MiQ Registry User Guide
04– Certification Bodies

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1 Introduction

This is a guide for organisations who wish to take part in the MiQ Registry as Registrants.

You can access the Registry Landing page at https://miqregistry.org. To login, click the “Login” button at the top right corner of your screen.

Once a user or organisation has passed Know Your Customer and Anti Money Laundering checks they will have access to the registry as a Registrant. Use the email and password from registration to login on to the Registry at https://miqregistry.org/login.

If you don’t remember you email or password, or are having trouble logging in, contact the MiQ Helpdesk at: support@miqregistry.org.

Once you login to the Registry you will be greeted by the dashboard page pictured in Figure 1.

Figure 1 Dashboard screen

Please note, the browsers listed below are preferred environments for the MiQ Registry:

- Google Chrome
- Microsoft Edge
- Safari
- Opera

There is a non-critical lacking functionality on Issue Request date display due to the browser capacities with Mozilla Firefox. For optimal performances of the MiQ Registry platform, please refrain from using Mozilla Firefox.
2. General Functionalities

2.1 Users

Clicking the “Users” button will bring up the user management screen, see Figure 2 below. Here you can see all the Users associated with this Account, edit those users’ details and create new users.

To add new Users to your Account, click the Add User button on to right corner of the Users Screen. On the following screen Figure 3, enter:

1. **Title** – The new Account User’s title (Mr, Mrs, Miss, Ms etc...)
2. **Forename** – The first name of the Primary User
3. **Surname** – The first and second (if applicable) last name of the Primary User
4. **Telephone** – A telephone number for the Primary User, this could be his/her institutional telephone or personal telephone. Please include the country code in parenthesis. *For example, the UK is (+44).* Please don’t put a space or hyphen between numbers, e.g. (+44)123456789.
5. **Email** – An email address for the Primary User, this could be his/her institutional email or a personal email. This will be the login email address. An email address can only be used once across all Evident Services (for example existing I-REC Registry account holders). Email addresses cannot be changed after account creation.
6. **Password** – The password set up and confirmed upon User creation will be the initial password to be used for logging in by the newly created User. This password can be changed after User creation by the User.

then click “+ Add User” to create a new User.
Figure 3. Create User Screen.

Please note: We **highly recommend** any new User changing their password directly upon their first log in on the MiQ Registry.

When logged in, you can now change your own password on the User management screen by clicking the "Edit" button next to the User you are logged in as (Figure 2).

Change your password by entering the new password of your choice in the "Password" field and repeat the desirable password in "Confirm Password" field as shown in Figure 4.

Figure 4. Edit own User and change Password.

Please note: You can only change your own password. Not the one of any other User of your organisation. If you wish to change the password of another User from your organisation, please have the person set as your organisation’s Primary User contact the MiQ Registry Support ([support@miqregistry.org](mailto:support@miqregistry.org)).

Please note: The email address associated to a User cannot be edited. If you wish to change the email address, please create a new User and contact the MiQ Registry Support ([support@miqregistry.org](mailto:support@miqregistry.org)) to delete the previous outdated User.

Clicking the "Edit" button for another User of your own organisation will bring up the Edit User page Figure 5. Here you can change the User’s Title, Forename, Surname, and Telephone number (not the password). Click the "Update" button to save changes.
2.2 Organisations

Clicking the "My Organisation" button will bring up the Organisation screen, see Figure 6 below.

By clicking the "View" button, you can view information relating to your Organisation as it is registered on the Registry. To change any information relating to your organisation, please contact the MiQ Registry Support at support@miqregistry.org.
For context, Registrants are responsible for registering Facilities onto the MiQ Registry and issuing Certificates against those facilities. Registrants can be facility owners or entities that have been authorised by facility owners to act on their behalf.

Certification Bodies are responsible of Verifying that the Ex-Ante Audit data provided by the Registrants on the MiQ Registry are correct and reflective of the MiQ Audit Report.

To display the Ex-Ante Audit screen, click the “Audit” tab on the left side of your screen, then select the “Ex-Ante Audits” tab to display the Ex-Ante Audit screen shown in Figure 7.

The Ex-Ante Audit screen includes the list of all existing Ex-Ante Audits you have been assigned to, Figure 7.

3.1 Verify an Ex-Ante Audit

Clicking Edit will bring up the Edit Submitted Ex-Ante Audit screen (Figure 8) and from here, a Ex-Ante Audit submitted by the Registrant can be Verified or Rejected. As a Certification Body, you cannot amend the data provided by the Registrant. Would that data not be deemed correct or in accordance with your Audit Report, you will have to reject the Ex-Ante Audit and contact the Registrant separately to detail the reason of your rejection. They will be able to amend that data and submit it again to you for Verification.
3.1.1 Ex-Ante Audit data

The first screen, Ex-Ante Audit, is pictured in Figure 9 below. All the fields from that form must be reviewed to ensure a true representation of the audited data you provided to the Registrant.

This screen contains the following fields:

1. **Facility** – This field is already pre-populated with the name of the selected Facility.
2. **Requested start date of the Certification Period** – The start date of the Certification Period covered by the Ex-Ante Audit, as indicated in the Audit Report. The first day of the Certification Period must be the first day of a calendar month. The duration of the Certification Period is fixed to twelve months and will end on the last day on a calendar month.
3. **MiQ Standard version** – Select the version of the MiQ Standard used for the Audit Report.
4. **Initial Audit Grade** – MiQ Audit Grade.
5. **Notes** – This field provides notes from the Registrant.
3.1.2 Methane Intensity

The second screen as pictured in Figure 10 below refers to the calculation of the Methane Intensity. All the fields from that form must be reviewed as a true representation of the audited data you provided to the Registrant.

This screen contains the following fields:

1. **Total Methane Emissions** – Total Methane Emissions in metric tons per year (t/yr).
2. **Natural gas throughput** – Natural gas throughput in thousand standard cubic feet per year (Mscf/yr).
3. **Oil/condensate throughput** – Oil/condensate throughput in barrels per year (bbls/yr).
4. **Energy content of natural gas** – Higher heating value energy content of natural gas in MMBtu per thousand standard cubic feet (MMBtu/Mscf).
5. **Energy content of oil/condensate** – Higher heating value energy content of natural gas in MMBtu per barrel (MMBtu/bbl).
6. **Gas Ratio** – Gas Ratio based on energy equivalents as a unitless value.
7. **Methane content of natural gas** – Methane content of natural gas as a unitless value.
8. **Methane Intensity** – Calculated Methane Intensity in percentage points.
9. **Methods of calculation used**
10. **Comments** – Additional comments relating to the Methane Intensity calculation.

![Figure 10. Methane Intensity Screen](image)

3.1.3 Company Practices

The third screen as pictured in Figure 11 below refers to the Company Practices score. All the fields from that form must be reviewed a true representation of the audited data you provided to the Registrant.

This screen contains the following fields:

1. **Total Company Practices points** – Number of additional points for improved practices.
2. **Description** – Improved Company Practices IDs using the code IDs from the relevant Standard (e.g. GP1.5, IMEP1.5).
3. **Comments** – Additional comments relating to the Company Practices.

Figure 11. Company Practices Screen.

3.1.4 **Monitoring Technology Deployment**

The fourth screen as pictured in Figure 12 below refers to the Monitoring Technology Deployment score. All the fields from that form must be reviewed a true representation of the audited data you provided to the Registrant.

This screen contains the following fields:

1. **Total points achieved for Monitoring Technology Deployment** – Number of points achieved for Monitoring Technology Deployment.
2. **Source-level Monitoring** – Frequency of source-level monitoring technique (#/year).
3. **Facility-scale Monitoring** – Frequency of facility-scale monitoring technique (#/year).
4. **Exemption** – Has the Facility received an exemption approved by the Certification Body from monitoring technology deployment?
5. **Comments** – Additional comments relating to the Monitoring Technology Deployment.

Figure 12. Monitoring Technology Deployment Screen.
3.1.5 Certification Body

The last screen as pictured in Figure 13 below provides information regarding yourself as a Certification Body who performed the Ex-Ante Audit on the Facility. All the fields from that form must be reviewed to provide a true representation of the audited data you provided to the Registrant.

1. **Certification Body** – Name of the Certification Body who performed the Ex-Ante Audit.
2. **Auditor 1: Name** – Full Name of main Auditor responsible for the Audit.
3. **Auditor 1: Audit Role** – Role of the Auditor stating Audit elements covered or field of expertise.
4. If more than one Auditor is involved in the performance of the Ex-Ante Audit, the Registrant may add additional Auditor(s) name and roles.

![Figure 13. Certification Body Information Screen.](image)

3.2 View Verified and Approved Ex-Ante Audits

Would you Verify an Ex-Ante Audit successfully, it will then go to the Issuing Body for final Approval. Its status will change to In-Progress, and it will then be visible in the table of Approved Ex-Ante Audits. You can then click on the View button to access the data relating to the Audit.

Once an Ex-Ante Audit has been Approved by the Issuing Body, its status will change to Approved and it will appear in the Approved Ex-Ante Audit.