

Completeness test – assessed elements

This table outlines the elements assessed during the completeness test. It is essential to complete each field accurately.

Element	Note
Monitoring plan	
Ship IMO number	Must be 7 numbers.
Tab: Ship	
Ship Type	Must be filled in.
Gross Tonnage	Must be =>5000
PSC Ship Class	Must be filled in.
Tab: Company	
Company IMO number	Must be 7 numbers. A common error is filling in the company phone number.
Nature	Must be ISM company or Shipowner. Manager cannot be accepted.
Measuring equipment	
Measuring equipment	Must be filled in.
Procedures for recording, retrieving, transmitting and storing information regarding measurements: Description of procedures	A brief description of the procedure must be filled in.
Procedures for ensuring quality assurance of measuring equipment	A brief description of the procedure must be filled in.
Emission sources	
Identification	Must be filled in for every fuel emission source listed.
Potential fuel types to be used	Must be filled in for every fuel emission source listed.
Monitoring method	Must be filled in for every fuel emission source listed.
Level of uncertainty	Must be filled in for every fuel emission source listed.
Procedures, systems and responsibilities used to update the completeness of emission sources: Description of procedures	A brief description of the procedure must be filled in.
Fuel tanks	
Fuel tanks	At least one fuel tank should be listed.
Method for determination of density of fuel in tank	Must be filled in for every listed tank.
Fuel types and Emission Factors	
Fuel origin	Must be filled in.
Fuel type	Must be filled in.
Method for determination of density of fuel bunkered	Must be filled in.
Emission factors	Fill in the greenhouse gas code, the ttwEF and the slipEF for each fuel type used.
Procedures, systems and responsibilities used to determine and update emission factors in accordance with Annex I to the EU MRV Regulation: Description of procedure	A brief description of the procedure must be filled in.
Fuel consumption	
Fuel consumption - Procedures for determining fuel bunkered and fuel in tanks: Description of procedures	A brief description of the procedure must be filled in.

Fuel consumption - Regular cross-checks between bunkering quantity as provided by BDN and bunkering quantity indicated by on-board measurement: Description of procedure	A brief description of the procedure must be filled in.
Data Gaps - Methods to be used to estimate greenhouse gas (GHG) emissions and fuel consumption: Description of procedure	A brief description of the procedure must be filled in.
Data Gaps – Back-up monitoring method	A back-up monitoring method must be filled in. This monitoring method must be different from the one filled in under the tab “emission sources”.
Navigation	
Voyages - Procedures used to monitor the completeness of the list of voyage: Description of procedures	A brief description of the procedure must be filled in.
Distance - Procedures, responsibilities and data sources for determining and recording the distance: Description of procedures	A brief description of the procedure must be filled in.
Time at sea - Procedures, responsibilities, formulae and data sources for determining and recording the time spent at sea between the port of departure and the port of arrival: Description of procedures	A brief description of the procedure must be filled in.
Data Gaps - Procedures for determining and recording the time spent at sea when navigating through ice: Description of procedures	A brief description of the procedure must be filled in.
Data Gaps - Methods to be used to treat data gaps regarding time spent at sea: Description of procedures	A brief description of the procedure must be filled in.
Cargo	
Cargo - Amount of cargo carried & Number of passengers: Description of procedures	A brief description of the procedure must be filled in.
Data Gaps - Methods to be used to treat data gaps regarding cargo carried: Description of method to treat data gaps	A brief description of the method must be filled in.
Control activities	
Regular check of the adequacy of the monitoring plan: Description of procedures	A brief description of the method must be filled in.
Procedures for data flow activities: Description of procedures	A brief description of the method must be filled in.
Procedures for risk assessment: Description of procedures: Description of procedures	A brief description of the method must be filled in.
Quality assurance and reliability of information technology: Description of procedures	A brief description of the method must be filled in.
Internal reviews and validation of EU MRV relevant data: Description of procedures	A brief description of the method must be filled in.
Corrections and corrective actions: Description of procedures	A brief description of the method must be filled in.
Documentation: Description of procedures	A brief description of the method must be filled in.