

## **Requests for amendment of guidelines, standards and methodologies**

This document describes the workflows when requests for amendment to guidelines, standards and methodologies are received.

### **Step 1 - Applications**

Requests for changes can be submitted at any time by any party (clients, expert groups, certification bodies, associations or experts) to [standards@carbon-standards.com](mailto:standards@carbon-standards.com) (see *Application form – Standard amendment* document [here](#) at the relevant standard). Requests are published on the Carbon Standards website at the standard in the appropriate section. All requests (submitted by an external party) are publicly viewable.

### **Step 2 - Commenting**

Within a maximum of two weeks, an official CSI comment is made, written by the technical committee, with a decision on whether and how to initiate an official amendment process. The comment is publicly recorded with the application - this is published on the website. The applicant is published.

### **Step 3 - Documentation**

If the change process is initiated, the CSI commissions/requests the change process. A request list is kept for inclusion in the next regular updates, which can only be viewed internally.

### **Step 4 - Change process**

If a change process is initiated by the technical committee, this can have various effects:

- a) Commissioning a study for further clarification
- b) Request expert group for an opinion
- c) Inclusion of the request in the next regular update
- d) Request for extraordinary update to scientific management

If no amendment process is initiated, the application will not be pursued after the public comment period.