

Reef Credit Scheme

# Reef Credit Verifier Application Procedure

Version 1



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AUSTRALIA



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# Version Control

## Reef Credit Verifier Application Procedure

### Version 1

Version Number	Author	Change	Date	Date Approved
1.0	Secretariat	Minor review	TBA	TBA

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# Purpose

The purpose of this document is to describe the procedure to follow when applying to the Secretariat to become a Verifier for the Reef Credit Scheme, administered by Eco-Markets Australia.

## Application and audience

This procedure is for use by the Reef Credit Secretariat (Secretariat), Technical Advisory Committee (TAC) and Board of Directors (Board), Verifiers, and any party applying to become a Verifier for the Reef Credit Scheme.

This document will be updated from time to time by the Secretariat.

To provide assurance that Pollutant reductions are real and correctly estimated, all Projects must undergo independent Verification by an approved Verifier listed on the Eco-Markets Australia website.

## General approval requirements for Verifiers

Verifiers must be approved by the Secretariat before they are eligible to conduct Verification activities.

1. To become approved, the Verifier must meet the requirements set out in this section and apply to the Secretariat by completing the Verifier Application Form (Attachment 1).
2. Verifiers must work in a credible, independent, non-discriminatory, and transparent manner, complying with applicable laws.
3. Verifiers must be independent third-parties in relation to a Project Proponent for which they are undertaking Verification services.
4. Verifiers must not provide Verification services to a Project Proponent for more than five (5) consecutive Monitoring Periods.
5. Approval as a Verifier is valid for ten (10) years after which the Verifier must reapply to the Secretariat for approval.
6. If a Verifier violates any of these conditions, the Secretariat, at its discretion, may disqualify and remove a Verifier from the list of approved Verifiers for a period of up to five (5) years.
7. All Verification costs shall be borne by the Project Proponent.
8. Verifiers must have experience and qualifications commensurate with the technical, integrity, independence and operational requirements of Australian environmental markets.
9. In assessing whether a Verifier has sufficient experience the Secretariat will have regard to: whether they can demonstrate they have five (5) years experience in auditing and preparing audit reports; audit team leadership in existing or previous environmental market mechanisms in carbon, biodiversity or water quality including UNFCCC CDM, VCS, CCB, NGER audits, CFI/ERF audits, NSW GGAS or equivalent mechanisms regulated by state, territory and federal departments; and/or whether the applicant is accredited by the Clean Energy Regulator as a Category 2 (Team Leader) Greenhouse and Energy Auditor.

## Procedure

To assess the suitability of a Verifier and/subject matter expert/s, the Secretariat will consider the following criteria:

- a. the Verifier's and/or subject matter expert/s expertise and experience; and
- b. the Verifier's ability to provide objective and impartial advice.

The approval process for Verifiers is as follows:

- a. Complete the Verifier Application Form (Attachment 1) and submit to the Secretariat via email to [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au);
- b. If applying as an organisation, the Verifier must identify subject matter experts within the organisation with sufficient detail to enable evaluation of suitability;
- c. The Secretariat will assess the Verifier application;
- d. The Secretariat will approve or decline, and in the case of an application by an organisation, will identify approved subject matter experts.

The Secretariat may seek support from the Technical Advisory Committee (TAC) to assess the application and applicable subject matter experts.

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# Attachment 1 – Verifier Application Form

Instructions: prior to undertaking services as a Verifier for Project Proponents under the Reef Credit Scheme, a Verifier must complete and submit this form to the Secretariat via email to [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) to become an approved Verifier. The Secretariat may seek advice from the Technical Advisory Committee when assessing the information in this form.

Verifier Application Form	
<b>Proposed Verifier details</b>	Name, address, contact person, title, phone, email
<b>Scope of services</b>	List the approved Methodology/ies in relation to which the Verifier will provide services.
<b>Verification (auditing) experience</b>	List Verifier's experience conducting Verification (auditing) activities. In assessing whether a Verifier has sufficient experience the Secretariat will have regard to: whether the applicant can demonstrate they have five (5) years experience in auditing and preparing audit reports; audit team leadership in existing or previous environmental market mechanisms in carbon, biodiversity or water quality including UNFCCC CDM, VCS, CCB, NGER audits, CFI/ERF audits, NSW GGAS or equivalent mechanisms regulated by state, territory and federal departments; and/or whether the applicant is accredited by the Clean Energy Regulator as a Category 2 (Team Leader) Greenhouse and Energy Auditor.
<b>Current accreditations</b>	List any industry or professional accreditations the Verifier currently holds.
<b>Understanding of the Reef Credit Scheme</b>	Provide a statement that demonstrates your knowledge or developing knowledge of the Reef Credit Scheme.  (Maximum response 1,000 words)
<b>Educational requirements</b>	Tertiary qualifications (a degree or equivalent)
<b>Insurance</b>	Verifiers are required to maintain professional indemnity insurance and public liability insurance in the amount of \$5M each. Please attach copies of the Verifier's insurance policies.
<b>Verification (Audit) Team Leader (or applicant, if applying as an individual)</b>	Provide details of the Verification (Audit) Team Leader including relevant experience, qualifications, and professional licences. Attach additional pages if necessary.
<b>Subject Matter Experts (or applicant, if applying as an individual)</b>	List any subject matter experts, including relevant experience, qualifications, and professional licences. Attach additional pages if necessary.
	Name
	Title
	Role
	Status (employee/contractor)
	Phone
	Email
	Professional licences/certifications
	Name
	Title
	Role
	Status (employee/contractor)
	Phone
	Email
	Professional licences/certifications
	Name
	Title
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	Status (employee/contractor)
	Phone
	Email
	Professional licences/certifications

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	<i>Title</i>								
	<i>Role</i>								
	<i>Status (employee/contractor)</i>								
	<i>Phone</i>								
	<i>Email</i>								
	<i>Professional licences/certifications</i>								
<b>Attachments</b>	<p>Please ensure the following are included with your application form:</p> <p><input type="checkbox"/> CVs for each of the Audit Team Leader and Subject Matter Experts</p> <p><input type="checkbox"/> Copy of the Verifier's insurance policies (professional indemnity and public liability insurance)</p>								
<p><b>Declaration:</b></p> <p>By signing and submitting this declaration, the Verifier acknowledges and agrees that</p> <p>a. it will inform the Secretariat immediately, should their circumstances change in any way that affects this declaration; and</p> <p>b. the approval or non-approval of the Verifier shall be at the sole discretion of the Secretariat.</p>									
<p><b>Signed for and on behalf of:</b></p> <table border="1"> <tr> <td>Name of Verifier:</td> <td>Click or tap here to enter text.</td> </tr> <tr> <td>Signature:</td> <td></td> </tr> <tr> <td>Name of signatory:</td> <td>Click or tap here to enter text.</td> </tr> <tr> <td>Date:</td> <td>Click or tap here to enter text.</td> </tr> </table>		Name of Verifier:	Click or tap here to enter text.	Signature:		Name of signatory:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
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