



**VALIDATION REPORT FORM
FOR POST-REGISTRATION CHANGES OF ARTICLE 6.4 PROJECTS
UNDER THE PRIOR APPROVAL TRACK**

(Version 01.0)

BASIC INFORMATION OF THE PROJECT DESIGN DOCUMENT (PDD)			
Project title:	>>		
UNFCCC project reference number:	>>		
Type(s) of post-registration changes:	<input type="checkbox"/> Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents¹ <input type="checkbox"/> Permanent changes: <input type="checkbox"/> Corrections <input type="checkbox"/> Changes to the start date of the crediting period <input type="checkbox"/> Inclusion of a monitoring plan <input type="checkbox"/> Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents <input type="checkbox"/> Changes to the project design <input type="checkbox"/> Registration under or overlap with other crediting scheme		
PDD version number to which this validation report applies:	>>		
Participating Parties and authorized activity participant(s):	Type of Party	Name of activity participant(s)	Party(ies) that provided authorization
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
Applied methodologies and standardised baselines and versions:	>>		
Sectoral scopes:	>>		
Estimated annual emission reductions or net removals (tCO₂e) (if applicable):	Before the post-registration change	After the post-registration change	
	>>	>>	

¹ “Any other standards, methodologies, methodological tools and guidelines (to be) applied in accordance with the selected(applied) methodologies” are collectively referred to as the other (applied) methodological regulatory documents.

BASIC INFORMATION OF THE VALIDATION REPORT	
Version number and date of completion of the validation report:	<p>Version number: >></p> <p>Date of completion: Enter a date.</p>
Name and UNFCCC reference number of the DOE:	>>
Name, position and signature of the approver of the validation report:	>>

SECTION A. Executive summary

>>

SECTION B. Validation team, technical reviewer and approver

B.1. Validation team members

No.	Role	Type of resource ²	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)	Involved in			
						Desk/document review	On-site inspection	Interviews	Validation findings
>>	Chose an item	Choose an item.	>>	>>	>>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No.	Role	Type of resource ²	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)
>>	Choose an item.	>> Choose an item.	>>	>>	>>

SECTION C. Means of validation

C.1. Desk/documents review

>>

² Use of one of the following abbreviations referring to the standard “Article 6.4 accreditation”:

- (a) IR (Internal Resource);
- (b) EI (External Individuals);
- (c) OR (Outsourced Resource).

C.2. On-site inspection

Duration of on-site inspection: Enter a date. to Enter a date.				
No.	Activity performed on-site	Site Location	Date	Team member
>>	>>	>>	Enter a date	>>

C.3. Interviews

No.	Interviewee			Date	Subject	Team Member
	Last Name	First Name	Affiliation			
>>	>>	>>	>>	Enter a date.	>>	>>

C.4. Sampling approach

>>

C.5. Clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs)

Area of validation findings	No. CL	No. CAR	No. FAR
Compliance with the PDD form	>>	>>	>>
Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents	>>	>>	>>
Permanent changes – Corrections	>>	>>	>>
Permanent changes – Inclusion of monitoring plan	>>	>>	>>
Permanent changes – Changes to the start date of the crediting period	>>	>>	>>
Permanent changes – Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents	>>	>>	>>
Permanent changes – Changes to the project design	>>	>>	>>
Registration under or overlap with other crediting scheme	>>	>>	>>
Others (please specify)	>>	>>	>>
TOTAL	>>	>>	>>

SECTION D. Validation of compliance with specific requirements for post-registration changes

D.1. Compliance with PDD form

Means of validation	>>
Findings	>>
Conclusions	>>

D.2. Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents

Means of validation	>>
Findings	>>
Conclusions	>>

D.3. Permanent changes

D.3.1. Corrections

Means of validation	>>
Findings	>>
Conclusions	>>

D.3.2. Inclusion of a monitoring plan

Means of validation	>>
Findings	>>
Conclusions	>>

D.3.3. Changes to the start date of the crediting period

Means of validation	>>
Findings	>>
Conclusions	>>

D.3.4. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents

Means of validation	>>
Findings	>>
Conclusions	>>

D.3.5. Changes to project design

Means of validation	>>
Findings	>>
Conclusions	>>

D.4. Registration under or overlap with other crediting scheme

Means of validation	>>
Findings	>>
Conclusions	>>

SECTION E. Internal quality control

>>

SECTION F. Validation opinion

>>

APPENDIX 1 – Abbreviations

Abbreviation	Full text
>>	>>

APPENDIX 2 – Competence of team members and technical reviewers

>>

APPENDIX 3 – Documents reviewed or referenced

No.	Author	Title	References to the document	Provider
>>	>>	>>	>>	Choose an item.

APPENDIX 4 – Clarifications requests, corrective action requests and forward action requests

Table 1. CLs from this validation

CL ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date
Responses from activity participants:	>>		
	Evidences provided:	>>	Date: Enter a date
DOE assessment:	>>		
			Date: Enter a date

Table 2. CARs from this verification

CAR ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date
Responses from activity participants:	>>		
	Evidences provided:	>>	Date: Enter a date
DOE assessment:	>>		
			Date: Enter a date

Table 3. FARs from this verification

FAR ID:	>>	Section number:	>>
Description of the issue:	>>		
	Requirements:	>>	Date: Enter a date

ATTACHMENT. Instructions for completing this form

1. General instructions

1. Compliance of validation report with requirements

- 1.1. When completing this form, comply with the “Article 6.4 mechanism validation and verification standard for projects”.¹
- 1.2. Include, if necessarily, additional information other than that indicated in this form in order to support how the designated operational entity (DOE) has arrived at its verification conclusions. This information may include, but not limited to tables, graphs and annexes such as a validation protocol.
- 1.3. List all the abbreviations used in this validation report in Appendix 1 below.

2. Working language

- 2.1. Complete this form in English;
- 2.1. Prepare all attached documents in English, or provide full translation to English of relevant sections of documents if their originals were prepared in other language;

3. Format and lay-out of the form

- 3.1. Complete this form using the same format without modifying its font, headings or logo, and without any other alteration to the form.
- 3.2. Do not modify or delete tables and their columns in this form. Add rows of the tables and copy/paste tables as needed. Add additional appendices as needed.

4. Sections not applicable

- 4.1. If a section of this form is not applicable, explicitly state that the section is left blank intentionally.

5. Other instructions


- 5.1. Use an internationally recognized format for presentation of values. For example, use digits grouping in thousands and mark a decimal point with a dot (.), not with a comma (,).
- 5.2. Complete this form removing this Attachment.

6. Acronyms and abbreviations

- 6.1. The following acronyms and abbreviations are referred to in this form:
 - (a) PDD: project design document;
 - (b) Activity standard: Article 6.4 activity standard for projects;
 - (c) Validation and verification standard: Article 6.4 validation and verification standard for projects.

¹ The “Rules and Regulations” section of the UNFCCC Article 6.4 mechanism website (<https://unfccc.int/process-and-meetings/bodies/constituted-bodies/article-64-supervisory-body/rules-and-regulations>) contains all regulatory documents for the Article 6.4 mechanism, such as standards (including methodologies and standardized baselines), procedures, methodological tools, guidelines, clarifications and forms that are applicable to the A6.4 activity.

2. Specific instructions

 VALIDATION REPORT FORM FOR POST-REGISTRATION CHANGES OF ARTICLE 6.4 PROJECTS UNDER THE PRIOR APPROVAL TRACK (Version 01.0)			
DETAILS OF THE PROJECT DESIGN DOCUMENT			
Project title:	>> <i>Provide the title of the project.</i>		
UNFCCC project reference number:	>> <i>Provide the UNFCCC unique reference number for the project received after publishing the notification of prior consideration.</i>		
Type(s) of post-registration changes:	<input type="checkbox"/> Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents¹ <input type="checkbox"/> Permanent changes: <ul style="list-style-type: none"> <input type="checkbox"/> Corrections <input type="checkbox"/> Changes to the start date of the crediting period <input type="checkbox"/> Inclusion of a monitoring plan <input type="checkbox"/> Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents <input type="checkbox"/> Changes to the project design <input type="checkbox"/> Registration under or overlap with other crediting scheme <i>Check the type of post-registration change being requested. More than one option can be selected.</i>		
PDD version number to which this validation report applies:	>> <i>Provide the version number of the PDD to which this validation report is applied</i>		
Participating Parties and authorized activity participant(s):	Type of Party	Name of activity participant(s)	Party(ies) that provided authorization
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
	Choose a type of Party	>>	Choose a Party
<i>Provide the name of each activity participant that is authorized by the participating Parties and indicate the type of the Party (i.e. 'Host Party' or 'Other participating Party').</i>			
Applied methodologies and standardised baselines and versions:	>> <i>Provide the UNFCCC reference numbers, titles and versions of all applied methodologies, and where applicable, all applied standardized baselines, using one line per applied methodology or standardized baseline.</i>		

¹ "Any other standards, methodologies, methodological tools and guidelines (to be) applied in accordance with the selected(applied) methodologies" are collectively referred to as the other (applied) methodological regulatory documents.

Sectoral scopes:	>> <i>Provide all sectoral scopes of the proposed project based on the applied methodologies, using one line per sectoral scope.</i>	
Estimated annual emission reductions or net removals (tCO₂e) (if applicable):	Before the post-registration change	After the post-registration change
	>>	>>
	<i>If a post-registration change is submitted with this request for issuance, indicate which are the average annual emission reductions determined before and after the post-registration change.</i>	
DETAILS OF THE VALIDATION REPORT		
Version number and date of completion of the validation report:	Version number: >> <i>Enter the version number of this validation report</i> Date of completion: Enter a date.	
Name and UNFCCC reference number of the DOE:	>> <i>Enter the UNFCCC reference number and the name of the DOE</i>	
Name, position and signature of the approver of the validation report:	>> <i>Enter the name and include the digital signature of the approver of the validation report</i>	

SECTION A. Executive summary

>> Provide a summary of the project (including the purpose and general description and location), scope of the validation, validation process and its conclusion.

SECTION B. Validation team, technical reviewer and approver

B.1. Validation team members

No.	Role	Type of resource ²	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)	Involved in			
						Desk/document review	On-site inspection	Interviews	Validation findings
>>	Chose an item	Ch oos e an ite m.	>>	>>	>>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the details of the validation team members. Copy/paste rows as necessary.

B.2. Technical reviewer and approver of the validation report

No.	Role	Type of resource ²	Last Name	First Name	Affiliation (e.g. name of central or other office of DOE or outsourced entity)
>>	Choose an item.	>> Choose an item.	>>	>>	>>

² Use of one of the following abbreviations referring to the standard “Article 6.4 accreditation”:

- (a) IR (Internal Resource);
- (b) EI (External Individuals);
- (c) OR (Outsourced Resource).

Provide the details of the technical reviewer and approver of the validation report. Copy/paste rows as necessary.

SECTION C. Means of validation

C.1. Desk/documents review

>>

Explain how the desk/document review process was conducted, including summarizing the different types of documents reviewed as part of the validation process. List all documents reviewed or referenced during the validation in Appendix 3 below.

C.2. On-site inspection

Duration of on-site inspection: Enter a date. to Enter a date.				
No.	Activity performed on-site	Site Location	Date	Team member
>>	>>	>>	Enter a date	>>

- Summarize any on-site inspection performed during the validation in the table;
- If the DOE have not conducted an on-site inspection, describe the alternative means used and justify that they are sufficient for the purpose of validation in accordance with applicable requirements in the validation and verification standard;
- Copy/paste rows as necessary.

C.3. Interviews

No.	Interviewee			Date	Subject	Team Member
	Last Name	First Name	Affiliation			
>>	>>	>>	>>	Enter a date.	>>	>>

- Summarize all the interviews (i.e. in-person interviews, web/teleconferences, etc.) conducted during the validation in the table;
- Copy/paste rows as necessary.

C.4. Sampling approach

>>

- Where a sampling approach is used for the validation, summarize the sampling approach used during the validation (e.g. random sampling);
- Where a sampling approach is used for the on-site inspection, include a description of how the sample size was determined and field check was carried out.

C.5. Clarification requests (CLs), corrective action requests (CARs) and forward action requests (FARs)

Area of validation findings	No. CL	No. CAR	No. FAR
Compliance with the PDD form	>>	>>	>>
Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents	>>	>>	>>
Permanent changes – Corrections	>>	>>	>>
Permanent changes – Inclusion of monitoring plan	>>	>>	>>
Permanent changes – Changes to the start date of the crediting period	>>	>>	>>
Permanent changes – Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents	>>	>>	>>
Permanent changes – Changes to the project design	>>	>>	>>
Registration under or overlap with other crediting scheme	>>	>>	>>
Others (please specify)	>>	>>	>>
TOTAL	>>	>>	>>

Indicate the number of CLs, CARs, and FARs raised for each of the items above. Provide the details (description, responses from activity participants and outcome from the DOE) in Appendix 4.

SECTION D. Validation of compliance with specific requirements for post-registration changes

Complete the tables in this section to validate the compliance in accordance with applicable validation requirements in the validation and verification standard by describing:

- (a) Means of validation: describe how the compliance was validated;
- (b) Findings: provide a brief description of the findings. Include in Appendix 4 the details of any CLs, CARs and FARs, if raised;
- (c) Conclusion: provide a conclusion on the compliance based on the findings.

D.1. Compliance with PDD form

Means of validation	>>
Findings	>>
Conclusions	>>

- Confirm the compliance of the revised PDD (both in tracked-change and clean versions) with the valid version of the applicable PDD form and the instructions therein for filling out the PDD form;
- If a later version of the PDD form is used for preparing the revised PDD than the version used for the registered PDD, confirm whether the information transferred to the later version of the form is materially the same as that in the registered PDD.

D.2. Temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents

Means of validation	>>
Findings	>>
Conclusions	>>

- Explain how the temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents were assessed in accordance with applicable validation requirements related to the temporary deviations from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents in the validation and verification standard;
- Indicate the period for which the temporary deviation from the registered monitoring plan, applied methodologies, standardized baselines or other methodological regulatory documents is applicable.

D.3. Permanent changes

D.3.1. Corrections

Means of validation	>>
Findings	>>
Conclusions	>>

Explain how the corrections to the registered PDD were assessed in accordance with applicable validation requirements related to the corrections in the validation and verification standard.

D.3.2. Inclusion of a monitoring plan

Means of validation	>>
Findings	>>
Conclusions	>>

Explain how the inclusion of monitoring plan to the registered project activity was assessed in accordance with applicable validation requirements related to the inclusion of monitoring plan in the validation and verification standard.

D.3.2.1. Data and parameters to be monitored

Means of validation	>>
Findings	>>
Conclusions	>>

Explain how the data and parameters to be monitored or estimated upon implementation of the proposed project that are used in the equations to calculate GHG emission reductions or net GHG removals were assessed in accordance with the applicable requirements in the the validation and verification standard and the activity standard, and where applicable, the standard for sampling and surveys for Article 6.4 mechanism activities to be developed by the Supervisory Body.

D.3.2.2. Description of the monitoring plan

Means of validation	>>
Findings	>>
Conclusions	>>

Explain how the description of the monitoring plan for the proposed project were assessed in accordance with the applicable requirements in the validation and verification standard and the activity standard.

D.3.3. Changes to the start date of the crediting period

Means of validation	>>
Findings	>>
Conclusions	>>

Explain whether the changes to the start date of the crediting period are within the allowable limits specified in the activity standard and how it was assessed in accordance with applicable validation requirements related to the changes to the start date of the crediting period in the validation and verification standard.

D.3.4. Permanent changes to the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents

Means of validation	>>
Findings	>>
Conclusions	>>

Explain how the permanent changes from the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents were assessed in accordance with applicable validation requirements related to the permanent changes from the registered monitoring plan, or permanent deviation of monitoring from the applied methodologies, standardized baselines or other methodological regulatory documents in the validation and verification standard.

D.3.5. Changes to project design

Means of validation	>>
Findings	>>
Conclusions	>>

Explain how the changes to the project design of a registered project activity were assessed in accordance with applicable validation requirements related to the changes to the project design in the validation and verification standard.

D.4. Registration under or overlap with other crediting scheme

Means of validation	>>
Findings	>>
Conclusions	>>

Explain how the compliance with the requirements relating to registration under or coverage by a programme, under any other international, regional, national, or subnational or sector-wide GHG mitigation crediting scheme contained in the activity standard were assessed in accordance with applicable validation requirements related to the changes to the project design in the validation and verification standard.

SECTION E. Internal quality control

>>

Provide information on quality control within the team and in the validation process;

SECTION F. Validation opinion

>>

Provide a validation opinion that includes:

- (i) A summary of the validation method and the process used and the validation criteria applied;*
- (ii) A summary of the validation conclusions;*
- (iii) A statement on the validation of the estimated GHG emission reductions or net GHG removals;*
- (iv) A statement on whether the proposed A6.4 project meets all applicable Article 6.4 mechanism rules and requirements, including reasons.*

APPENDIX 1 – Abbreviations

Abbreviation	Full text
>>	>>

- Use the table above to list all the abbreviations used in this report.
- Add rows as necessary.

APPENDIX 2 – Competence of team members and technical reviewers

>>

Provide documentation to substantiate the required competence of validation team members and technical reviewers.

APPENDIX 3 – Documents reviewed or referenced

No.	Author	Title	References to the document	Provider
>>	>>	>>	>>	Choose an item.

- Use the table above to list all documents reviewed or referenced during the validation including Article 6.4 mechanism regulatory documents. For each document, indicate the following:
 - Title: provide the title of the document. Include the version number, if applicable;
 - Author: provide the name(s) of the author(s). Where the author(s) belong(s) to the organization(s) that issue the document, provide only the name(s) of the organization(s);
 - References to the document: where applicable, provide the relevant reference to the document such as the dates of completion/publication, version of the document (if available) and URL;
 - Provider: choose 'Activity participants' or 'Others' to indicate who provided the document to the DOE for its review.
- Copy/paste rows as necessary.

APPENDIX 4 – Clarifications requests, corrective action requests and forward action requests

Table 1. CLs from this validation

CL ID:	>>	Section number:	>> Indicate the section number of the validation report to which each CL corresponds
Description of the issue:	>> Provide a detailed description of the issue raised.		
	Requirements:	>> Indicate against which paragraph of the regulatory	Date: Enter a date

		<i>document the issue was raised.</i>		
Responses from activity participants:	>> <i>Include the response provided by the activity participants</i>			
	Evidences provided:	>> <i>Indicate which evidences were provided by activity participants to support the response</i>	Date:	Enter a date
DOE assessment:	>> <i>Provide a detailed assessment of the response and indicate whether the response is sufficient to close the CL, otherwise provide the rationale for not accepting the responses and/or evidences.</i>			
			Date:	Enter a date

If needed, copy the table above for each new CL, and copy the following rows until the finding is closed:

- (a) Responses from activity participants;*
- (b) DOE assessment.*

Table 2. CARs from this verification

CAR ID:	>>		Section number:	>> <i>Indicate the section number of the validation report to which each CAR corresponds</i>
Description of the issue:	>> <i>Provide a detailed description of the issue raised.</i>			
	Requirements:	>> <i>Indicate against which paragraph of the regulatory document the issue was raised.</i>	Date:	Enter a date
Responses from activity participants:	>> <i>Include the response provided by the activity participants</i>			
	Evidences provided:	>> <i>Indicate which evidences were provided by activity participants to support the response</i>	Date:	Enter a date
DOE assessment:	>> <i>Provide a detailed assessment of the response and indicate whether the response is sufficient to close the CAR, otherwise provide the rationale for not accepting the responses and/or evidences.</i>			
			Date:	Enter a date

If needed, copy the table above for each new CAR, and copy the following rows until the finding is closed.

- (a) Responses from activity participants;*
- (b) DOE assessment.*

Table 3. FARs from this verification

FAR ID:	>>		Section number:	>> <i>Indicate the section number of the validation report to which each FAR corresponds</i>
Description of the issue:	>> <i>Provide a detailed description of the issue raised.</i>			
Requirements:	>> <i>Indicate against which paragraph of the regulatory document the issue was raised.</i>		Date:	Enter a date

If needed, copy the table above for each new FAR.

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	11 December 2024	Initial publication of form template.
Decision Class: Regulatory Document Type: Form Business Function: A6.4 activity cycle Keywords: A6.4 mechanism, A6.4 projects, post-registration change, project implementation, validation report		