



Carbon Offsetting and Reduction Scheme for International Aviation (CORSA)

Reporting requirements for SCS Annual Report to ICAO



Version 1 – February 2022

SCS Annual Report content to ICAO

Background: The ICAO document ‘CORSIA Eligibility Framework and Requirements for Sustainability Certification Schemes,’ Table 1 (Requirements for SCS) lists all requirement for an SCS to achieve ICAO CORSIA approval. Requirement 7 of the table (Annual Report) describes the following obligations of the SCS:

- “Recognized SCS submits annually a report to ICAO that includes relevant information”
- “SCS has a procedure in place to collect the information required to fulfil this reporting obligation” and
- “SCS records detailed information about the calculation of actual values within their system and provides this information to ICAO on request, in line with the ICAO document entitled, “CORSIA Methodology for Calculating Actual Life Cycle Emissions Values.”

SCS will provide the following relevant information to ICAO (officeenv@icao.int) on an annual basis by **1 May of the year following approval**:¹ Business-confidential information should be labelled as such; otherwise ICAO may publish the information as needed.

Field 1	List of audits of economic operators executed during the reporting year	1.a Modality (onsite or remote) 1.b Frequency 1.c Group auditing details 1.d. Certification body details (company, contact information) performing the audit
Field 2	Certification body assurance	2.a Documentation of certification body compliance with ISO 17065 2.b Assurance of certification body compliance with requirements in CORSIA Framework and Requirements for Eligibility of SCS
Field 3	Accreditation body assurance	3.a Documentation of accreditation body compliance with ISO/IEC 17011 3.b Details of external and/or peer-reviewers that conducted most recent accreditation body compliance assessment (e.g., credentials, affiliation)

¹ Note that ICAO may request additional information from the SCS beyond the items listed in this document if needed.

Field 4	Provide public location (e.g., webpage link) of information on the SCS.	<p>4.a Provision of all relevant certification and system documents of the scheme</p> <p>4.b Contact details.</p> <p>4.c Instructions for economic operators.</p> <p>4.d Stakeholder feedback options and approach for incorporating stakeholder feedback.</p> <p>4.e Training session information (dates., locations, content addressed)</p> <p>4.f Complaint forms or submission information.</p> <p>4.g List of certified economic operators.</p> <p>4.h List of suspended or canceled certifications.</p>
Field 5	Certification Bodies and robustness of the scheme	<p>5.a Information on requirements for certification bodies and auditors.</p> <p>5.b List of valid certification bodies and period of validity.</p> <p>5.c Any suspensions or terminations of certifications or certification bodies due to detected non-conformities.</p> <p>5.d Information on conducted trainings programs and tests (including provision and sharing of best practices).</p>
Field 6	List of system documents updated within the reporting year ²	<p>6.a Name of updated system document</p> <p>6.b Date of update</p> <p>6.c Tracked changes and clean updated system documents</p>

² Submit all updated system documents to ICAO with the Annual Report if they have not been submitted previously.

- In addition, for each CORSIA-certified economic operator throughout the supply chain (e.g., first gathering point, fuel processor, trader) for the reporting year, the SCS will provide:

Field 7	Economic operator's information	7.a Name of economic operator 7.b Contact information of economic operator
Field 8	Type of CORSIA eligible fuel certified	8.a Feedstock(s) 8.b Feedstock(s) country of origin 8.c Conversion process 8.d Applicable ASTM Standard 8.e Period of validity of certification 8.f Default or actual life cycle emissions values used. 8.g Details of actual life cycle emissions calculations if used. 8.h Whether Low LUC Risk approach was used and explanatory justification. 8.i Whether credits (e.g., LEC/REC) were used, including calculation details. 8.j Summary of method used to confirm feedstocks were from eligible lands per Criterion 2.1 8.k DLUC calculation (if needed per Criterion 2.2) and explanatory justification. 8.l Method of verification (on site audit, remote audit, etc.)
Field 9	Batch information of CORSIA eligible fuel certified	9.a Batch numbers. 9.b Whether "provisional" (not yet verified by auditors) or "verified" for each batch. ³ 9.c Associated mass of neat CORSIA eligible fuel (in tonnes) per fuel type. 9.d Country of origin of fuel.

³ "Provisional" batches that are self-reported by the economic operator to the SCS will be reported again in the following year annual report once verified by auditors.

Templates

The following templates should be used by the SCSs to provide this information to ICAO. Additional rows may be added as needed, as well as references to information provided in separate files.

Field 1 - List of audits of economic operators executed during the reporting year (add rows as needed)

#	1.a Modality (onsite or remote)	1.b Frequency	1.c Group auditing details	1.d. Certification body details (company, contact information) performing the audit

Field 2 Certification body assurance (add rows as needed)

#	2.a Documentation of certification body compliance with ISO 17065 (include filenames as appropriate)	2.b Assurance of certification body compliance with requirements in CORSIA Framework and Requirements for Eligibility of SCS (include filenames as appropriate)

Field 3 Accreditation body assurance (add rows as needed)

#	3.a Documentation of accreditation body compliance with ISO/IEC 17011)	3.b Details of external and/or peer-reviewers that conducted most recent accreditation body compliance assessment (e.g., credentials, affiliation)

Field 4 Provide public location (e.g., webpage link) of information on the SCS.

4.a Provision of all relevant certification and system documents of the scheme	
4.b Contact details.	
4.c Instructions for economic operators.	
4.d Stakeholder feedback options and approach for incorporating stakeholder feedback.	
4.e Training session information (dates., locations, content addressed)	
4.f Complaint forms and/or submission information.	
4.g List of certified economic operators.	
4.h List of suspended or cancelled certifications.	

Field 5 Certification Bodies and robustness of the scheme.

5.a Information on requirements for certification bodies and auditors.	5.b List of valid certification bodies and period of validity.	5.c Any suspensions or terminations of certifications or certification bodies due to detected non-conformities.	5.d Information on conducted trainings programs and tests (including provision and sharing of best practices).

Field 9 Batch information of CORSIA eligible fuel certified (add rows as needed)

Code of economic operator	9.a Batch numbers.	9.b Whether "provisional" (not yet verified by auditors) or "verified" for each batch.	9.c Associated mass of neat CORSIA eligible fuel (in tonnes) per fuel type.	9.d Country of origin of fuel.

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