

Compliance Cycle Checklist – contact persons

Monitoring plan up to date

- All changes in your monitoring plan that affect the monitoring methodology need to be [notified](#).

Emissions report drafted correctly

- The [emissions report format](#) (AER, template no. 5) provided by the European Commission has to be used.
- Small emitters are allowed to use the emissions report provided by the [Eurocontrol ETS Support Facility](#).
- The emissions report should cover the intra-EU [scope](#). If you have obligations towards the Dutch Emissions Authority for CORSIA then the emissions report must also include the CORSIA emissions.

Emissions report checked by verifier

- The emissions report needs to be checked by a verifier. Only verifiers that have been [accredited](#) for the scope “EU ETS Aviation” by a National Accreditation Body in the European Union are allowed to perform this [verification](#) check.
- The verifier needs to use the [verification report format](#) (VR) provided by the European Commission.
- Please ask your verifier to send you the verification report in Excel and pdf format. The pdf should be signed by your verifier. Please check that the pdf of the verification report contains all tabs.
- Emissions reports provided by the [Eurocontrol ETS Support Facility](#) do not have to be [verified](#). [Small emitters](#) and operators with annual intra-EEA emissions below 3000 tonnes of CO₂ are allowed to make use of emissions reports provided by the ETS Support Facility.

Verified emissions report and verification report submitted to NEa

No later than 31 March 2020 all of the following documents must have been [submitted](#) to

- NEa: Emissions report (Excel)
- Signed cover page of the emissions report (pdf)
- Verification report(s) (Excel)
- Signed verification report (s) (pdf)
- If applicable: Signed separate CORSIA verification report 2019 (pdf)
- If applicable: Separate CORSIA verification report 2019 (Excel)

By mid January 2020, all contact persons will receive an e-mail with further instructions for the online submission of the documents.