

STAGES OF THE VERIFICATION PROCESS FOR CLEAN FUEL REGULATION

1. CONTRACTING

The contracting process consists of the following stages:

1.1 Pre-commitment:

The process begins with the client contacting one of the Control Union commercial offices informing of the intention to be Verified for the Clean Fuel Regulation. The Control Union commercial contact office will send an Application Form to the client.

1.2 Application Review:

The application received is reviewed to confirm that all information is clear and complete. If additional information is required, they will contact you to request it. Once the request is approved, the contract will be prepared.

1.3 Contracting:

Based on the information received, an estimate is made of the duration of each of the stages required for the verification of the project. This quote will be delivered indicating the costs associated with the verification activity according to the estimated days of activity. If you agree with the agreement, return a copy signed by the legal representative. Once this is done, you enter into an agreement with CU Services to join one of our verification programs.

Once the offer is accepted, the Planning process begins.

2. PLANNING PROCESS

In order to begin the Planning process, it is necessary for the client to send all the reports to be verified in accordance with the scope to be accredited. This information will be very important, together with the Application, to define the Verification Plan and the Evidence Collection Plan.

The verification may contain documentary reviews as well as on-site, contemplating remote and other on-site stages. In the Verification Plan you can see the time established for each stage

3. VERIFICATION PROCESS

CU Services performs a verification that consists of a complete independent review, both documentary and on-site, of the project data to ensure that the project is eligible and that the statements and/or information reported comply with the CFR. If qualitative or quantitative nonconformities are found, these are called findings, which are classified as material or immaterial and are reported in a List of Findings.

The reported findings must be corrected. The verifier evaluates the actions taken and indicates whether it is compliant or not according to the results. A second visit to the project may be required to declare compliance.

Once the verification process is completed, the verifier issues the Verification Report and prepares the Verification Statement.

4. REVIEW AND OPINION PROCESS

The reviewer performs a high-level review of the Verification Report and the Verifier's Statement, and the supporting information; if, after the review, the reviewer agrees with the

information indicated in the Review Report and the opinion in the Statement, signs the Declaration thereby confirming the verification activities and results.

5. PROCESS FOR UPDATING VERIFICATION INFORMATION TO THE CAT SYSTEM (CFR)

Once the Verification Statement, the List of Findings and the Verification Report are complete and approved, they are updated by the client on the CFR platform called CATS, where Control Union Services performs within it, the validation of the veracity of the uploaded documents.

You can consult the program documents at the following link:

[Compliance with the Clean Fuel Regulations - Canada.ca](#)