



ICAO

ENVIRONMENT



# CENTRAL REGISTRY

## Quick Guide Series

### REPORTING ON AEROPLANE OPERATORS

According to Annex 16, Volume IV, Part II, Chapter 1, 1.2.7, each *“State shall submit to ICAO a list of aeroplane operators which are attributed to it according to the requirements as described in Appendix 5 Table A5-3”*. For the purposes of the CCR, information for each aeroplane operator must be provided in separate fields as shown below.

Information for each aeroplane operator (mandatory fields are shown with a \*)

#### Aeroplane operator basic information:

- Name of aeroplane operator\*
- ICAO State\*
- Attribution Method\* (options):
  - ✓ “ICAO Designator”,
  - ✓ “Air Operator Certificate”,
  - ✓ “Place of Juridical Registration”
- Identifier\* (*depends on the selected Attribution Method*)

#### Contact information of aeroplane operator:

- Address\* (street name and number)
- City\*
- Postal Code\*
- Country\*
- State or Province (*linked to the Country*)
- Name of Contact Person
- Telephone number
- Email address

### Reporting Deadline

By 30 November of each year

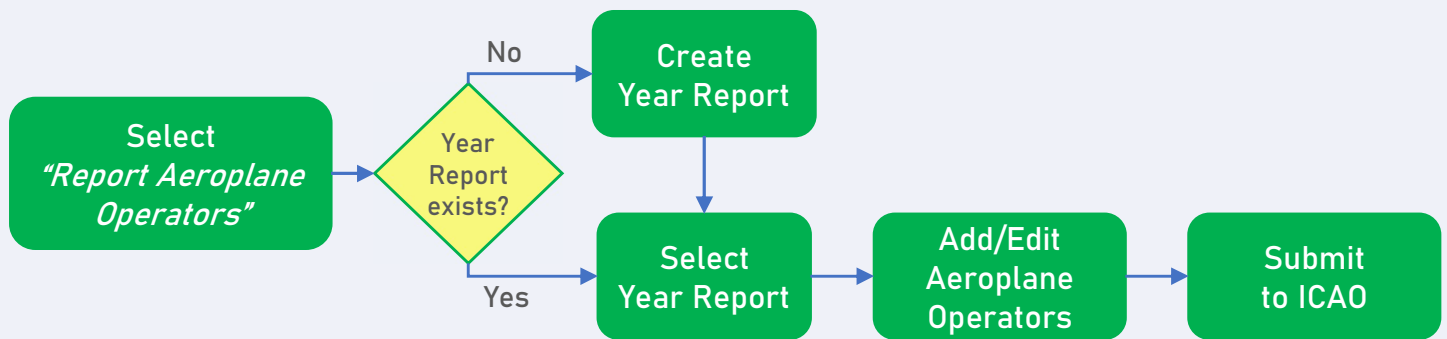
### Reporting Tips

- Each year, submit to ICAO (through the CCR) the complete list of aeroplane operators that will be attributed to your State for the following year
  - ✓ **For each reporting year, the name of an aeroplane operator is unique and can be reported by only one ICAO State**
- If the selected attribution method is “ICAO Designator”, the “Identifier” will be the 3-letter designator according to ICAO Doc 8585 – **For a reporting year, an ICAO Designator can be used only once**
- If the selected attribution method is “Air Operator Certificate”, the “Identifier” will be the Air Operator Certificate (or equivalent) issued by the State – **For a reporting year and ICAO State, an AOC can be used only once**
- If the selected attribution method is “Place of Juridical Registration”, the “Identifier” will be the name of the reporting State (same as ICAO State) – **The CCR automatically fills in this field, and you cannot change it**
- In addition to the information above, there are two more fields for each aeroplane operator:
  - ✓ Status: When you add a new aeroplane operator in the CCR, its status should be set to “Active”. Change the status of the aeroplane operator to “Inactive” if you do not want the aeroplane operator to be included in your submission to ICAO
  - ✓ Remarks: Use this field to provide additional information about the aeroplane operator (e.g., if it is a subsidiary of another operator)

For a general overview of the CCR, refer to  
**CORSIA AT A GLANCE SERIES LEAFLETS 6 & 7**



# REPORTING PROCESS



## Create Year Report – *FOR CORSIA FOCAL POINT ONLY*



- On the “Report Aeroplane Operators” page, click on “Add”, then:

### OPTION 1: Create an empty Year Report

- ✓ Select “Quick Add”
- ✓ Select the reporting year
- ✓ Click on “Create”

### OPTION 2: Copy from an existing Year Report

- ✓ Select “Copy From”, then “Other Reporting Year”
- ✓ Select the existing year report
- ✓ Select the new reporting year
- ✓ Click on “Create”

## Add or Edit Aeroplane Operators



- On the “Report Aeroplane Operators” page, select the year report by clicking on the pencil icon next to it
- To **add** an Aeroplane Operator
  - ✓ Select the “Aeroplane Operators” tab of the year report, then:

### OPTION 1: Add manually

- ✓ Click on “Add”, then “Full Add”
- ✓ Complete information on web form
- ✓ Click on “Create”
- ✓ Repeat as needed

### OPTION 2: Import CSV file

- ✓ Click on “Tools”, then “Import CSV”
- ✓ Locate the CSV file on your computer
- ✓ Click on “Upload”
- ✓ Click on “Confirm and Continue Import”

- To **edit** an Aeroplane Operator
  - ✓ Select the “Aeroplane Operators” tab of the year report
  - ✓ Select the aeroplane operator you want to edit by clicking on the pencil icon next to it
  - ✓ Make changes on the web form that will appear on your screen
  - ✓ Click on “Save”
- After having finished adding and editing all aeroplane operators
  - ✓ Select the “Details” tab of the year report
  - ✓ Under “Data Status”, select UNDER REVIEW and click on “Save”

## Submit to ICAO – *FOR CORSIA FOCAL POINT ONLY*



- On the “Report Aeroplane Operators” page, select the year report by clicking on the pencil icon next to it
- Select the “Details” tab of the year report
- Click on the button “Submit to ICAO”  
or under “Data Status”, select SUBMITTED and click on “Save”