Verification Process according to ISO/IEC 17029:2019 and ISO 14065:2020

Normec Verifavia conducts its **verification and validation (v/v)** activities in accordance with **ISO/IEC 17029:2019** and **ISO 14065:2020**.

The validity of a verification or validation, including the rights to use the Normec Verifavia mark, is subject to the specific terms and conditions stated in the issued v/v statement. Clients should generally anticipate an annual renewal to ensure that their environmental performance remains accurately and consistently verified or validated.

Clients are encouraged to contact Normec Verifavia sufficiently in advance of the renewal date to support continuity of the v/v process.

1. Pre-Engagement

Initial Inquiry and Feasibility: Discussing the client's needs and assessing the feasibility of the v/v, including potential conflicts of interest, to safeguard impartiality and confidentiality.

Conflict of Interest check: Confirming that no conflicts of interest could compromise the impartiality of the v/v activity.

2. Engagement

Formal Agreement: Establishing a formal agreement defining the scope, objectives, timeline, and responsibilities of the v/v.

Document Submission: Collecting necessary documentation from the client related to the subject matter to be verified or validated.

3. Planning

Planning the Verification/Validation: Developing a v/v plan that defines the applicable methodology, tools, and resources needed for the assignment.

Team Assignment: Assigning a competent v/v team with the appropriate knowledge, skills, and experience for the scope of the activity.

4. Execution

Data Collection and Analysis: Collecting and reviewing relevant evidence, performing analyses, and conducting site visits as required.

Assessment: Evaluating compliance against the applicable criteria and identifying any discrepancies, misstatements, non-conformities, or other issues.

5. Review

Technical Review: Conducting an internal review of the findings and assessment results to ensure their accuracy, consistency, and completeness before finalizing the report.
Client Feedback: Engage with the client to discuss the preliminary findings, providing an opportunity for any factual corrections or additional input.

6. Decision and Issuance of v/v statement

Draft Report: Preparing a draft v/v statement representing the findings and, where applicable, identified non-conformities, for internal review and client feedback.
Final v/v statement: Decision and issuance of the final v/v statement, based on the completed assessment and review.

7. Records

Maintaining Records: Retaining relevant records, including documentation and communication, throughout the v/v process and for a period of 10 years. This supports transparency, accountability, and effective handling of future v/v, reviews, complaints or appeals.

8. Post-Verification/Validation Activities

Facts Discovered After the Opinion Statement: Managing any significant information identified after the v/v statement has been issued. Where such information could affect the conclusions reached, Normec Verifavia will determine whether further action, including reassessment or correction of the report or v/v statement, is required.
Follow-up: Conducting any necessary follow-up activities to address identified non-conformities or other matters arising from the verification or validation.

Continual Improvement: Using relevant feedback and insights gained from the v/v activities to enhance Normec Verifavia's procedures, procedures and overall effectiveness.