

## Compliance Cycle 2022 Checklist

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### 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 and aircraft operators with annual intra-EEA emissions below 3000 tonnes of CO<sub>2</sub> are allowed to use the emissions report provided by the [Eurocontrol ETS Support Facility](#).
- The emissions report should cover the intra-EU scope and the CH-ETS scope. If you have obligations towards the Dutch Emissions Authority for CORSIA then the emissions report must also include the CORSIA emissions.
- Information about the scope of flights to be reported can be found on the [NEa website](#).
- A signed front page of the emissions report must also be submitted with the emissions report in pdf format. See the [NEa website](#) for an example.

### 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. A single verification report format can be used for EU-ETS and CH-ETS emissions reports.
- 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 CO<sub>2</sub> are allowed to make use of emissions reports provided by the ETS Support Facility.
- Operators with reporting obligations towards the Dutch Emissions Authority for CORSIA submit a single combined emissions report but must submit *separate verification reports* for the EU-ETS and CORSIA data sets.

### Verified emissions report and verification report submitted to NEa

By the end of January 2023, all contact persons will receive an e-mail with a digital submission link for the online submission of emissions report documents.

No later than 31 March 2023, all of the following documents must have been [submitted](#) to the NEa:

- Emissions report (Excel)
- Signed cover page of the Excel emissions report in PDF (pdf)
- If applicable : Verification report (Excel)
- If applicable: Signed verification report (pdf)
- If applicable: Signed separate CORSIA verification report 2021 (pdf)
- If applicable: Separate CORSIA verification report 2021 (Excel)