



ICAO

ENVIRONMENT



Quick Guide Series

REPORTING ON VERIFICATION BODIES

According to Annex 16, Volume IV, Part II, Chapter 1, 1.3.7, each "State shall submit to ICAO a list of verification bodies accredited in the State" in accordance with Appendix 5, Table A5-3. For the purposes of the CCR, information for each verification body must be provided in separate fields as shown below.

Information for each Verification Body (mandatory fields are shown with a *)

Verification body basic information:

- Name of verification body*
- ICAO State*

Contact information of verification body:

- 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

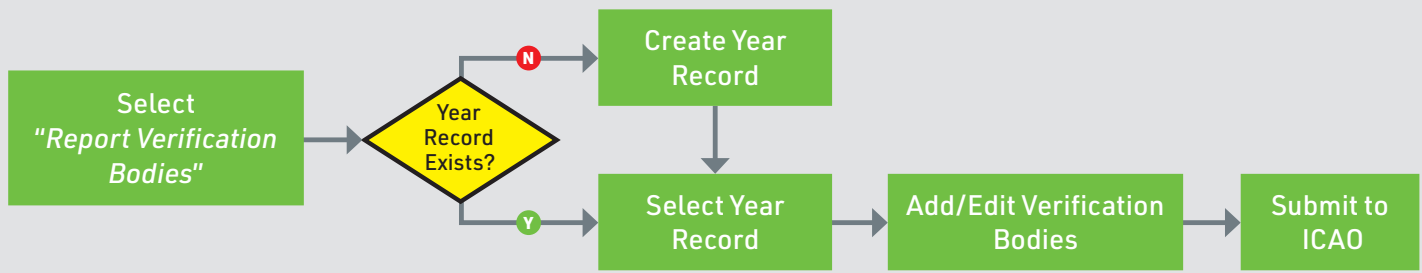
Reporting Tips

- Each year, submit to ICAO (through the CCR) the complete list of verification bodies accredited in your State.
- In addition to the information above, there are two more fields for each verification body in the CCR:
 - Status: When you add a new verification body in the CCR, its status should be set to 'Active'. Change the status of the verification body to 'Inactive' if it ceases to provide verification services for CORSIA (e.g., in the case that it loses its accreditation)
 - Remarks: Use this field to provide additional information about the verification body (e.g., a web link to its accreditation certificate)

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



REPORTING PROCESS



Create Year Record – **FOR CORSIA FOCAL POINT ONLY**



- On the "Report Verification Bodies" List page, click on "Add", then:

OPTION 1: Create an Empty Year Record

- Select "Quick Add"
- Select the reporting year
- Click on "Create"

OPTION 2: Copy from an Existing Year Record

- Select "Copy From", then "Other Reporting Year"
- Select the existing year record
- Select the new reporting year
- Click on "Create"

Add or Edit Verification Bodies



- On the "Report Verification Bodies" List page, select the year record by clicking on the pencil icon next to it

To add a verification body:

- Select the "Verification Bodies" tab of the year record, 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 a verification body:

- Select the "Verification Bodies" tab of the year record
- Select the verification body 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 verification bodies:

- Select the "Details" tab of the year record
- Under "Data Status", select "COMPLETE"
- Click on "Save"

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



- On the "Report Verification Bodies" List page, select the year record by clicking on the pencil icon next to it
- Select the "Details" tab of the year record
- Under "Data Status", select "READY"
- Click on "Save"