1- PURPOSE and SCOPE

The purpose of this procedure is to define the criteria for determining the price of the work and presenting it to the client, based on the man-day durations over which the service will be performed, at the offer and contract stage of the greenhouse gas verification process.

2- RESPONSIBILITIES

The chairman of the board of directors and the responsible manager are responsible for the execution of this procedure.

3- APPLICATIONS

3.1. Determination of Verification Fee and Duration within the Scope of Monitoring, Reporting and Verification of Greenhouse Gases

Within the scope of the "Communiqué on the Verification of Greenhouse Gas Emission Reports and Accreditation of Verification Bodies";

"ARTICLE 52 –

(1) The contract fees to be signed between the verifying bodies and the operators shall be determined by mutual agreement, taking into account the man-day fee in the second paragraph and the durations specified in Annex-3.

(2) (Amended paragraph: O.G.(Official Gazette) 12/9/2024-32660) The man-day wage for verification activities carried out within the scope of this Communiqué shall be applied as the monthly gross current minimum wage determined in accordance with the Labor Law No. 4857 dated 22/5/2003 in the year to which the greenhouse gas emission report to be verified belongs, excluding Value Added Tax, and a contract is made based on this wage. Except for the works and transactions carried out within the scope of Law No. 4734, the verification activity wage difference arising from the gross minimum wage for the year in which the report will be submitted is added to the contract until January 31 of the year in which the report will be submitted.

(3) (Amended paragraph: O.G. 12/9/2024-32660) The man-day fee covers the verification activity and other mandatory expenses, including the services of the lead verifier, verifier and technical experts.

(4) (Add O.G. 21/6/2022-31873) The man-day fees of technical experts (Repealed phrase: O.G. 12/9/2024-32660) are covered by the verifying body.

(5) (Add O.G. 12/9/2024-32660) If strategic analysis site visits are to be made in accordance with the sixth paragraph of Article 9, the man-day fee is added to the contract, provided that it does not exceed the durations specified in Annex-3."

This is reflected in the contract in accordance with the above provisions. In this context:

- *Operators must comply with the man-day durations and verification fees specified in this Communiqué and the rules of impartiality and independence in the contracts and verification processes to be made.*

- *AVRASYA determines the total verification duration according to the requirements set out in* Annex 3 of the COMMUNIQUÉ ON VERIFICATION OF GREENHOUSE GAS EMISSION REPORTS AND ACCREDITATION OF VERIFICATION BODIES.

- Depending on the category of the installation, the verification fee is calculated over the man-day durations specified in the "COMMUNIQUÉ ON VERIFICATION OF GREENHOUSE GAS EMISSION REPORTS AND ACCREDITATION OF VERIFICATION BODIES - Annex 3 Verification Durations". The man-day fee covers verification activity and other mandatory expenses, including the services of lead verifiers, verifiers, and technical experts.

- The man-day fee for the verification activities carried out within the scope of the "COMMUNIQUÉ ON VERIFICATION OF GREENHOUSE GAS EMISSION REPORTS AND ACCREDITATION OF VERIFICATION BODIES" is applied as the monthly gross current minimum wage determined in accordance with the Labor Law No. 4857 dated 22/5/2003 in the year to which the greenhouse gas emission report to be verified belongs, excluding the Value Added Tax, and a contract is made over this wage. Except for the works and transactions carried out within the scope of Law No. 4734, the verification activity wage difference arising from the gross minimum wage for the year in which the report will be submitted is added to the contract until January 31 of the year in which the report will be submitted.

- Pursuant to Article 9 (6) of the relevant communiqué, if strategic analysis site visits are to be made, the man-day fee is added to the contract, provided that it does not exceed the durations specified in the Annex-3 Verification Durations table of the relevant communiqué. (art. 9:6. para: If the verifying body has not carried out the verification processes with an installation in the last two years, it must appoint a lead verifier or verifier appointed within the relevant scopes to see the installation on site within the durations specified in Annex-3 during the strategic analysis process and complete the strategic analysis within the year of the greenhouse gas emission report to be verified. Verification bodies are obliged to carry out strategic analysis site visits in each verification duration, regardless of the provisions of the sixth paragraph, for operators/installations subject to the Public Procurement Law No. 4734 dated 4/1/2002.

3.2. Determination of Verification Fee and Duration within the Scope of Verification of Greenhouse Gas Emissions in the Voluntary Area (Organizational Level) (TS EN ISO 14064-1)

The data in the "Fr.66 Corporate Carbon Footprint Verification Service Application Form" are evaluated according to the score table below and verification durations are determined.

Evaluation Criteria	Data in the Application Form	Score
Number of Inventory	0≤ I.N <100	1
	100≤ I.N <250	2
	250≤I.N <500	3
	500≤ I.N	4
Number of Personnel	0≤ P.N <50	1
	50≤ P.N ≤250	2
	250< P.N	3
Total Emissions	0≤ T.E <25.000	1
	25.000≤T.E <50.000	2
	50.000≤ T.E <250.000	3
	250.000≤ T.E	4
Is there a Management System Certificate?	Yes	-1
	No	0
Has verification been done by AVRASYA before?	Yes	-1
	No	0
Verification Duration	(Total Score) * (Man.day)	
Minimum Site Visit Duration *(Within Verification Duration)*	(Verification Duration) / 3	

- The minimum site-visit duration is set at one third of the verification duration, provided it is not less than 1 man-day. Fractional times may be rounded down.
- Depending on the nature and complexity of the process, the Lead Verifier may adjust the verification duration by ± 2 man-days.
- For installations where it has worked before, AVRASYA may schedule the site work as at least 1 man-day, with the approval of the Responsible Manager.
- If additional time is required beyond the duration specified in the contract—for a changed man-day duration or for verification activities following the strategic

analysis—an increase may be applied to the total fee (regional conditions, number of technical experts and verifiers in the relevant scope, number of existing clients in the relevant scope, etc.).

- The verification unit fee is determined by mutual agreement, taking into account the man-day duration.

The travel and accommodation expenses of the audit team are charged to the party agreed upon at the offer and contract stage, based on the characteristics of the work and the parties. If the client wishes to fix the travel and accommodation expenses at the contract stage, this is specified in the contract, calculated according to criteria such as the number of clients in the region, the number of verifiers and technical experts, and the type of transport and accommodation.

3.3. Determination of Verification Fee and Duration within the Scope of Verification of Carbon Border Adjustment Mechanism (CBAM) Declarations (within the framework of the relevant Regulations of the European Commission)

The data in the "Fr.76 CBAM Verification Service Application Form" are evaluated according to the score table below and verification durations are determined

Evaluation Criteria	Data in the Application Form	Score
Sector	Calcined clay Cement clinker Cement Aluminous cement	2
	Sintered ore Pig iron DRI (direct reduced iron) Crude steel	3
	Unwrought aluminium	1
	Iron or steel products Aluminium products	1
Number of Production Route	0 ≤ x <2	0
	2≤ x <4	1
	4≤ x <6	2
	6≤ x	3

Fuel/Feedstock/Product Source Stream Count (x)	0 ≤ x <10	1
	10≤ x <15	2
	15 ≤ x <20	3
	20 ≤ x	4
Are there specific embedded emissions?	Yes	1
	No	-1
Are There Actual Embedded Emissions for Complex Goods ?	Yes	1
	No	0
Has the organization received any consultancy services?	**Yes**	**0**
	No	**1**
Is there a Management System Certificate?	Yes	**0**
	No	**1**
Has verification been done by AVRASYA before?	Yes	-1
	No	0
Verification Duration	(Total Score) * (Man.day)	
Minimum Site Visit Duration *(Within Verification Duration)*	(Verification Duration) / 3	

- The minimum site-visit duration is set at one third of the verification duration, provided it is not less than 1 man-day. Fractional times may be rounded down.
- Depending on the nature and complexity of the process, the Lead Verifier may adjust the verification duration by ± 2 man-days.
- For installations where it has worked before, AVRASYA may schedule the site work as at least 1 man-day, with the approval of the Responsible Manager.
- If additional time is required beyond the duration specified in the contract—for a changed man-day duration or for verification activities following the strategic analysis—an increase may be applied to the total fee (regional conditions, number of technical experts and verifiers in the relevant scope, number of existing clients in the relevant scope, etc.).
- The unit fee for the verification service is set at €500 + VAT per man-day. AVRASYA reserves the right to increase or decrease the fees by 20%, depending on market conditions.

The travel and accommodation expenses of the audit team are charged to the party agreed upon at the offer and contract stage, based on the characteristics of the work and the parties. If the client wishes to fix the travel and accommodation expenses at the contract stage, this is specified in the contract, calculated according to criteria such as the number of clients in the region, the number of verifiers and technical experts, and the type of transport and accommodation.

The verification fee is communicated to the client with the form "Fr.44 Greenhouse Gas Emission Verification Service Price Offer/Contract ", "Fr.63 Corporate Carbon Footprint Verification Service Offer Contract" and/or "Fr.77 Carbon Border Adjustment Mechanism (CBAM) Verification Service Offer Contract". In exceptional cases—for example, for companies that wish to use their own quality management system documents and/or for companies operating internationally or in another country—offers may be submitted in a format deemed appropriate by the parties.

4-RELATED DOCUMENTS	Fr.44	Greenhouse Gas Emission Verification Service Price Offer/Contract
	Fr.66	Corporate Carbon Footprint Verification Service Application Form
	"Fr.63	Corporate Carbon Footprint Verification Service Offer Contract
	Fr.77	Carbon Border Adjustment Mechanism (CBAM) Verification Service Offer Contract