



Gold Standard[®]
for the Global Goals

ASSURANCE PLATFORM USER MANUAL FOR VERIFICATION AND VALIDATION BODIES

Version 1.0

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1 | INTRODUCTION

Welcome to the Validation and Verification Bodies (VVBs) User Guide for the Assurance Platform. This guide is designed to help VVBs use the various features, functionalities, and workflows available within the assurance platform and will be updated on a regular basis. The launch of this assurance platform is part of a wider digitalisation strategy and will help deliver verified impact more efficiently while maintaining the integrity that Gold Standard-certified projects are known for. For more information visit [Gold Standard website](#).

2 | REGISTRATION AND LOGIN

From 05 December 2024, the Gold Standard Assurance Platform can be accessed by visiting this URL in your browser of choice: <https://assurance-platform.goldstandard.org/> Registration is handled by the Gold Standard Administrator team. New Project Developer users can request a login by following the steps outlined in the [Assurance Platform Authentication Manual](#).

3 | VVB USERS

Projects and specific requests assigned to you by either a project developer or Gold Standard, allowing you to access and audit requests specific to your assignment.

3.1 | My requests page

Once assigned a request by the project developer, you'll have the option to accept or decline it. Only upon acceptance will you gain access to view the documents, comments, and other pertinent information related to the project, enabling you to conduct your audit. If you decline the request, the project developer will be notified accordingly. This process ensures that all project audits are handled efficiently and with transparency across all assignments on your VVB account.

GSID	PROJECT	REQUEST NAME	REQUEST STATUS	PROJECT DEVELOPER	RECEIVED DATE	COUNTRY	ROR COUNT	ROUND OF REVIEW END DATE	PROJECT TYPE	CARBON STREAM	ASSIGNMENT STATUS
GS23143	Demo: Renewable Energy Project	Design Certification Project no.1	In Audit	Demo Project Developer	01/11/2024	Burkina Faso	0		Small Low Impact Hydro	GS VER	Pending
GS23143	Demo: Renewable Energy Project	Performance Certification Project no.1	In Audit	Demo Project Developer	01/11/2024	Burkina Faso	0		Small Low Impact Hydro	GS VER	Pending
GS23145	Test Project POA	Design Certification Project no.1	In Audit	Klima ohne Grenzen gGmbH	01/11/2024		0				Pending

3.2 | List View

The 'My Requests list' displays all requests currently associated with your account, if you are assigned to these requests. You can click on a Project GSID to view detailed project information or click through on the 'Request Name' hyperlink for specific request details and navigates to any open actions to undertake on the request.

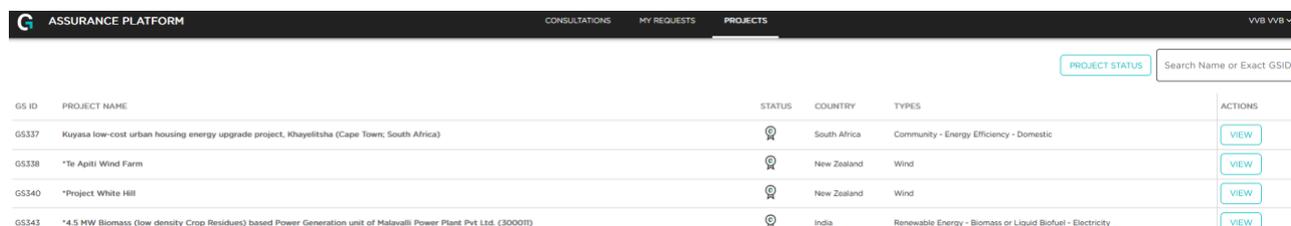
You can sort this list view by any column with a 'Highlighted' header i.e. in the screenshot above you can see you will be able to sort by 'Round of Review End Date'.

3.3 | Filters & Searching

This list view also offers filtering options to help you refine the displayed requests. The available filters include "Status" and "Project" and "Project Developer" which will appear only if applicable options are present in this list. By default, the "Status" filter is set to show new requests that are "in audit" to be actioned by a VVB. To broaden your view, you can untick this filter, allowing you to see all requests associated with your account. You can use the filter boxes to search for specific terms if it's an extensive list of requests, making it even easier to locate requests or projects.

3.4 | Projects & Requests

3.4.1 | Projects List View



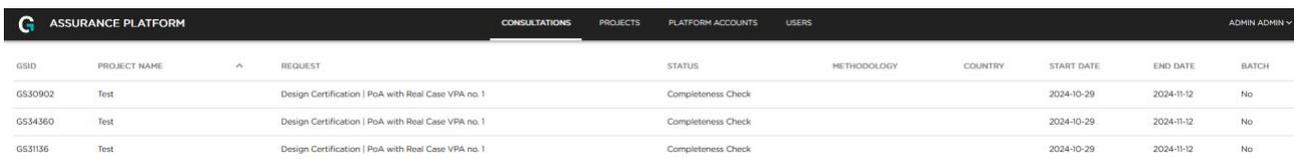
GS ID	PROJECT NAME	STATUS	COUNTRY	TYPES	ACTIONS
GS337	Kuyasa low-cost urban housing energy upgrade project, Khayelitsha (Cape Town, South Africa)		South Africa	Community - Energy Efficiency - Domestic	VIEW
GS338	*Te Apiti Wind Farm		New Zealand	Wind	VIEW
GS340	*Project White Hill		New Zealand	Wind	VIEW
GS343	*4.5 MW Biomass (low density Crop Residues) based Power Generation unit of Malavalli Power Plant Pvt Ltd. (3000T)		India	Renewable Energy - Biomass or Liquid Biofuel - Electricity	VIEW

The projects list provides an overview of all projects at various stages of the certification process, organised in GSID order for easy reference. If you're linked to any new or non-listed projects, these will also appear in your view, giving you a comprehensive look at all relevant projects associated with your account. To streamline navigation, you can filter this list by

project status or search by project name or GSID, making it simple to locate specific projects and check their status or details at a glance.

3.4.2 | Public Request Consultations

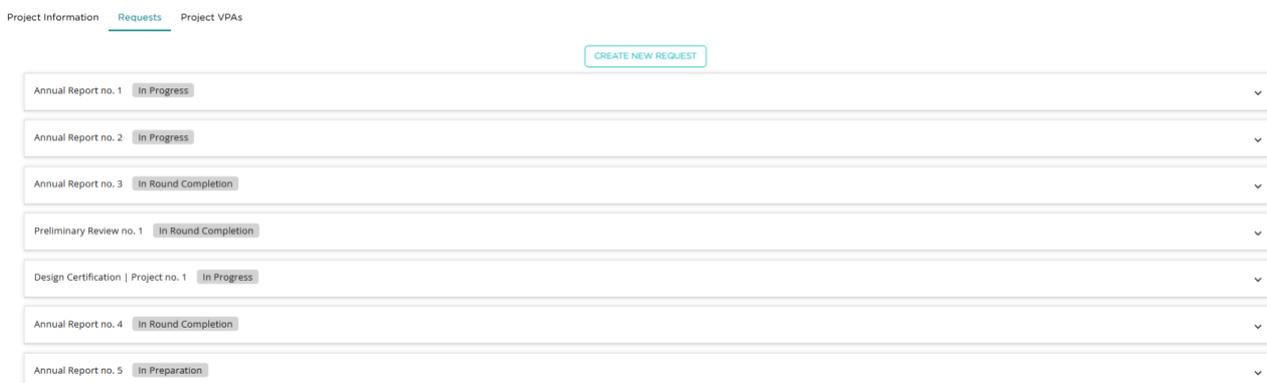
You can view requests that are currently open for public consultation. On the Consultations page, the public can review basic projects and request information and submit comments on these requests. To access this, simply navigate to the Consultations page from the menu.



GSID	PROJECT NAME	REQUEST	STATUS	METHODOLOGY	COUNTRY	START DATE	END DATE	BATCH
GS30902	Test	Design Certification PoA with Real Case VPA no. 1	Completeness Check			2024-10-29	2024-11-12	No
GS34360	Test	Design Certification PoA with Real Case VPA no. 1	Completeness Check			2024-10-29	2024-11-12	No
GS31136	Test	Design Certification PoA with Real Case VPA no. 1	Completeness Check			2024-10-29	2024-11-12	No

3.4.3 | Handling Requests

Once a request on a project has been assigned to you, you can view and manage requests by navigating to the **Requests** tab within the project information page. Here, you'll find all relevant request details, including attached documents, comments, and the current request status.



Project Information **Requests** Project VPAs

[CREATE NEW REQUEST](#)

- Annual Report no. 1 In Progress
- Annual Report no. 2 In Progress
- Annual Report no. 3 In Round Completion
- Preliminary Review no. 1 In Round Completion
- Design Certification | Project no. 1 In Progress
- Annual Report no. 4 In Round Completion
- Annual Report no. 5 In Preparation

To easily manage assigned requests, navigate to the "My Requests" page, where you can view requests currently pending your action. From this page, you can click into each request to see further details. Once inside, you'll have the option to either accept or decline the request. Upon accepting, you'll gain full access to the available actions associated with the request, enabling you to proceed with further steps.

CARBON STREAM	ASSIGNMENT STATUS
3S VER	Accepted
3S VER	Accepted
3S VER	Accepted
	Pending

Actions

ACCEPT / DECLINE REQUEST

Accept / Decline Request

ACCEPT DECLINE CANCEL

As a VVB you'll have specific permissions that allow you to act on requests in the "In Audit" status. In this status, you'll be able to perform a variety of actions, including uploading necessary documents, updating request details, cancelling the request if required, or advancing the request to the next stage when ready. These actions are accessible on the request itself which is accessible through the project.

Actions

SUBMIT REQUEST

CANCEL REQUEST

UPDATE REQUEST

UPLOAD DOCUMENT

On the request you will be able to easily see which documents have been uploaded, and which still need to be uploaded by navigating to the 'Required' and 'Other document' tabs, from here you can also download documents.

Documents

Required Documents Other Documents Support Documents

Monitoring report PRIVATE

Filename: Monitoring Report.docx
 Uploaded Date: 01/11/2024 15:58

Emission Reductions PRIVATE

Filename: Emission Reduction Calculations copy.docx
 Uploaded Date: 01/11/2024 15:58

Not Uploaded - Verification Report

This document should be uploaded by the Project Developer.