



TECHNICAL ASSESSMENT

Version May 2021

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1. 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](#). Different procedures are required for each certification type, as set out in the sections below.

If two certification types are in one submission, e.g. an organisation plus a complex service, a technical assessment for both the organisation and the complex service must be completed and submitted.

Role of technical assessor

The technical assessor makes a yes/no assessment against each of the questions in the technical assessment. Where a question is answered no, the technical assessor is not required to help the applicant resolve the issue.

If a registered consultant has prepared the report, a technical assessment is still required. Technical assessments must be carried out by a registered consultant. A [list of registered consultants](#) is available at our website.

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 account and resolve any outstanding issues.

2. TECHNICAL ASSESSMENT TEMPLATE

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|--------------------|---|
| Entity name | |
| Certification type | |
| Reporting period | |
| What is your role? | <p>(delete the non-relevant text)</p> <p>Registered consultant who prepared the 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 | |

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

3. TECHNICAL ASSESSMENT PROCEDURES

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 https://www.industry.gov.au/regulations-and-standards/climate-active) |

Please delete the tables and pages below that are not relevant to your technical assessment.

4. ORGANISATIONS TECHNICAL ASSESSMENT

| Validation question | Items for consideration | Result | Application type |
|--|---|--------|---------------------|
| 1. Is a base year recalculation required? | <p>Should a base year recalculation occur in accordance with 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> | Yes/No | Ongoing |
| 2. Is the emission boundary as set in the base year still appropriate? | <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 out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> | Yes/No | Ongoing |
| 3. Is the certification description accurate? | <p>Does the certification description match the registration form approved by Climate Active?</p> | Yes/No | Initial and Ongoing |
| 4. Has the organisation boundary been correctly established using either a financial control, operational control or equity share approach? | <p>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>?</p> | Yes/No | Initial and Ongoing |
| 5. Have all deemed relevant emissions (as set by Climate Active) been identified and included in the carbon inventory? | <p>Has the client clearly identified which buildings, machinery or vehicles each emission line item in the carbon inventory relates to, where applicable?</p> <p>Has the client clearly identified which buildings, machinery or vehicles are accounted for in the electricity calculator?</p> <p>Are the buildings, machinery and vehicles linked to each emission line item or calculator selected in a manner consistent with the chosen organisation boundary approach and the definitions in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> | Yes/No | Initial and Ongoing |
| 6. To the best of your knowledge have all other emissions likely to be relevant been included in the emission boundary and in the | <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</p> | Yes/No | Initial and Ongoing |

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| inventory? | <p>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 (taking into account publicly available information on these entities and example inventories in guidance materials)?</p> | | |
| 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>Take into account the applicant's circumstances and the nature of each emission source.</p> | Yes/No | Initial and Ongoing |
| 8. 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 Organisations</i>?</p> <p>Take into account 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? | Yes/No | Initial and Ongoing |
| 9. Have the appropriate emission sources been selected from the system/inventory? | <p>Are the emission sources selected from the system/inventory appropriate?</p> | Yes/No | 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 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 | Yes/No | Initial and Ongoing |

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| | <p>provided, including a valid reference?</p> <ul style="list-style-type: none"> • 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>Take into account the applicant's circumstances and the nature of each emission source.</p> | Yes/No | Initial and Ongoing |
| 12. Has an appropriate uplift factor been provided for all material 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? <p>For small organisation assessments:</p> <ul style="list-style-type: none"> • Does the uplift total and emission sources outside of the small organisation pre-defined boundary, make up less than 20% of the total inventory? | Yes/No | Initial and Ongoing |
| 13. Are all excluded emissions consistent with the relevance test? | <p>Have all 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> | Yes/No | 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? All data should be in two decimal places.</p> | Yes/No | Initial and Ongoing |
| 15. Is the emission reduction strategy appropriate? | <p>Is the emission reduction strategy time bound and measurable? Is it consistent with the guidance provided in the Technical Guidance Manual?</p> | Yes/No | Initial and Ongoing |
| 16. Are all required templates populated and completed correctly? | <ul style="list-style-type: none"> • 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? • Incorrectly populated templates submitted to Climate Active will be returned and not assessed. | Yes/No | Initial and Ongoing |

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| | <ul style="list-style-type: none"> • Have all diagrams and tables been completed correctly and in line with the template provided? • Are the colors as per the template? • Is the order correct as per the template? • Have references to NCOS been replaced with "Climate Active"? | | |
| <p>17. Are files and required reporting documents ready for submission to the third party validator, if it is required?</p> | <ul style="list-style-type: none"> • Have documents including activity source data, PDS and inventory been prepared for third party validation? | Yes/No | Initial and Ongoing |

END OF ORGANISATIONS TECHNICAL ASSESSMENT

5. SIMPLE SERVICES TECHNICAL ASSESSMENT

| Validation question | Items for consideration | Result | Application type |
|---|---|--------|---------------------|
| 1. Is the emission boundary as set in the base year still appropriate? | <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>Is the emission boundary broadly consistent with other emission boundaries for services in the same or a similar sector? Take into account publicly available information on these entities and example inventories in guidance materials.</p> | Yes/No | Ongoing only |
| 2. Is a base year or certification unit recalculation required? | <p>Should a base year recalculation occur 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>?</p> <p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory.</p> | Yes/No | Ongoing only |
| 3. Has the product or service been fully described? | <p>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>?</p> | Yes/No | Initial and Ongoing |
| 4. Has the certification unit been adequately described? | <p>Has the certification 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>?</p> | Yes/No | 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 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? Taking into account publicly available information on these entities and example inventories in guidance</p> | Yes/No | Initial and Ongoing |

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| | materials. | | |
| 6. Does the Life Cycle Assessment diagram/process map identify and clearly show the relationship between 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 verifiable? Is it suitably detailed and relate to the certification unit? | Yes/No | Initial and 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 | Yes/No | 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> ? | Yes/No | 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 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. | Yes/No | Initial and Ongoing |
| 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? | Yes/No | Initial and Ongoing |
| 11. Where bespoke emission factors have been used, are these appropriate? | Where an emission factor has been used that was not available in the Climate Active inventory: <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 | Yes/No | Initial and Ongoing |

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| | clear descriptive emission category and emission source name, in both the inventory and the PDS? | | |
| 12. Are at least 80% of the total emissions calculated using emission factors sourced from the Climate Active inventory? | <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% bespoke emission factor threshold is reached, the service must follow the complex service pathway.</p> | Yes/No | Initial and Ongoing |
| 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>Take into account 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? | Yes/No | 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. | Yes/No | 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? | Yes/No | Initial and Ongoing |

END OF SIMPLE SERVICES TECHNICAL ASSESSMENT

6. PRODUCTS AND COMPLEX SERVICES (NON EPD PATHWAY) TECHNICAL ASSESSMENT

| Validation question | Items for consideration | Result | Application type |
|---|---|--------|---------------------|
| 1. Is the emission boundary as set in the base year still appropriate? | <p>Are there any significant additional emission sources not included in the original boundary that should be assessed for attribution as 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>Is the emission boundary broadly consistent with other emission boundaries for products or services in the same or similar sector (taking into account publicly available information on these entities and example inventories in guidance materials)?</p> | Yes/No | Ongoing only |
| 2. Is a base year or certification unit recalculation required? | <p>Should a base year recalculation occur in accordance with the Technical Guidance Manual and section 2.3.4 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> | Yes/No | Ongoing only |
| 3. Has the product or service been fully described? | <p>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>?</p> | Yes/No | Initial and Ongoing |
| 4. Has the certification unit has been adequately described? | <p>Has the certification unit (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?</p> | Yes/No | Initial and Ongoing |
| 5. Has the emissions boundary has 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> | Yes/No | Initial and Ongoing |

| | | | |
|--|---|--------|---------------------|
| | Is the emission boundary broadly consistent with other emission boundaries for products or services in the same or a similar sector. Taking into account publicly available information on these entities and example inventories in guidance materials? | | |
| 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 verifiable? | Yes/No | 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) | Yes/No | 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> ? | Yes/No | Initial and Ongoing |
| 9. 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? This may be based on actual data from the base year or a projection of sales. Can evidence be provided to support the number of certification units reportedly sold? 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? | Yes/No | Initial and Ongoing |
| 10. Where an emission factor is sourced from the Climate Active inventory is this appropriate? | 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. | Yes/No | Initial and Ongoing |

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|---|--|--------|---------------------|
| 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? | Yes/No | Initial and Ongoing |
| 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>Take into account 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? | Yes/No | 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? | Yes/No | Initial and Ongoing |
| 14. Have any assumptions and constraints been clearly described and justified? | Have all assumptions and constraints been clearly described and justified? | Yes/No | Initial and Ongoing |

END OF PRODUCTS AND COMPLEX SERVICES (NON EPD PATHWAY) TECHNICAL ASSESSMENT

7. PRODUCTS AND COMPLEX SERVICES (EPD PATHWAY) TECHNICAL ASSESSMENT

| Validation question | Items for consideration | Result | Application type |
|--|--|--------|---------------------|
| 1. 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> | Yes/No | Ongoing only |
| 2. Confirm that significant changes in the carbon account since base year have been disclosed. | <p>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.</p> | Yes/No | Ongoing only |
| 3. Has the product or service been fully described? | <p>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>?</p> | Yes/No | Initial and Ongoing |
| 4. Has the certification unit been adequately described? | <p>Has the certification unit (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 Services</i>, including emissions per certification unit?</p> | Yes/No | Initial and Ongoing |
| 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> | Yes/No | 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? Is it specific enough to be verifiable? | <p>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 verifiable?</p> | Yes/No | Initial and Ongoing |

| attributable and excluded processes? | | | |
|--|--|--------|---------------------|
| 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 • non-attributable – voluntarily offset • non-attributable – non-quantified • non-attributable – non-quantified (relevance test applied) | Yes/No | Initial and Ongoing |
| 8. Have all excluded and attributable – non-quantified emission sources been justified appropriately? | <p>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>?</p> | Yes/No | 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> | Yes/No | Initial and Ongoing |
| 10. Is the EPD EN15804 compliant? | <p>Is the EPD EN15804 compliant?</p> <p>If the EPD is EN15804 compliant: a third party verification is not required as the EPD program uses a verification report and dialogue template to record the information.</p> | Yes/No | Initial and Ongoing |
| 11. Confirm the EPD is still valid. | <p>Have you sighted documentation that shows the EPD is valid and not overdue for review?</p> | Yes/No | Initial and Ongoing |
| 12. Have the verification report and verifier notes from both the initial and final verification been provided? | <p>Have the verification report and the verifier notes from both the initial and final verification been provided?</p> | Yes/No | Initial and Ongoing |
| 13. Has the EPD been verified in line with the requirements of the Australasian EPD Program? | <p>Has the audited body 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 Australasian Environmental Product Declaration Program?</p> | Yes/No | Initial and Ongoing |

8. PRECINCTS TECHNICAL ASSESSMENT

| Validation question | Items for consideration | Result | Application type |
|--|--|--------|---------------------|
| 1. Is a base year recalculation required? | <p>Should a base year recalculation occur in accordance with 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> | Yes/No | Ongoing only |
| 2. Does the emissions boundary reflect the geographic boundary of the precinct? | <p>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?</p> | Yes/No | Initial and Ongoing |
| 3. Have all material sources of electricity, fuel and stationary energy been included in the emissions boundary? | <p>Has the client clearly identified and accounted for all material electricity and energy sources needed for the day-to-day running of the precinct?</p> | Yes/No | Initial and Ongoing |
| 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 (taking into account publicly available information on these entities and example inventories in guidance materials)?</p> | Yes/No | 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> | Yes/No | Initial and Ongoing |
| 6. Have all non-quantified emissions been justified | <p>Taking into account the applicant's circumstances and the nature of each emission source:</p> | Yes/No | Initial and Ongoing |

| | | | |
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| appropriately? | <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 consistent with the Technical Guidance Manual and section 2.3 of the <i>Climate Active Carbon Neutral Standard for Precincts</i>? | | |
| 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? | Yes/No | 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? | Yes/No | Initial and Ongoing |
| 9. Where calculators in the system 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 of the <i>Climate Active Carbon Neutral Standard for Precincts</i>?</p> <p>Take into account the applicant's circumstances and the nature of each emission source.</p> | Yes/No | Initial and Ongoing |
| 10. Are all estimation methods applied reasonable? | <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? | Yes/No | Initial and Ongoing |

END OF PRECINCTS TECHNICAL ASSESSMENT

9. LARGE EVENTS: PRE-EVENT TECHNICAL ASSESSMENT

| Validation question | Items for consideration | Result | 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? Take into account the method and how it will be applied. | Yes/No | Pre-event |
| 2. For all significant emissions is the data collection methodology appropriate? | Are the data collection methods used appropriate and actionable? Take into consideration the total footprint of the event and the amount of emissions from that emission source? | Yes/No | 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. | Yes/No | 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? | 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. If the applicant has used the calculator: <ul style="list-style-type: none"> Have all emission sources in the calculator been included in the diagram as quantified, non-quantified or excluded? 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 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? | Yes/No | Pre-event and Post-event |
| 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? | Yes/No | Pre-event and Post-event |
| 6. For non-quantified items is the reason provided for non-quantification appropriate? | Taking into account 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 | Yes/No | Pre-event and Post-event |

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| | selected in the system appropriate? | | |
| 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? | Yes/No | Pre-event and Post-event |
| 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> | Yes/No | 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>Take into consideration the total footprint of the event and the amount of emissions from that emission source, as well as the pre-event method for data collection for significant emissions.</p> | Yes/No | Post-event |

END OF LARGE EVENTS: PRE-EVENT TECHNICAL ASSESSMENT