CORSIA Verification Questionnaire

**Purpose:** This questionnaire is designed to collect the necessary information from an Aeroplane Operator (the Client/Responsible Party) to plan and conduct a verification of its annual Emissions Report and/or its Emissions Unit Cancellation Report in accordance with the requirements of ICAO's Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA), as detailed in ICAO Annex 16, Volume IV, and associated guidance.

**Instructions:** Please complete all relevant sections of this questionnaire and return it along with the requested supporting documents.

**Section A: Aeroplane Operator & Contact Details**

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| **A.1: Responsible Party (Aeroplane Operator)** |
| **Full Legal Name of Aeroplane Operator:** |  |
| **Address:** |  |
| **City, Postal Code:** |  |
| **Country:** |  |
| **Website:** |  |
| **Primary Contact Person for CORSIA:** |
| **Name:** |  |
| **Position/Title:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

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| **A.2: Client Details (if different from above)** |
| **Full Legal Name of Client:** |  |
| **Address:** |  |
| **Contact Person:** |
| **Name:** |  |
| **E-mail:** |  |

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| **A.3: Attribution to State for CORSIA** |
| **State to which you report for CORSIA:** |  |
| **Method of Attribution (select one):** |
| [ ]  ICAO Designator(s): | Please list all designators used in flight plans |
| [ ]  Air Operator Certificate (AOC): | Please provide issuing State and AOC number |
| [ ]  Place of Juridical Registration: | Please provide State of registration |

**Section B: Verification Engagement Details**

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| **B.1: Service(s) Requested** |
| [ ]  **Annual Emissions Report Verification** | **Reporting Year:** e.g., 2024 |
| [ ]  **Emissions Unit Cancellation Report (EUCR) Verification** | **Compliance Period:** e.g., 2021-2023 |

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| **B.2: Verification Criteria & Parameters** |
| **Verification Standard:** | ICAO Annex 16, Vol IV & ISO 14064-3:2019 |
| **Level of Assurance:** | **Reasonable** (as required by CORSIA) |
| **Materiality Threshold (select one):** |  |
| [ ]  **2%** (for operators with annual emissions > 500,000 tonnes) |
| [ ]  **5%** (for operators with annual emissions ≤ 500,000 tonnes) |
| **Intended User(s) of the Verification Statement:** | e.g., State Authority, Public, Internal Management |

**Section C: CORSIA Applicability**

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| **Question** | **Response** | **Notes / Details** |
| **C.1:** Does your total annual CO₂ emissions from international flights exceed 10,000 tonnes? | [ ]  Yes / [ ]  No | International flights as defined in Annex 16, Vol IV. |
| **C.2:** Do you operate aeroplanes with a Maximum Certificated Take-Off Mass (MTOM) greater than 5,700 kg on international flights? | [ ]  Yes / [ ]  No |  |
| **C.3:** Do you conduct any humanitarian, medical, or firefighting flights that are excluded from CORSIA? | [ ]  Yes / [ ]  No | If yes, please describe your procedure for identifying and excluding these flights from your reports. |
| **C.4:** Are you considered a "New Entrant" under CORSIA for the reporting period? | [ ]  Yes / [ ]  No | A new entrant is exempt from offsetting for 3 years or until its emissions exceed 0.1% of 2019 total emissions. |
| **C.5:** Are you subject to CORSIA offsetting requirements for this reporting period? | [ ]  Yes / [ ]  No | This depends on the State Pairs you operate on. |

**Section D: Emissions Monitoring & Reporting**

**D.1: Emissions Monitoring Plan (EMP)**

1. Has an Emissions Monitoring Plan been submitted to and approved by your State Authority?
	* [ ]  Yes, approved on (Date): DD/MM/YYYY
	* [ ]  No, submitted on (Date): DD/MM/YYYY
	* [ ]  No, not yet submitted.
2. What is the version number and/or date of the current EMP?
3. **Please attach a copy of your most recent approved EMP.**

**D.2: Monitoring Method**

1. Which monitoring methodology do you use? (Select one)
	* [ ]  **ICAO CORSIA CO₂ Estimation and Reporting Tool (CERT)**
		+ If CERT, which input method do you use?
			- [ ]  Great Circle Distance
			- [ ]  Block Time
	* ☐ **Fuel Use Monitoring Method** (as per Annex 16, Vol IV, Appendix 2)
		+ If Fuel Use Monitoring Method, please specify which method(s):
			- [ ]  Method A
			- [ ]  Method B
			- [ ]  Block-off / Block-on
			- [ ]  Fuel Uplift
			- [ ]  Fuel Allocation with Block Hour
		+ *If you use different methods for different parts of your fleet, please provide details.*
2. How do you determine fuel density?
	* [ ]  **Standard Density:** 0.8 kg/litre (as per Annex 16, Vol IV)
	* [ ]  **Actual Density:** Please describe the procedure for determining and recording actual fuel density and reference the relevant company documentation.

**D.3: Data Management & Control**

1. Please describe your data flow from primary data sources (e.g., flight logs, fuel invoices) to the final Emissions Report. **Please attach a data flow diagram.**
2. What are your procedures for identifying and filling data gaps?
3. What was the percentage of data gaps for the reporting period? %
4. Please briefly describe the IT systems used for CORSIA data management.
5. Please briefly describe your record-keeping procedures. (Note: CORSIA requires records to be kept for 10 years).

**D.4: Emissions Report (for Verification)**

1. **Please attach a copy of the draft Emissions Report for the specified reporting year.**
2. Please provide the following summary figures from the report:
	* Total annual CO₂ emissions (tonnes):
	* Total annual CO₂ emissions from flights subject to offsetting requirements (tonnes):
	* Total annual CO₂ emissions from flights NOT subject to offsetting requirements (tonnes):

**Section E: CORSIA Eligible Fuels (CEF) Claims**

*Complete this section only if you are claiming emissions reductions from the use of CORSIA Eligible Fuels.*

1. Are you claiming emissions reductions from CEFs in this reporting period? ☐ Yes / ☐ No
2. **Please attach the "Supplementary Information on CORSIA Eligible Fuels" as per the template in the ETM (Doc 9501).**
3. For each batch of CEF, please confirm the following is available for verification:
	* [ ]  Sustainability certification from an ICAO-approved Sustainability Certification Scheme.
	* [ ]  Documentation detailing the chain of custody from fuel producer to aeroplane operator.
	* [ ]  Life Cycle Emissions (LCEF) value used (Default or Actual) with supporting evidence.
	* [ ]  A declaration that emissions reductions from the same batch of fuel have not been claimed under any other voluntary or mandatory scheme.

**Section F: Emissions Unit Cancellation (for EUCR Verification)**

*Complete this section only if the engagement includes verification of the Emissions Unit Cancellation Report (EUCR).*

1. **Please attach the draft Emissions Unit Cancellation Report (EUCR) for the specified compliance period.**
2. What is your total final offsetting requirement for the compliance period, as notified by your State (tonnes CO₂)?
3. What is the total quantity of emissions units you have cancelled (tonnes CO₂)?
4. Please confirm that for all cancelled units, evidence is available for:
	* [ ]  The CORSIA Eligible Emissions Unit Programme and unit type.
	* [ ]  The designated registry where units were cancelled.
	* [ ]  The serial numbers of the cancelled units.
	* [ ]  The date of cancellation.
	* [ ]  Public visibility of the cancellation on the programme registry's website.

**Section G: Document Availability**

Please confirm that the following documents will be available for the verification team.

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| **Document** | **Available (Yes/No)** | **Remarks (e.g., version, location)** |
| Approved Emissions Monitoring Plan (EMP) | [ ]  Yes / [ ]  No |  |
| Draft Emissions Report for the reporting year | [ ]  Yes / [ ]  No |  |
| Draft Emissions Unit Cancellation Report (EUCR) | [ ]  Yes / [ ]  No | *If applicable* |
| Previous year's Verification Report | [ ]  Yes / [ ]  No |  |
| Data flow diagram and process descriptions | [ ]  Yes / [ ]  No |  |
| Records of CORSIA Eligible Fuel purchases & sustainability | [ ]  Yes / [ ]  No | *If applicable* |
| Records of Emissions Unit cancellations from registry | [ ]  Yes / [ ]  No | *If applicable* |
| Internal audit reports related to CORSIA | [ ]  Yes / [ ]  No |  |

**Section H: Declaration**

We hereby certify that the information provided in this questionnaire and its attachments is true, complete, and correct to the best of our knowledge. We understand that this information will be used to plan and conduct the verification engagement. We agree to provide the verification team with access to all necessary information, premises, and personnel required to perform their duties.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR VERIFICATION BODY USE ONLY**

**Contract Review Checklist**

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| **Question** | **Yes/No** | **Explanation / Notes** |
| **1. Scope & Requirements** |
| Is the scope of engagement clear (Emissions Report and/or EUCR)? | [ ]  Y / [ ]  N |  |
| Are the verification objectives, criteria, and level of assurance agreed upon? | [ ]  Y / [ ]  N |  |
| Has the materiality threshold been correctly identified based on the operator's emissions? | [ ]  Y / [ ]  N |  |
| **2. Competence & Impartiality** |
| Does the assigned verification team possess the required competence for the CORSIA scope (aviation, GHG MRV, registries)? | [ ]  Y / [ ]  N | Ref: Annex 16, Vol IV, App 6 |
| Are all impartiality requirements met (e.g., no consultancy, team lead rotation)? | [ ]  Y / [ ]  N |  |
| **3. Risk & Planning** |
| Is the information provided sufficient for a preliminary strategic analysis and risk assessment? | [ ]  Y / [ ]  N |  |
| Based on initial risk assessment, is a site visit required? (e.g., initial verification, material changes, complex data systems) | [ ]  Y / [ ]  N | Ref: Annex 16, Vol IV, App 6, 3.7 |
| Can the verification be completed within the required CORSIA timeline? | [ ]  Y / [ ]  N |  |
| Have all potential risks to completing the engagement been identified (e.g., data availability, operator readiness)? | [ ]  Y / [ ]  N |  |
| **4. Conclusion** |
| Can we proceed with this verification engagement? | [ ]  Y / [ ]  N |  |

**Reviewed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_