appropriately?	<p>Are all emission sources classified as attributable, excluded, or non-attributable? The following classification options are available for classifying emission sources in the online system:</p> <ul style="list-style-type: none"> • attributable – quantified • attributable – non-quantified (up-lift factor applied) • excluded – non-quantified 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
		<ul style="list-style-type: none"> • non-attributable – voluntarily offset • non-attributable – non-quantified • non-attributable – non-quantified (relevance test applied) 			
8.	Have all excluded and attributable – non-quantified emission sources been justified appropriately?	For all excluded and attributable – non-quantified emission sources, do these satisfy the exclusion conditions outlined in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Products and Services</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
9.	Does the carbon account total emissions equate to one year of emissions?	<p>Does the carbon inventory total equate to one year of emissions attributable to the product or service?</p> <p>Can evidence be provided to support the number of certification units reportedly sold?</p> <p>For products or services which are opt in or new, a projection of emissions for the first year of certification will need to be made.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
10.	Is the EPD compliant?	<p>Is the EPD registered with the EPD Australasia program?</p> <p>Is the EPD EN15804, or ISO 14025 compliant?</p> <p>Have the required adjustments and inclusions to the verification report and dialogue template been validated, and align with Section(s) 2.3.4 and 3.5.1 of the Products and Services Standard and EPD pathway requirements outlined in the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
		<p>Technical Guidance Manual?</p> <p>If an ISO 14025 EPD, has evidence been provided that verification was undertaken to the same rigor as an EN 15804 compliant EPD?</p> <p>Have Scope 1 and Scope 2 emission factors been calculated from NGA, AusLCI or GaBi sources?</p>			
11.	Confirm the EPD is still valid.	Have you sighted documentation that shows the EPD is valid and not overdue for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
12.	Have the verification report and assurance practitioner notes from both the initial and final verification been provided?	Have the verification report and the verifier notes from both the initial and final verification been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
13.	Has the EPD been verified in line with the requirements of the Australasian EPD Program?	Has the entity provided a completed, signed and valid EPD verification report? This includes the verification statement, checklist parts A, B and C and dialogue that verifies that the product or service seeking carbon neutral certification has met the requirements of the EPD Australasia Programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
End of Products and Services (complex) EPD pathway technical assessment procedures					

Technical Assessment procedures – Precincts

Validation question	Items for consideration	Result	Justification	Application type
1. Is the current base year appropriate?	<p>Consider information provided on base year recalculation requirements in the Technical Guidance Manual and section 2.3.4 of the <i>Climate Active Carbon Neutral Standard for Precincts</i>?</p> <p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory (e.g. through a change to the geographic boundary of the precinct or new areas of the precinct becoming occupied).</p> <p>Is the emission boundary broadly consistent with other emission boundaries for other precincts?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Ongoing only
2. Does the emissions boundary reflect the geographic boundary of the precinct?	Is the geographic boundary consistent with the border of the precinct in planning documents and community expectations? This is detailed in the Technical Guidance Manual and Section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Precincts</i> ? Does the border capture the whole extent of the precinct if it is being developed in stages?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
3. Have all material sources of electricity, fuel and stationary energy been included in the emissions	Has the applicant clearly identified and accounted for all material electricity and energy sources needed for the day-to-day running of the precinct?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
	boundary?				
4.	To the best of your knowledge have all other emissions likely to be relevant been included in the emission boundary?	<p>Have all emissions likely to be relevant to the day-to-day running of the precinct been assessed for inclusion in the inventory in accordance with the relevance test as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Precincts</i>?</p> <p>Is the emission boundary broadly consistent with other emission boundaries for precincts (considering publicly available information on these entities and example inventories in guidance materials)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
5.	Are any excluded emissions consistent with the relevance test?	<p>Have all excluded emissions (including items listed as 'excluded – voluntarily offset') been excluded in a manner consistent with not meeting the relevance test as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Precincts</i>?</p> <p>Has the reason for exclusion been clearly explained?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no excluded emissions)	Information confirming the yes/no response must be included.	Initial and Ongoing
6.	Have all non-quantified emissions been justified appropriately?	<p>Considering the applicant's circumstances and the nature of each emission source:</p> <ul style="list-style-type: none"> For each non-quantified emission source is the reason for non-quantification selected in the system appropriate? Is the detailed description for non-quantification provided in the system 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no non-quantified)	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question	Items for consideration	Result	Justification	Application type
	consistent with the Technical Guidance Manual and section 2.3 of the <i>Climate Active Carbon Neutral Standard for Precincts</i> ?	emissions)		
7. Has an appropriate uplift factor been provided for all non-quantified emissions?	<p>For each emission source where data has been set as 'estimated':</p> <ul style="list-style-type: none"> Is it reasonable to estimate activity for this emission source given its size and importance? Is the chosen estimation method and associated assumptions reasonable? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no emissions have been estimated)	Information confirming the yes/no response must be included.	Initial and Ongoing
8. Where bespoke emission factors have been used are these appropriate?	<p>Where an emission factor has been used that was not provided in the online system:</p> <ul style="list-style-type: none"> Is there no appropriate emission factor in the system for this emission source, activity data or applicant? Has the applicant given sufficient reason for choosing or creating this emission factor? Is the reason provided reasonable given the size and nature of the emission? Has all relevant metadata for the bespoke emission factor been provided including a valid reference? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no bespoke emission factors used)	Information confirming the yes/no response must be included.	Initial and Ongoing
9. Where calculators in the system have been used to estimate data, is this	Is it reasonable that actual data was not available, and the use of the calculators is appropriate and consistent with the Technical Guidance Manual	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing

Validation question		Items for consideration	Result	Justification	Application type
	appropriate?	and section 2.3 of the <i>Climate Active Carbon Neutral Standard for Precincts</i> ? Consider the applicant's circumstances and the nature of each emission source.			
10.	Are all estimation methods applied reasonable?	For each emission source where data has been set as 'estimated': <ul style="list-style-type: none"> Is it reasonable to estimate activity for this emission source given its size and importance? Is the chosen estimation method and associated assumptions reasonable? 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Initial and Ongoing
End of Precincts technical assessment procedures					

Technical Assessment procedures – Events (large)

Validation question	Items for consideration	Result	Justification	Application type
1. For all significant emissions has the data collection method been detailed and outlined?	Are data collection methods for significant emission sources provided with application details? Consider the method and how it will be applied.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Pre-event
2. For all significant emissions is the data collection methodology appropriate?	Are the data collection methods used appropriate and actionable, when considering the total emissions footprint of the event and the relative emissions contribution from each significant emission source?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Pre-event
3. Have all emissions deemed relevant been included in the boundary diagram?	All emissions deemed relevant have been included in the boundary diagram.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Pre-event and Post-event
4. To the best of your knowledge have all other emissions likely to be relevant been included in the emission boundary?	<p>If the event is ongoing, have all the emission sources from the previous year been included? These may be listed as excluded or non-quantified, but justification must be given.</p> <p>If the applicant has used the calculator:</p> <ul style="list-style-type: none"> Have all emission sources in the calculator been included in the diagram as quantified, non-quantified or excluded? <p>Have all emissions likely to be relevant been assessed for inclusion in the inventory and listed in the PDS in accordance with the relevance test</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Pre-event and Post-event

Validation question	Items for consideration	Result	Justification	Application type
	as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Events</i> ? Is the emission boundary broadly consistent with other emission boundaries for similar events?			
5. Are any excluded emissions consistent with the relevance test and appropriately justified?	Have all excluded emissions (including items listed as 'excluded – voluntarily offset') been excluded in a manner consistent with not meeting the relevance test as out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Events</i> ? Is the reason for exclusion clearly explained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no excluded emissions)	Information confirming the yes/no response must be included.	Pre-event and Post-event
6. For non-quantified items is the reason provided for non-quantification appropriate?	Considering the applicant's circumstances and the nature of each emission source: <ul style="list-style-type: none"> For each non-quantified emission source is the reason for non-quantification selected in the system appropriate? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no non-quantified emissions)	Information confirming the yes/no response must be included.	Pre-event and Post-event
7. Has an appropriate uplift factor been provided for all non-quantified emissions?	For all non-quantified emissions excluding immaterial emissions, has an appropriate uplift factor been set and explained appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no non-quantified emissions)	Information confirming the yes/no response must be included.	Pre-event and Post-event

Validation question	Items for consideration	Result	Justification	Application type
8. Where bespoke emission factors have been used are these appropriate?	<p>Where an emission factor has been used that was not provided in the online system:</p> <ul style="list-style-type: none"> Is there no appropriate emission factor in the system for this emission source, activity data or applicant? Has the applicant given sufficient reason for choosing or creating this emission factor? Is the reason provided reasonable given the size and nature of the emission? <p>Has all relevant metadata for the bespoke emission factor been provided including a valid reference?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (only use if no bespoke emission factors used)	Information confirming the yes/no response must be included.	Pre-event and Post-event
9. If the data collection methodology is different or has changed since the pre-event, is it appropriate?	<p>Are the data collection methods used appropriate?</p> <p>Consider the total footprint of the event and the emissions from that emission source, as well as the pre-event method for data collection for significant emissions.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Information confirming the yes/no response must be included.	Post-event
End of Event (large) technical assessment procedures				

