

**REQUEST FOR ISSUANCE AND POST REGISTRATION CHANGES: COMPLETENESS CHECK CHECKLIST**

PCP : Clean development mechanism project cycle procedure (version 09.0), EB 82, annex 15, 20 February 2015.

PS : Clean development mechanism project standard (version 09.0), EB 82, annex 13, 20 February 2015.

VVS : Clean development mechanism validation and verification standard (version 09.0), EB 82, annex 14, 20 February 2015.

Item	Description of the Item	References
1. COMPLETENESS CHECK - POST REGISTRATION CHANGES (only types of changes described in Appendix 1 to the Project standard)		
1.1 Submission completeness		
1.1.1	Is a duly completed "Post registration changes request form" (CDM-PRC-FORM) submitted?	PCP para 161 (a)
1.1.2	Is a validation report for post-registration changes, including a validation opinion, submitted by the DOE and prepared in accordance with a valid version of the VVS?	PCP para 161 (b) VVS para 293-
1.1.3	Is a revised PDD (in both clean and track-change versions) submitted as applicable (except in case of temporary deviations) and using the valid version of the applicable CDM-PDD form?	PCP para 161 (c) PS para 270
1.1.4	Is supplemental documentation (e.g. emission reduction worksheet, financial calculations, etc.) submitted as appropriate?	PCP para 161 (f)
1.2 Consistency of information		
1.2.1	Is the reference to the type of post registration changes consistent among the following documents?	CDM-PRC-FORM Project view page PRC validation report
2. COMPLETENESS CHECK - ISSUANCE		
2.1 Submission completeness		
2.1.1	Is a monitoring report using a valid version of the monitoring report form (CDM-MR-FORM) submitted?	PCP para 222



2.1.2	Is a spreadsheet containing the emission reductions calculations submitted?	
2.1.3	Is a verification and certification report submitted and prepared in accordance with a valid version of the VVS?	
2.1.4	Is a signed request for issuance of CERs using a valid version of the “CDM project activity issuance request form” (CDM-ISS-FORM) submitted?	
2.1.5	Are additional documents specified in the CDM-ISS-FORM submitted?	
2.2 Additional notes		
2.2.1	Are all documents in English or do they contain a full translation of relevant sections into English?	PS para 260
2.2.2	Is the spreadsheet supplied in an accessible and verifiable (unprotected) format?	PS para 260
2.2.3	If the DOE performing verification is the same DOE that performed other validation activities (i.e. registration, renewal of crediting period and/or inclusion of CPAs in the PoA), has the DOE been authorized by the Board to perform the verification of the project activity? Is a reference to the meeting report where the authorisation was granted provided?	PCP para 156
2.2.4	Is the crediting period starting after the date of registration of the project activity?	PS para 69
2.3 Consistency of information		
2.3.1	Are the project title and reference number consistent in the following documents?	CDM-ISS-FORM
		Project viewpage
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.2	Is the number of CER and the breakdown of CERs to be issued up to 31 December 2012 and CERs issued from 01 Jan 2013, where applicable, consistent in the following documents?	CDM-ISS-FORM
		Project view page
		Monitoring Report/Spreadsheet



		Verification and Certification Report
2.3.3	Are the monitoring period dates consistent in the following documents?	CDM-ISS-FORM
		Project webpage
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.4	Are the monitoring report date and version consistent in the following documents?	CDM-ISS-FORM
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.5	Is the PDD version consistent in the following documents?	CDM-ISS-FORM
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.6	Are the title(s) and version(s) of the methodology(ies) and, where applicable, of the standardised baseline(s) consistent in the following documents?	CDM-ISS-FORM
		Project webpage
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.7	Are registration date and crediting dates consistent in the following documents?	CDM-ISS-FORM
		Project webpage
		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.8	Are sign-off dates consistent/logical in the following documents?	CDM-ISS-FORM



		Monitoring Report/Spreadsheet
		Verification and Certification Report
2.3.9	Are the calculations of baseline emissions, project emissions, leakage consistent in the following documents?	Monitoring Report/Spreadsheet
		Verification and Certification Report

Appendix 1 - Request for Issuance: Completeness Check Issues of an Editorial Nature*

The table below lists “issues of an editorial nature” for which the secretariat may request the DOE to submit the missing or revised documents and/or information in accordance with paragraph 228 of the PCP.

Item	Description of the Item
1.	Inconsistencies clearly attributable to typographical errors, with the exception of numbers of CERs.
2.	Appendices (including spreadsheets) are not readable or contain part of text not in English.

* This list is not exhaustive and will be revised as and when required. The secretariat may contact the Designated Operational Entity/Project Participant on any issues of an editorial nature that are not included in the list above.



Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
02.0	27 March 2015	Revision to: <ul style="list-style-type: none">• Incorporate the new provisions in CDM project standard (CDM-EB65-A05-STAN), CDM validation and verification standard (CDM-EB65-A04-STAN) and CDM project cycle procedure (CDM-EB65-A32-PROC) adopted at EB 82;• Editorial improvements.
01.1	16 May 2012	Editorially revised title.
01.0	3 May 2012	Initial publication.

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