

# Standard Operating Procedure (SOP): Review of the eva Forest Climate Standard and its Methodologies

eva service gmbh

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**Approved by:** Nisse Oberwalleney

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## 1. Purpose

This SOP defines the procedures for conducting regular and ad-hoc reviews of the *eva Forest Climate Standard* and associated *Methodologies*. It distinguishes between the strategic level (*Principles* and *Criteria*) and the technical level (*Indicators*) to ensure a consistent, science-based, and implementable framework.

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## 2. Scope

- The **Standard Review** addresses the *Principles* and *Criteria* defining the normative intent and core requirements of the *eva Forest Climate Standard*.
- The **Methodology Review** addresses the *Indicators* providing measurable, implementation-level detail for project design, measuring, reporting, validation and verification.

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## 3. Responsibilities

Role	Responsibility
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Standard Director	Oversight of both standard and methodology review
Methodology Lead	Coordination of reviews at indicator-level
Review Team	Analysis and revision of content (both levels); elaborates recommendations to the Standard Director.
Stakeholders	Input and feedback from key stakeholder groups
Quality Assurance Officer	Ensures compliance with SOP and documentation quality.

#### 4. Review Intervals and Triggers

Component	Regular Review	Ad-hoc Review Triggers
Standard (Principles & Criteria)	Every 3 years	Changes in the legal and/or political framework, major stakeholder feedback, international alignment issues
Methodologies (Indicators)	Every 3 years	Scientific advancements, implementation issues, feedback from project operators/VVB

#### 5. Procedure

##### 5.1 Planning and Initiation

A review cycle is initiated by the Standard Director based on schedule or trigger event. A Review Plan is developed for either or both components, including:

- Objectives and scope,
- Composition of Review Team,

- Stakeholder involvement strategy,
- Timeline and milestones.

## 5.2 Internal Review and Evidence Gathering

Review Team analyzes with a view on potential impact on Standard or Methodologies::

- Advances in science and technologies,
- Changes in legal, political or international frameworks,
- Content and context of feedback or submittals having triggered the review process,
- Monitoring and audit data (for indicators).

The Review Team may contain staff members, members of the Technical Committee and/or external experts.

## 5.3 Drafting of Revisions

Revisions are drafted by the Review Team and such drafts proposed to the Standard Director, who decides about the alterations to be made.

- For the **Standard**, revisions are proposed to principles or criteria that require clarification, consolidation, or updating.
- For the **Methodology**, indicators are revised, added, or removed based on field data, use and applicability, or scientific accuracy.

## 5.4 External Consultation

The Standard Director decided about the materiality of the alterations to be made. In general, if the alteration is content-related rather than in wording or structure, a public consultation shall be performed. For such revisions being shared for **public consultation** the following aspects apply:

- Minimum duration of 30 days for the Standard,
- Minimum duration of 30 days for the Methodology,
- Structured comment collection and feedback form are provided.
- Stakeholder meetings or webinars may support the process.

## 5.5 Validation and Finalization

- Once the public consultation has been concluded and evaluated, all comments and submittals are responded to and documented in a Comment Matrix.
- The final version of any revision to the Standard or its Methodologies needs to be approved by the Standard Director.
- Quality Assurance Officer performs a compliance and editorial check.

## 5.6 Publication and Communication

- Final documents are published on the eva website.

- A **Change Log** and **Review Summary Report** are released.
  - Stakeholders are informed of:
    - Effective dates,
    - Transition periods (if applicable),
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## 6. Documentation

- Review Plan (per cycle),
- Minutes from Stakeholder meetings,
- Public comments and Comment Matrix,
- Review Summary Report,
- Versioned documents of Standard and Methodology,
- Change Log.

All documents are stored in the QM system for a minimum of 10 years.

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## 7. References

- ISO 9001:2015 – Quality management systems
  - ISEAL Standard-Setting Code
  - eva Document Control Procedure
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## 8. Revision History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
1.0	11.04.2025	Initial version	Rüdiger Meyer