

ICAO CORSIA SCHEME

1. ABBREVIATIONS

1.1 ETM (Doc 9501) Volume IV:	ICAO CORSIA Procedure for demonstrating compliance with the Greenhouse Gas Scheme (Environmental Technical Manual)
1.2 ICAO CORSIA (ICAO SARPs: Annex 16 Volume IV)	International Civil Aviation Organization Carbon Offsetting and Reduction Greenhouse Gas Scheme
1.3 IAF:	International Accreditation Forum
1.4 NBE:	New Business Education Foundation

2. OBJECTIVE

This guidance was created to describe the accreditation processes and rules for Verification Bodies or candidates that are required to be accredited by NBE and that provide/will provide verification services to aviation companies within the framework of ICAO CORSIA greenhouse gas scheme.

3. SCOPE

This guidance covers the accreditation processes of the Verification Bodies within the framework of ICAO CORSIA greenhouse gas scheme, and the additional requirements that come from the greenhouse gas scheme with which Verification Bodies must comply.

4. NORMATIVE DOCUMENTS TO BE USED IN THE ACCREDITATION PROCESS

The standard and normative documents to be used in the accreditation process of Verification Bodies are given below. Accreditation of Verification Bodies is based on ISO 14065 standard. ISO 14064-3 (used in Verification processes) and ISO 14066 standards and IAF MD 6 guidance are standards and guidance for monitoring, reporting and verification of greenhouse gas emissions, created independently of the greenhouse gas schemes. Specific requirements for the greenhouse gas emission scheme are given in ICAO CORSIA greenhouse gas scheme and in ETM (Doc 9501) Volume IV.

Normative Documents List

- ISO 14065: Greenhouse gases - Requirements standard for greenhouse gas validation and verification bodies for use in accreditation or other mutual recognition forms
- ISO 14064-3: Greenhouse gases - Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions
- ISO 14066: Greenhouse gases - Competence requirements for greenhouse gas validation teams and verification teams
- IAF MD 6: Mandatory IAF Document for the implementation of ISO 14065:2013 standard

- ICAO CORSIA: International Civil Aviation Organization Carbon Offsetting and Reduction Greenhouse Gas Scheme
- ETM (Doc 9501) Volume IV: ICAO CORSIA Procedure for demonstrating compliance with the Greenhouse Gas Scheme (Environmental Technical Manual)
- ICAO CORSIA Implementation Elements

5. ACCREDITATION PROCESS

Accreditation processes of Verification Bodies that verify/will verify the greenhouse gas emissions of aviation companies are governed by the rules set out in PR-7-01 Procedure for the Accreditation of Conformity Assessment Bodies.

5.1 Application Process

The Verification Body fills out Form FR-7-01-96 in accordance with clause 3.1.1 of Procedure PR-7-01, applies to NBE with the documents stated in the form.

During its application, the verification body takes into account the schedule specified by ICAO CORSIA. Considering that the verification activities are carried out in 4-5 months of the year, the Verification Body requesting accreditation should communicate its application to NBE at the beginning of September of the previous year. Even if the applications made later are accepted and there is no obstacle to go to for assessment, Verification Body would be responsible if the accreditation process cannot be completed in the reporting year.

5.2 Document Review

The assessment team established in accordance with clause 3.2.2 of Procedure PR-7-01, examines the documents and records of the applicant Verification Body candidate. Depending on the assessment type, the documents that the assessment team should review before the assessment are given below. All assessment team members should be involved in the document review process. If the findings(s) identified during the document review indicate that the requirements of the standard and relevant legislation are violated, and that Verification Body's verification procedures are carried out against the standard, legislation and normative references, then the transition to the assessment planning phase does not take place and the assessment is not performed. The period for document review should be at least 1,5 Man-days.

Documents to be reviewed in the document review:

- Manual on the verification process, all policies, commitments, procedures, instructions, checklists (review of the contract, records of the verifier's qualification and authorization, risk analysis, strategic analysis, impartiality and independence, etc.),
- Records on the competency and reachability of the staff; chief verifier, verifier and technical expert, performance evaluation criteria and their records, staff competency

plan (monitoring) and implementation records

- Verification Report Model (Successful and unsuccessful)
- Before the witness assessment; all documentation and records required by the verification team, as well as all records of the enterprise's monitoring plan, legal permits, Greenhouse Gas data, initial risk analysis results, records on previous verifications, verification scheme and verification team (if conducted)

5.3 Accreditation Assessments

The planning and execution of the accreditation assessments shall be carried out in accordance with the provisions of NBE Guidance G-4-10. In each accreditation assessment carried out within the framework of ICAO CORSIA scheme (initial-assessment and re-assessment), a witness assessment is carried out for an aviation company.

The assessments are mainly based on ISO 14065 standard; for the verification process, ISO 14064-3 and ISO 14066 standards, and for all processes ICAO CORSIA Scheme are used.

5.4 The Use of the Accreditation Mark

The accredited Verification Bodies may choose not to use the NBE Accreditation Mark on the verification reports for reasons arising from the implementation of the relevant greenhouse gas scheme or because it is not included in the scheme/legislation; they may choose to refer to the accreditation in writing.

Except for the conditions specified above, the Verification Body uses NBE Accreditation Mark in accordance with the provisions specified in NBE G-1-06.

5.5 Nonexistence of Activities within the Accreditation Scope

Verification Bodies must demonstrate that they have the necessary competencies in all accredited scopes, and that they continue to maintain their competency. When re-assessment is planned, if it is determined that the Verification Body no longer has a customer within the framework of ICAO CORSIA scheme, then re-assessment shall not be performed.

6. COMPETENCIES

Selection, evaluation, appointment and performance evaluation requirements given in ISO 14065 and 14066 standards as well as the requirements given in Annex 6 of ICAO CORSIA Scheme, the relevant competency requirements given in Table 4 and Table 5 of NBE Guidance G-4-10 (e.g., data control, analytical procedures, process analysis, etc.) apply in its entirety.

Competency requirements for Verifier, Chief Verifier, Technical Expert and Independent Reviewer (chief verifier) are given in the relevant normative references (ICAO CORSIA Annex-

6, ISO 14066) and Article 6 of NBE Guidance G-4-10.

6.1 Performance Evaluation

Competencies of the verifiers and the chief verifiers must be confirmed by monitoring on-site prior to their official appointment and authorization. The performance of all staff involved in verification processes shall be monitored annually. The time interval for on-site monitoring cannot be more than 3 years.