

P46- PROCEDURE FOR CCC+ CERTIFICATION



This procedure is periodically reviewed and updated as the CCC+ scheme evolves and market needs change.

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Objective

Standardize the procedure for evaluating and certifying agricultural, forestry and livestock production units in the context of carbon emissions and sequestration.

Scope of Application

This procedure applies to project promoters who wish to certify their project both nationally and internationally within the scope of the CCC+ standard.

This procedure covers all stages of the CCC+ certification process, from application until the final decision (issuing of a certificate if that is the final decision).

References

Responsibilities

The alteration, review and approval of this procedure is the responsibility of CERTIS based on the CCC+ reference and its reference standards.

Public Consultation

The public consultation process, as well as the participation of interested parties in the review of documents and projects related to the CCC+, in order to comply with the requirements of the CCC+ framework, proceeds as follows:

- Interested parties are invited to participate through appropriate channels, which include, but are not limited to, physical correspondence, electronic mail, or notices in newspapers and public places;
- Documentation and associated communications are provided in the local language(s) or accompanied by translation, where necessary, to ensure clarity

and comprehension. The materials are designed in an accessible format, respecting the technical knowledge levels of different audiences;

- The comment submission period for public consultations is 30 days, and may be extended or extended in exceptional circumstances. The deadline for this consultation must be clearly identified, with a maximum limit of 60 days.
- Technical reviews also involve the participation of scientific experts, who evaluate the documents using the methods mentioned above.
- Complaints are acknowledged within 10 (ten) business days and must be responded to or forwarded for resolution within a maximum period of 30 (thirty) days;
- The results and conclusions of the public consultation are published on the CERTIS website;
- Anonymous comments will be made available upon formal request;
- Review of documents based on feedback received.
- Publication of the final updated version and communicated to all interested parties, accompanied by a detailed report containing the changes made and the corresponding justifications.
- Projects in the public consultation phase are registered on the CERTIS electronic platform with the status “UNDER ANALYSIS”, ensuring visibility of their progress for interested parties.

Procedure:

All requirements and standards mentioned here are mandatory to ensure the integrity and credibility of the certification process. This procedure serves as an essential guide to ensure that all CBs operate consistently and in compliance with the standards of excellence required by the CCC+ certification scheme. This chapter is divided into the following procedures:

1. Procedure for Qualification of Certification Bodies;
2. Auditor Qualification Procedure;

3. Procedure for Project Promoters;
4. Procedure for Issuing, Registering, Transacting, Withdrawing and/or Cancelling Credits;
5. Logo Usage and Approval Procedure;
6. Procedure for safeguarding independence and conflict of interest.

1. Procedure for Qualification of Certification Bodies

Establish the steps that OCs must follow to operate under the CCC+ certification scheme made available by CERTIS.

1.1 Application

The OC must create an account on the CERTIS website, where the following documents must be submitted:

- Completed and signed CCC11 Minute;
- Legal registration of the organization – must prove that it is formally constituted and legally authorized to perform functions as a certification body.
- Accreditation certificates – must have accreditation to the relevant ISO standard (e.g. ISO 14065 or other applicable standard).
- Brief CVs of the technical team;
- Documentation of internal systems;
- Evidence of previous certifications – demonstrate proven experience in certifying environmental projects or carbon credits, preferably in internationally recognized schemes
- Formal declaration of absence of conflicts of interest.

All OCs seeking recognition must submit their policies and procedures for evaluation and approval by CERTIS before starting any operations under the CCC+ framework, ensuring full alignment with the established governance, transparency and impartiality guidelines.

All OCs must have a unique registration in the CERTIS system for submitting documentation and requesting recognition for CCC+.

1.2 Application Analysis

CERTIS will conduct a thorough analysis of the documentation received, verifying compliance with the requirements of the CCC+ scheme reference;

If necessary, additional documents or information may be requested to complete the assessment.

1.3 Formalization of Recognition

Once the application is approved, the contract between the OC and CERTIS, CCC12, will be formalized, establishing the rights, duties and responsibilities of both parties for the operation within the scope of the CCC+ certification scheme;

The OC will receive official documentation issued by CERTIS, confirming its recognition to operate under the CCC+ certification scheme.

As an integral part of the application process, OCs must formally declare any potential conflicts of interest by completing form CCC14 - Independence, Absence of Conflict of Interest and Confidentiality Agreement.

Once recognition has been formalized, the OC must follow the specific Procedure for OCs: P46C.

1.4 Control of Certification Bodies

CERTIS ensures continuous and systematic supervision of the activities of the CBs during the certification processes, complementing the qualification requirements through the following measures:

- **Technical Documentation Review:** Detailed assessment of the plans, reports and conflict of interest declarations submitted by the OCs.
- **Analysis of Project Proponent Documentation:** Verification of compliance and correct uploading of documents to the designated platform.

- **Systematic Review of Activities:** Constant monitoring of OC activities, including detailed analysis of the reports issued, ensuring early detection of deviations or performance failures.
- **Request for Corrective Measures:** Implementation of corrective actions to resolve any identified issues, ensuring compliance and quality of the validation/verification process.
- **Communication and Reporting of Poor Performance:** In case of unsatisfactory performance, CERTIS formally communicates with the competent accreditation bodies, ensuring transparency and accountability of the OCs.
- **Suspension or Revocation of Approval:** When justified by significant or recurring issues related to the performance of the OC, CERTIS may proceed to suspend or revoke the approval of the OC, including its exclusion from the program.

1.5 Continuous Monitoring and Updating

All stages of the process, from application to registration and audits, are documented and maintained in the project process on the registration platform;

CERTIS conducts periodic reviews and audits to ensure that documentation and records are up to date and that the project remains compliant with the CCC+ standard. Following the audit, CERTIS sends the audit report, CCC16, to the OC;

Audits of OCs, draft CCC16, constitute a formal evaluation instrument and are carried out periodically, at least once every 5-year cycle, for OCs.

CERTIS, responsible for managing the platform and OC access, continuously monitors registered projects.

1.6 Reporting and Communication

The OC must provide periodic reports to CERTIS on the status of projects and the life cycle of issued credits.

All official communications between OC and CERTIS must preferably be made via the designated official platform or channels.

The OC must keep complete records of all activities for internal audit and control purposes to be carried out by CERTIS.

2. Auditor Qualification Procedure

Establish the criteria that auditors must meet to operate under the CCC+ certification scheme provided by CERTIS.

2.1 Criteria for Qualifying Auditors

External auditors and experts must keep their competency records up to date, including the annual update of their Curriculum Vitae, as per draft CCC13, and have a formal independence and confidentiality agreement, draft CCC14, signed with the OC.

The evaluation of auditor candidates must be carried out based on the analysis of the Curriculum Vitae, technical interview and, when applicable, through the application of aptitude or specific knowledge tests;

The recruitment process will be concluded with the formalization of the employment contract and the completion of the CCC14 form - Agreement on Independence, Absence of Conflict of Interest and Confidentiality.

If an auditor is hired who has previously provided consulting services in the area related to their future duties, the list of services performed must be detailed in draft CCC14, including information on the Operators covered, such as name, taxpayer number, address, and telephone number. Where applicable, a risk analysis regarding potential conflicts of interest must be conducted, and all relevant training must be attached to draft CCC14.

2.2 Witness Audit

In addition to the qualification criteria, CERTIS supervises the performance of the OCs during the auditor validation processes. This supervision may include the review of

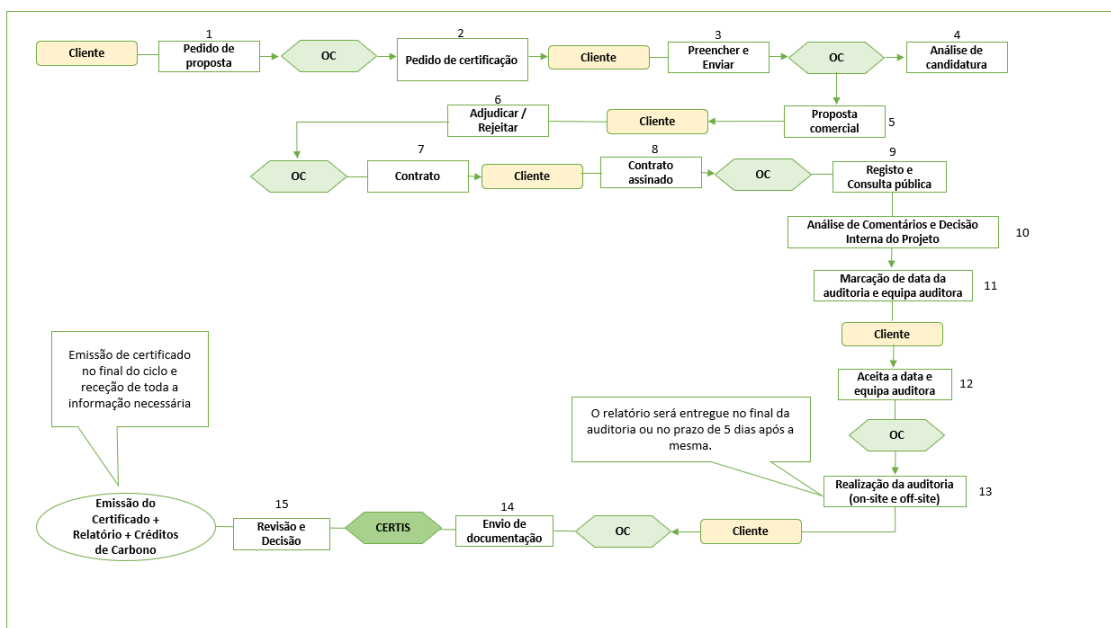
documents from the OCs and auditors, including verification and sampling plans, reports, technical opinions, conflict of interest declarations and related documentation.

Auditors and experts external to the CBs involved in CCC+ scheme audits are subject to monitoring through witness audits (draft CCC15), critical analysis of audit reports and evaluation of project promoter feedback through the Project Promoter Satisfaction Survey, draft Q22, applied annually.

3. Procedure for the various stakeholders

Description of the steps that project promoters, OCs and CERTIS must follow to operate in the CCC+ scheme, ensuring the required technical, regulatory and quality compliance.

3.1 Flowchart



3.2 Request for certification

Project promoter:

- Complete and sign the CCC1 – Certification Request form.

- Submit the request formally, via email, to a recognized OC identified by CERTIS.
- Ensures that the submitted documents are complete and correct.

OC:

- Receives the request, verifies formal compliance and submission of initial documents.
- Confirms receipt to the promoter.

CERTIS:

- Provides a list of recognized OCs on its website, with minutes and procedures.

3.3 Analysis of the Application and Commercial Proposal

OC:

- Analyzes whether the application meets all technical and administrative requirements.
- Request additional clarifications/documents from the promoter if necessary.
- Prepares and sends the Commercial Proposal to the promoter.
- After award, propose and formalize the contract.

Project Promoter:

- Responds to requests and, if the proposal is accepted, awards and signs the contract.
- Submit permanent certificate (if applicable) or legal documents for validation.

CERTIS:

- It can be consulted in case of doubt about requirements or minutes.

3.4 Registration and Public Consultation

Project Promoter:

- Complete the CCC10–Project Design form and send it to the OC along with the project’s geographic location in KML format.
- Provides list of stakeholders to the OC.

OC:

- Upload all required documentation to the CERTIS platform, making it accessible to the public.
- Ensures the project is correctly identified.
- Communicates to the promoter the start of the public consultation period.

CERTIS:

- Manage the platform by ensuring that projects are publicly available.
- Assigns a unique identifier to the project whose status in the registry will be “IN PUBLIC CONSULTATION”;
- Supports or clarifies questions about project status.

3.4.1. Stakeholder Input Process

- OC notifies interested parties provided by the promoter.
- Stakeholders have the opportunity to contribute in a transparent and participatory manner.
- It specifically includes Indigenous Peoples and Local Communities (IPLC), individuals or entities holding rights to affected lands, and local decision-makers; other stakeholders may include representatives of regional or national governments, local non-governmental organizations, and other groups that may be directly or indirectly impacted by the project.
- Once the public consultation period (minimum 30 days, exceptionally extendable up to 60 days) is over, the OC compiles and analyzes contributions. If the decision is positive, the project will move to the "IN CERTIFICATION PERIOD" status.

The project is now on the CCC+ project list, where you can track its status, available credits, and relevant documentation, such as the project design, KML, public audit reports, certificates, and certificate reports.

Types of project STATUS on the CERTIS registration platform:

- UNDER PUBLIC CONSULTATION – during the public consultation period;
- IN CERTIFICATION PERIOD - start of the verification process;
- VALID – project passed the verification stage;
- INVALID – does not meet the requirements or certificate has expired;
- SUSPENDED - the project cannot sell credits;
- INACTIVE – when the project leaves the scheme due to withdrawal;
- CANCELED - when the project leaves the scheme by deletion.

3.5 Continuous Monitoring and Periodic Reviews

OC:

- Schedule annual audits with the promoter.
- Informs CERTIS about planning and execution.
- Prepares and delivers the audit report to the promoter at the end of the audit or up to 5 business days after.

Project Promoter

- Confirm the dates and audit team in advance.
- Analyzes reports and provides additional documentation or corrective actions.
- Returns signed report to OC.

CERTIS:

- Decide on final certification after all reports and evidence.

3.6 Responsibilities and Safety

Project Promoter:

- Indicates those responsible for the project.
- Ensures the safety of those involved, including the audit team, during audits.

OC:

- You can cancel a visit/audit if safety conditions are not guaranteed.

3.7 Actions in Case of Non-Conformities

OC:

- Request clarification/documentation from the promoter in the event of non-conformities.
- Decide whether to keep or delete the project from the program, or block registration.

Project Promoter

- Responds to requests and implements corrective actions.

CERTIS

- Decide whether to keep or delete the project from the program, or block registration.
- You can report serious situations to the appropriate authorities if necessary.

3.8 Audits

OC:

- Plans, organizes and carries out documentary audits, both on-site and extraordinary, within the timeframes and conditions appropriate for each type (granting, monitoring, extension or extraordinary).
- Provides selection criteria, deadlines and audit team to the promoter.

Project Promoter:

- Cooperates in the preparation, availability of information and access to facilities.

CERTIS:

- Provides guidance on reporting formats and audit trails when necessary.

3.8.1 Base Scenario

For each project, an initial baseline scenario is calculated, using plant biomass and soil organic matter as a reference at project baseline. This baseline always corresponds to January 1st of the year the certification process begins.

3.8.2 Duration

Audits must take into account that they cover the period between January 1 and December 31 of the current year. They are divided into two phases:

- **1st phase:** documentary audit and satellite readings that occur throughout the calendar year;
- **2nd phase:** on-site audit with field verification and analysis of some documents.

3.9 Scope Changes

Project Promoter:

- Notifies the OC of any relevant changes prior to the grant audit or during the project term.

OC

- Request a new updated CCC1 draft and negotiate an addendum to the contract if necessary.
- Assess whether an extension audit is justified.

3.10 Submission of the Corrective Action Plan (PAC)

Project Promoter:

- Prepares a corrective action plan (CAP) to respond to Non-Conformities (NC), indicating actions, deadlines and those responsible.
- Send to the OC within a maximum period of 30 days.
- You can contest the NC with reasoned objections.

OC:

- Analyzes PAC, forwards to CERTIS for decision on certification.
- Attests to the closure of NC based on evidence.

CERTIS:

- The certificate is only issued after the closure of the Major NCs, proven by documentation or by additional audit.

3.11 Submission and Management of Documentation

Project Promoter:

- Sends data collected in audit and data until the end of the year.
- Performs and submits soil analysis (every 5 years).

OC:

- Upload all mandatory documents (inputs, outputs, technical reports, audit, initial validation, monitoring, etc.) to the CERTIS platform, ensuring integrity

CERTIS:

- Keeps the system updated and provides guidance on calculation tools and minutes (P46A, P46B).

3.12 Calculation Step

OC:

- Calculate carbon balance using calculation tool (CCC18) and fill in all required parameters.
- Uses standardized data (e.g. biomass) provided by CERTIS.
- Uploads technical validation results and documentation.

CERTIS:

- Ensures that all values are correct and consistent with procedures.

3.13 Revision

OC:

- Notify CERTIS, via email, of the end of the documentation submission.
- Ensures that all documentation is accessible and validated.

CERTIS:

- Performs an independent internal review (by a collaborator other than the evaluation).
- You can request corrections or clarifications from the OC or promoter.

3.14 Certification Decision Making

CERTIS:

- Decide on certification, recertification or failure and justify the decision in writing.
- May require extraordinary audit (NC-centric).
- Informs the OC and the prosecutor about the decision and grounds.

OC:

- In the case of an extraordinary audit, schedule and carry out the action only for the areas concerned.

Project Promoter:

- Cooperates and, if applicable, implements additional actions.

3.15 Certificate issuance and certificate reporting

CERTIS:

- Issues the Certificate of Conformity (CCC8 or CCC8A) and Certificate Report (CCC8B), uploads them to the system.
- Generates carbon credit records and relevant information.

OC:

- Ensures that the promoter receives the certificate and understands its validity/conditions.

Project Promoter:

- Retains a copy of the certificate and can trade credits according to the rules.

3.16 Factors discovered after issuance of certificate

CERTIS:

- Immediately communicate to the promoter any factor or information that may affect the credibility of the project.
- Decides to review or cancel the project/certificate, taking the necessary actions.
- Informs interested parties of the certificate's compromise, if applicable.

Project Promoter:

- Cooperates and clarifies doubts or provides additional documentation, if required.

3.17 Cancellation, redaction, suspension or withdrawal/termination of certification

Project Promoter:

- You can request suspension/cancellation by registered letter to the OC (minimum 60 days in advance).
- You must settle any outstanding debts and address any pending issues.

OC:

- You can terminate a contract due to non-compliance by registered letter and resort to legal action if necessary.
- Archives documentation of the completed process.

CERTIS:

- Updates the project status in the system according to the decision (in public consultation, in certification, valid, invalid, withdrawn, cancelled).

3.18 Project closure

A project is closed when:

- You are no longer linked to the CCC+ program;
- You reach the end of your credit period;
- You are excluded from the CCC+ Program due to non-compliance with the requirements or failure to pay the corresponding and contracted amounts.

After a project is closed, its information remains publicly available, with its status becoming inactive on the CERTIS website.

Project Promoter:

- You will be informed of the closure if: the credit period ends, you leave CCC+, you are excluded or you withdraw.
- You can no longer use project certificates/credits.

CERTIS:

- Makes project information public on the web page, with the status “Inactive”.

OC:

- Closes the documentation process and archives records during the legal period.

3.19 Transfer of OCs

Project Promoter:

- Contact the desired OC and request a service proposal.
- Communicates the intention to transfer to the former OC.
- Requests and forwards mandatory documentation from the old to the new OC.
- Closes any pending non-conformities.

OC (old and new):

- The former OC sends (or justifies refusal) all documentation: certificate, reports, action plans, relevant documentation.
- The new OC checks documentation; if NCs are pending, generate closure before the complete transfer.
- If you have any doubts about previous certification, you may request an extraordinary audit.

CERTIS:

- Keeps record of the transfer on the platform.

4. Procedure for Issuing, Registering, Transacting, Withdrawing and/or Cancelling Credits

This procedure is the responsibility of CERTIS. CERTIS is solely responsible for issuing and registering CCC+ credits. These processes are documented and aligned with international best practices for carbon credit management and control, reinforcing CERTIS' commitment to transparency, accuracy, and stakeholder trust.

4.1 Carbon Credits

The CCC+ framework defines five main types of carbon credits, as described in the framework:

- **A – Additionality**
- **B – Biodiversity**
- **C – Conservation**
- **F – Food Production**
- **G – Good Management**
- **M – Maintenance**

In addition to the six credit types, each can be assigned two subtypes: 1 and 2, which correspond to annual balance sheet credit or 30-year baseline maintenance credit, respectively. Where:

$$1 = \text{Balanço do projeto} * 0.8$$

$$2 = \frac{\text{Balanço projeto} * 0.8}{30}$$

The allocation of different types of credits is the responsibility of the OC, and for eligibility, they must comply with the requirements established in Annex D of the CCC+

Reference Framework. This allocation will subsequently be reviewed and decided by CERTIS.

Credits can be assigned a simple or compound rating to increase their value, for example, credits that combine additionality and biodiversity. Simple or compound credits can also be assigned a 1 or 2, depending on whether they correspond to an annual performance credit or a baseline maintenance credit, which will grant access to 1/30 of the baseline, respectively.

To ensure security and a margin of adjustment in the face of uncertainties in calculations and possible errors in satellite readings, only 80% of the total calculated value of the credits is actually issued.

4.2 Credits attribute- coding

The coding of each carbon credit is unique and permanent and has the following alphanumeric nomenclature, composed of three parts:

- **1st part- OC.CCC+.xxxxxxx-YEAR:** code composed of the name of the OC, followed by CCC+ and the project identification number and the year corresponding to the issuance of the credits, for example CERTIS.CCC+.0012023-2024.
- **2nd part- Type of credit x:** sequence of credits issued with an alphanumeric number with the credit type code followed by 11 or 22, depending on whether it corresponds to an annual performance credit or a baseline maintenance credit, respectively, example GM 1.
- **3rd part– sequential number:** after coding the 1st and 2nd part, the quantity of the type of credits issued is added, for example GM 1 – 1 to 200.

The coding may be grouped, in the case of issuing more than one credit for the same project promoter, year and type, for example CERTIS.CCC+.0012023-2024- GM1-1 to 200, in the case of issuing 200 GM credits for annual performance for the project promoter CERTIS.CCC+.0012023, in the year 2024).

4.3 Issuance of credits

- Credits are awarded after an audit carried out by the OC and based on the calculation of the project's carbon balance.
- After issuance, the status of the credits is identified as ACTIVE.
- Each credit receives a unique and permanent number, which guarantees its individual identification and traceability throughout its lifecycle. This breakdown will be available on the certificate and certificate report, as well as on the CERTIS website (e.g., a project may have Conservation Credits for a forest area and Biodiversity Credits for a traditional olive grove).
- To issue credits, the annual carbon balances throughout the project years must remain positive for the sale of credits to be permitted.
- Only 80% of the calculated value of the credits (project balance*0.8) is issued, ensuring room for uncertainty and errors, as referred to in 4.1. of this document.
- Projects can issue simple or compound credits, which can combine different types for greater environmental value.
- If there are different types of credits from different areas, there are two possibilities when issuing credits:
 - Issuance of all credits-** When the carbon balance is positive across all types of carbon.
 - Partial issuance of credits-** When the carbon balance of a type of credit is negative, two premises must be met:
 1. The total balance of all types of credits is positive;
 2. Twice the negative balance value is proportionally deducted from “positive” credit types, for example:

		Valor inicial projeto	Balanço projeto	Venda	Quanto pode comercializar		
Créditos F	1000	-30	Não	0	total = balanço positivo		
Créditos MG	2000	50	Sim	Balanço anual	40	14.28571429	
				Compromisso a 30 anos	53.33	19.04761905	
				Total	93.33333		

$$\text{Créditos para emissão} = \text{Balanço anual} - \frac{\text{Balanço anual} * (2 * \text{valor negativo})}{\text{Balanço anual} + \text{Compromisso 30 anos}}$$

- The number of credits issued is a whole number removing decimal places without rounding.

4.4 Credit registration

CERTIS is solely responsible for the operation and management of the CERTIS electronic registration platform, as well as for the registration of CCC+ credits.

- The credits issued are entered into the CERTIS electronic platform, publicly available at <https://certis.pt/calculoccc/>, with all associated information, including:
 - Project identification;
 - Date of registration and start of the project;
 - Project type;
 - Number of credits issued;
 - Date of issue;
 - Type and category of credit;
 - Credit status;
 - Information about the promoter and the OC responsible for the verification;
 - Country of origin;
 - Reference year.
- The platform guarantees public access, respecting confidentiality rules.
- Any changes, such as transfers, sales, withdrawals or cancellations, are duly recorded.
- Sensitive information is protected in accordance with internal policies, ensuring access control and data confidentiality.

The status of carbon credits registered on the platform is updated to reflect the following types:

The status of credits registered on the platform is updated taking into account the following statuses:

- **ACTIVE** – valid credit, issued after verification and available for negotiation for offsets. It has not yet been withdrawn or canceled.
- **WITHDRAWN** - credit that was used to offset an issue and was therefore permanently withdrawn from the market. It cannot be traded again.
- **CANCELED** - credit permanently removed from the system due to invalidation or correction, making it unusable. Cannot be traded.
- **SUSPENDED** - credit that is temporarily unavailable for transaction or use, during periods of review, investigation or dispute resolution.

4.5 Transaction/withdrawal of credits

- Transactions must be communicated by the promoter to the project's OC with supporting documentation.
- The OC records the transaction on the CERTIS platform, including the following data:
 - Project identification;
 - Date of issue;
 - Year corresponding to the credits sold;
 - Quantities sold;
 - Coding of withdrawn credits
 - Buyer information
 - Justification for withdrawal;
 - Minute CCC9- Commercialization of credits (completed).
- The registry preserves the traceability and history of credits, avoiding duplication.

- After transaction, the status of the transacted credits is updated to WITHDRAWN.
- Withdrawal certificates are issued as proof of the withdrawal of one or more credits. These certificates are issued only after the withdrawal process is complete. Each certificate corresponds to one or more withdrawn credits, including a detailed list of all withdrawn credits.

4.6 Credit cancellation

Credits may be canceled in exceptional circumstances, resulting from methodology adaptations or erroneous issuance. In these situations, specific corrective measures are applied, including, but not limited to, the following procedures:

- Immediate cancellation of incorrectly issued credits;
- Compensation through withdrawal of credits or issuance of duly verified replacement credits;
- Review and update processes to prevent future occurrences.
- Withdrawn or canceled credits become unavailable for transactions, maintaining a public record of the action.
- After cancellation, the credit status is updated CANCELLED.

The entire cancellation process is analyzed and decided between the OC and CERTIS, which is promptly rectified and will lead to the new issuance of the certificate and certificate report, as well as an update on the CERTIS website.

4.7 Compensation for reversals

- The promoter must report on identified reversals.
- The OC performs an analysis and verification of the reversal, which may lead to the need for compensation.

- When a reversal is identified, credits already issued are canceled to offset the reversal.
- In the event that there are no issued credits available for the project, the issuance of new credits will be subject to

4.8 No double counting

To prevent the same emissions reductions or sequestration from being accounted for more than once, between countries, companies or entities, CERTIS has defined the following measures:

- **Centralized and transparent records:** A centralized and transparent registry of all carbon credits issued, sold, and used is maintained. This registry is updated in real time and is accessible to all interested parties on the CERTIS website.
- **Unique credit identification:** A unique identifier number is assigned to each carbon credit issued, allowing the credit's useful life to be tracked from its issuance to its cancellation or withdrawal, avoiding duplication.
- **Blocking:** Withdrawn or canceled credits become unavailable for transactions, maintaining a public record of the action.
- **Standardized methodologies:** CERTIS uses standardized and internationally recognized methodologies (ISO) to measure and verify emissions reductions. This ensures that all reductions are accounted for consistently and transparently.
- **Independent audits:** independent annual audits of emissions reduction projects are carried out.
- **Public project documentation:** documentation for each project is made publicly available, including audit reports and corresponding certificates issued.
- **Cross-checking systems:** a cross-verification system is implemented between different carbon credit registration platforms to ensure that:
 - a) carbon credits are not issued for GHG emission reductions or removals when another program has issued credits for the same mitigation activity

and/or for the same GHG emission reductions or removals and has not canceled those credits in order to avoid double emissions;

- b) are not registered under another carbon credit program and that such registration is still active under that program;
- c) the transfer, withdrawal or cancellation of a carbon credit is prohibited after it has been cancelled or withdrawn.

5. Logo Usage and Approval Procedure

This procedure is the responsibility of CERTIS. CERTIS is solely responsible for the rules of use and approval method.

5.1 Logo use: product marking and/or promotional use

If the project promoter intends to use a logo for product branding or promotional use, the following points must be met:

- Comply with the rules of the CCC+ Graphic Standards Manual, and labels, advertising, among others, must always be approved internally by the OC before their publication/production;
- After evaluating the production unit and issuing the certificate, the carbon balance must be positive, that is, there was carbon sequestration;
- The use of the logo is only permitted in calendar years in which carbon sequestration occurs and in which the sum of the history of previous years results in carbon sequestration;
- Labeling must comply with national and community legislation, as well as the product specifications;
- The labeling must contain the phrase “it was produced in a production unit where carbon sequestration occurred in the year xxxx”;
- The use of the logo requires approval from the OC.
- Graphic standards are expressed in the CCC+ Graphic Standards Manual

5.2 Trademark usage approval

In order to approve the logo, the project sponsor must send an email to the OC requesting approval and keep records.

6. Independence and conflict of interest safeguard procedure

Safeguarding independence and managing potential conflicts of interest are essential to ensuring the credibility, impartiality, and proper conduct of the CCC+ program, both at the individual and institutional levels. Therefore, this procedure includes mechanisms applicable to the different roles played by individuals, as well as to the institutions involved due to their activities or properties.

6.1 Responsibilities

- **Individuals:** All employees, management members, advisors, auditors, certification bodies, project promoters and other relevant parties, regardless of their role, have a duty to identify, declare and avoid situations of conflict of interest that may compromise impartiality.
- **Institutions:** Certification bodies, companies involved, owners and entities linked to the program must adopt policies and practices that prevent situations of undue influence on decisions, audits or certification processes, ensuring a clear separation of functions and interests.

6.2 Declaration

- **Individuals:** At the beginning of their employment with the CCC+ program, they must complete the Independence, Confidentiality, and Absence of Conflicts Agreement Form (CCC14), detailing any actual, potential, or perceived conflicts of interest, including financial, commercial, personal, or fiduciary interests. Updates or new situations must be communicated promptly.
- **Institutions:** They must submit formal statements on conflict management policies, detailing mechanisms for identifying, reporting and mitigating

institutional conflicts arising from their activity, ownership or association with projects.

6.3 Analysis

- All individual and institutional statements will be analyzed by the team responsible for managing the program, together with the Decision Committee, using objective criteria to identify risks and potential undue influences, both personal and institutional.

6.4 Assessment

- The severity, nature and impact of the identified conflicts are assessed considering the specific context, the role played by the individual or the role played by the institution, as well as the possibility of affecting the credibility of the program.

6.5 Mitigation

- Mitigation measures are defined according to the assessment and may include, for both individuals and institutions: refusal to participate in decisions or audits related to the conflict, replacement of auditors or managers, segregation of duties, and, if necessary, temporary or permanent removal of the person involved.

6.6 Documentation

- All processes, analyses, assessments and mitigation actions must be properly documented and archived, ensuring traceability and transparency.

6.7 Communication

- Relevant conflict situations and the respective mitigating measures must be communicated internally and, where applicable, to interested parties and competent authorities, safeguarding the necessary secrecy and confidentiality.

6.8 Consequences of Non-Compliance

- Failure by individuals or institutions to comply with the guidelines established herein may result in disciplinary action, termination of contract or exclusion from the program, depending on the severity of the violation and the impact caused.

Complaints and Appeals

Procedure for receiving, analyzing and responding to suggestions, complaints and appeals related to the processes developed by both CERTIS and the Certification Bodies (OC) recognized to implement the CCC+ standard.

○ Filing Complaints and Appeals

Complaints and appeals relating to services provided under the CCC+ framework must be submitted in writing within a maximum period of seven (7) calendar days from the date of the event giving rise to the complaint.

Complaints may be forwarded directly to the OC responsible for implementing the standard in the specific project. Upon receiving the complaint or appeal, the OC must, within ten (10) business days:

- Formally confirm receipt of the complaint to the complainant;
- Forward the complaint or appeal to the CERTIS Quality Department for centralized analysis by sending form Q33 - Complaints Register.
- Inform the complainant, in writing, about the start of the analysis process and establish a maximum period of up to thirty (30) calendar days to issue a response.

○ Treatment and Resolution of Complaints and Appeals

- All complaints or appeals received are recorded in Q33 - Complaints Record. If the complaint is accepted and contains all the necessary information, the decision will be made by the Decision-Making Committee and the person responsible for the Quality Department. These decisions are recorded in the

same report, and the OC must report the outcome of the complaint process in writing;

- The analysis and final decision on complaints and appeals are the responsibility of CERTIS, through its Quality Department and the Decision Committee, regardless of the OC that initially received the complaint;
- The final decision will be conclusive and cannot be subject to re-evaluation or change;
- All information submitted is confidential and reserved for the initial complaint handling process. In any appeal or complaint, the confidentiality requirements applicable to the entities involved and the matters in question are complied with;
- To ensure impartiality, members of the Decision Committee involved in the process that gave rise to the complaint or appeal will be prevented from participating in its assessment;
- When necessary, an opinion may be requested from the CERTIS Appeals Committee, composed of members not involved in the specific case, or the Technical Committee for Safeguarding Impartiality, composed of representatives of the various interest groups, may be called upon, ensuring total independence during the evaluation and decision processes;
- During the processing of complaints and appeals, the need to adopt corrective and preventive actions to promote continuous improvement of services must be assessed and recorded;
- All information regarding the contact details of those responsible for each certified project, as well as the procedures for receiving and handling complaints, are made available and accessible to all interested parties through the CERTIS electronic platform;
- If a complaint is filed by a third party against a certified project sponsor, the CB or CERTIS must inform the project sponsor of the progress and results of the analysis. In these situations, CERTIS will assess the need for public disclosure of the complaint and its resolution, respecting the principles of confidentiality and transparency;

- The final response to the complaint(s) will be given in writing (email and/or registered letter) by CERTIS to the complaining entity/person within a maximum period of 20 business days, whenever this occurs after the provision of the service. If the complaint occurs during the provision of the service, CERTIS expects to prepare its response and communicate it in writing (email or registered letter) within a maximum period of 10 business days.

AvailabilityPublic Documentation

All relevant project documents are made publicly available, ensuring full transparency and access to information related to registered projects and their activities.

Requests for additional information can be made through the contact details available in the "Contact Us" section of the CERTIS website or another CB. The standard procedure is to respond to all requests within 3 to 5 business days. When the requested information is not subject to disclosure restrictions, this information is shared directly with the applicant and, to ensure full transparency, it is published on the registration platform, along with other relevant public information.

If the provision of the requested information requires a significant preparation effort, the applicant is informed of an estimated timetable for the provision of the data and it is clarified whether there is a subset of the information that can be made available more quickly and that meets the applicant's needs.

Confidentiality

At CERTIS, all information is treated confidentially. CERTIS is responsible for managing all information obtained or generated throughout the process, providing prior notification of its intention to make the information public. All information not made public by the CBs, auditors, and project promoters is considered proprietary and confidential.

File

Each project has an individual file folder(physical/digital)where all documents/records relating to your certification process are archived.

All documents/records must be archived for a minimum period of 5 years or the longer period legally required.

Access to files should be restricted to authorized personnel, with regular backups.

Information

CERTIS makes available to the public whenever requested:

- Information about the certification process;
- Commitment to impartiality;
- List of certification activities that CERTIS provides, including reference to applicable programs;
- Complaints and appeals process;
- Clear, traceable and accurate information about the activities and sectors in which it operates;
- Status of a given certificate.

Related documents

- P46A- Soil Analysis Procedure;
- P46B- Calculation Tool Procedure;
- P46C – Procedure for Certification Bodies
- CCC1- Certification Request, Candidacy Analysis and Deliberation for CCC+
- CCC2- Commercial Proposal;
- CCC3- Contract;
- CCC4- Audit Plan;
- CCC6- Audit Report;

- CCC6A- Attendance List;
- CCC7- Opinion;
- CCC8- 1st year certificate;
- CCC8A- Certificate of subsequent years;
- CCC8B- Certificate Report;
- CCC9- Commercialization of credits;
- CCC10- Project drawing;
- CCC11- OC Applications;
- CCC12- Contract between OC and CERTIS;
- CCC13- Curriculum Vitae;
- CCC14- Agreement on independence, confidentiality and absence of conflicts of interest;
- CCC15- Witness audit;
- CCC16- OC Audit;
- CCC18- Calculation Tool;
- Q22- Customer Satisfaction Survey;
- Q33- Complaints Register.