

亞瑞仕國際驗證股份有限公司
ARES INTERNATIONAL CERTIFICATION CO., LTD.

公開文件-確證/查證流程基本規定
Validation and verification process basic regulations

文件編號 (File No.) : ARES-VWI-13

序 號 (Series No.) : _____

制修 Formulate or modify			制修內容摘要 Revision Summary	制定 Formulated	審查 Checked	核准 Approved
制訂日期 Date	版 Version	次 No.				
2023/4/25	F	3	新增碳足跡查證相關內容 Added content related to carbon footprint verification	方逸雯		
2022/11/22	F	2	修正 4.5 及 4.6 內容 Revised contents of 4.5, 4.6			
2022/10/12	F	1	修正 4.4、4.5、4.6 內容 Revised contents of 4.4, 4.5, 4.6			

2022/6/1	F	0	新制定程序 Newly developed procedure			

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1.目的 Purpose

為了讓擬申請確證/查證的組織（以下稱組織或受稽核組織）瞭解確證/查證程序，特制定本說明。

In order for the organization to be applied for the validation / verification service to understand the validation and verification procedures, make this statement.

2.適用範圍 Scope

適用於各擬申請確證/查證的各組織瞭解確證/查證程序。 Applicable to each organization to apply for the validation and verification

3.申請確證/查證條件 Application validation and verification conditions

3.1 各公司在決定推行溫室氣體管理後，隨時可向 ARES 提出確證/查證之申請。但在接受正式確證/查證之前，所有文件/流程已發展完成且符合相關標準之要求。

4.確證/查證程序 validation and verification procedures

4.1 詢問組織可通過電話、函件或面談向公司詢問瞭解有關確證/查證的程序及有關情況，索取資料。

Ask the organization through the telephone, letter or interview to the company to ask about validation and verification procedures and relevant information, for information

4.2 確證/查證申請 validation and verification application

4.2.1 組織瞭解公司情況後，可填寫 ARES-VF-01 《確證/查證申請表》或 ARES-VF-01-2 《產品碳足跡申請表》，並提供申請表要求的完整附件資料，交公司市場部。

Organization to understand the company's situation, you can fill out the company's printed ARES-VF-01 《validation and verification application form》 or ARES-VF-01-2 《CFP Application Form》, and provide the application form of the full annex information, to the company's marketing department.

4.2.2 由公司對申請表進行評審(含文件稽核)，符合要求（包括公司有能力的確證/查證）根據公司收費標準確定費用，經雙方協商簽訂 ARES-VF-03 確證/查證合約，不能接受的需向申請組織說明原因。

By the company on the application for review (including desk review), to meet the requirements

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(including the company's ability to determine the cost of validation and verification) according to company charges, after consultation between the two sides signed ARES-VF-03 contract validation and verification, cannot accept the need to explain the reasons for the organization.

4.3 收費 Charges

4.3.1 在第一階段稽核前一周內，組織應將確證/查證費用電匯或支票轉帳公司財務部

Within one week prior to the stage 1 of the verification, the organization shall verify for the initial cost of the wire transfer or check transfer to the financial department of the company.

4.4 第一階段稽核 The stage 1 of the audit

第一階段查證目的為確認溫室氣體盤查數據資料符合相關規範與保證等級之要求

Verification Objective for Stage1: Confirm that the greenhouse gas inventory data meets the requirements of the relevant specifications and assurance levels

查證組長需填寫 ARES-VF-13 第一階段查證報告，若第一階段有開立不符合項，需在規定的期限 15 工作天內對查證組確立的 ARES-VF-11 確證查證發現事項一覽表實施矯正，在改正措施得到組長確認後方可進入第二階段查證。The verification team leader needs to fill in the ARES-VF-13 first-stage verification report. If there are any non-compliance items issued in the first stage, the verification team must implement the ARES-VF-11 verification and verification findings list established by the verification team within 15 days. Correction, after the corrective measures are confirmed by the team leader, the second stage of verification can be entered.

4.5 第二階段稽核 Stage 2 audit

第二階段查證目的為數據品質管理與不確定性定量評估符合查證標準及其他規範性文件的所有要求 Verification Objective for Stage 2: Data quality management and quantitative uncertainty assessment meet all requirements of verification standards and other normative documents

查證組長需填寫 ARES-VF-14 第二階段查證報告，若第二階段有開立不符合項，需在 15 工作天內對查證組確立的 ARES-VF-11 確證查證發現事項一覽表實施矯正，在改正措施得到組長確認後，查證小組應就活動結果做出結論，草擬 ARES-VF-12 查證意見和報告，並給客戶簽名確認。The verification team leader needs to fill in the ARES-VF-14 Second-stage verification report. If there are any non-compliance items issued in the second stage, the verification team must implement the ARES-VF-11 verification and verification findings list established by the verification

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team within 15 days. Correction, after the corrective measures are confirmed by the team leader. Verification team shall prepare a conclusion on the outcome of activities, ARES-VF-12 draft verification opinion and report for customer to sign and confirm.

4.6 不符合事項 CAR 及 OBS

確證/查證發現事項分 CAR 及 OBS 兩類

「第一階段稽核」中所發現之不符合事項，需在「第二階段稽核」前回覆矯正措施，期限為 15 工作天，「第二階段稽核」中所發現之不符合事項，需在 15 工作天內回覆矯正措施並送回 ARES，供主導查證員審核以確認改正的有效性。若客戶所提出的矯正措施及相關證據主導查證員確認無誤後，主導查證員即彙整矯正措施及查證報告，送交審查並推薦簽發確證/查證意見書。

Verification finding are classified into CAR and OBS

For the non-conformities found in the "first-stage audit", corrective measures must be responded to before the "second-stage audit" within 15 days, and for non-conformities found in the "second-stage audit", it needs to be responded to within 15 days Reply to corrective actions within and send them back to ARES for review by the lead verifier to confirm the effectiveness of the corrections. If the corrective measures proposed by the client and the relevant evidence are confirmed by the lead verifying officer, the lead verifying officer will compile the corrective measures and verification report, submit it for review and recommend the issuance of a confirmation/verification opinion.