



SRI LANKA STANDARDS INSTITUTION

APPLICATION FOR VALIDATION AND VERIFICATION SCHEME FOR QUANTIFICATION AND REPORTING OF GREEN HOUSE GAS EMISSION AND REMOVALS IN ACCORDANCE WITH ISO 14064 PART 03:2019 STANDARD

For Office Use

The Director General

SRI LANKA STANDARDS INSTITUTION

No. 17, Victoria Place

Elvitigala Mawatha

COLOMBO 08

SRI LANKA

DATE RECEIVED	
OUR REFERENCE	
NEW CERTIFICATION	
RECERTIFICATION	

I/We hereby apply for the Validation & Verification Scheme for Quantification and Reporting of GHG Emission & Removals in

(Registered name of the applicant Organization)

The particulars of my/our Company are given below:

1. GENERAL:

1.1 Address (Head Office):

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Telephone: Fax: E-mail:

1.2 Legal Status of the organization:

a) Registration authority:

b) Registration number: Date:

(Attach a copy of the certificate of Business Registration)

1.3 VAT Registration number:

1.4 If SVAT, SVAT number:

** (Attach SVAT approval letter from the Department of Inland Revenue)

2. LOCATION(S)/SITES, DEPARTMENTS/DIVISIONS AND THE NUMBER OF EMPLOYEES APPLICABLE FOR THE CERTIFICATION:

[Please indicate the permanent physical locations (subsidiaries, branches, warehouses etc.) registered under the Applicant Company, which are to be included in the ISO 14064 Part 3 certification. Attach a separate sheet for temporary locations (eg. construction projects)]

Name and address of the location/site	Name, designation & contact details (Telephone /e-mail) of the representative at each location/site	Departments/Divisions at each location/site (eg: Management, Design, Production, Quality Assurance, Human Resources, etc.)	Total effective number of employees**
Head office			
Location 1			
Location 2			

[If required Please attach a separate sheet]

****** The effective number of employees consists of all full time employees involved within the scope of certification including those working on each shift. Non-permanent (seasonal, temporary and contracted employees) and part time employees who will be present at the time of the audit shall be included in this number).

2.1 Whether product or service realization processes operate on a shift basis,

Location/Site	Number of shifts in operation	Working hours of each shift	Number of employees working in a shift	Activities carried out in each shift
Head office	1	From.....to		
	2	From..... to		
	3	From..... to		
Location 1	1	From..... to		
	2	From..... to		
	3	From..... to		
Location 2	1	From..... to		
	2	From..... to		
	3	From..... to		

3. ANY OTHER SYSTEMS CERTIFICATION(S) OBTAINED BY THE ORGANIZATION

3.1 Other Management systems certification(s) obtained by the organization.

STANDARD	CERTIFIED (YES /NO)	CERTIFICATION BODY
ISO 9001 (QMS)		
ISO 14001 (EMS)		
ISO 22000 (FSMS)		
ISO 45000(OHSMS)		
ISO 50000 (ENMS)		
HACCP		
GMP		
ANY OTHER (PLEASE SPECIFY)		

3.2 Does the organization hold any Product Certification? Yes No

If yes ;
Please specify the certification with the type of product and relevant standard

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4. LIAISON OFFICER

Name(s) and designation(s) of the person who will be responsible to the Sri Lanka Standards Institution for the work in connection with the Validation & Verification Scheme for Quantification and Reporting of GHG Emission & Removals

4.1 Chief Executive Officer of the applicant Organization:

a) Name:
Designation:
Telephone: Fax: E-mail:

4.2 Contact person of the organization:

b) Nominee 1 [Name]:
Designation:
Telephone: Fax: E-mail:

c) Nominee 2 [Name]:
Designation:
Telephone: Fax: E-mail:

5. LEGAL OBLIGATIONS

[Please indicate the legal obligations to be abide by the Applicant Company] [Eg. CEA regulations, CDDA regulations, industry specific regulations, compulsory product certifications etc.]

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6. CONSULTANCY SERVICE DETAILS

(i) Were external consultants involved in the preparation of Quantification and Reporting of GHG Emission & Removals Yes No

7. VERIFICATION DETAILS

7.1 Is this verification required for

(i) The Subsidies Program for GHG Emission Reduction Investment ? Yes No

(ii) The Reporting and registering System for Greenhouse Gas Emissions in Sri Lanka? Yes No

(iii) A different reporting system? Yes No

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(if yes Please specify)

(iv) Other Organizational need ? Yes No

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(if yes please specify)

8 GHG INVENTORY ASPECTS

(i) Has the company completed the Quantification and Reporting of GHG Emission & Removals (For which the verification is requested)

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(ii) If , Yes specify: the period of relevant data collected

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(iii) If, No please mention the target completion date

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8.2 Has company already completed verification of the GHG inventory in past *(if yes please specify)*

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9 VALIDATION & VERIFICATION SCHEME FOR QUANTIFICATION AND REPORTING OF GHG EMISSION & REMOVALS

9.1 Description of products manufactured and/or services offered: (if multiple sites are available, please specify the products manufactured and/or services offered in each site separately)

Site	Product(s) manufactured and/or service(s) offered
Head office	
Location 1	
Location 2	

9.2 Description of products manufactured and/or services offered:

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9.3 Description of manufacturing process(s) and/or service(s) which has been outsourced to the external party(s):

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9.4 Type of Certification (New Certification or Re-Certification):

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9.5 If Re-Certification Scheme,

9.4.1 Date of first certification:

9.4.2 Validity period of previous certification Scheme: from to

9.4.3 Scope of previous Certification:

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9.4.4 Indicate any major changes done in the Validation & Verification Scheme for Quantification and Reporting of GHG Emission & Removals during the previous year [if any]:

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10 REQUIRED DOCUMENTS FOR VALIDATION AND VERIFICATION SCHEME FOR QUANTIFICATION AND REPORTING OF GREEN HOUSE GAS EMISSION AND REMOVALS

(data collection of employment community, (transportation), General information, On site fuel details, Fugitive emissions, Company own vehicles, Leased vehicles, Hired vehicles, Electricity details, Wastes, Foreign travels, Waste Water Treatment plant, Local 3rd party Deliveries, 3rd party deliveries- Air, 3rd party deliveries- sea, Employee communication, Water usage & etc subject to the industry.)

II DECLARATION BY APPLICANT

I am/We are fully informed and in agreement with the contents of the following documents of the Validation & Verification Scheme for Quantification and Reporting of GHG Emission & Removals of the Sri Lanka Standards Institution: Rules and Procedures, Guidelines for Applicants, Fee Schedule,

Certification Agreement, Audit time determination agreement and Conditions For Use Of the Green House Gas Validation & Verification Mark.

Should any initial enquiry be made by the Certifying Authority, I/We agree to extend to the verifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Verification.

I/We will not hold liable either the Sri Lanka Standards Institution or those having a function in its activities for damages resulting from the consideration of the application for verification, including the possible rejection.

Signed at

..... on this day of 20

Signature :

Name :

Designation :

For and on behalf of :

(Name of the Applicant Organization)