Document Number 3.2	TITLE **W+ Procedure for Issuing Verification Reports**	
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Procedure for Issuing Verification Reports

1. Context

Verification reports – also known as audit or certification reports – are issued by an accredited verifier. The verification (audit) is conducted by an independent 3rd party (an accredited verifier) and retained by the project implementer. As of May 2017, the Social Auditor Network (SAN) is the only organization accrediting W+ verifiers. A list of the accredited verifiers is posted on the W+ website. The purpose of the verification report is to describe and 'verify' the qualified and quantified outcomes of project activities associated with the application of the W+ Standard.

2. Resources

Verifiers should refer to the W+ Verifier's Guide, and should utilize the W+ Verification Report Template for documenting their verification process and results. Additional information, including definitions, is in the W+ Program Guide. Inquiries can also be directed to the W+ Standard Coordinator at coordinator@wplus.org.

3. In Field and Desk Reviews

Verifiers conduct both in-field and desk reviews of the documents and other evidences of project activity outcomes. The sampling program and protocol is designed according to Verifier Guide instructions, SAN accreditation training and best practices.

4. Procedure

1. An accredited verifier is selected from the list available on the W+ website, and contracted directly by the Project Implementer.
2. The Project Implementer provides the verifier with the Baseline survey, the Monitoring and Results report and all other related documents.
3. The verifier reviews the relevant project activity evidences against the Monitoring and Results report.
4. The verifier makes a visit to the project site and consults with beneficiaries and other concerned persons.
5. Within 30 days of field activities, the verifier produces a comprehensive report attesting to the project's compliance with the W+ Standard.
6. The verification report is presented to the W+ Standard Coordinator who reviews the submission for completeness.
7. Once the verification report is deemed complete, the verifier issues final, formal opinion (a certification statement) attesting to the project's outcomes, including the number type of units generated (W+ Units or W+ Certification of other types of units) and their compliance with the W+ Standard.
8. The verifier provides the final verification report and certification statement to the Project Implementer and the W+ Standard Coordinator.
9. The Project Implementer sends a copy of the verification report and certification statement to their selected registry, indicating the number and type of units generated. All projects applying the W+ for generating W+ Units will be listed on the W+ Registry. Projects applying the W+ Standard for W+ certification of other types of units or outcomes may also be listed on the W+ Registry.
10. The W+ Standard Coordinator posts a copy to the W+ website.
11. Listing registries and stakeholders are then able to cross-check the status of verification by seeing that the same statements are listed on the W+ website and the registry.

5. Complaints, Disputes and Appeals

If any stakeholder feels that the verification process was not carried out in accordance with W+ guidelines, or if there are disagreements regarding interpretations of the W+ Standard, there is a process, The Complaints, Disputes and Appeals process, for the resolution of these concerns. This policy and process is posted on the W+ website.

Revision History		
#	Date	Description
1	22 May 2017	Original
2		
3		
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