Exercise 5: Practical QA/QC session

1. **Check that the IEA data you entered** for your country's baseline (2000) inventory conform with the principles learned from Exercise 3 (fuel combustion) and Exercises 4 (Fugitive emissions for fuel).

2. **Check that International civil aviation is <u>not</u> included** in fuel combustion sheets (Worksheets 1.1.1 – 1.1.1c)

3. **Set biofuel sulphur retention-in-ash to zero** (Sheets 1.2.1 -1.2.4)

4. **Check that <u>*cooked*</u> meat only** (e.g. tinned meat) is included under Food production (Sheet 2.6)

5. **Check for fuel combustion/process PM emissions for minerals production** (double counting issue)

6. **Check waste incineration assumptions**.

7. **Ammonia emissions from coke production** (India, Iran and Pakistan only – see Harry)

8. **Carry out data checks for**:

- **Transcription errors –** has the number been copied over accurately and in the correct format (i.e. do not use gaps for the thousands delineator [10000 not 10 000] and you must use a dot '**.**' for decimal places not a comma '**,**')

- **'Units' errors –** have you identified the source data units correctly (e.g. 1000s tonnes or tonnes; *1000s* animals or *head* animals) and are they the same as required in workbook (or must they be converted first). **[Also remember in the FAOSTAT database 'MT' = metric tonnes!!]**

- Have the correct **conversion factors** been used – double check your maths (e.g. for NCV: MJ/kg converted to toe/t).

- Did you **record all references** to activity data sources and non-default emission factors, S content of fuels or S retention-in-ash values in the tables provided at the bottom of each relevant worksheet **(if not, make a note to do this when you get home).**

9. <u>**Record everything you do in your Inventory Preparation Log Book.**</u>