

Standard Operating Procedure (SOP): Monitoring, Reporting and Verification (MRV)

eva service gmbh

SOP ID: SOP-MRV-001

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Approved by: Rüdiger Meyer

1. Purpose

This SOP describes the standard procedure for Monitoring, Reporting and Verification (MRV) in eva's certification system. It ensures that climate projects are consistently and transparently monitored, that reported data is credible and complete, and that verification is carried out by qualified, independent third-party validation/verification bodies (VVB).

2. Scope

This procedure applies to all eva-registered climate projects undergoing MRV for the purpose of generating validated or verified units in the eva registry. It includes the responsibilities of project operators, VVBs and the eva Secretariat.

3. Responsibilities

- **Project Operator:** Responsible for monitoring according to approved methodology, preparing monitoring reports, and responding to verification requests.
 - **VVB:** Conducts independent third-party verification of project data and confirms conformity with eva requirements.
 - **eva Secretariat:** Oversees MRV process, approves verification results, and accordingly issues certificates in the eva registry.
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4. Requirements

4.1. Monitoring

- Project operators must monitor project performance according to the approved eva methodology.
- Monitoring must be continuous or periodic, as specified in the methodology.
- All monitoring data must be recorded and stored in a verifiable manner.

4.2. Reporting

- A **Monitoring Report** must be submitted at intervals defined in the project documentation or upon completion of a monitoring period.
- In any case, an MRV cycle **must be conducted at least once every five (5) years**, even if no units are to be claimed.
- The Monitoring Report must include:
 - Reporting period,
 - Personnel and tools involved in the measurement,
 - Monitored parameters and measured values,
 - Emission reduction/removal calculations,
 - Deviations and corrective actions,
 - Supporting evidence and data sources.
- Reports must follow the eva Monitoring Report Template (if available).

4.3. Verification

- Verification must be conducted by an eva-approved VVB who meets independence and rotation requirements (see EVA-SOP-04).
- The VVB evaluates:
 - Accuracy and completeness of reported data,
 - Conformance with respective methodology,
 - Proper implementation of monitoring procedures,
- The verification process includes:
 - Desk review,
 - Site visit (if required),
 - Issuance of a Verification Report.

4.4. Verification Report

- The Verification Report must include:
 - Scope and objectives of verification,
 - Verification methodology,
 - Findings and conclusions,
 - Number of verified units,
 - Confirmation of conformity or description of non-conformities.
 - The report must be signed by both the VVB's Lead Auditor and the Independent Reviewer.
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5. Procedure

5.1. Monitoring

1. Execute monitoring tasks according to the respective eva methodology.
2. Collect, record, and store data as defined in the Monitoring Plan.
3. Review data for completeness and consistency.

5.2. Reporting

1. Prepare the Monitoring Report at the end of the monitoring period or at least every five years.
2. Submit the report to the selected eva-accredited VVB for verification.
3. Upload the Monitoring Report to the eva registry.

5.3. Verification

1. The VVB performs a preliminary assessment of the report.
2. If needed, request clarification or additional evidence from the Project Operator.
3. Conduct site visit (if required).
4. Complete the Verification Report and send it to the Project Operator for review.
5. Submit the final Verification Report to eva.

5.4. Certification

1. eva reviews the Verification Report.
2. If complete and compliant, eva confirms the number of verified units.
3. Certificates are issued to the Project Operator in the eva registry.

6. Records and Documentation

- Monitoring data and reports must be retained by the project owner for at least 10 years.
 - Verification Reports must be published and archived in the eva registry.
 - All records must be made available to eva upon request.
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7. Non-Compliance

- Any false reporting, misrepresentation, or failure to comply with this SOP may result in rejection of the Monitoring Report, suspension of project registration and discontinuation of credit issuance.
 - VVB found to have violated MRV procedures may be disqualified by eva.
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8. Revision History

Version	Date	Description	Author
1.0	11.04.2025	Initial version	Rüdiger Meyer