

ISO 14064-1:2018 Organisational GHG Quantification and Reporting Checklist

Clause	Name	Actions/Activities	Documents	Metrics/Measures	Formula	Process/Tools/Equipment	Techniques/Methods	Resources
5.1	Organizational boundaries	Define/justify organizational boundary; choose control/equity share method	Org chart, boundary documentation	% facilities included	N/A	Org charts, contracts	Boundary mapping	Management, legal
5.2	Reporting boundaries	Establish/document reporting boundaries; identify direct & indirect emissions	Boundary report, emission lists	% sources included	N/A	Emission inventory, criteria sheets	Materiality assessment	Sustainability team
6.1	GHG sources/sinks identification	Identify/document all GHG sources & sinks in scope	Source/sink register	# sources/sinks	N/A	Facility maps, process charts	Source mapping	Env. engineers, plant ops
6.2	Quantification approach	Select/explain methodology to minimize uncertainty; document approach	Quant. approach doc, methodology statement	Uncertainty level	Statistical uncertainty	Emission factors, models	GHG calculation, model selection	GHG experts, data analysts
6.3	Calculation of emissions/removals	Calculate emissions by GHG type; convert to CO2e	Calculation sheets, logs	Tonnes CO2e	Activity x EF x GWP	Emissions calculators, spreadsheets	IPCC methods	GHG software, calculators

6.4	Base-year GHG inventory	Select/justify base year, establish procedure for recalculation	Base year doc, recalculation log	Year chosen, data availability	% data verified	Data archive, year review tool	Historic data review	Data analysts
7.1	GHG mitigation initiatives	Plan/implementation & quantify reduction initiatives	Initiative log, action plan	Tonnes reduced, initiative count	Difference in emissions pre/post	Project tracking tools	Project assessment	Project teams, facilities
7.2	GHG offset projects	List offsets purchased/developed, separate from reductions	Offset registry, project list	tCO2e offset	Offset count	Registry, offset docs	Offset verification	Market, offset suppliers
7.3	Reduction targets	Set/report emission reduction targets	Target doc, progress reports	% reduction, target status	Absolute/intensity formulas	Dashboard, scorecards	Target tracking	Sustainability manager
8.1	GHG info management	Implement data mgmt procedures, check accuracy	Data mgmt procedure, audit logs	Error/omission rate	# errors	QMS, audit software	QA/QC, internal audit	IT, QA
8.2	Document retention	Retain/maintain records for verification	Document control log, archive	Doc completeness	N/A	DMS, archive	Doc retention, control	IT, admin
8.3	Assessing uncertainty	Assess, document, and report uncertainty	Uncertainty analysis, report	% uncertainty	Statistical analysis	GUM, stats tools	Sensitivity analysis	Analysts, QA
9.1	GHG reporting	Prepare/plan GHG report	GHG report, structure	Report completeness	N/A	Reporting software,	Report writing	Reporting team

		(for internal or external users)	plan	ss, accuracy	templates		
9.2	Planning the report	Define purpose, objectives, users, frequency, structure	Reporting plan, scope doc	Plan completeness	N/A	Planning tools	Stakeholder mapping
9.3	GHG report content	Include all required, recommended, optional info; reference verification	GHG inventory report	Report completeness	N/A	Templates, checklists	Data aggregation, formatting
10	Verification activities	Support impartial verification (optional but recommended)	Verification report, evidence	Verification status	N/A	Evidence files, audit trails	Third-party audit
Ann ex A	Data consolidation	Consolidate facility-level data using control/equity share	Consolidation worksheet	Data consistency	N/A	Data aggregation tools	Data managers
Ann ex B	Emission categorization	Classify sources as direct/indirect in proper categories	Category matrix, flowchart	Category completeness	N/A	Categorization chart	Source mapping
Ann	Data	Collect/select	Data	Data source	N/A	Databases, logs	Data QA, IT, ops

ex C	selection/use	best data for quantification	collection plan, source list	%				validation
Ann ex D	Biogenic emissions/removals	Apply special rules for biogenic carbon, land use	Biogenic calculation log	tCO2e biogenic	Biogenic calc	Land use records, models	LULUCF methodology	Forestry, agriculture team
Ann ex E	Electricity treatment	Quantify emissions from imported/exported electricity	Energy log, utility bills	kWh, tCO2e	Energy x EF	Metering, GHG factors	Energy audit	Eng., facilities
Ann ex F	GHG report structure	Follow sample GHG report structure for clarity	Report template	Format compliance	N/A	Template	Report QA	Comms, QA
Ann ex G	Agriculture/forestry guidance	Apply sector-specific GHG guidance	Agriculture/forestry records	tCO2e	Sector calc	Sector tools	IPCC methods	Sector experts
Ann ex H	Identifying significant indirect GHGs	Identify, assess significant indirect emissions	Significance assessment, criteria doc	% indirect emissions	Significance calc	Risk assessment tools	Materiality screening	Env. manager

Legend:

- **EF:** Emission Factor
- **GWP:** Global Warming Potential
- **QA/QC:** Quality Assurance/Control
- **DMS:** Document Management System



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