Preliminary Verification Findings Report

Client's Name

Date of Audit

GHG Verification (ISO 14064-3)

Preliminary Verification Findings

The findings of the verification process are summarized in the tables below (Add additional table as per requirement):

Finding 1				
Classification	☐ CAR	☐ CR	☐ FAR	☐ OFI
Description of finding *Describe the finding.*				
Verifier's name				
Root cause analysis				
Corrective Action #1 *This section shall be filled by the client. It shall address the corrective action taken in details.*				
Client's responsible person name				

Audit team Assessment #1 *To be filled out by verifier. In case of non-closure, additional corrective action and further assessments (#2, #3, etc.) shall be added.*	
Verifier's name	
Conclusion *Tick the appropriate checkbox*	☐ Appropriate action was taken ☐ Additional action have to be taken ☐ To be checked during the next periodic verification ☐ Corrective action recommended but not required.

Finding 2				
Classification	☐ CAR	☐ CR	☐ FAR	☐ OFI
Description of finding *Describe the finding.*				
Verifier's name				
Root cause analysis				
Corrective Action #1 *This section shall be filled by the client. It shall address the corrective action taken in details.*				
Client's responsible person name				
Audit team Assessment #1 *To be filled out by verifier. In case of non-closure, additional corrective action and further assessments (#2, #3, etc.) shall be added.*				

Verifier Signature	
Conclusion *Tick the appropriate checkbox*	☐ Appropriate action was taken ☐ Additional action have to be taken ☐ To be checked during the next periodic verification ☐ Corrective action recommended but not required.

Finding 3				
Classification	☐ CAR	☐ CR	☐ FAR	☐ OFI
Description of finding *Describe the finding.*				
Verifier's name				
Root cause analysis				
Corrective Action #1 *This section shall be filled by the client. It shall address the corrective action taken in details.*				
Client's responsible person name				
Audit team Assessment #1 *To be filled out by verifier. In case of non-closure, additional corrective action and further assessments (#2, #3, etc.) shall be added.*				
Verifier's name				

Conclusion *Tick the appropriate checkbox*	☐ Appropriate action was taken ☐ Additional action have to be taken ☐ To be checked during the next periodic verification ☐ Corrective action recommended but not required.

Annexure-A
Standard Definitions Table Format:

Term	Definition
CAR (Corrective Action Request)	A nonconformity was found and must be corrected for successful verification.
CR (Clarification Request)	A fact or facts are not completely clear; if a plausible explanation is submitted, correction is not necessary.
FAR (Forward Action Request)	An inaccuracy or lack of precision (e.g. insecure database) does not need correction for the current verification but should be performed in an improved or corrected form in the next audit.
OFI (Opportunity for Improvement)	An opportunity for improving the system has been identified. It is recommended to implement the suggested measures, but it is not a requirement for getting a positive verification statement, neither for the current nor for following verification processes.