

ISO 14064-1:2018

Greenhouse gases — Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 14064-1:2018 kit, with its revision status and owner.

Document control

Document number	GDE-02	Revision	0
Document title	Document Master List	Issue date	[Date]
Document owner	Management Representative	Next review	[Date]
Management system	Greenhouse Gas Inventory	Classification	Internal
Standard clauses	7.5	Status	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

Before you issue this document

Replace every highlighted placeholder such as [Organisation Name] with your own details, delete any clause that does not apply to your scope, and have the document approved by the roles named above. Record the approval in the revision history — an auditor will ask who approved it and when.

This master list records every document in the ISO 14064-1:2018 Complete Documentation Kit. It is the register required by the standard's documented-information clause: when [Organisation Name] adopts the kit, update the revision and issue-date columns as each document is approved, and add any document created locally.

How to use this list

Keep one controlled copy. Every time a document is revised, raise its revision number here and on the document's own cover page. An auditor will normally ask for this list first and sample from it.

Doc. No	Document title	Clause(s)	Owner
00 Read Me First			
GDE-01	Kit Guide and Implementation Roadmap	5, 6, 8	GHG Inventory Manager
01 Manual			
MAN-01	Greenhouse Gas Inventory Manual	5.1, 5.2.1, 9.3.1, 7.3, 8, 8.2, 6.2.1, 8.3, 8.1, 6.4.2	GHG Inventory Manager
MAN-02	Scope and Boundaries of the Greenhouse Gas Inventory	5.1, 5.2.1	GHG Inventory Manager
MAN-03	Intended Use, Intended Users and Report Planning Statement	3.4.3, 3.4.4, 3.4.6, 9.1, 9.2, 10	GHG Inventory Manager
MAN-04	Inventory Category and Subcategory Mapping Guide	5.2.4, 6.1, 5.2.2	GHG Inventory Manager
02 Policies			
POL-01	GHG Policy and Inventory Mandate	4, 8.1, 9.3.1	Top Management
03 Procedures			
PRO-01	Organisational and Reporting Boundary Procedure	5.1, 5.2.1, 5.2.2, 6.1	GHG Inventory Manager
PRO-02	Indirect Emissions Significance Procedure	5.2.3, 5.2.4	GHG Inventory Manager
PRO-03	Quantification Methodology and Change Control Procedure	6.2.1, 6.2.3, 6.3	GHG Inventory Manager
PRO-04	Activity Data Selection and Collection Procedure	6.2.2	Site Engineer
PRO-05	Biogenic Carbon and Imported Energy Procedure	5.2.4, 6.3, 9.3.3, Annex D, Annex E	GHG Inventory Manager
PRO-06	Base Year Selection and Recalculation Procedure	6.4.1, 6.4.2	GHG Inventory Manager
PRO-07	Competence, Training and Awareness	8	HR Manager
PRO-08	GHG Information Management Procedure	8.1	GHG Inventory Manager
PRO-09	Uncertainty Assessment Procedure	8.3	GHG Inventory Manager

Doc. No	Document title	Clause(s)	Owner
PRO-10	Document Retention and Records Procedure	8.2	GHG Inventory Manager
PRO-11	GHG Reporting, Claims and Disclosure Procedure	9.1, 9.2, 9.3.1, 9.3.2, 9.3.3	GHG Inventory Manager
PRO-12	Internal Audit	8.1	Lead Internal Auditor
PRO-13	Verification Preparation and Engagement Procedure	10, 9.3.1	GHG Inventory Manager
PRO-14	Nonconformity, Corrective Action and Continual Improvement	6.4.2	GHG Inventory Manager
04 Forms, Registers & Templates			
FRM-01	Roles, Responsibilities and Authorities Matrix	9.3.1	Top Management
FRM-02	Significance Criteria Definition and Approval Record	5.2.3	GHG Inventory Manager
FRM-03	Activity Data, Metering and Calculation Traceability Sheet	6.2.2, 6.3, 8.1	Site Engineer
FRM-04	GHG Report Template and Statement of Conformity	9.1, 9.3.1, 9.3.2, 9.3.3	GHG Inventory Manager
FRM-05	Competence Matrix and Training Record	8	HR Manager
FRM-06	Management of Change Request	6.2.1	Site Engineer
FRM-07	Internal Audit Plan and Report	8.1	Lead Internal Auditor
FRM-08	Document Change Request	8.2	GHG Inventory Manager
04 Forms, Registers & Templates			
REG-01	Legal and Other Requirements Register	9.3.2	GHG Inventory Manager
REG-02	Entity, Facility and Consolidation Register	5.1	GHG Inventory Manager
REG-03	Indirect Emissions Screening and Significance Assessment Worksheet	5.2.3, 5.2.4	GHG Inventory Manager
REG-04	Source, Sink and Exclusion Register	6.1, 5.2.4, 9.3.1	GHG Inventory Manager
REG-05	Emission Factor, GWP and Model Register	6.2.2, 6.2.3, 6.3, 9.3.1	GHG Inventory Manager
REG-06	Quantification Change, Recalculation and Restatement Log	6.2.1, 6.4.2, 9.3.1	GHG Inventory Manager
REG-07	Uncertainty Assessment Record	8.3, 9.3.1	GHG Inventory Manager

Doc. No	Document title	Clause(s)	Owner
REG-08	Reduction Initiatives, Projects, Offsets and Targets Register	7.1, 7.2, 7.3, 9.3.3	GHG Inventory Manager
REG-09	Nonconformity and Corrective Action Register	6.4.2	GHG Inventory Manager
05 Plans & Programmes			
PLN-01	GHG Implementation Plan	5, 6, 8	GHG Inventory Manager
PLN-02	Annual Internal Audit Programme	8.1	Lead Internal Auditor
PLN-03	Competence and Training Plan	8	HR Manager
06 Checklists			
CHK-01	ISO 14064-1:2018 Gap Analysis Checklist	—	GHG Inventory Manager
CHK-02	Internal Audit Checklist	8.1	Lead Internal Auditor
CHK-03	Inventory and GHG Report Technical Review Checklist	8.1, 9.3.1, 9.3.2, 9.3.3	Lead Internal Auditor
CHK-04	Verification Readiness Checklist and Evidence Pack Index	10, 8.2, 9.3.1	GHG Inventory Manager
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	8.1	GHG Inventory Manager
TRN-02	Trainer's Guide	8.1	GHG Inventory Manager
TRN-03	Presentation Slides Outline	8.1	GHG Inventory Manager
TRN-04	Exercises and Case Studies	8.1	GHG Inventory Manager
TRN-05	Examination	8.1	GHG Inventory Manager
TRN-06	Examination Answer Key and Marking Scheme	8.1	GHG Inventory Manager
TRN-07	Course Forms	8.1	GHG Inventory Manager
TRN-08	Certificate of Training Template	8.1	GHG Inventory Manager

Revision status

Record the approved revision of each document as it is issued. Rows are pre-filled at revision 0 (first issue).

Doc. No	Rev.	Issue date	Approved by	Next review
GDE-01	0	[Date]	[Name]	[Date]
MAN-01	0	[Date]	[Name]	[Date]
MAN-02	0	[Date]	[Name]	[Date]
MAN-03	0	[Date]	[Name]	[Date]
MAN-04	0	[Date]	[Name]	[Date]
POL-01	0	[Date]	[Name]	[Date]
PRO-01	0	[Date]	[Name]	[Date]
PRO-02	0	[Date]	[Name]	[Date]
PRO-03	0	[Date]	[Name]	[Date]
PRO-04	0	[Date]	[Name]	[Date]
PRO-05	0	[Date]	[Name]	[Date]
PRO-06	0	[Date]	[Name]	[Date]
PRO-07	0	[Date]	[Name]	[Date]
PRO-08	0	[Date]	[Name]	[Date]
PRO-09	0	[Date]	[Name]	[Date]
PRO-10	0	[Date]	[Name]	[Date]
PRO-11	0	[Date]	[Name]	[Date]
PRO-12	0	[Date]	[Name]	[Date]
PRO-13	0	[Date]	[Name]	[Date]
PRO-14	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
FRM-01	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
REG-06	0	[Date]	[Name]	[Date]
REG-07	0	[Date]	[Name]	[Date]
REG-08	0	[Date]	[Name]	[Date]
FRM-04	0	[Date]	[Name]	[Date]
FRM-05	0	[Date]	[Name]	[Date]
FRM-06	0	[Date]	[Name]	[Date]
FRM-07	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
REG-09	0	[Date]	[Name]	[Date]
FRM-08	0	[Date]	[Name]	[Date]
PLN-01	0	[Date]	[Name]	[Date]
PLN-02	0	[Date]	[Name]	[Date]
PLN-03	0	[Date]	[Name]	[Date]
CHK-01	0	[Date]	[Name]	[Date]
CHK-02	0	[Date]	[Name]	[Date]
CHK-03	0	[Date]	[Name]	[Date]
CHK-04	0	[Date]	[Name]	[Date]
TRN-01	0	[Date]	[Name]	[Date]
TRN-02	0	[Date]	[Name]	[Date]
TRN-03	0	[Date]	[Name]	[Date]
TRN-04	0	[Date]	[Name]	[Date]
TRN-05	0	[Date]	[Name]	[Date]
TRN-06	0	[Date]	[Name]	[Date]
TRN-07	0	[Date]	[Name]	[Date]
TRN-08	0	[Date]	[Name]	[Date]

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ISO 14064-1:2018

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GUIDE

Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 14064-1:2018 — the table certification bodies ask for at stage 1.

Document control

Document number	GDE-03	Revision	0
Document title	Clause Cross-Reference Matrix	Issue date	[Date]
Document owner	Management Representative	Next review	[Date]
Management system	Greenhouse Gas Inventory	Classification	Internal
Standard clauses	—	Status	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

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Use this matrix to demonstrate that every requirement of ISO 14064-1:2018 is addressed by documented information. Complete the final column with the evidence or record that proves the requirement is being met in practice, and take it to the stage 1 audit.

Good practice

Auditors use a matrix like this to plan their sample. A complete, honest matrix shortens stage 1 considerably; an aspirational one invites a deeper audit.

Clause	Kit document(s)	Evidence / records in use
3.4.3	MAN-03	
3.4.4	MAN-03	
3.4.6	MAN-03	
4	POL-01	
5	GDE-01, PLN-01	
5.1	MAN-01, MAN-02, PRO-01, REG-02	
5.2.1	MAN-01, MAN-02, PRO-01	
5.2.2	MAN-04, PRO-01	
5.2.3	FRM-02, PRO-02, REG-03	
5.2.4	MAN-04, PRO-02, PRO-05, REG-03, REG-04	
6	GDE-01, PLN-01	
6.1	MAN-04, PRO-01, REG-04	
6.2.1	FRM-06, MAN-01, PRO-03, REG-06	
6.2.2	FRM-03, PRO-04, REG-05	
6.2.3	PRO-03, REG-05	
6.3	FRM-03, PRO-03, PRO-05, REG-05	
6.4.1	PRO-06	
6.4.2	MAN-01, PRO-06, PRO-14, REG-06, REG-09	
7.1	REG-08	
7.2	REG-08	
7.3	MAN-01, REG-08	
8	FRM-05, GDE-01, MAN-01, PLN-01, PLN-03, PRO-07	
8.1	CHK-02, CHK-03, FRM-03, FRM-07, MAN-01, PLN-02, POL-01, PRO-08, PRO-12, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
8.2	CHK-04, FRM-08, MAN-01, PRO-10	
8.3	MAN-01, PRO-09, REG-07	

Clause	Kit document(s)	Evidence / records in use
9.1	FRM-04, MAN-03, PRO-11	
9.2	MAN-03, PRO-11	
9.3.1	CHK-03, CHK-04, FRM-01, FRM-04, MAN-01, POL-01, PRO-11, PRO-13, REG-04, REG-05, REG-06, REG-07	
9.3.2	CHK-03, FRM-04, PRO-11, REG-01	
9.3.3	CHK-03, FRM-04, PRO-05, PRO-11, REG-08	
10	CHK-04, MAN-03, PRO-13	
Annex D	PRO-05	
Annex E	PRO-05	

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