

# MONITORING PLAN FOR TONNE-KILOMETRE DATA

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### Information about this file:

This monitoring plan was submitted by:  
 Unique Identifier of the aircraft operator (CRCO No.):  
 Version Number of this monitoring plan:


**If your competent authority requires you to hand in a signed paper copy of the monitoring plan, please use the space below for signature:**

\_\_\_\_\_

Date

\_\_\_\_\_

Name and Signature of  
legally responsible person

### Template version information:

Template provided by:	European Commission
Publication date:	16/07/2012
Language version:	English
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## GUIDELINES AND CONDITIONS

- 1 Directive 2003/87/EC, as amended most recently by Directive 2009/29/EC (hereinafter "the (revised) EU ETS Directive") requires aircraft operators who are included in the European Greenhouse Gas Emission Trading Scheme (the EU ETS) to monitor and report their emissions and tonne-kilometre data, and to have the reports verified by an independent and accredited verifier.

The Directive can be downloaded from:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2003L0087:20090625:EN:PDF>

- 2 The Monitoring and Reporting Regulation (Commission Regulation (EU) No 601/2012, hereinafter the "MRR"), defines further requirements for monitoring and reporting. The MRR can be downloaded from:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:181:0030:0104:EN:PDF>

Article 12 of the MRR sets out specific requirements for the content and submission of the monitoring plan and its updates. Article 12 outlines the importance of the Monitoring plan as follows:

*The monitoring plan shall consist of a detailed, complete and transparent documentation of the monitoring methodology of a specific installation or aircraft operator and shall contain at least the elements laid down in Annex I.*

Furthermore, Article 74(1) states:

*Member States may require the operator and aircraft operator to use electronic templates or specific file formats for submission of monitoring plans and changes to the monitoring plan, as well as for submission of annual emissions reports, tonne-kilometre data reports, verification reports and improvement reports.*

*Those templates or file format specifications established by the Member States shall, at least, contain the information contained in electronic templates or file format specifications published by the Commission.*

This file constitutes the said template for monitoring plans for emissions of aircraft operators developed by the European Commission and includes the requirements defined in Annex I as well as further requirements to assist the aircraft operator in demonstrating compliance with the MRR.

Under certain conditions as described below, it may have been amended to a limited extent by a Member State's competent authority.

This monitoring plan template represents the views of the Commission services at the time of publication.

**This is the final version of the monitoring plan template for aircraft operators, as endorsed by the Climate Change Committee in its meeting on 11 July 2012.**

- 3 All Commission guidance documents on the Monitoring and Reporting Regulation can be found at:  
[http://ec.europa.eu/clima/policies/ets/monitoring/index\\_en.htm](http://ec.europa.eu/clima/policies/ets/monitoring/index_en.htm)
- 4 The EU ETS for aviation has been expanded to cover the three EEA EFTA States Iceland, Liechtenstein and Norway, and will cover also Croatia from 2013 onwards. This means that aircraft operators also need to monitor and report their emissions and tonne-kilometre data from domestic flights within the EEA EFTA States, flights between the EEA EFTA States and flights between EEA EFTA States and third countries.

**Accordingly, all references to Member States in this template should be interpreted as including all 30 (31 from 2013) EEA States. The EEA comprises the 27 (28 from 2013) EU Member States, Iceland, Liechtenstein and Norway.**

### Before you use this file, please carry out the following steps:

- Make sure you know which Member State is responsible for administering you (the aircraft operator to which this monitoring plan refers). The criteria for defining the administering Member State are set out by Art. 18a of the EU ETS Directive. A list specifying the administering Member State for each aircraft operator can be found on the Commission's website (see below).
  - Identify the Competent Authority (CA) responsible for your case in that administering Member State (there may be more than one CA per Member State).
  - Check the CA's webpage or directly contact the CA in order to find out if you have the correct version of the template. The template version is clearly indicated on the cover page of this file.
  - Some Member States may require you to use an alternative system, such as Internet-based forms instead of a spreadsheet. Check your administering Member State requirements. In this case the CA will provide further information to you.
  - Read carefully the instructions below for filling this template.
- 5 This Monitoring Plan must be submitted to your Competent Authority to the following address:

Detail address to be provided by the Member State

- 6 The CA may contact you to discuss modifications to your monitoring plan to ensure the accurate and verifiable monitoring and reporting of annual emissions, according to the general and specific requirements of the MRR. Notwithstanding Article 16(1) of the MRR, upon notification of approval from the CA you will use the latest approved version of the monitoring plan as the methodology to determine annual emissions and implement your data acquisition and handling activities and control activities. It will serve also as a reference for verification of your annual emissions report.
- 7 You must notify any proposals for significant modifications to the monitoring plan to the CA without undue delay. Any significant change in your monitoring methodology shall be subject to approval by the CA, as set in Article 14 and 15 of the MRR. Where you can assume reasonably (in accordance with Article 15) that necessary updates of the monitoring plan are not significant, you may notify the CA of those updates jointly once per year in accordance with the deadline specified in that Article (subject to competent authority agreement).
- 8 You must implement and keep records of all modifications to the monitoring plan in accordance with Article 16 of the MRR.
- 9 Contact your Competent Authority if you need assistance to complete your Monitoring Plan. Some Member States have produced guidance documents which you may find useful.
- 10 **Confidentiality statement- The information submitted in respect of this application may be subject to public access to information requirements, including Directive 2003/4/EC on public access to environmental information. If you consider that any information you provide in connection with your application should be treated as commercially confidential, please let your Competent Authority know. You should be aware that under the provisions of Directive 2003/4/EC, the Competent Authority may be obliged to disclose information even where the applicant requests that it is kept confidential.**

### Information sources:

EU Websites:

EU-Legislation: <http://eur-lex.europa.eu/en/index.htm>  
 EU ETS general: [http://ec.europa.eu/clima/policies/ets/index\\_en.htm](http://ec.europa.eu/clima/policies/ets/index_en.htm)  
 Aviation EU ETS: [http://ec.europa.eu/clima/policies/transport/aviation/index\\_en.htm](http://ec.europa.eu/clima/policies/transport/aviation/index_en.htm)  
 Monitoring and Reporting in the EU ETS:  
[http://ec.europa.eu/clima/policies/ets/monitoring/index\\_en.htm](http://ec.europa.eu/clima/policies/ets/monitoring/index_en.htm)

**Other Websites:**

<to be provided by Member State>

Helpdesk:

<to be provided by Member State, if relevant>

**How to use this file:**

In order to minimize your workload, you may choose to enter only in one monitoring plan all the data which is needed identically in both monitoring plans (emissions and tonne-kilometre). This choice has to be made in input field 2(c). It is recommended to use the annual emission monitoring plan as the primary document, as this requires generally the more complete information. If you do not send both documents to the Competent Authority at the same time, you have to fill in this data in the first document.

It is recommended that you go through the file from start to end. There are a few functions which will guide you through the form which depend on previous input, such as cells changing colour if an input is not needed (see colour codes below).

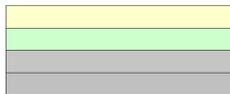
In several fields you can choose from predefined inputs. For selecting from such a "drop-down list" either click with the mouse on the small arrow appearing at the right border of the cell, or press "Alt-CursorDown" when you have selected the cell. Some fields allow you to input your own text even if such drop-down list exists. This is the case when drop-down lists contain empty list entries.

**Colour codes and fonts:****Black bold text:**

*Smaller italic text:*

This is text provided by the Commission template. It should be kept as it is.

This text gives further explanations. Member States may add further explanations in MS specific versions of the template.



Light yellow fields indicate input fields.

Green fields show automatically calculated results. Red text indicates error messages (missing data etc).

Shaded fields indicate that an input in another field makes the input here irrelevant.

Grey shaded areas should be filled by Member States before publishing customized version of the template.

**Member State-specific guidance is listed here:**



## IDENTIFICATION OF THE AIRCRAFT OPERATOR AND DESCRIPTION OF ACTIVITIES

### 2 Identification of Aircraft Operator

**(a) Please enter the name of the aircraft operator:**   
*This name should be the legal entity carrying out the aviation activities defined in Annex I of the EU ETS Directive*

**(b) Unique Identifier as stated in the Commission's list of aircraft operators:**   
*This identifier can be found on the list published by the Commission pursuant to Article 18a(3) of the EU ETS Directive.*

**(c) Please choose the primary monitoring plan:**   
*Explanation: There are several fields in this template that are identical in the template for the annual emissions monitoring plan, like address information, and information regarding the aircraft fleet. In order to avoid unnecessary duplication of reporting, you may select here either the annual emission monitoring plan or the monitoring plan for tonne-kilometre data (this file) as the primary document. As soon as you have made your selection, you have to fill in the requested information only once in the selected document.*

**(d) Is this a new or an updated monitoring plan?**   
*Note: If you are using the current file to update a previous version, you have to select "Monitoring plan for Annual Emissions" under 2(c). If this is an updated monitoring plan, your competent authority may allow that you fill in only new information instead of the complete data.*

**Actual version number of the monitoring plan**   
*Note: This number will also be displayed on the cover page of this file. It should be consistent with your entry in section 1.*

[<<< If you have selected the annual emissions monitoring plan under 2\(c\), click here to proceed to section 3a >>>](#)

**(e) If different to the name given in 2(a), please also enter the name of the aircraft operator as it appears on the Commission's list of operators:**   
*The name of the aircraft operator on the list pursuant to Article 18a(3) of the EU ETS Directive may be different to the actual aircraft operator's name entered in 2(a) above.*

**(f) Please enter the unique ICAO designator used in the call sign for Air Traffic Control (ATC) purposes, where available:**   
*The ICAO designator should be that specified in box 7 of the ICAO flight plan (excluding the flight identification) as specified in ICAO document 8585. If you do not specify an ICAO designator in flight plans, please select "n/a" from the drop down list and proceed to 2(g).*

**(g) Where a unique ICAO designator for ATC purposes is not available, please provide the aircraft registration markings used in the call sign for ATC purposes for the aircraft you operate.**   
*If a unique ICAO designator is not available, enter the identification for ATC purposes (tail numbers) of all the aircraft you operate as used in box 7 of the flight plan. (Please separate each registration with a semicolon.) Otherwise enter "n/a" and proceed.*

**(h) Please enter the administering Member State of the aircraft operator**   
*pursuant to Art. 18a of the Directive.*

**(i) Competent authority in this Member State:**   
*In some Member States there is more than one Competent Authority dealing with the EU ETS for aircraft operators. Please enter the name of the appropriate authority, if applicable. Otherwise choose "n/a".*

**(j) Please enter the number and issuing authority of the Air Operator Certificate (AOC) and Operating Licence granted by a Member State if available:**

<b>Air Operator Certificate:</b>	<input style="width: 100%;" type="text"/>
<b>AOC Issuing authority:</b>	<input style="width: 100%;" type="text" value="Please select"/>
<b>Operating Licence:</b>	<input style="width: 100%;" type="text"/>
<b>Issuing authority:</b>	<input style="width: 100%;" type="text" value="Please select"/>

**(k) Please enter the address of the aircraft operator, including postcode and country:**

<b>Address Line 1</b>	<input style="width: 100%;" type="text"/>
<b>Address Line 2</b>	<input style="width: 100%;" type="text"/>
<b>City</b>	<input style="width: 100%;" type="text"/>
<b>State/Province/Region</b>	<input style="width: 100%;" type="text"/>
<b>Postcode/ZIP</b>	<input style="width: 100%;" type="text"/>
<b>Country</b>	<input style="width: 100%;" type="text" value="Please select"/>
<b>Email address</b>	<input style="width: 100%;" type="text"/>

**(l) If different to the information given above in part (k), please enter the contact address of the aircraft operator (including postcode) in the administering Member State, if any:**

**Address Line 1**

Address Line 2	
City	
State/Province/Region	
Postcode/ZIP	
Country	Please select
Email address	

**(m) Please provide details of the ownership structure of your firm and whether you have subsidiaries or parent companies**

*Please include in your description the unique ICAO designator of your subsidiaries or parent company, and indicate the administering Member State of these entities, if applicable. Add attachments to your submission as necessary to show a diagram of your ownership structure.*

**Please note that your Administering Member State may ask you further details about contact addresses and company structure (see worksheet "MS specific content").**

**(n) Description of the activities of the aircraft operator falling under Annex I of the EU ETS Directive**

*Please specify whether you are a commercial or non-commercial air transport operator, whether you operate scheduled, non-scheduled flights or both and, whether the scope of your operations covers only the EEA or also non EEA countries.*

Operator status	Please select
-----------------	---------------

*Commercial air transport operators: Please attach a copy of Annex I of your AOC to this monitoring plan as evidence.*

Scheduling of flights	Please select
-----------------------	---------------

Scope of operations	Please select
---------------------	---------------

**(o) Please provide further description of your activities as necessary.**

**3 Contact details and Address for Service**

**(a) Who can we contact about your monitoring plan?**

*It will help us to have someone who we can contact directly with any questions about your monitoring plan. The person you name should have the authority to act on your behalf. This could be an agent acting on behalf of the aircraft operator.*

Title:	Please select
First Name:	
Surname:	
Job title:	
Organisation name (if acting on behalf of the aircraft operator):	
Telephone number:	
Email address:	

[<<< If you have selected the t-km monitoring plan under 2\(c\), click here to proceed to section 4 >>>](#)

**(b) Please provide an address for receipt of correspondence**

*You must provide an address for receipt of notices or other documents under or in connection with the EU Greenhouse Gas Emissions Trading Scheme. Please provide an electronic address and a postal address, if applicable, within the administering Member State.*

Title:	Please select
First Name:	
Surname:	
Email address:	
Telephone number:	
Address Line 1:	
Address Line 2:	
City:	
State/Province/Region:	

**Postcode/ZIP:**  
**Country:**

Please select

## EMISSION SOURCES and FLEET CHARACTERISTICS

### 4 About your operations

Under 2(c) you have chosen:

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**(a) Please provide a list of the aircraft types operated at the time of submission of this monitoring plan.**

*The list should include all aircraft types (by ICAO aircraft type designator - DOC8643), which you operate at the time of submission of this monitoring plan and the number of aircraft per type, including owned aircraft, as well as leased-in aircraft. You are required to list only aircraft types used for carrying out activities falling under Annex I of the EU ETS Directive.*

*You may use the second column to further specify sub-types of that aircraft type, if relevant for defining the monitoring methodology. This can be useful e.g. if there are different types of on-board measurement systems, different data transmission systems (e.g. ACARS) etc.*

**Please note: This information must also be entered in the equivalent subsection of the annual emissions monitoring plan. However, more information is needed for emission monitoring. Thus it is highly recommended to use the annual emissions monitoring plan as the primary document. It may reduce your workload by referring from here to the annual emissions MP.**

Date of submission of monitoring plan:

Generic aircraft type (ICAO aircraft type designator)	Sub-type (optional input)	Number of aircraft operated at time of submission

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Only in case of very large fleets you should provide the list as a separate sheet in this file.

**(b) Please provide an indicative list of additional aircraft types expected to be used.**

*Please note that this list should not include any of the aircraft listed in table 4(a) above. Where available, please also provide an estimated number of aircraft per type, either as a number or an indicative range.*

Generic aircraft type (ICAO aircraft type designator)	Sub-type (optional input)	Estimated number of aircraft to be operated

Please add further lines if needed. For this purpose it is recommended to copy a full line above, and then use the "insert copied cells" command available in the context menu of the right mouse click. If you use only the "insert line" command, the correct format is not ensured.

Only in case of very large fleets you should provide the list as a separate sheet in this file.

[<<< If you have chosen the t-km monitoring plan, click here to continue with section 4\(f\). >>>](#)

**(c) Please provide details about the systems, procedures and responsibilities used to track the completeness of the list of emission sources (aircraft used) over the monitoring year.**

*The items specified below should ensure the completeness of monitoring and reporting of the emissions of all aircraft used during the monitoring year, including owned aircraft, as well as leased-in aircraft.*

Title of procedure	
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Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(d) Please provide details about the procedures to monitor the completeness of the list of flights operated under the unique designator by aerodrome pair.**

*Please detail the procedures and systems in place to keep an updated detailed list of aerodrome pairs and flights operated during the monitoring period as well as the procedures in place to ensure completeness and non-duplication of data.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

**(e) Please provide details about the procedures for determining whether flights are covered by Annex I of the Directive, ensuring completeness and avoiding double counting.**

*Please detail the systems in place to keep an updated detailed list of flights during the monitoring period which are included/excluded from EU ETS, as well as the procedures in place to ensure completeness and non-duplication of data.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable)	

## TONNE-KILOMETRE DATA PROVISION

### 5 Distance

(a) **Confirmation that aerodrome coordinates will be taken from official AIP data:**   
*Please confirm by selecting "True" that the latitude and longitude of aerodromes will be taken from aerodrome location data published in Aeronautical Information Publications (AIP) in compliance with Annex 15 of the Chicago Convention or from a source using such AIP data.*

(b) **Please describe the methodology or data source used to determine Distance (= Great Circle Distance + 95 km)**  
*Great Circle Distances must be approximated using the system referred to in Article 3.7.1.1 of Annex 15 of the Chicago Convention (World Geodetic System 1984).*

(c) **Please provide details about the systems and procedures you have in place to determine aerodrome location**

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

(d) **Please provide details about the systems and procedures you have in place to determine the Great Circle**

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

### 6 Payload (Passengers and Checked Baggage)

(a) **Which method will you use for determining the mass of passengers and checked baggage?**  
*Operators may select as a minimum the Tier 1 level to determine the mass of passengers and checked baggage. Within the same trading period the chosen tier shall be applied consistently for ALL flights.*  
 - Tier 1: use of a default value of 400 kg for each passenger including their checked baggage  
 - Tier 2: use of the mass for passengers and checked baggage contained in the mass and balance documentation for each flight

(b) **If you have chosen tier 2, please state the source of the Mass & Balance data (e.g. as required by EU OPS)**  
*If you measure the mass of passengers and checked baggage, you should include here details of the measuring equipment used.*

(c) **Please provide details about the systems and procedures you have in place to monitor the number of passengers on a flight:**

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

### Payload (Freight and Mail)

**(d) Are you required to have Mass and Balance documentation for the relevant flights?**

*Aircraft operators which are not required to have Mass and Balance documentation shall propose a suitable methodology for determining the mass of freight and mail.*

**(e) Please provide a concise description of the proposed alternative methodology for determining mass of freight and mail.**

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**(f) Please provide a description of the measurement devices used for measuring mass of freight and mail.**

--

**(g) Please confirm that you will exclude the tare weight of all pallets and containers that are not payload, and the service weight.**

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**(h) Please provide details about the procedures you have in place to monitor the mass of freight and mail on a flight**

<u>Title of procedure</u>	
<u>Reference for procedure</u>	
<u>Brief description of procedure</u>	
<u>Post or department responsible for data maintenance</u>	
<u>Location where records are kept</u>	
<u>Name of system used (where applicable).</u>	

## DESCRIPTION OF PROCEDURES FOR DATA MANAGEMENT AND CONTROL ACTIVITIES

### 7 Management

**(a) Please identify the responsibilities for monitoring and reporting (Article 61 of the MRR)**

*Please identify the relevant job titles/posts and provide a succinct summary of their role relevant to monitoring and reporting. Only those with overall responsibility and other key roles should be listed below (i.e. do not include delegated responsibilities)*

*These could be outlined in a tree diagram or organisational chart attached to your submission*

Job title/post	Responsibilities

**(b) Please provide details about the procedure for managing the assignment of responsibilities and competences of personnel responsible for monitoring and reporting, in accordance with Article 58(3)(c) of the MRR.**

*This procedure should identify how the monitoring and reporting responsibilities for the roles identified above are assigned, how training and reviews are undertaken and how duties are segregated such that all relevant data is confirmed by a person not involved with the recording and collection of the data.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

**(c) Please provide details about the procedure for regular evaluation of the monitoring plan's appropriateness, covering in particular any potential measures for the improvement of the monitoring methodology.**

*This procedure must identify the process of regularly checking to ensure that the monitoring plan reflects the nature of the operation and that it conforms with the Monitoring and Reporting Regulation. The brief description should identify how regularly the plan is evaluated, dependent on the nature of the operation and how changes identified from internal reviews and verification visits are communicated to the Competent Authority.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

### 8 Data Flow Activities

**(a) Please provide details about the procedures of the data flow activities that ensure data reported under EU ETS does not contain misstatements and is in conformance with the approved plan and Regulation.**

*Where a number of procedures are used, please provide details of an overarching procedure which covers the main steps of data flow activities along with a diagram showing how the data management procedures link together (please reference this diagram below and include when submitting your monitoring plan). Alternatively please provide details of additional relevant procedures on a separate sheet.*

*Under "Description of the relevant processing steps", please identify each step in the data flow from primary data to tonne-kilometres which reflect the sequence and interaction between data flow activities and include the formulas and data used to determine tonne-kilometres from the primary data. Include details of any relevant electronic data processing and storage systems and other inputs (including manual inputs) and confirm how outputs of data flow activities are recorded.*

Title of procedure	
Reference for procedure	

Diagram reference (where applicable)	
Brief description of procedure	
Post or department responsible for the procedure and for any data generated	
Location where records are kept	
Name of IT system used (where applicable).	
List of EN or other standards applied (where relevant)	
List of primary data sources	
Description of the relevant processing steps for each specific data flow activity.	

- (b) Please attach a representation of the data flow for the calculation of tonne-kilometre data, including responsibility for retrieving and storing each type of data. If necessary, please refer to additional information, submitted with your completed plan.

Please reference the file/document attached to your monitoring plan in the box below.

--

## 9 Control activities

- (a) Please provide details about the procedures used to assess inherent risks and control risks.

The brief description should identify how the assessments of inherent risks ("errors") and control risks ("slips") are undertaken when establishing an effective control system.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

- (b) Please provide details about the procedures used to ensure quality assurance of measuring equipment and information technology used for data flow activities.

The brief description should identify how all relevant measurement equipment is calibrated or checked at regular intervals, if applicable, and how information technology is tested and controlled, including access control, back-up, recovery and security.

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

- (c) Please provide details about the procedures used to ensure regular internal reviews and validation of data.

*The brief description should identify that the review and validation process includes a check on whether tonne-kilometre data is complete, comparisons with data over previous years and criteria for rejecting data.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

**(d) Please provide details about the procedures used to handle corrections and corrective actions.**

*The brief description should outline what appropriate actions are undertaken if data flow activities and control activities are found not to function effectively. The procedure should outline how the validity of the outputs is assessed, the process of determining the cause of the error and of correcting it*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

**(e) If applicable, please provide details about the procedures used to control outsourced activities.**

*The brief description should identify how data flow activities and control activities of outsourced processes are checked and what checks are undertaken on the quality of the resulting data.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

**(f) Please provide details about the procedures used to manage record keeping and documentation.**

*The brief description should identify the process of document retention, specifically in relation to the data and information stipulated in Annex IX of the MRR and to how the data is stored such that information is made readily available upon request of the competent authority or verifier.*

Title of procedure	
Reference for procedure	
Brief description of procedure	
Post or department responsible for data maintenance	
Location where records are kept	
Name of system used (where applicable).	

**(g) Please provide the results of a risk assessment that demonstrates that the control activities and procedures are commensurate with the risks identified.**

*Please reference the file/document attached to your monitoring plan in the box below.*

--

- (h) Does your organisation have a documented environmental management system? Please choose the most relevant response.

Please select

- (i) If the Environmental Management System is certified by an accredited organisation and the system incorporates procedures relevant to EU ETS monitoring and reporting, please specify to which standard e.g. ISO14001, EMAS, etc.

**10 List of definitions and abbreviations used**

- (a) Please list any abbreviations, acronyms or definitions that you have used in completing this monitoring plan.

Abbreviation	Definition

**11 Additional information**

- (a) If you are providing any other information that you wish us to take into account in considering your plan, tell us here. Please provide this information in an electronic format wherever possible. You can provide information as Microsoft Word, Excel, or Adobe Acrobat formats.

*You are advised to avoid supplying non-relevant information as it can slow down the approval. Additional documentation provided should be clearly referenced, and the file name / reference number provided below. If needed, check with your competent authority if other file formats than the ones mentioned above are acceptable.*

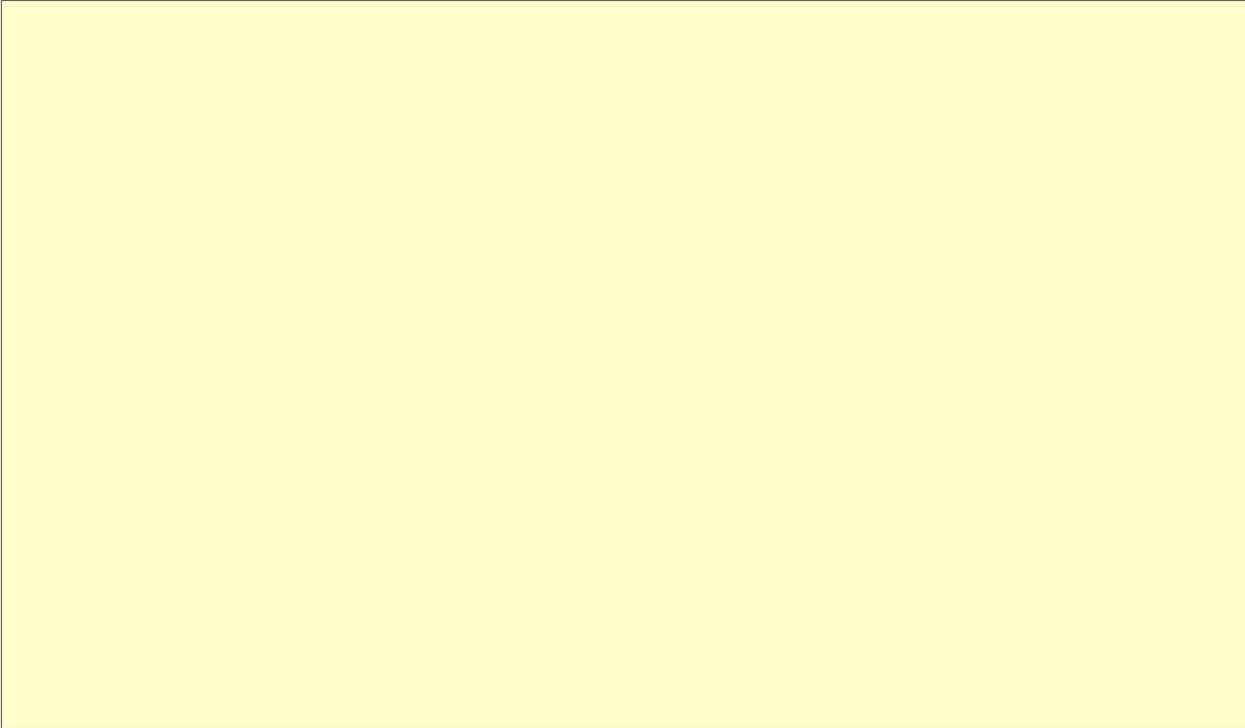
*Please provide file name(s) (if in an electronic format) or document reference number(s) (if hard copy) below:*

File name/Reference	Document description

**Member State specific further information**

**12 Comments**

Space for further Comments:



**Info for automatic Version detection**

Template type:	Phase 3 Monitoring Plan Aircraft t-km	
Version:	16/07/2012	MP P3 TKM_COM_en_160712.xls
Issued by:	European Commission	
Language:	English	

**Type list:**

Monitoring plan tonne-kilometre data	MP TKM
Monitoring plan annual emissions	MP AEm
Report tonne-kilometre data	Report TKM
Report annual emissions	Report AEm
Phase 3 Installation Monitoring Plan	MP P3 Inst
Phase 3 Monitoring Plan Aircraft operators	MP P3 Aircraft
Phase 3 Monitoring Plan Aircraft t-km	MP P3 TKM

**Version list**

Version list	Reference File Name	Version comments
08/05/2009	MP P3 TKM_COM_en_080509.xls	
11/05/2009	MP P3 TKM_COM_en_110509.xls	presented in WG3
19/05/2009	MP P3 TKM_COM_en_190509.xls	draft published on Web
11/06/2009	MP P3 TKM_COM_en_110609.xls	corrected typo in 'Guidelines and conditio
?		Update by COM for EFTA countries
15/02/2012		Update by Task force / UK
14/05/2012	MP P3 TKM_COM_en_140512.xls	First draft for third phase by UBA
16/05/2012	MP P3 TKM_COM_en_160512.xls	Version for translation
18/06/2012	MP P3 TKM_COM_en_180612.xls	Update (typos...)
04/07/2012	MP P3 TKM_COM_en_040712.xls	MS comments included, submitted to CCI
08/07/2012	MP P3 TKM_COM_en_080712.xls	One bug removed
11/07/2012	MP P3 TKM_COM_en_110712.xls	endorsed by CCC of 11 July
16/07/2012	MP P3 TKM_COM_en_160712.xls	Updated with OJ reference
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**Languages list**

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