

| CLIENT INFORMATION FORM | |
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| Note: Please provide as much relevant information as possible. Aircraft operators using the ETS SF shall only complete fields marked with an asterisk (*) | |
| General information | |
| Name of the aircraft operator* | Competent Authority* |
| Unique identifier* | Type of operations* <input type="checkbox"/> Commercial <input type="checkbox"/> Non-commercial |
| Type of procedure for aircraft emissions* | Contact details of person in charge of EU ETS* |
| <input type="checkbox"/> Normal (Actual fuel consumption, method A/B) <input type="checkbox"/> Simplified (Small Emitters Tool) <input type="checkbox"/> Simplified (ETS Support Facility, ETS SF) | |
| Do you report...?* | |
| (Please refer to section 1.2 of the VerifAvia Verification Guide + the Info boxes 2 and 3 below) | |
| <input type="checkbox"/> Annex 1 flights | <input type="checkbox"/> Intra-European Annex 1 flights only |
| If you report intra-European Annex 1 flights only, do you also include in the AE report extra-European flights? (only for operators reporting to the UK or Ireland) | |
| <input type="checkbox"/> | <input type="checkbox"/> |
| If you use the ETS SF, please confirm that your AEM report contains all Annex 1 flights (or alternatively all intra-European Annex 1 flights) including flights which cannot be monitored by EUROCONTROL (for instance flights to/from Estonia and EEA overseas territories).* | |
| <input type="checkbox"/> Yes, I confirm. | <input type="checkbox"/> No (Please read Chapter 3.2.2 of the VerifAvia Verification Guide) |
| Name of IT system used to record flight data? | How do you filter Annex 1 flights (or alternatively intra-European Annex 1 flights)? |
| | <input type="checkbox"/> Manually <input type="checkbox"/> Automatic filtering system |
| If applicable, name of IT system used to filter Annex 1 flights (FOS, Honeywell, BART, etc.)? | Please confirm the exclusion of Annex 1 exemptions? (please refer to Info box 1 below) |
| | <input type="checkbox"/> Yes, I confirm <input type="checkbox"/> If not, please speak to your auditor. |
| If the Small Emitters Tool has been used to estimate fuel burn, please confirm the use of great circle distance (GCD) + 51.293 nm | |
| <input type="checkbox"/> Confirm the use of great circle distance (GCD) + 51.293 nm | |
| Please specify the source of distance data used in the Small Emitters Tool. | |
| Please confirm the use of version 4.105 of the Small Emitters Tool by EUROCONTROL. | |
| <input type="checkbox"/> Confirm | Otherwise, please download here: http://www.eurocontrol.int/articles/small-emitters-tool |
| Do you perform cross-checks of flight data against EUROCONTROL invoices? If YES, how frequently? | |
| Login and Password to access EUROCONTROL invoices (CEFA) | |
| <small>Remark: CEFA (CRCO Extranet for Airspace users) helps us to get faster access to your EUROCONTROL invoices. Please provide login and password if you already have a CEFA user account. If not, we recommend you to request access to CEFA as soon as possible by writing to r3.crco@eurocontrol.int. For more information: http://www.eurocontrol.int/crco/public/standard_page/cefa_presentation.html</small> | |
| IMPORTANT INFORMATION: Please note that if you subscribe today, your new CEFA account will not contain the CRCO invoices from yesterday. We therefore ask operators to send all missing CRCO invoices per email. | |
| Login: | Password: |
| What is the storage duration of all relevant EU ETS related documents, plans, EUROCONTROL invoices and reports? * | |
| Has the monitoring plan been changed during the reporting period? If yes, have these changes been approved by the Competent Authority? * | |
| Specify all differences between the information and the procedures described in the approved monitoring plan and the existing (implemented) procedures. Tick the corresponding box if there is no deviations. | |
| Section 2 of AE plan – Identification of aircraft operator | <input type="checkbox"/> Tick here if no deviations |
| Section 3 of AE plan – Contact details and address for service | <input type="checkbox"/> |
| Section 4 of AE plan – About your operations | <input type="checkbox"/> |
| Section 5 of AE plan – Eligibility for simplified procedures for small emitters | <input type="checkbox"/> |
| Section 9 of AE plan – Simplified calculation | <input type="checkbox"/> |
| Section 10 of AE plan – Data gaps | <input type="checkbox"/> |
| Section 11 of AE plan – Management | <input type="checkbox"/> |
| Other – Comments | |
| CHECKLIST (tick if done) | |
| Aircraft operators using the Small Emitters Tool | |
| List of documents to be provided to VerifAvia (mandatory): | |
| <input type="checkbox"/> | Successfully completed Client Information Form (CIF) |
| <input type="checkbox"/> | Successfully approved Annual Emissions Monitoring Plan (AEM plan) if not already submitted for verification in 2011 or 2012 |
| <input type="checkbox"/> | Evidence of Approval of the AEM plan by the Competent Authority (including date of approval) if not already submitted for verification in 2011 or 2012 |
| <input type="checkbox"/> | Successfully completed Annual Emissions Report (AE Report) |
| <input type="checkbox"/> | EUROCONTROL CRCO Invoices from 2012 (PDF or CEFA login & password) |
| List of documents to be provided to VerifAvia (if available): | |
| <input type="checkbox"/> | Flow Chart of EU ETS processes |
| <input type="checkbox"/> | ETS Manual (or any other documented quality procedures) |
| Aircraft operators using the ETS Support Facility | |
| List of documents to be provided to VerifAvia (mandatory): | |
| <input type="checkbox"/> | Successfully completed INFORMATION sheet of the CIF |
| <input type="checkbox"/> | Successfully approved Annual Emissions Monitoring Plan (AEM plan) if not already submitted for verification in 2011 or 2012 |
| <input type="checkbox"/> | Evidence of Approval of the AEM plan by the Competent Authority (including date of approval) if not already submitted for verification in 2011 or 2012 |
| <input type="checkbox"/> | Successfully completed Annual Emissions Report (AE Report) |
| <input type="checkbox"/> | Complete output of the ETS SF before any modification was made |
| Name, position and date | |
| Name | Position |
| Date | |

Info box 1:**Most relevant Annex 1 Exemptions:**

Please exclude the following flights from EU ETS reporting:

- flights performed exclusively for the transport, on official mission, of a reigning Monarch and his immediate family, Heads of State, Heads of Government and Government Ministers
- any flights performed exclusively under visual flight rules as defined in Annex 2 of the Chicago Convention
- circular flights (flights terminating at the aerodrome from which the aircraft has taken off and during which no intermediate landing has been made)
- training flights (flights performed exclusively for the purpose of obtaining a license, or a rating in the case of cockpit flight crew)
- flights performed by aircraft with a certified MTOW of less than 5700 kg (= 12540 lbs)

Info box 2:**Scope of all Annex 1 flights:**

- International and domestic flights to, from and within the EEA area (EEA Member States and EEA Overseas Territories)

EEA Member States: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

EEA Overseas Territories: Canary Islands, Melilla, Ceuta, Aland Islands, French Guiana, Guadeloupe, Martinique, Réunion, Saint Martin, Azores, Madeira, Jan Mayen, Gibraltar.

Info box 3:**Scope of intra-European Annex 1 flights:**

- International and domestic flights within the EEA area (27 EU member states + Norway + Iceland + Liechtenstein + EEA Overseas Territories)

- International flights between the EEA area and Croatia/Switzerland/European microstates (Andorra, Monaco, San Marino, Vatican)

- International flights between the EEA area and the EEA Dependencies

EEA Dependencies: Greenland, Faroe Islands, French Polynesia, Mayotte, New Caledonia, Saint Barthélemy, Saint Pierre and Miquelon, Wallis and Futuna, Aruba, Bonaire, Saba, Sint Eustatius, Curaçao, Sint Maarten, Svalbard, Anguilla, Bermuda, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Guernsey, Isle of Man, Jersey, Montserrat, Pitcairn Islands, Saint Helena, Ascension and Tristan da Cunha, South Georgia and the South Sandwich Islands, Turks, Caicos Islands, Akrotiri, Dhekelia.

| NB | A/C REGISTRATION MARKINGS | ICAO aircraft type code |
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IMPORTANT INFORMATION:

Please list all Annex 1 flights even if your AE report contains intra-European Annex 1 flights or Annex 1 exemptions shall not be listed.
Aircraft operators using the ETS SF shall list all Annex 1 flights which were a
Please enter aircraft and flight data in the designated fields and double che

| NB | DATE | A/C REGISTRATION | ICAO aircraft type designatore |
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