**SUSTAINABILITY CERTIFICATION SCHEME EVALUATION GROUP (SCSEG)
PROCEDURES**

Version 1.0; Effective from 1 December 2025

1.   MANDATE OF SCSEG

1.1.   SCSEG is a subgroup of CAEP mandated with developing technical recommendations to the Council on the eligibility of Sustainability Certification Schemes (SCS).

2.   USE OF THESE PROCEDURES BY SCSEG

2.1.   In fulfilling this mandate, SCSEG is to undertake the tasks and procedures contained in the SCSEG Terms of Reference (TOR), and in doing so use these procedures and guidelines (hereinafter referred to as "SCSEG Procedures"), including as a source of guidance on any specific procedures or issues not addressed in the TOR.

3.   TABLE OF CONTENTS

3.1.   These SCSEG Procedures are organized into the following topics (numbered by section):

1. Definitions
2. Document Management and Assessment Materials
3. SCS Communications
4. Assessment Procedures
5. Procedures for Managing and Monitoring SCSs
6. Transparency
7. Procedures for Managing SCS Scope Deviations

3.2.   These SCSEG Procedures will be updated to reflect related future decisions and guidance by the ICAO Council, and the experience of SCSEG.

4.   DEFINITIONS

4.1.   "CORSIA *Eligibility Framework and Requirements for Sustainability Certification Schemes*" The criteria SCSEG applies to assess the SCS and make recommendations to the Council.

4.2.   As included in the "CORSIA *Eligibility Framework and Requirements for Sustainability Certification Schemes*":

4.2.1.   **Accreditation.** A third-party attestation related to a certification body conveying formal demonstration of its competence to carry out specific conformity assessment tasks (adapted from ISO 17011).

4.2.2.   **Accreditation bodies.** Authoritative bodies that perform accreditation (ISO 17011).

4.2.3.   **Auditors**. Auditors plan, conduct and complete audits on behalf of the certification body. Responsibilities include designing risk-based audit and evidence-gathering plans, designing sampling procedures, evaluating the adequacy and sufficiency of evidence of compliance, identifying nonconformities, issuing a recommendation for or against certification and preparing an audit report.

4.2.4. **Audits**. Systematic, independent and documented processes for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled (adapted from ISO 19011:2011).

4.2.5. **Certification bodies**. Third-party conformity assessment bodies (ISO 17065:2012) making certification decisions and issuing certificates.

4.2.6. **Economic operator**. Economic operators include feedstock producers, processing facilities, and traders and traders upstream of and including the blending point.

4.2.7. **Sustainability Certification Schemes (SCS)**. Organizations that certify economic operators against the sustainability criteria and ensure that economic operators calculate actual life cycle emissions values (if default values are not applied) using the agreed methodology. SCS define sustainability certification requirements, set requirements for certification bodies, auditors and accreditation bodies, and monitor effectiveness of the assurance system.

4.3.   As included in the "*Annex 16 to the Convention on International Civil Aviation, Volume IV – Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)*"

4.3.1. **CORSIA eligible fuel.** A CORSIA sustainable aviation fuel or a CORSIA lower carbon aviation fuel, which an operator may use to reduce their offsetting requirements.

4.3.2. **CORSIA lower carbon aviation fuel.** A fossil-based aviation fuel that meets the CORSIA Sustainability Criteria under this Volume.

4.3.3. **CORSIA sustainable aviation fuel.** A renewable or waste-derived aviation fuel that meets the CORSIA Sustainability Criteria under this Volume.

5.   DOCUMENT MANAGEMENT AND ASSESSMENT MATERIALS

Document management

5.1.   Management of SCSEG's deliberative documents: For deliberative documents pertaining to SCSEG assessments, the ICAO Secretariat should maintain such documents in a secure portal, accessible only by SCSEG members and the ICAO Secretariat (*i.e.*, no access by other groups or the public).

5.2.   Management of application materials: To ensure transparency and provide the public with confidence in the operation of CORSIA, application materials completed and submitted by applicant SCSs should be publicly available on the CORSIA SCS website after ICAO assessment and approval, except for materials which the applicants designate as commercially sensitive. Applicants should be requested to minimize the submission of the latter to the extent feasible, and to clearly identify sensitive information when it is submitted to ICAO.

5.3.   Document retention: All information relating to assessments should be retained and archived in the secure portal by the ICAO Secretariat to inform future re-assessments and recommendations pertaining to the same SCSs. This archive should include, *inter alia*, deliberative documents containing detailed SCS-specific findings, email correspondence with applicant organizations and eligible SCS administrators, and notes of direct discussions with applicant SCS administrators.

Assessment basis and materials

5.4.   Informational basis for assessment: SCSEG should follow the specific *Eligibility Framework Requirements* that applicants report against in the Application Form. An applicant's responses to the

Application Form, as well as to written clarification and information requests and in presentations/interviews, will serve as the primary basis for the assessment. After assessing the information provided by applicants and if/as necessary, SCSEG may consider additional information collected by SCSEG members. Such additional information can be gathered from, *inter alia*, desk research and expert advice (if possible, to request without disclosing assessment-sensitive information). Any such additional reference materials used to inform recommendations should be retained as described in "*Document retention*".

5.5.   Assessment materials: The SCSEG should use the following materials as foundational to its assessment, including to ensure that all applicant organizations are asked, and respond to, the same questions, and provide comparable evidence and reference information.

> *SCS Application Form*, containing a set of metadata and the Eligibility Framework requirements to structure the applicant's completion of the Application Form; A "complete" response involves three components: 1) a written summary response, 2) reference to specific location(s) in the System Documents where the requirement is demonstrably met, and 3) public webpage link if appropriate. The SCSEG should be able to confirm each response in the supplementary evidence provided by the applicants, which may be found in standards and requirements; governing or guidance documents; templates; website or registry contents; or in some cases, in specific methodologies.

> *SCS System Documents* describing the entirety of the SCS program scope and procedures.

6.   COMMUNICATIONS WITH SCS

6.1.   Communicating the call for applications: To the extent possible, the Secretariat should communicate a call for applications in a coordinated manner such that applicant organizations have comparable and sufficient opportunity to respond.

6.2.   Working language and translation: The working language of the assessment process is English.

6.3.   Extent of SCSEG responses to SCSs: With the support of the ICAO Secretariat, SCSEG may respond to clarifying questions from applicant SCSs. The Secretariat will work with the SCSEG co-rapporteurs to review and respond to such questions, which will be further circulated to SCSEG experts for consultation in cases where the questions pertain to information that is not available for reference in existing assessment materials or other communications by SCSEG, or a procedural approach in question has not been addressed in SCSEG Procedures. Responses by SCSEG are limited to those that support applicants' and/or SCSs' understanding of SCSEG assessment procedures or contents of assessment materials and pertain to existing SCS procedures. To every possible extent, SCSEG should avoid providing advice in relation to how prospective or current applicants or eligible SCSs should structure procedures that are under development or consideration.

7.   ASSESSMENT PROCEDURES

Types of SCSEG assessments and related procedures

7.1.   The SCSEG bears ultimate responsibility for undertaking all new, interim, partial, and ad-hoc assessments or re-assessments described in this section.

7.2.   Assessment of new applications: SCSEG should assess new applications according to the relevant procedures contained in the SCSEG TOR, and the procedures outlined in Section 7 of this document. The following scenarios constitute new assessments: application submissions by organizations

that have not previously responded to a call for applications; SCSs that were invited to re-apply; SCSs that withdrew their application under a previous assessment and prior to recommendation by SCSEG; or approved SCSs that seek approval for additional system elements (in cases where, e.g., their scope previously focused on only some fuel types or economic operators).

7.3.   Assessment of system modifications by approved SCSs: SCSs should submit revisions to SCS system documents via the *SCS Change Notification Form,* for SCSEG review. Where the SCSEG identifies that a revision to an SCS's procedures or other SCS elements constitutes a "material change" to scope, the SCSEG should further assess the consistency of the procedure or SCS element with the *Eligibility Framework and Requirements for SCSs* according to the relevant procedures in this section, and the specific procedures in Section 8.

7.4.   Re-assessment of ICAO-approved SCSs: The SCSEG will review ICAO-approved SCSs as requirements or system documents change, or at a minimum once every five years as indicated in the SCSEG terms of reference.

7.5.   Other assessment types: These SCSEG Procedures may be updated as appropriate to reflect additional types of assessment that may be tasked to the SCSEG to review or confirm prior eligibility decisions.

Timing of SCSEG assessments

7.6.   Scheduling calls for applications: SCSEG should provide an annual opportunity to submit new applications at predefined intervals (currently February 1- March 15 annually) to allow for a focused analysis of SCS information. Approved SCSs should submit notifications of system changes by the next deadline for communicating such modifications (currently September 15-October 31 annually).

7.7.   SCSEG assessments and re-assessments: The SCSEG should only assess applicants in line with its pre-determined assessment timeframe (i.e. not on a rolling basis) in accordance with the schedule indicated in Section 7.6.

> 7.7.1.   *Applications and re-assessments on an annual basis*: SCSEG should call for and assess new and re-applications annually.
> 7.7.2.   *System document changes are assessed in parallel*: SCSs that have been approved by Council may submit procedural updates annually in accordance with Section 7.3.
> 7.7.3.   *Use of re-application form*: Regardless of the outcome of their initial application, any SCS that subsequently applies for assessment (i.e., following an invitation to re-apply, or an application for re-assessment), must fill out a new application form.

Guiding Principles for SCSEG's Assessment

7.8.   Caution in the application of criteria: SCSEG should follow a risk-averse approach to evaluation, given that all decisions will be marked by some degree of uncertainty, in order to recommend SCSs to Council for CORSIA fuels certification with a very high degree of confidence.

General assessment steps

7.9.   Assessment cycle: As described in this section, SCSEG's assessment cycle should include an initial and high- level review of applications for completeness and understanding; a more thorough review of the information provided to develop individual assessments and identify any clarification questions; engagement with SCSs to address any open issues or questions, and a deep assessment of SCSs, alongside

any supplementary information, in order to consolidate SCSEG assessments and develop recommendations.

7.10. Receipt and review of applications: Applicant organizations should be sent confirmation that their application materials were received, within one week of receipt. The Secretariat should forward the materials to SCSEG as they are received. As soon as possible after the application deadline, SCSEG should scan the applications for completeness. SCSEG should notify the Secretariat of any additional clarifications or information that it considers necessary to obtain, up-front, in order to further review the applications. Applicant organizations should be informed of any such additional information requests and permitted to provide such information up to a given deadline.

7.11. Initial screening of applicants: Once applications are received, SCSEG should conduct a screening process of applicant organizations according to the following questions, in order to categorize applicants for assessment as described in Section 7.12.

> Question 1: What is the scope of the SCS application as described on the General SCS Information tab of the application form? Is the SCS applying to certify all CORSIA Eligible Fuels (sustainable aviation fuels (SAF) and lower carbon aviation fuels (LCAF) or just one of them? Is the SCS applying to certify economic operators throughout the CEF supply chain or only specific portions (e.g., only feedstock producers, only fuel producers)?

> Question 2: Is the SCS a new entity or does it have previous experience with establishing sustainability certification schemes for other regulatory programmes/scopes?

> Question 3: Does the SCS have qualification and quantification methodologies and protocols in place and disclosed? Does the SCS have methodologies developed by/for the SCS and approved by the SCS according to its unique methodology approval process?

> Question 4: Does the SCS have required procedures and processes in place and disclosed?

> Question 5: For the above, are any SCS elements still under development, or subject to a forthcoming substantive redevelopment, and if so, what are the timelines?

7.12. Initial screening categorization: After initially screening applicants as described in Section 7.11, SCSEG should categorize organizations that submitted applications in the following manner.

> Category I: SCSs that are currently operational for certification of established scopes and in a sufficiently stable and steady state, such that SCSEG can undertake a full assessment.

> Category II: New SCSs for which review may require more detail and iteration between SCSEG and the SCS to better assess SCS procedures and elements.

> Category III: SCSs with a unique or new scope under CORSIA (e.g., only one portion of the supply chain or a fuel that is not currently being certified, i.e., LCAF) for which review may require more detail and iteration between SCSEG and the SCS to better assess procedures, competencies, and SCS elements.

> Category IV: SCSs for which it is not possible to further assess their compliance with the *CORSIA Eligibility Framework and Requirements for SCSs* in their current form.

7.13. Sub-group approach to initial analysis: SCSEG may use a sub-group method of work based on sub-groups addressing particular portions of the *Eligibility Framework and Requirements*. The process entails individual- and sub-group-level assessment of all SCSs and eventually forms the basis for SCSEG-

level consolidated assessments and recommendations. In applying this approach, SCSEG should distribute its initial individual assessment of SCS information according to categories of criteria, rather than each expert reviewing each SCS in full—particularly where time constraints are a factor. Sub-group organizers should aim for purely facilitative sub-group leadership that works toward, but does not force, consensus in early stages of assessment. Consideration should also be given to a clear process for all experts to understand, refine, and finalize the results of sub- group assessment, to promote all experts' comfort with and understanding of the results.

7.14.   Scoring assessment findings: SCSEG members should use the SCSEG Application Form to assess the SCS's consistency with *Eligibility Framework* component as "demonstrated", "partially demonstrated", "not demonstrated", or "not applicable" as appropriate and based on the following scenarios.

"Demonstrated": The SCS's procedure(s) or SCS element(s) are clearly consistent with the given indicator (i.e., criterion, criterion sub-element, or guideline).

"Partially Demonstrated": A subset of the SCS's procedure(s) or SCS element(s) are clearly consistent with the given indicator while others are not, or portions of the SCS procedure are present but some elements are missing. SCSEG should make every effort to score SCSs as "partially demonstrated" only in cases where some SCS activities or procedures are consistent with an indicator and others are not or are missing—and where such a distinction can be clearly defined. SCSEG should avoid using this option due to indecision or a lack of information. In accompanying narrative analysis, SCSEG members should further identify the subset of SCS activities or procedures seen as missing or inconsistent with a given indicator, to potentially recommend SCS exclusion. In these cases, the SCSEG will request the SCSs to adjust the system documentation within a designated timeline, and terminate the review process if the issues are not addressed.

"Not Demonstrated": The SCS's procedure(s) or SCS element(s) are clearly missing or inconsistent with the given indicator. In these cases, the SCSEG will request the SCSs to adjust the system documentation within a designated timeline, and terminate the review process if the issues are not addressed.

"Not Applicable": The given indicator is excluded from SCSEG's assessment because it is not relevant to the SCS's scope, procedure(s) or SCS element(s), as identified a) by the SCS in the SCS's *Application Form Part I General SCS Information* tab, or b) by SCSEG during its assessment.

SCSEG Report findings and eligibility recommendations: Contents and applicability

7.15.   SCSEG Report – general contents: SCSEG should present its findings and recommendations in an easily-digestible manner, including through the use of tables and charts, as appropriate. SCSEG should provide clear and concise recommendations that can help to minimize open-ended Council discussions. The SCSEG Report may contain the following elements:

a) Executive Summary;
b) Abbreviations and acronyms;
c) Introduction and summary description of SCSEG tasks and assessment process;
d) SCS Assessment and SCSEG Recommendations;
e) Lessons-learned from the assessment process regarding the application of CORSIA requirements
f) Appendices.

7.16.   SCSEG Report – recommendations contents: SCSEG should apply the following guidelines when developing and presenting its summary recommendations for each applicant organization:

  a) Findings should summarize each applicant's scope and overarching consistency with the Eligibility Framework;
  b) The recommendations for each applicant may include technical information from the SCS's application form and communications with SCSEG, and relevant public information and/or data, where SCSEG agrees the information is critical to support Council's understanding of a recommendation;
  c) The recommendations and other Report contents should not include any comparative analysis of applicants or their features.

7.17.   Format of the ICAO document titled *"CORSIA Approved SCSs"*: The ICAO document titled *"CORSIA approved Sustainability Certification Schemes"* should include the following fields pertaining to each SCS:

  a) CORSIA SCS name;
  b) Date of approval;
  c) Website of the approved SCS CORSIA system documents;
  d) Scope of approval.

8.   PROCEDURES FOR MANAGING AND MONITORING ELIGIBLE SCSs

Notification and acceptance of terms

8.1.   Notifying applicants of SCSEG findings: Upon finalizing eligibility decisions by Council, and prior to publication of the ICAO document titled *"CORSIA Approved SCSs"* or the SCSEG report recommendations, applicants should be notified of the approved SCSEG recommendations, including any recommendations related to eligibility scope, parameters, and any conditions and exclusions.

8.2.   SCS acceptance and maintenance of *Eligibility Framework and Requirements*: Upon notifying the SCS of an eligibility decision by Council, and prior to its inclusion in the ICAO document titled *"CORSIA Approved SCSs"* or publication of the SCSEG report findings or external communication of the SCS eligibility status, including by the SCS, the approved SCS should be requested to provide written confirmation of its understanding and acceptance of the terms, conditions, and any limitations; and agree to maintain its consistency with the *CORSIA Eligibility Framework and Requirements for SCS* in the manner (e.g., procedures, measures, governance arrangements) described in its application form and in any subsequent communications with SCSEG. This request should be clearly communicated so as not to invite or suggest an opportunity for appeals to the Council decision or underlying SCSEG recommendations; SCSs may be informed of a deadline for response. Once written confirmation of SCS acceptance of the approval and any terms, conditions, and limitations is received by the ICAO Secretariat, then the SCS will be included in the ICAO document *"CORSIA Approved SCSs"*.

Ongoing approved SCS requirements

8.3.   SCS system change notifications: Once a SCS is approved by Council, the SCS should notify the ICAO Secretariat prior to any modifications of the SCSs system documents and scope, including any unilateral decision to revoke or invalidate CORSIA-related program elements or system documents. Revocation or invalidation of system documents is automatically considered a material change. Notifications should detail the change(s). SCSEG will then consider the need for any further review. The Secretariat should inform the SCS of SCSEG's decision to more deeply assess the SCS's modification or

confirm that the modification is clearly consistent with the CORSIA Eligibility Framework and currently approved scope.

8.4.　　　Format for SCS change notifications: Approved SCSs should identify changes using the *CORSIA Approved SCS Change Notification Form*, which includes a space for the SCS to identify each change, explain why there was a change, and identify how the change results in different responses on the application form, including by noting the nature and extent of the revision(s). SCS should provide track-changes and clean versions of the proposed system documents.

8.5.　　　Communicating timing of material change assessment: In instances where SCSEG has identified that an SCS change is a material change, the SCS should be made aware of the timeline for a review once it is initiated by the SCSEG, including the date by which the review will be completed. The length of the review should be determined by the extent and scale of the material change.

Ongoing SCS requirements for reporting

8.6.　　　Approved SCSs publish CORSIA-certified economic operator certificates: Approved SCS certificates for economic operators will be published on the SCS website as indicated on their application form to enable the public identification of economic operators with active, expired, or withdrawn certificates.

8.7.　　　Approved SCSs submit annual reporting of batch level information: in line with Table 1, Requirement 7.1 and Table 4, Requirement 1.1 of the CORSIA eligibility framework, approved SCSs will report batch-level certification information to ICAO Secretariat via an Annual Report due by 30 April of each year, using the template provided on the "CORSIA SCS evaluation" website. This template is updated on an annual basis, based on lessons learned as the CEF industry expands. The annual report will enable the public identification of batches certified under CORSIA Eligible Fuels requirements and cross-checking against the CORSIA Central Registry CEF claims.

Feedback to be provided to unsuccessful applicants on request

8.8.　　　If requested by SCSs that were not recommended for Council approval, SCSEG may notify the SCS of which specific CORSIA Eligibility Framework were not fully met. If requested by an SCS that SCSEG identified as 'not possible to assess', SCSEG may re-confirm to the SCS the reasons for that finding.

9.　TRANSPARENCY

9.1.　　　CAEP comments on new applications: In accordance with its Terms of Reference, the SCSEG's technical recommendations on the eligibility of SCS are contained in a report that is sent to CAEP Members and CAEP Observers who will have 30 days to provide comments on the report prior to the report being forwarded to the Council by CAEP. These comments from CAEP Members and CAEP Observers are reported by CAEP to the Council alongside the report of the CAEP SCSEG.

9.2.　　　Application forms:　Once reviewed and recommended for approval, successful SCS application forms will be published on the CORSIA SCS evaluation website, Section "Previously Submitted Applications"

9.3.　　　Annual reports: Once reviewed and accepted, the Annual Reports will be published on the ICAO website.

10.　PROCEDURES FOR MANAGING DEVIATIONS

10.1.	This section describes procedures that SCSEG should apply when, in the course of monitoring the ongoing eligibility of SCSs, an SCS submits revisions to its system documents that deviate from the previously submitted materials, or the SCSEG finds that an approved SCS has potentially deviated from its approved scope.

10.2.	The following are categories of deviation that SCSEG should take into account to classify an identified deviation from approved scope by an SCS. The SCSEG's approach to the resulting recommendations depends on the type of review, i.e. whether the review pertains to *non-material SCS deviations, material non-severe deviations, or severe deviations*, as described in this section.

Non-material deviations

10.3.	<u>Non-material SCS deviations</u>: Cases of less severe and smaller scale developments which may include:

> a) deviations from the CORSIA Eligibility Framework and Requirements which SCSEG confirms as an inconsistency with a criterion and that results from, e.g., misunderstanding,
> b) deviations on a technical or methodological approach that SCSEG assessed and confirmed as consistent with the *Eligibility Framework and Requirements* but, in practice, proves to function in a manner inconsistent with the requirements.
> c) Administrative changes/editorial changes for clarity.
> d) Addition of more default values to ICAO CORSIA Document 06: CORSIA Default Life Cycle Emissions Values for CORSIA Eligible Fuels.
> e) modifications to CORSIA requirements that are then directly reflected in changes to the SCS System Documents but do not alter SCS methodology or governance.
> f) Direct responses to Council requests to adjust requirements.
> g) Changes that do not substantively alter the governance or methodology of the SCS.
> h) Changes that provide greater detail/clarification on the existing governance or methodology.

10.4.	<u>Eligibility status during review</u>: Given that the review of such cases by SCSEG and related decisions by the Council would not result in the immediate revocation of approval, the status of affected certified economic operators and fuel batches should remain valid and eligible for claims under CORSIA.

10.5.	<u>Remediation of confirmed non-material SCS deviations</u>: An SCS found to have introduced *non-material SCS deviations* which are confirmed by SCSEG should be given the opportunity to resolve or remediate such developments or justify why the deviation should be acceptable under CORSIA. SCSEG should provide any SCS that has introduced such a *non-material SCS deviation* a specific timeframe to address the deviation. SCSEG can approve non-material deviations if it deems them necessary and appropriate.

Material deviations

10.6.	<u>Material SCS deviations</u>: Cases of developments that lead to a change in scope and would affect answers to questions on the application for approval, which may include:

> a) Changes to procedures, methodologies, tools, or compliance with other requirements.

10.7.	<u>Eligibility status during review:</u> If the proposed change is provided in advance of implementation, as required in Section 8.3, and the SCS provides sufficient justification for the change, the SCSEG will require the SCS to apply for reapproval. The SCSEG will then re-assess the SCS for

compliance with the Eligibility Framework and request re-approval by Council. As long as no change is implemented before re-approval, no change in validity of CEF claims will be necessary. If the change was undertaken in advance of notification to ICAO, the status of affected certified economic operators and fuel batches should be assessed by SCSEG if the SCS modification is not approved by Council.

10.8.   Remediation of confirmed material non-severe SCS deviations: In cases of *material deviations* for which an SCS that provides a change notification for the previously approved scope prior to change implementation, the SCSEG will require the SCS to apply for re-approval and no remediation will be required prior to the Council decision. An SCS found to have introduced material SCS deviations without notifying ICAO and which are confirmed by SCSEG should be given the opportunity to justify, resolve, or remediate such developments. In doing so, a clear plan should be specified by SCSEG, which:

a) takes into account the nature of the remediation requested and the SCS internal technical and governance arrangements;
b) targets clear and reasonable milestones and deadlines for addressing the non-material change; and
c) specifies subsequent steps to be taken by the SCS and SCSEG, in response to both a satisfactory remediation effort or determination that the SCS scope has changed.

10.9.   In the case of satisfactory remediation, the SCS should return to alignment with the *CORSIA Eligibility Framework and Requirements* and approved scope. In the event the SCS intends to persist with the new updated developments and SCSEG deems the changes necessary and appropriate, the SCSEG will require the SCS to apply for re-approval.

Severe SCS deviations

10.10.   Severe SCS deviations: Cases of SCS-level fraud or malfeasance, or cases of severe deviations from the SCSs approval scope, where such offenses are reviewed and confirmed. Severe deviations could include circumstances in which SCSEG confirms that the SCS, inter alia:

a) intentionally provided false information, or intentionally withheld information that was requested and/or should have been provided in the course of an initial or subsequent assessment for approval; or
b) knowingly deviated from a CORSIA Eligibility Framework requirement and did not notify ICAO of the material change; or
c) refused to respond to or satisfy a request by ICAO to remediate a deviation; or
d) ceased SCS operations and did not inform ICAO.

10.11.   Approval status during review: SCS approvals, issued certificates, and Proofs of Sustainability remain valid during the review period.

10.12.   Notification of review: Upon deciding to initiate the review of an SCS for *severe deviations*, prompt and prominent notification of potential eligibility changes should be provided to the Council, as well as relevant updates to indicate the progress and/or conclusions of the review. Such notifications should:

a) indicate the nature of the review and potential status change;
b) outline the anticipated timeline for the review, including the Council Session for which such a decision is targeted;
c) explain that the CEF batch certificates remain valid until or unless otherwise decided by the Council based on SCSEG recommendations; and
d) indicate the compliance period(s) in which a potential status change will apply.

10.13.   The ICAO document "*CORSIA Approved SCS*" should not be revised to reflect any potential changes to the SCS status during review.

10.14.   Remediation of severe deviations: An SCS will not be given an opportunity to remediate confirmed *severe deviations*, as those imply an immediate revocation of the SCS approval by Council. Such a revocation decision does not prevent the affected SCS from remediating the offense and re-applying for ICAO assessment in the future.

10.15.   Start date for applicability of eligibility revocation: If Council revokes approval of the SCS, sustainability certificates and Proofs of sustainability issued after the revocation date will not be used to meet CORSIA offsetting requirements.

Reporting of deviations

10.16.   The "CORSIA SCS Evaluation" website includes a *Public Comments/Complaints* submission form through which any member of the public can submit information indicating concerns relating to scope or performance of CORSIA approved SCSs, certification bodies and auditors, and/or CORSIA certified Economic Operators.

Communicating Council-approved changes to eligibility status

10.17.   Following a Council decision to revoke the approval status of an approved SCS, the revocation should be explicitly acknowledged in the ICAO document "CORSIA Approved SCSs" (rather than simply deletion of the SCS from the ICAO document) given the critical nature of the change in status. The ICAO document revision should also clearly identify the date of applicability of such revisions.

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Reference links

SCSEG Terms of Reference: https://www.icao.int/sites/default/files/environmental-protection/Documents/CAEP/SCSEG/SCSEG-Terms-of-Reference-Amendment-1.pdf

CORSIA Eligibility Framework and Requirements for Sustainability Certification Schemes: https://www.icao.int/CORSIA/corsia-eligible-fuels

Annex 16 to the Convention on International Civil Aviation, Volume IV – Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA): https://www.icao.int/CORSIA/sarps-annex-16-volume-iv

CORSIA SCS – roles and evaluation process website: https://www.icao.int/CORSIA/corsia-scs-evaluation
(Note: Website contains details of organizations engaged in sustainability certification of CORSIA Eligible Fuels, SCS application process, list of CORSIA approved SCSs, SCS Annual Reports to ICAO, frequently asked questions, and previously submitted applications)

CAEP SCSEG website: https://www.icao.int/CAEP/caep-scseg

SCS application form:
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.icao.int%2Fsites%2Fdefault%2Ffiles%2Fsp-files%2Fenvironmental-protection%2FCORSIA%2FDocuments%2FSCS-Evaluation%2FSCS_Application_Form-Version3%2528Sept2023%2529.xlsx&wdOrigin=BROWSELINK