



ACCEPTANCE CRITERIA ANALYSIS TOOL  
FOR PROJECT VERIFICATION, V2.0  
CERTIFICATION PROGRAM  
TERO CARBON AVALIAÇÕES E CERTIFICAÇÕES S.A.



**ACCEPTANCE CRITERIA ANALYSIS TOOL  
FOR PROJECT VERIFICATION  
VERSION 2.0  
CERTIFICATION PROGRAM**

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**TERO CARBON AVALIAÇÕES E CERTIFICAÇÕES S.A.**



## IDENTIFICATION

<b>DOCUMENT</b>	Acceptance Criteria Analysis Tool for Project Verification
<b>VERSION</b>	2.0
<b>INTEGRAL PART OF THE</b>	Certification Program
<b>STATUS</b>	Under Public Consultation
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<b>STANDARD</b>	Tero Carbon Avaliações e Certificações S.A. ( <a href="mailto:contato@terocarbon.com">contato@terocarbon.com</a> )
<b>PROGRAM</b>	All
<b>SECTOR</b>	All
<b>TYPE</b>	All

## LIST OF ACRONYMS

<b>ART</b>	Technical Responsibility Annotation, in Portuguese, <i>Anotação de Responsabilidade Técnica</i>
<b>IEC</b>	International Electrotechnical Commission
<b>IPCC</b>	Intergovernmental Panel on Climate Change
<b>ISO</b>	International Organization for Standardization
<b>KPI</b>	Key Performance Indicator
<b>NBS</b>	Nature-based Solutions
<b>PDD</b>	Project Design Document
<b>QA/QC</b>	Quality Assurance and Quality Control
<b>TBS</b>	Technology-Based Solutions
<b>VVB</b>	Validation/Verification Body



## LIST OF PROGRAMS

Certification Program
Methodologies Program
Assets Program

## LIST OF SUPPORTING DOCUMENTS

NAME	PROGRAM
Definitions	All
Declaration of Voluntary Implementation and Uniqueness of Carbon Project	All
Declaration of Appointment of Principal Proponent of Carbon Project	All
Declaration of Image Rights Assignment	All
Socio-Environmental Safeguards Analysis Tool	All
Zero Deforestation Declaration	NBS
Land Tenure Compliance Analysis and Certification Tool	NBS

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## 1. INTRODUCTION

The **Acceptance Criteria Analysis Tool for Project Verification** provides a checklist to assist developers in submitting the necessary documents, spreadsheets, and data for project verification.

## 2. OBJECTIVE

The objective of this tool is to ensure that all required information is organized and complete before the verification process of the assets begins, avoiding rework and streamlining the audit conducted by Tero Carbon and the Verification Body (VVB)..

## 3. CHECKLIST: TERO PLATFORM

- All project **quota holders**<sup>1</sup> have their quotas updated.
- There are no **pending items**<sup>2</sup> in the Platform checklist that would prevent the project's submission for Verification.

## 4. CHECKLIST: NBS PROJECTS

### 4.1 Mandatory Documentation

- Monitoring Report:
  - Involved participants (names, contacts, and roles), as described in the Monitoring Plan.
  - Monitoring / crediting period.
  - Quantity of assets requested for the crediting period.
  - Indicators (KPIs) identified in the Monitoring Plan with their respective details.
  - Quali-quantitative diagnostic information (if applicable).
  - Other information required by the Monitoring Plan.

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<sup>1</sup> A quota holder is a project participant who will receive a total or partial amount of assets generated in each verification.

<sup>2</sup> All statuses are either "Under Review" or already "Verified".

- Record of Changes<sup>3</sup> in both **Portuguese** and **English** (only if modifications exist).
- Project Design Document (PDD) in both **Portuguese** and **English** (only if modifications exist).
- For projects with a single rural property – only if modifications exist:
  - “Declaration of Voluntary Implementation and Uniqueness of Carbon Project”** signed by the landowner.
  - “Zero Deforestation Declaration”** signed by the landowner.
  - “Declaration of Image Rights Assignment”** signed by the landowner.
- For projects with two or more rural properties (mosaic) – only if modifications exist:
  - “Declaration of Voluntary Implementation and Uniqueness of Carbon Project”** signed individually or jointly by all landowners.
  - “Declaration of Appointment of Principal Proponent of Carbon Project”** signed jointly by all landowners.
  - “Zero Deforestation Declaration”** signed individually or jointly by all landowners.
  - “Declaration of Image Rights Assignment”** signed individually or jointly by each landowner.
- Technical Responsibility Annotation (ART)** or equivalent document, issued by the competent authority, designating a technical representative from the Developer as the project's responsible technician – only if modifications exist.
- Signatures notarized or carried out through a certification entity recognized by the Federal Government (e.g., gov.br).

#### **4.2 Mandatory Land Tenure Documentation**

- For each rural property, submit the set of documents, certificates, etc., that demonstrate the maintenance of land tenure compliance in accordance with the **“Land Tenure Compliance Analysis and Certification Tool”**.

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<sup>3</sup> If there were changes to the project (scope, technology, legal context, etc.), documentation on how they were addressed (this document will be public).



### **4.3 Geographic Information**

- For each rural property, provide the set of geographic information (Central Coordinate, Vector Files – Shapefile, etc.) that geographically characterizes the rural property(ies) in accordance with the document “**Land Tenure Compliance Analysis and Certification Tool**” – only if modifications exist.
- Updated land use history map.

### **4.4 Information on Quantification Estimates**

- Estimates conducted through Quali-Quantitative Diagnosis – only if there are changes:
  - Technical Note or Report** with the quantification estimate.
  - Spreadsheet containing the raw data from the **Quali-Quantitative Diagnosis**, if applicable.
  - Spreadsheet with the regression analysis of the **site/ project-specific equation** adjustment, if applicable.
  - Spreadsheet with the **calculation records** for the estimates of reduced/avoided and/or removed emissions for: (a) the total project period and (b) annually.
- Estimates conducted using certified software:
  - Technical Note or Report** with the quantification estimate;
  - Spreadsheet with the remote data used as input for the software.

### **4.5 Information on Socio-Environmental Safeguards**

- Technical report demonstrating the continued compliance with Socio-Environmental Safeguards in accordance with the “**Socio-Environmental Safeguards Analysis Tool**”.

### **4.6 Optional Information**

- Technical report on leakage monitoring.

- Monitoring of Non-Permanence Risk:
  - Technical report updating the non-permanence risk assessment.
  - Technical report updating the adjustable dynamic buffer.

## 5. CHECKLIST: TBS PROJECTS

### 5.1 Mandatory Documentation

- Monitoring Report:
  - Involved participants (names, contacts, and roles), as described in the Monitoring Plan.
  - Monitoring / crediting period.
  - Quantity of assets requested for the crediting period.
  - Key Performance Indicators (KPIs) identified in the Monitoring Plan, with their respective details.
  - Information on data collection and equipment.
  - Other information required by the Monitoring Plan.
  - Record of Changes in both Portuguese and English (only if there are modifications).
  - Project Design Document (PDD) in both Portuguese and English (only if there are modifications).
- Record of **Changes**<sup>4</sup> in both **Portuguese** and **English** (only if there are modifications).
- Project Design Document (PDD) in both **Portuguese** and **English** (only if there are modifications).
- For projects with only one proponent/entity – only if there are modifications:
  - Copy of the entity's incorporation document and the latest amendment to the **Articles of Association**.
  - CNPJ registration card** (for companies established in Brazil).
  - Operating licenses**.
  - Environmental licenses (if applicable)**.
  - “Declaration of Voluntary Implementation and Uniqueness of Carbon Project”** signed by the proponent.

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<sup>4</sup> If there were changes to the project (scope, technology, legal context, etc.), documentation on how they were addressed (this document will be public).

- “**Declaration of Image Rights Assignment**” signed by the proponent.
- For projects with two or more proponents/entities – only if there are modifications:
  - Copy of the entity's incorporation document and the latest amendment to the **Articles of Association**.
  - CNPJ registration card** (for companies established in Brazil).
  - Operating licenses**.
  - Environmental licenses** (if applicable).
  - “**Declaration of Voluntary Implementation and Uniqueness of Carbon Project**” signed individually or jointly by all proponents.
  - “**Declaration of Appointment of Principal Proponent of Carbon Project**” signed jointly by all proponents.
  - “**Declaration of Image Rights Assignment**” signed individually or jointly by each proponent.
- Technical Responsibility Note (ART)** or an equivalent document issued by the competent authority, designating a technical representative from the Developer as the project's responsible technician – only if there are modifications.
- Signatures notarized or certified by a government-recognized certification entity (e.g., gov.br).

## **5.2 Geographic Information**

- For each entity, submit the set of geographic information (central coordinates, maps, etc.) indicating the location(s) of the entity(ies) and/or the project's coverage area – only if there are modifications.

## **5.3 Information on Socio-Environmental Safeguards**

- Technical report demonstrating the continued compliance with Socio-Environmental Safeguards in accordance with the “**Socio-Environmental Safeguards Analysis Tool**”.

#### **5.4 Information on the Quantification of Emission Reductions or Removals**

- Calibration Certification:** Proof that sensors, meters, or equipment have been calibrated according to standards (e.g., ISO/IEC 17025).
- Raw Data:** Original files (e.g., gas flow readings, biomass measurements, energy generation records), preferably in an immutable format (e.g., digital logs with timestamps).
- Traceability:** Link between raw data and final calculations (e.g., quantification spreadsheets with auditable formulas).
- Quantification Spreadsheet:** Transparent model including:
  - Formulas and emission factors used (e.g., IPCC, project-specific values).
  - Adjustments for uncertainty (e.g., 90/10 confidence interval).
  - Comparison with the validated baseline.
- Quality Assurance/Quality Control (QA/QC):** Records of internal checks to detect errors or inconsistencies.
- Third-Party Data Audit Report (Optional):** Issued by an independent entity.

### **6. CHECKLIST: LARGE-SCALE PROJECTS**

- Baseline Update:** A baseline adjustment must be submitted at least every three years to account for technological, regulatory, or market changes.



## VERSION HISTORY

VERSION	DATE	NOTES
2.0	04/01/2025	Name change, along with layout adjustments and the separation of NBS and TBS project checklists.
1.0	08/19/2024	Initial version approved by the Board and released for public consultation.