**AUDIT REPORT**

**INITIATIVE NAME**

**(**optional Logo of the Certification Body that conducts the Certification**)**

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| **AUDIT REPORT** |
| **Initiative Title** | It shall identically match the name of the initiative that is registered in the registration platform |
| **Initiative ID** | It shall match the unique registration number of the initiative |
| **Initiative holder** | Organization or individual leading the initiative |
| **Initiative Conservation Activities and Mechanisms** | Describe the initiative’s planned conservation activities and explain the mechanisms that will be used to implement and sustain them |
| **Version number of the Biodiversity Initiative Document to which this report applies** | Indicate the version number of the document |
| **Version of the applied methodology** | Indicate the title and version of the methodology applied |
| **Initiative location** | Specify the country where the initiative is locatedIndicate the city or cities in which the initiative areas are located and the coordinates for each initiative site (latitude and longitude) |
| **Grouped initiative** | Indicate whether the initiative corresponds to a grouped initiative or not |
| **Starting date** | Indicate the start date of the initiative activities(DD/MM/YYYY) |
| **Quantification period** | Indicate the monitoring period (start and end dates) over which biodiversity conservation outcomes will be quantified for the initiative(DD/MM/YYYY to DD/MM/YYYY) |
| **First quantification period** | Specify the initial monitoring period for biodiversity conservation, as defined in Section 11 of the Biodiversity Standard(DD/MM/YYYY to DD/MM/YYYY) |
| **Total amount of BioCredits** | Indicate the total number of BioCredits generated based on verified biodiversity conservation outcomes (during the monitoring period). |
| **Contribution to Sustainable Development Goals** | List up to three Sustainable Development Objectives that the initiative demonstrably meets. |
| **Document date** | Date of completion of this report. |
| **Work carried out by** | Auditors who conducted this audit. |
| **Approved by** | Name and signature of the individual at the Certification Body who approved this report. |

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| General template instructions:* This template is intended for the submission of certification audit reports for Ecosystem and Biodiversity Conservation Initiatives under the BioCarbon Biodiversity Standard (BBS).
* Complete the information of each title according to the instructions provided. Ensure that all content is consistent with the rules and requirements outlined in the BioCarbon Biodiversity Standard.
* Do not modify any features of the template, including styles
 |

Disclaimer: The instructions provided in this report template are intended as a general guide and do not constitute an exhaustive list of the information that the audit team shall include in each section. Auditors are responsible for ensuring that all relevant findings, analyses, and justifications required by the applicable standard and methodology are fully documented, even if not explicitly referenced in the template.

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# Executive summary

Briefly describe the initiative, including its conservation activities, mechanisms, objectives, location, timeframe, and other relevant details. Summarize the scope of the audit and its conclusion.

# Objective, scope and criteria

Describe the auditing objectives, the scope and the conformity assessment criteria.

# Audit planning

Provide information regarding audit planning based on the objectives, scope, conservation activities and conservation tools. Include the Audit team (roles and responsibilities), duration of auditing activities, specific requirements, and the level of assurance and materiality.

## Audit plan

Describe in detail the audit plan, including a documented sampling plan and considering the requirements specified by the BioCarbon Biodiversity Standard (BBS) and the methodological document.

Describe the schedule and duration of the audit activities.

## Audit team

Provide details of the audit team conducting the audit, the technical reviewer, and the approver. Describe the profile of the professionals in charge and the activities to be carried out by each one of them. Demonstrate how the team meets the compliance required and the documentation that supports the competencies of the team, as required by BioCarbon.

In addition, describe the compliance of the audit team with the requirements of the BioCarbon Anti Bribery policy and the Biodiversity Initiatives Audit Manual.

## Level of assurance and materiality

Explain how the data and information were assessed to support the evaluation of the initiative’s statement, based on a sampling plan that selects evidence providing a reasonable level of assurance and meeting materiality requirements.

Establish the relative importance (materiality) required, considering the objectives, assurance level, criteria and scope.

Provide a complete description of the assessment regarding individual or aggregated errors or omissions that could significantly misrepresent an assertion and potentially influence conclusions about the biodiversity conservation outcomes.

## Sampling plan

Provide a complete description of the assessment of individual or aggregated errors or omissions that could materially misstate an assertion and potentially influence conclusions regarding biodiversity conservation outcomes.

# Audit procedures and means

## Preliminary assessment

Provide a description of the preliminary evaluation of the initiative document and the assessment of relevant information used to determine the purpose and scope of the certification.

## Document review

List all documents reviewed or referenced during the audit, including at a minimum: document title, version (if applicable), author(s), organization, reference (if applicable), document provider, and whether the information originates from the initiative or from external sources. Use Annex 3.

## Stakeholder engagement

Summarize all information gathered and interviews conducted with relevant stakeholders during the audit activities. Indicate whether each interview was conducted in person, by telephone, or via video conference. Include a description of the topics discussed and the outcomes of the interviews.

## On-site visit

Provide a summary of the activities carried out during the site visit as part of the audit process. The summary should consider the specific characteristics of the initiative, the applicable methodological requirements, the defined scope of the audit, and the complexity of the information, data, and parameters used by the initiative for the generation and auditing of biodiversity outcomes.

##  Clarification, corrective and forward actions request

Describe, as appropriate, clarification, corrective or forward actions request, in compliance with the objectives, methodology, uncertainty, baseline, additionality criteria, social co-benefit criteria, and sustainable development safeguard compliance, among others.

Include the contribution to sustainable development objectives (maximum 3), stakeholder consultation, compliance with national legislation, and the monitoring plan.

Summarize the process followed to address any findings raised by the audit team, including, where applicable, any pending forward action requests.

### Clarification requests (CLs)

If applicable, briefly describe the issues and the total number of findings that correspond to clarifications requested.

### Corrective actions request (CARs)

If applicable, briefly describe the issues and the total number of findings that correspond to corrective actions requested.

### Forward action request (FARs)

If applicable, briefly describe the issues and the total number of findings corresponding to forward actions, i.e., findings raised during the audit and certification process.

Remark the total number of corrective action requests, clarification requests, forward action requests and other findings raised during the audit.

In Annex 2, below, provide a summary of any CLs, CARs and FARs raised, including the response provided by the initiative holder, any resulting changes to the initiative documents and, the final conclusion.

# Findings

Provide a summary of compliance with the relevant requirements set out in the BioCarbon Biodiversity Standard and the Biodiversity Initiatives Audit Manual, along with a concise overview of the audit findings.

## Initiative description

Describe the process used to assess the initiative description against the applicable certification requirements, detailing the approach taken to evaluate the reliability and alignment of the information with the certification scope, methodological criteria, and biodiversity conservation objectives.

## Eligible conservation activities

Describe the assessment steps undertaken to verify the initiative holder’s compliance with the conditions established in the BioCarbon Biodiversity Standard. Include an explanation of how the scope and conservation activities were defined and whether they conform to the Standard’s applicable criteria.

Table 1. Initiative eligibility

|  |  |
| --- | --- |
| Eligibility criteria | Evaluation by the Certification body |
| Scope of the BioCarbon Standard | Text |
| Conservation activities | Text |
| Landscape tool (s) | Text |

## Additionality

Explain how the additionality conditions were assessed in accordance with the applicable certification requirements. Evaluate the relevance and adequacy of the information and evidence provided to demonstrate additionality.

Provide a detailed description of the assessment, including sources of information, verification methods, and any cross-checked data used to support the additionality claim. Conclude with a clear statement on whether the initiative holder has adequately justified additionality.

## Monitoring plan and monitoring report

Explain how the description of the Monitoring plan has been done in accordance with the applicable criteria.

Provide a summary of the compliance of follows:

1. necessary data and information to estimate BioCredits during the quantification period;
2. data and supplementary information for determining the baseline;
3. specification of all potential negative effects that occur outside the initiative boundaries, attributable to the activities of the initiative;
4. information related to the assessment of social effects of the initiative;
5. procedures established for the management of BioCredits and related quality control;
6. description of the indexes defined for the periodic calculations of the biodiversity conservation outcomes;
7. the assignment of roles and responsibilities for assessing and reporting the calculation of BioCredits;
8. the assessment of the contribution with Sustainable Development Goals (SDGs);
9. criteria related to the contribution of the initiative to sustainable development objectives;
10. criteria and indicators defined to demonstrate the compliance with the sustainable development safeguards;

Provide a description of the steps taken to evaluate the following:

1. national circumstances and the context of the initiative;
2. assess good practices, adequate for the follow-up, and control;
3. procedures to ensure data quality under ISO 17065.

Provide an overall conclusion regarding the compliance of the monitoring plan to the requirements of the methodology.

### Assignment of roles and responsibilities for monitoring and reporting

Summarize the audit process related to the monitoring responsibilities and roles defined by the initiative. Describe how these responsibilities were assessed, including the mechanisms in place to implement, document, and report monitoring activities.

Provide a conclusion regarding the adequacy and clarity of the monitoring framework, the assignment of roles, and their alignment with the requirements of the BioCarbon Biodiversity Standard.

### Implementation and monitoring reporting

Detail the assessment of the monitoring plan’s implementation in accordance with the established monitoring framework and applicable certification requirements.

Describe the procedures followed to evaluate the monitoring report, including verification of the geographic scope of the initiative, the conservation activities and mechanisms applied, quality assurance and control measures, and the validation of key data and parameters. Include any additional relevant components examined during the audit.

### Data and parameters

Describe the appraisal of the data and indexes monitored. Provide for each index the following information:

1. value of monitored indexes in the period for the purpose of calculating BioCredits. Whether the report includes multiple values, a table may be used and included in the report or include a spreadsheet.
2. the equipment used to assess each index, including details on accuracy, and calibration information (frequency, date of calibration and validity)
3. the measuring and recording method, including the explanation concerning how the indexes are measured/calculated, specifying the measurement and recording frequency;
4. source of data: logbooks, daily records, surveys, sampling plots, inventories, etc.;
5. the calculation of each index;
6. the QA/QC procedures applied;
7. information about any other reference values that have been used in the calculation.

Present a comprehensive conclusion for each data point and index evaluated, supported by references to the documentation and sources used for cross-verification. Include an assessment of the reliability, consistency, and completeness of the information in relation to the initiative’s stated outcomes, and note any gaps, uncertainties, or deviations identified in the review process.

### Procedures for quality control

Describe the assessment of the procedures implemented for monitoring activities, including how these procedures were reviewed in relation to the initiative’s monitoring plan and the applicable certification requirements. The description should address aspects such as data collection methods, frequency of monitoring, roles and responsibilities, documentation practices, and quality assurance/control measures.

Provide an overall conclusion on whether the monitoring procedures are appropriate, effective, and consistent with the monitoring requirements established under the BioCarbon Biodiversity Standard.

## Initiative activities implementation

Provide a description regarding the operational status of the initiative, in accordance with the initiative document and the applicable requirements.

Provide an explanation of the process used to assess any discrepancies between the actual implementation of the initiative and its original design or documented description. Include details on how these differences were identified, evaluated, and their significance determined. Conclude with an assessment of the accuracy and reliability of the evaluation process, and whether the initiative’s implementation remains consistent with its stated objectives and commitments.

Include an exhaustive description about the information audited and the cross check carried out. Provide an overall conclusion regarding the compliance of the initiative activities implementation and describe how you reached that conclusion.

## Sustainable Development Safeguards (SDSs)

Describe whether the initiative holder has conducted an analysis of the significant environmental and socioeconomic impacts within the initiative’s boundaries, clearly explaining the assumptions applied and justifying the review results. Detail the steps taken to assess the initiative’s compliance with the sustainable development safeguards. Present a clear conclusion on this matter and describe the basis and evidence upon which the conclusion was reached.

Describe the assessment conducted to evaluate the initiative’s compliance with the Sustainable Development Safeguards (SDSs) tool. This includes reviewing how the initiative identifies and addresses potential environmental and socio-economic risks associated with its conservation activities. Assess whether the initiative holder has adequately demonstrated the implementation of preventive and mitigation measures for each identified risk. The evaluation should consider the relevance, effectiveness, and consistency of these measures with the requirements of the SDSs tool.

Present all relevant documentation and supporting evidence used during the assessment. Include an explanation of how the reliability and relevance of these sources were evaluated, specifying the criteria applied to determine their validity, credibility, and appropriateness for supporting the audit findings. The explanation should demonstrate how each reference contributed to the overall assessment and how potential limitations or uncertainties in the information were addressed.

## Contribution to Sustainable Development Goals (SDGs)

Assess how the initiative contributes to the objectives of sustainable development. This should include an evaluation of whether the initiative has implemented specific activities that result in measurable contributions to up to three Sustainable Development Goals (SDGs).

Additionally, evaluate the monitoring procedures in place to demonstrate and track these contributions, focusing on the adequacy of indicators, data collection methods, and reporting mechanisms.

Conclude with an overall assessment of the criteria and indicators used to substantiate the initiative’s contribution to sustainable development and determine whether the evidence supports a credible and consistent alignment with the selected SDGs. Determine how the initiative contributes to the objectives of sustainable development. Include an assessment considering whether the initiative has implemented activities that result in the SDG contributions (maximum 3).

## Climate change adaptation

Describe the assessment conducted to evaluate whether the initiative holder has developed and implemented a climate change adaptation plan directly linked to the initiative’s conservation activities, as required by the standard.

The auditor shall evaluate if the plan was developed through a structured process that includes planning, assessment of potential climate change impacts, and identification of appropriate adaptation strategies.

The assessment must consider the following elements:

1. Whether the initiative holder has identified potential climate change and climate variability scenarios, using relevant and credible sources of information;
2. Whether the likely changes in land cover and land use under these scenarios have been analyzed and clearly documented;
3. Whether the assessment considers the potential impacts of climate change on the well-being of Indigenous Peoples (IP) and Local Communities (LC), as well as on the conservation status of biodiversity;
4. Whether the plan evaluates the extent to which the initiative’s conservation activities contribute to climate change adaptation.

Provide a conclusion on the adequacy and completeness of the climate change adaptation plan and explain how the information reviewed supports the determination of compliance. This includes evaluating whether the plan is coherent, evidence-based, and aligned with the requirements of the BioCarbon Biodiversity Standard.

## Assessment of Legal Rights to Biodiversity Credits and Application of FPIC

Describe the assessment conducted to verify whether the initiative holder has demonstrated clear and legitimate rights over the BioCredits generated by the initiative, in accordance with the BioCarbon Biodiversity Standard.

The auditor shall evaluate whether legally binding agreements and supporting documentation are in place and meet the minimum required elements. The evaluation should include the following components:

1. Verification of BioCredits Ownership Documentation

Confirm that the initiative holder has provided signed agreements and supporting documents demonstrating ownership or rights to the BioCredits.

Check that each agreement includes the following minimum information:

* Names of the participants who signed the agreement(s)
* Objectives of the agreement
* Date of the agreement
* Name of the initiative
* Period of quantification
* Clearly defined responsibilities, obligations, and rights of each signatory
1. Authority and Representation

If the initiative includes Indigenous Peoples (IP) or Local Communities (LC) as participants, verify that the individual who signed the agreement on their behalf has legitimate authority to do so.

If the initiative holder is an IP, confirm that documentation was submitted by the legitimate representative authority recognized under statutory or customary governance systems.

1. Land Tenure Rights

Assess whether the initiative holder has demonstrated legal rights to land tenure (i.e., rights to use and manage the land) for at least the duration of the BioCredit quantification period.

If the initiative holder does not possess these rights directly, verify that a valid and documented agreement exists with the rightful land tenure holder.

Confirm that all land rights documentation complies with local and national legislation.

1. Benefit-Sharing Arrangements

Review the procedures used by the initiative holder to establish benefit-sharing arrangements with all participants.

Evaluate whether the agreements are transparent, culturally appropriate, and reflect equitable distribution of benefits as negotiated among participants. Verify that the agreements include:

* Provisions for fair and equitable benefit-sharing
* Clear delineation of responsibilities and decision-making roles
* Evidence of communication in a culturally appropriate manner
* Confirm that the agreed-upon equitable share of BioCredits (expressed as a percentage) has been reported to BioCarbon, as required.
1. Equity and Participation

Evaluate whether the agreements promote principles of equity, justice, and inclusive participation, as outlined in Section 5 of the BioCarbon Standard.

Confirm that mechanisms are in place to ensure the continued involvement of participants in decision-making processes.

Provide a conclusion on whether the initiative holder has complied with all requirements related to BioCredits ownership, land tenure, and benefit-sharing.

If any disagreements remain unresolved among participants regarding benefit-sharing percentages, note that the initiative does not qualify for registration until consensus is achieved.

## Stakeholders’ Consultation

Explain how the local stakeholder consultation process was assessed in accordance with the applicable requirements. Describe the methods used to evaluate whether the consultation was inclusive, timely, transparent, and culturally appropriate.

Assess the extent to which relevant stakeholder groups—particularly local communities, Indigenous Peoples, and other affected parties—were identified, engaged, and given meaningful opportunities to participate. Review the documentation of inputs received, how feedback was considered or addressed, and whether the process aligns with the principles of free, prior, and informed consent (FPIC), where applicable.

Conclude with a determination on the adequacy and effectiveness of the stakeholder consultation process in meeting the relevant standards.

### Public Consultation

Summarize the public comments received during the public consultation period and describe the process used to assess whether the initiative holder adequately considered all submitted feedback. Evaluate the quality and relevance of the information provided in response to each comment and indicate whether those responses were appropriate and complete.

Where applicable, describe any resulting modifications to the initiative’s design or implementation made in response to the comments. If no changes were made, provide a justification for why specific comments were deemed not relevant or outside the scope of the initiative.

Include an overall conclusion regarding public consultation.

## Compliance with applicable legislation

Describe whether the initiative holder has established and implemented a documented procedure (such as a Document Management System) that enables the ongoing identification, access, and management of all legislation and regulatory requirements relevant to the initiative.

Assess whether this system includes a structured mechanism for periodically reviewing and updating compliance status to ensure continued alignment with current legal obligations. Evaluate the adequacy of the system in terms of accessibility to users, clarity in the assignment of responsibilities, frequency and consistency of legal reviews, and the effectiveness of compliance tracking and documentation practices.

## BioCredits quantification

Explain the steps taken to assess the quantification of BioCredits in accordance with the applicable requirements. Describe the approach used to verify the methodology applied by the initiative holder, including the review of data sources, baseline conditions, calculation methods, assumptions, and parameters used in the quantification process.

Evaluate whether the methodology is applied consistently and in full alignment with the standards and criteria established in the BioCarbon Biodiversity Standard. The assessment should determine whether the quantification process ensures the accuracy, consistency, transparency, and verifiability of the reported biodiversity conservation outcomes. Identify any limitations or deviations observed and assess their impact on the credibility of the BioCredit estimates.

### Start date and Initiative duration

Provide an assessment of the initiative’s compliance with the declared start date and specified duration. Verify whether the initiative holder has adhered to the timeline established in the official project documentation and in accordance with the applicable certification requirements. This includes confirming that the start date aligns with approved parameters and that the initiative’s duration is clearly defined, properly justified, and consistent with the scope of implementation and monitoring activities.

Identify and describe any discrepancies between the declared and actual timelines, and assess their potential implications for the initiative’s eligibility, crediting period, or overall performance under the BioCarbon Biodiversity Standard.

###  Application of methodology

#### Title and Version

Provide the title and version of the biodiversity methodology. Confirm that the specific version is valid at the time of submission.

Explain how the methodology was assessed in accordance with applicable requirements.

#### Applicability

Describe the steps taken to evaluate the initiative’s conformance with all applicability conditions of the selected methodology. This should include a detailed review of the documentation submitted by the initiative holder, field observations (if applicable), and any supporting evidence used to demonstrate compliance with each condition. Assess the relevance, completeness, and accuracy of the information provided in relation to the methodological requirements.

For each applicability condition, provide a clear and detailed conclusion indicating whether the initiative holder meets the specific criteria outlined in the methodology. Where any conditions are not fully met, explain the nature of the non-conformance and its implications for the applicability of the methodology.

### Geographical boundaries of the conservation initiative

Describe the steps taken to evaluate whether the initiative complies with all requirements related to the definition and delineation of its geographical boundaries. Include a summary of the documentation reviewed (such as maps, land tenure records, shapefiles, and legal or customary land use agreements) and identify the specific elements verified during the site visit, including boundary markers, GPS coordinates, and alignment with described project areas.

Explain how the geographical boundaries were assessed for consistency with the applicable certification requirements, including spatial accuracy, legal clarity, and coherence with the conservation objectives and implementation scope of the initiative.

Conclude with an assessment of whether the defined boundaries are appropriate for the initiative’s context, clearly justified, and sufficiently supported by credible evidence provided by the initiative holder. Highlight any inconsistencies or areas requiring clarification, as well as their potential implications for certification.

### Baseline

Provide an explanation of the assessment conducted on the baseline identified by the initiative holder. Describe the steps taken to evaluate the validity, relevance, and consistency of the baseline scenario with the requirements set forth in the applicable methodology. The assessment should include a review of how the baseline conditions were established, including the data sources used, the methods applied to define the reference scenario, and the spatial and temporal parameters selected.

The explanation should address the sources of baseline data, the timeframe and geographic scope considered, and whether the baseline scenario appropriately reflects the absence of the initiative's conservation activities. Conclude with a determination on the adequacy and credibility of the baseline as a foundation for assessing biodiversity outcomes, including:

1. assumptions, methods, parameters, data sources, and factors are transparently applied, justified appropriately and supported by adequate evidence;
2. uncertainty is considered and there was used prudential assumptions;
3. relevant national as also when applicable to sectoral policies and circumstances was considered and are listed in the initiative description;
4. the procedures for identifying the baseline scenario maintain consistency with activity data and the other relevant parameters;
5. the implementation of procedures to ensure data quality under ISO 17065 and the requirements of the methodology;

Provide detailed information on the assessment of the baseline identification, including the sources of information consulted and the data used to cross-check and validate the baseline scenario. Describe how the baseline was established and whether the supporting evidence is consistent, relevant, and aligned with methodological requirements.

Conclude by confirming whether the documentary evidence used to establish the baseline scenario is appropriate, credible, and sufficiently justified by the initiative holder. Assess whether the evidence aligns with methodological requirements, supports the defined baseline conditions, and provides a reliable foundation for evaluating biodiversity outcomes and additionality

Describe the procedures carried out to assess the quantification of BioCredits, including relevant data, parameters and equations, assumptions or additional considerations used in accordance with the provisions of the methodology.

## Risk management

Evaluate whether the initiative holder has conducted a comprehensive risk assessment and established an appropriate risk management strategy. The assessment should cover key risk categories, including financial risks, natural or environmental events, and social dimensions that could affect the implementation or outcomes of the initiative. Review the adequacy of the measures proposed or implemented to mitigate these risks, and determine whether the risk management approach is proactive, evidence-based, and aligned with the requirements of the applicable standard. Conclude with an overall judgment on the sufficiency and relevance of the risk assessment and the effectiveness of the proposed mitigation measures.

# Internal quality control

Describe the measures taken to ensure the quality of the audit activities.

# Certification decision

Provide the certification decision and summarize the results of the audit in relation to the initiative’s defined scope and objectives. The summary should include an overview of the BioCredits calculations, the eligibility of the conservation activities and mechanisms implemented, and their consistency with the applicable requirements during the monitored period. Conclude with a clear statement indicating whether the initiative meets the criteria for certification under the BioCarbon Biodiversity Standard.

# Certification statement

Provide a certification statement in accordance with the provisions of the BCR Standard and the Biodiversity Initiatives Certification Manual. Complying with the following:

1. describes the level of assurance of the quantity of biodiversity conservation outcomes through the initiative and the monitoring period;
2. describes the objectives, scope, and criteria for certification;
3. includes the Certification Bodie’s conclusions, including any qualifications or limitations;
4. adds conclusions on criteria and indicators related to social co-benefits, and;
5. includes a judgment on the initiative's contribution to sustainable development objectives.

The Certification statement shall be contained in a document attached to this report.

# Annexes

Annex 1. Competence of team members and technical reviewers

Provide documentation to support the required competence of the audit team members and technical reviewers.

Annex 2. Clarification requests, corrective action requests and forward action requests

If needed, copy the table and fill out with the findings raised, in ¨Finding Type¨ choose whether it is clarifying, corrective or forward action.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Finding ID** | 1 | **Type of finding** | **Clarification / Corrective/ Forward action** | **Date** **DD/MM/YY** |
| **Section No.** |
| Indicate the section number of the report/criteria to which each CL, CAR or FAR corresponds. |
| **Description of finding** |
|  |
| **Initiative holder response (dd/mm/yyyy)** |
|  |
| **Documentation provided by the initiative holder** |
|  |
| **Certification Body assessment (dd/mm/yyyy)** |
|  |

Annex 3. Documentation review

Use the table to list all documents reviewed and referenced during the audit. For each document, indicate the following:

1. Title: provide the title of the document. Include the version number, if applicable;
2. Author: provide the name(s) of author(s). Where the author(s) belong(s) to the organization(s) that issue the document, provide only the name(s) of the organization(s);
3. References to the document: where applicable, provide the relevant reference to the document such as the dates of completion/publication and URL;
4. Provider: choose one of the following options to indicate who provided the document for its review.

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Title / Version** | **Author** | **Organization** | **Document provider (if applicable)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Annex 4. Abbreviations

Use the table to list all the abbreviations used in this report.

|  |  |
| --- | --- |
| **Abbreviations** | **Full texts** |
|  |  |