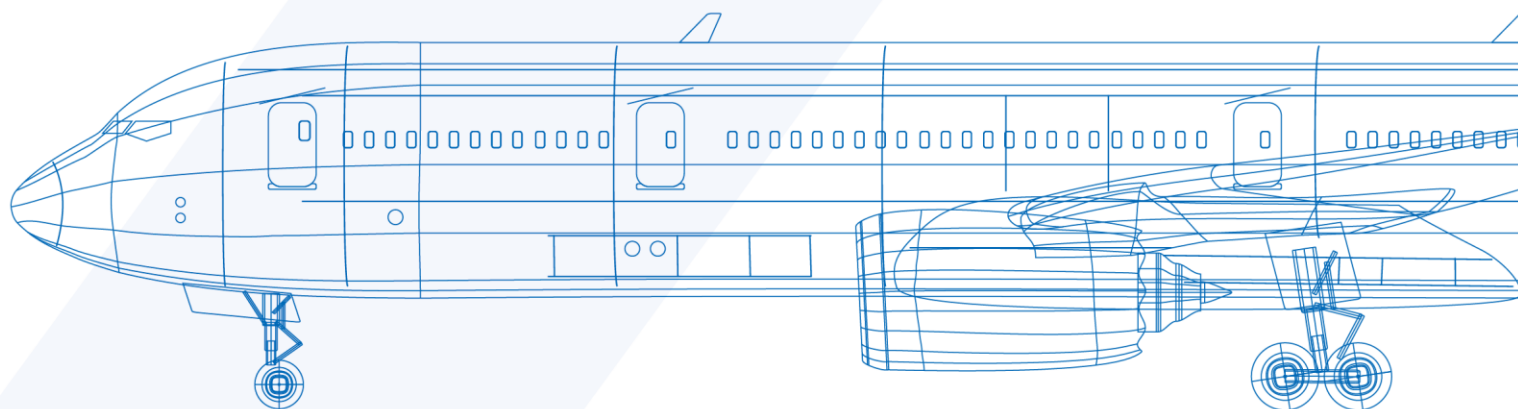# ClassNK

一般財団法人　日本海事協会
NIPPON KAIJI KYOKAI

ClassNK SCS

Procedures

Certification for CORSIA Eligible Fuels

April 2024

Revision History

No.	Issue date	Details of revision
1	2024.04.01	Newly issued

In case the requirements in ICAO-CORSIA documents are updated, and the ClassNK SCS manual has not been revised to reflect such updates yet, the updated requirements shall be applied during verification irrespective of the state of revision of the ClassNK SCS manual.

Contents

P001-IMPARTIALITY COMMITTEE

1. Object

1.1 The Regulations hereunder prescribe the composition and operation of the Impartiality Committee (hereinafter referred to as the "Committee") for the following activities:

(1) Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

1.2 The Committee shall, for safeguarding the impartiality of the aforesaid activities (hereafter referred to as the "activities"), provide the top management responsible for certification activities of the Society with the followings:

(1) to assist in developing the policies relating to impartiality of the activities,

(2) to counteract any tendency to allow commercial or other considerations to prevent the consistent objective provision of the activities,

(3) to advise on the matters affecting confidence in the activities including openness and public perception, and

(4) to evaluate, at least once annually, the impartiality of the activities and decision-making processes, and thereupon, to give an advice as necessary.

2. Composition of the Committee

2.1 The Committee shall be composed of members not exceeding 10 persons and, for safeguarding the impartiality, consist of:

(1) academic experts, and representatives from non-governmental organizations (NGO) and consumers

(2) representatives from the following industries or the organizations related thereto:
Ship owners, ships, engines and their components manufacturers, and underwriters, and

(3) a representative from the Society.

2.2 The Members shall understand the applicable standards and the requirements related to the activities and have competence to evaluate the impartiality of the audit, certification, verification and decision-making processes.

2.3 The Members shall be delegated by the Top management of ClassNK SCS.

3. Authorities of the Committee

3.1 The Committee shall be ensured to access all the information necessary to enable it to fulfill its functions.

3.2 If the ClassNK SCS does not respect the advice of the Committee, the Committee shall have the right to take independent actions (e.g. informing authorities, interested parties, etc.). In taking independent actions, however, the Committee shall respect the confidentiality requirements of the organizations and the Society.

4. Duties of the Members

4.1 The Committee shall have a Chairman.

4.2 The Chairman shall be elected among the Members at a Committee meeting.

4.3 The Chairman shall represent the Committee and preside over a meeting of the Committee.

4.4 In case the Chairman is unable to attend a meeting of the Committee, an extraordinary Chairman shall be elected by a mutual vote of the Members present at the meeting.

5. Term of Office, and Resignation, Retirement and Dismissal of the Members

5.1 The term of office for each Member shall be two years, and there shall be no restriction on re-appointment of the Members.

5.2 The term of office for a Member newly appointed to replace another Member who leaves office in the middle of the office term shall be remainder of the predecessor.

5.3 A Member shall leave office at the time when he ceases to be a representative of his related field.

5.4 In the event that a Member leaves office due to resignation or expiration of term, he shall continue to perform his duties until such time as his successor assumes office.

5.5 The Committee may dismiss a Member by a resolution of at least two-thirds of the Members currently composed in the event that either of the circumstances indicated below applies. In such case, the Member shall be given an opportunity to explain his circumstances.

  (1) When it is found that a Member is no longer to fulfill his duties due to his unsound mental or physical condition, or

  (2) When it is found that a Member has committed a breach of duty in course of his work or has otherwise acted in a manner not befitting a Member of the Committee.

5.6 In the case prescribed in 5 above, the Committee shall obtain the approval of the Chairman and President.

6. Convening Committee

6.1 A meeting of the Committee shall be held once a year. An extraordinary meeting of the Committee may be held when the Chairman considers it the necessary to do so.

6.2 A Committee meeting shall be convened upon a seven days advance notice in writing which includes the matters related to the purpose, agenda, date and place of the meeting in accordance with the determination of the Chairman.

6.3 Regardless the above, in case extraordinary events or circumstance happen, in lieu of convening a meeting, the chairman may adopt resolution(s) by sending proposals to Members in writing at least one week in advance.

7. Quorum of the Committee Meeting

7.1 The Committee meeting may not be opened, and resolutions may not be passed without the attendance of a majority of the members currently composed.

7.2 Resolutions put forth during the meeting shall be passed by a majority vote of the Members present.
In the event a tie vote, the Chairman shall make the final decision.

7.3 The Committee may request the attendance of a person other than Members of the Committee to seek his opinion if necessary.

7.4 The following Members shall not participate in resolution:

(1) Members representing ClassNK SCS

(2) Members having relationship with the interested parties in the issues concerned

8. Proxy for Members

8.1 In case a Member is unable to attend the Committee meeting for unavoidable reasons, only a person who is registered with the Committee in advance with acceptance of the Committee as the proxy for the Member (hereinafter referred to as the "proxy") may attend the Committee meeting. In such a case attendance by the proxy shall be regarded as presence of the Member.

8.2 The proxy of a Member shall represent the same field of the Member.

8.3 The proxy shall leave office at the time when he ceases to be a representative of his related field.

8.4 The proxy shall leave office at the time when the Member resigns or is retired from the Committee.

9. Decision in Writing

The Chairman may adopt a resolution in writing, in lieu of convening a meeting, for pre-determined routine issues or for issues requiring a prompt action to decide by sending proposals to the Members.

10. Impartiality and Confidentiality

10.1 Each Member and his proxy shall keep impartiality and take the obligation and responsibility for safeguarding the confidentiality of information obtained in the Committee and shall submit his written Confidentiality Statement to the Society.

10.2 Each Member and his proxy shall even after his resignation, retirement or dismissal take the obligation and responsibility as to safeguarding the confidentiality.

11. Preparation of Record of Proceedings

A record of proceedings for each meeting of the Committee shall be prepared and each record shall, as a minimum, include the following:

(1) Matters related to the purpose of the meeting, including agenda, date and time and location,

(2) Total number of the Members and the attendants and names of all attendants, and

(3) A summary of the course of the agenda and the result thereof.

12. Establishment, Revision or Abolition of Regulations

Establishment, revision or abolition of the Regulations shall be deliberated by the Committee and approved by the Chairman and President of the Society.

P002-MANAGEMENT OF IMPARTIALITY

1. **Scope**

This procedure stipulates the management of Impartiality for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. **Management of impartiality**

2.1 SCS activities is undertaken impartially.

2.2 ClassNK SCS is responsible for the impartiality of its SCS activities and not allow commercial, financial or other pressures to compromise impartiality.

2.3 ClassNK SCS monitors its activities and its relationships to identify threats to its impartiality. This monitoring includes the relationships of its personnel.

NOTE 1 The identification of threats to impartiality can include balanced consultation with appropriate interested parties, with no single interest predominating, to advise on matters affecting impartiality including openness and public perception. One way of consultation is by the use of a committee of these interested parties.

NOTE 2 A relationship can be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing (including branding).

2.4 If a threat to impartiality is identified, its effect is eliminated or minimized so that the impartiality is not compromised.

2.5 ClassNK SCS has a publicly available commitment that it understands the importance of impartiality in carrying out its SCS activities and manages conflicts of interest and ensures objectivity. The top management commitment to impartiality is published on the web-site of ClassNK.

2.6 Review and decision on verification of SCS activities shall be made by personnel different from those who carried out the SCS execution.

2.7 ClassNK SCS shall not offer or provide both consultancy and SCS for the same claim from the same client.

2.8 Where the relationship between a body that provides consultancy and ClassNK SCS poses an unacceptable threat to the impartiality of ClassNK SCS, ClassNK SCS does not provide SCS activities to clients who have received consultancy relating to the same claim. This includes potential clients with which ClassNK SCS is pre-engaged.

2.9 ClassNK SCS's activities does not be marketed or offered as linked with the activities of any organization that provides consultancy.

2.10 ClassNK SCS takes action when it is made aware of (e.g. via a complaint) inappropriate links with or announcements by any consultancy organization stating or implying that SCS would be simpler, easier, faster or less expensive if ClassNK SCS were used. ClassNK SCS does not state or imply that SCS would be simpler, easier, faster or less expensive if a specified consultancy organization were used.

2.11 ClassNK SCS takes action to respond to any threats to its impartiality arising from the actions of other persons, bodies or organizations.

3. Identification and Analysis of Conflicts of Interest

Methods for Identifying and Analyzing Conflicts of Interest

ClassNK SCS identifies the sources of threats to impartiality, estimates risks, creates management measures, and ensures that residual risks are within acceptable levels before implementing these measures by preparing the "Conflict of Interest Identification and Analysis Form".

4. Impartiality Committee

ClassNK SCS organizes the "Impartiality Committee" consisting of representatives mainly from external organizations, to ensure the confidentiality, objectivity and impartiality with the objectives that the SCS activities are performed impartially, and any views of the Committees in the SCS activities are reflected.

5. Liability

ClassNK SCS is able to demonstrate that it has evaluated the risks arising from its SCS activities and that it has adequate arrangements (e.g. insurance or reserves) to cover liabilities arising from its activities in the SCS programme and the geographic areas it operates.

P003-ORGANIZATIONAL STRUCTURE WITH RESPONSIBILITY, AUTHORITY

1. Scope

This procedure stipulates Organizational structure with responsibility, authority for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Organizational Structure

2.1 Organizational structure

The ClassNK SCS is organized and managed so as to enable it to maintain the capability to perform SCS activities.

2.2 SCS activities are structured and managed so as to safeguard impartiality.

2.3 ClassNK SCS is document its organizational structure involved in the SCS activities and any committees.

Table 1.

Organizational structure between ClassNK SCS and external bodies for SCS.

Table 2

Organizational structure of ClassNK SCS.

3. Responsibility and authority

3.1 Top management

The top management has overall authority and responsibility for each of the following:

- a) development of policies and establishment of processes for the SCS CORSIA certification programme (e.g. policies, roles/responsibilities within SCS, etc.)
- b) supervision of the implementation of the policies and processes;
- c) ensuring impartiality;
- d) supervision of its finances;
- e) development of SCS activities and requirements;
- f) performance of SCS activities;
- g) decisions and issue of SCS reporting;
- h) delegation of authority to committees or individuals, as required, to undertake defined activities   on its behalf;
- i) contractual arrangements;
- j) personnel competence requirements;
- k) responsiveness to complaints and appeals;

l)   management system of ClassNK SCS;

m)   provision of adequate resources for SCS activities.

n)   Management review of management system

3.2 Management representative

The management representative has roles and responsibility for each of the following;

(ref. CORSIA Eligibility Framework and Requirements for Sustainability Certification Schemes Table 1. Requirements for SCS)

a)   monitoring and system review for CORSIA certification programme, including compliance of economic operators, certification bodies and accreditation bodies with the provisions of the programme, to ensure its continuing

b)   annual reports to ICAO.

c)   risk management plan for addressing the risks to the integrity of the assurance system.

d)   periodical assessment of Accreditation body and Certification bodies for the effectiveness of the accreditation mechanism as part of their system review

e)   handling of noncompliance with certification requirements including complaint received from Accreditation body, Certification body, economic operators, the public and other stakeholders about its CORSIA certification programme and fraud or potential fraud.

f)   stakeholder engagement input relevant to the CORSIA sustainability criteria and adequate to the scope and scale of the operation.

g)   application of sustainability criteria with certification limited to the currently approved CORSIA sustainability criteria and SCS eligibility requirements.

h)   preparation of ClassNK SCS manual, procedures, requirements, appendix, guidelines, audit competencies, group auditing, etc.

i)   training

j)   planning, implementation and follow-up of the internal audit

k)   approval, review and abolition of the document above and related formats.

3.3 Manager in charge

The management representative has roles and responsibility for each of the following;

(Ref. CORSIA Eligibility Framework and Requirements for Sustainability Certification Schemes Table 1. Requirements for SCS)

a)   control of internal documents such as ClassNK SCS manual, procedures, requirements, appendix, guidelines, requirements, guidelines, etc.

b)   control of external document such as ICAO Document, ISO Standards, etc.

c)   control of documents sent to/ from ICAO, Accreditation body, Certification body and economic operators such as regulations, procedures, requirements, guidelines, etc.

d)   control of overall records related to SCS activities.

e)   transparency of information on ClassNK SCS website.

f)   assignment of SCS audit members

   g)   assignment of independent reviewer

   h)   monitoring of competence of personnel

3.4 SCS auditor

The SCS auditor assigned by the management representative has roles and responsibility for monitoring and system review for CORSIA certification programme, including compliance of economic operators, certification bodies and accreditation bodies with the provisions of the programme, to ensure its continuing.

3.5 Internal auditor

The internal auditor assigned by the management representative has roles and responsibility for the internal audit.

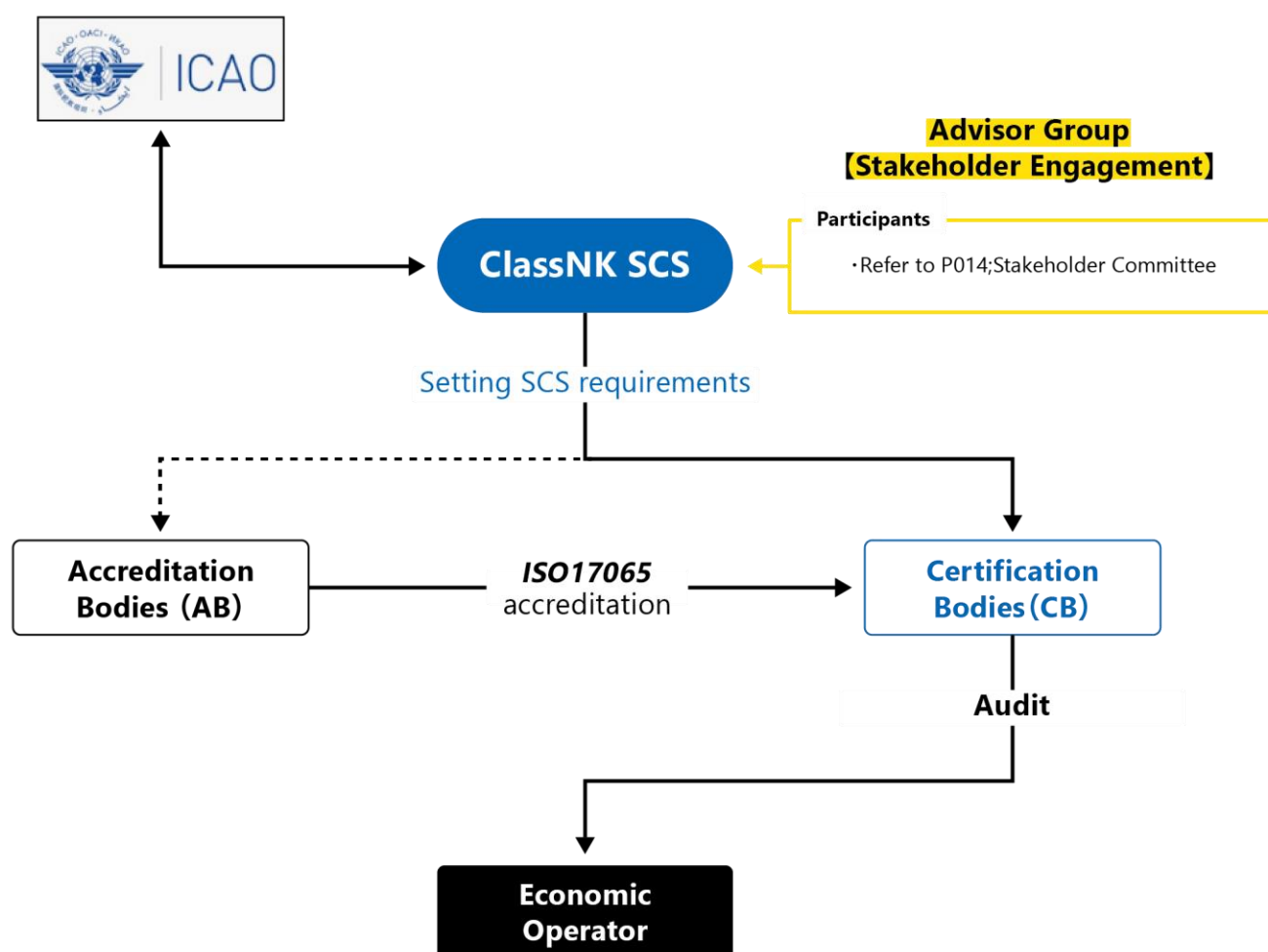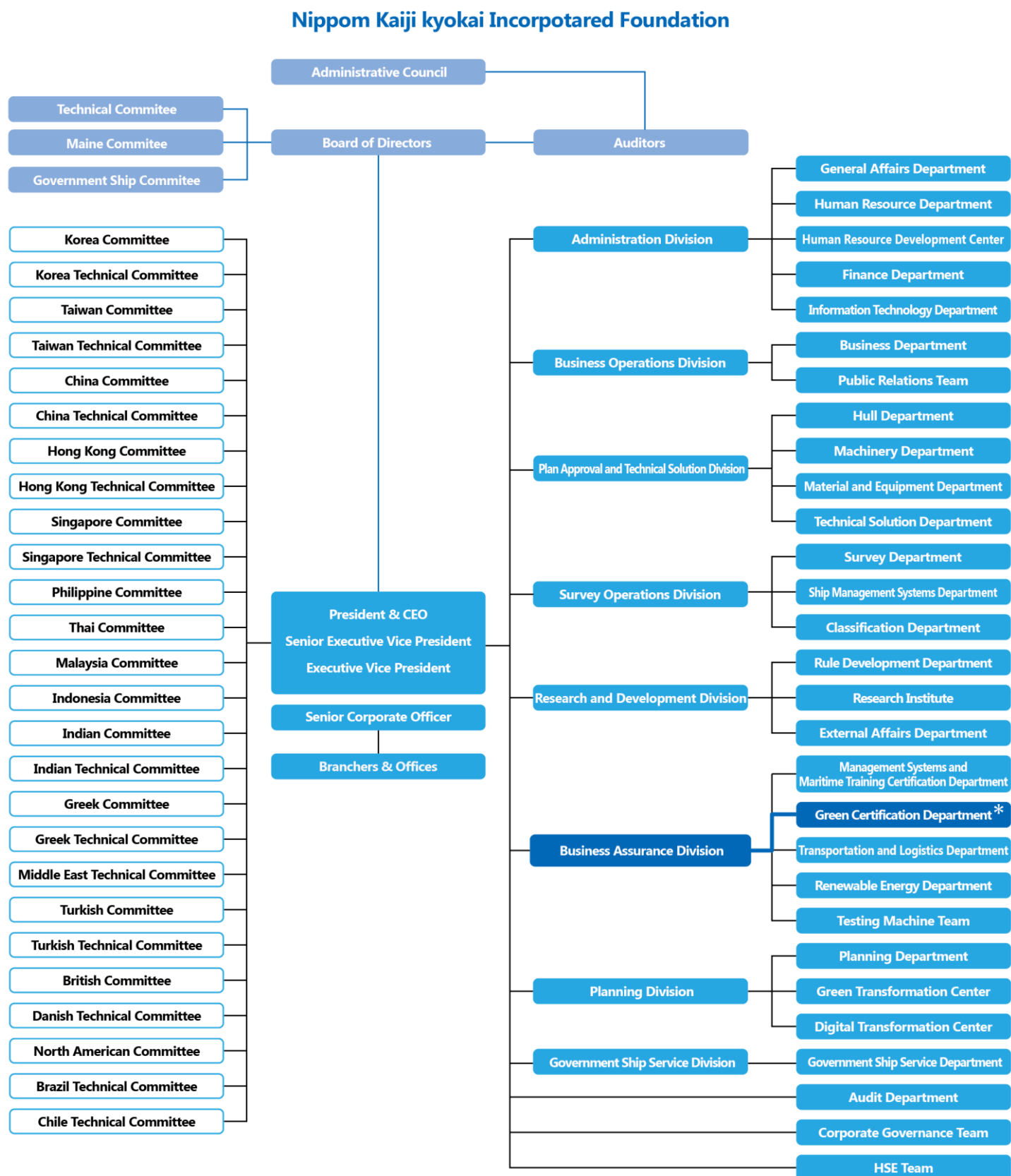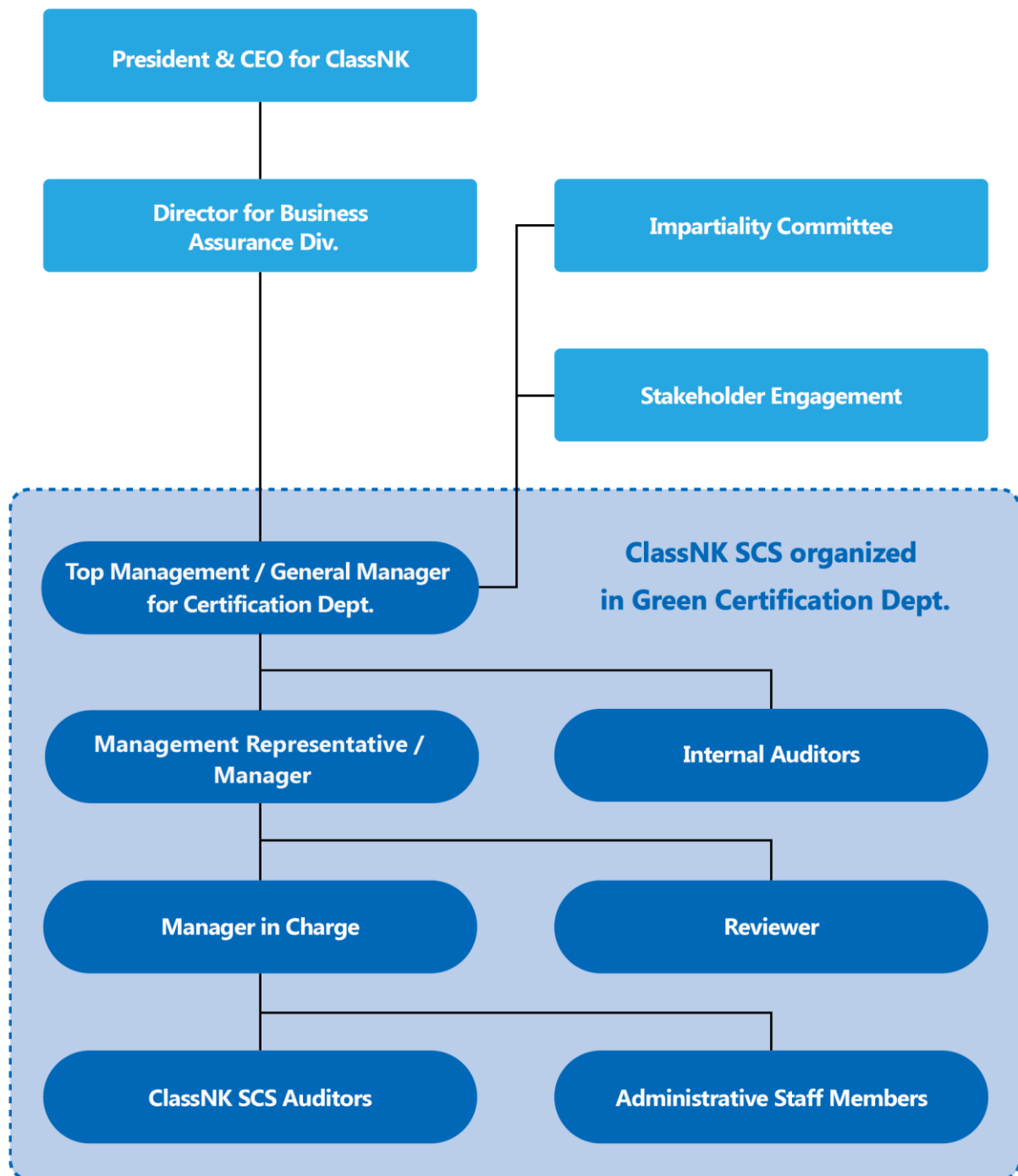**Figure 1. Organizational structure between ClassNK SCS and external bodies for SCS.**

Figure 2. Organizational structure of ClassNK for SCS.

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* Refer to Figure 3.

Figure 3. ClassNK SCS organized in Green Certification Dept.

P004-COMPETENCE OF PERSONNEL

1. Scope

This procedure stipulates competence of personnel for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Personnel in general

2.1   The management representative is responsible for maintaining a " D001 List of Personnel " to ensure a sufficient number of capable personnel for carrying out the operations of ClassNK SCS. This List of Personnel is presented as input for Management Review, and the top management confirms the adequacy of human resources.

2.2   Each member of ClassNK SCS must sign a "Pledge" to comply with the following items and must promptly inform the management representative in writing before starting work if there is a potential conflict of interest:

   a)   Comply with the operational and related regulations established by ClassNK SCS, including fairness and confidentiality obligations;
   b)   Report past and/or present situations involving themselves or other individuals or organizations (e.g., family or their employer) that have relationships with Accreditation bodies, Certification bodies, and Economic operators;
   c)   Disclose situations where there is a potential or apparent conflict of interest for themselves or ClassNK SCS.

2.3   ClassNK SCS will use the results from 2.2 as input for the "Conflict of Interest Identification and Analysis Chart".

2.4   ClassNK SCS does not appoint personnel as SCS audit team members or reviewers if they:

   a)   are employees or subcontractors of accreditation bodies, certification bodies, and economic operators or their affiliates within the past two years.
   b)   have had or will have a consulting relationship for GHG activities with accreditation bodies, certification bodies, and economic operators or their affiliates within the past two years or in the future.

2.5   All personnel, including committee members and contracted parties, are obligated to maintain confidentiality regarding all information obtained in relation to SCS operations.

3. Top management

Top management" refers to the head of the ClassNK SCS.

Top management must possess the knowledge necessary to fulfill the roles defined in the procedure "P003 Organizational structure with responsibility, authority". For this purpose, top management either attends the training specified in 10. Training, a) SCS training and d) training on internal documents, or undertake equivalent self-study.

The competency evaluation after the completion of the training is conducted by the Management representative and the Manager in charge, and the results is recorded in the "Manager Competency Evaluation Record."

4. Management representative

The Management representative must possess the knowledge necessary to fulfill the role as defined in the procedure "P003 Organizational structure with responsibility, authority". For this purpose, the Management representative must successfully complete the required training specified in 10. Training, and have knowledge of relevant international standards (ISO 14065, ISO/IEC 17029, ISO14064-3, ISO 17065, ICAO CORSIA related standard documents, ClassNK SCS related documents (Manual, regulation, procedures, guidelines, etc.), the business sectors of economic operators, and practical experience and processes.

The competency evaluation of the Management representative will be conducted by Top management, and the results will be recorded in the "Manager Competency Evaluation Record."

5. Manager in charge

The Manager in charge is responsible for determining the competencies required for the SCS audit team and for selecting the audit team members. For this purpose, he/she must possess knowledge about the SCS business processes, as well as knowledge of the types of products or processes of the economic operator in general.

The competency evaluation of the Manager in charge is conducted by the Management representative, and the results are recorded in the 'Manager Competency Evaluation Record.'"

6. SCS auditor

The competency requirements for SCS auditors must be equivalent to the Auditor competencies required to the Certification Bodies.

7. Independent reviewer

The independent reviewer, who reviews and approves the results of the SCS audit, should be a qualified SCS auditor independent of the conducted SCS audit.

8. Internal auditor

The competency requirements for Internal auditor must be equivalent to the Auditor competencies required to the Certification Bodies.

9. Technical specialist

When conducting a SCS audit or an independent review, if it is determined that there is a lack of the following Knowledge, a Technical specialist is employed.

- a) Knowledge of the requirements of the SCS CORSIA certification programme and the ICAO documents and materials related to CORSIA eligible fuels.
- b) Knowledge of and experience with CORSIA or similar sustainability criteria, mass balance systems, traceability, GHG LCA calculations, and data collection and handling.
- c) Knowledge of and experience with appropriate sectors (e.g., agriculture, engineering, etc.)

The Technical specialist is required to create a ' Technical specialist Evaluation Report' about the required knowledge, which is then evaluated and approved by the Management representative. However, if professional knowledge can be demonstrated based on professional background or qualifications, a report is not necessary. Still, the Manager in charge must record the basis for granting the expertise in the ' Technical specialist Evaluation Report'.

10. Training

10.1 Education and Training Plan

The Management representative establishes an "Annual Training Plan" in April each year for personnel involved in SCS operations. The Annual Training Plan is subject to appropriate revisions as necessary. The education and training plan will consider the following types of education and training:

- a) SCS training
- b) Training in specialized fields
- c) Training on International Standards
- d) Training on internal documents
- e) Other training for the improvement.

10.2 Education and Training Items

- a) SCS Training

Personnel involved in SCS operations must acquire the following knowledge:

- · Knowledge of the requirements of the SCS CORSIA certification programme and the five ICAO documents related to CORSIA eligible

b)   Specialized Field Training

As needed, the Management representative plans training for the following knowledge.

- Knowledge of and experience with CORSIA or similar sustainability criteria, mass balance systems, traceability, GHG LCA calculations, and data collection and handling.
- Knowledge of and experience with appropriate sectors (e.g., agriculture, engineering, etc.)

c)   Training on International Standards

The Management representative considers the work experience and knowledge level of the personnel and, when necessary, either requires them to undertake self-study of the following standards or plan for group education training.

- ISO 14065
- ISO/IEC 17029
- ISO14064-3
- ISO 17065

d)   Training on Internal Documents

For newly created or revised SCS documents, the Management representative plans training as needed to ensure thorough awareness and understanding among the personnel.

e)   Other training for the improvement t

Training for the improvement is conducted as necessary in response to complaints or feedback received from Accreditation bodies, Certification bodies, economic operators, the public, other stakeholders, independent reviewers, and internal audits.

10.3 Maintenance of Education, Training Records, and Competency Evaluation

Participants must record the content of their education and training in a "Training Record" and obtain approval from the Management representative. The management of training records is conducted by the Manager in charge, who also monitors the latest information on competency evaluations. If any deficiencies are recognized in the education, training, or competencies of personnel, the Manager in charge proposes the need for further education and training to the Management representative.

P005-DOCUMENT CONTROL

1. Scope

This procedure stipulates Document control for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Internal document

2.1 Document System
The document system issued by ClassNK SCS is as follows:

a) Primary Documents

These are the ClassNK SCS Manuals, Requirements for Certification bodies, Requirements for Economic operators which are the highest-level system documents.

b) Secondary Documents

These are procedures, primarily related to the process of ClassNK SCS operation.

c) Tertiary Documents

These are Appendix, guidelines, supplementing the procedures.

d) Format

This refers to the format of records.

The method for numbering documents is defined as follows.

- Document No. – Revision No. – Document title

The latest version of documents established under the above document system is indicated in the internal document ledger, and the latest version of the format is shown in the "ClassNK SCS Document Lists".

2.2 Creation, Revision, Notification, and Maintenance of Documents and Formats

The creation and revision of documents and formats are initiated by the person in charge, under the instruction of the management representative. The creation, revision, notification, and maintenance of documents and formats follow the process outlined in Appendix 1, Document Management Flowchart.

2.3 Effective Date of Documents and Formats

Unless specifically stated otherwise, the effective date of created or revised documents and formats is the approval date of the document. If a specific date other than the approval date is determined, it is clearly stated in the respective document.

2.4 Regular Review of Documents

The regular review of documents is conducted annually in January under the direction of the management representative, and the results are recorded.

2.5 Protection and Confidentiality of Documents

All documents and formats specified in the "ClassNK SCS Document Lists" are to be kept confidential, regardless of the medium.

a) Hard copy documents:

They are stored in easily identifiable and searchable files, kept in locked cabinets.

b) Electronic media documents:

Access to files on the server is limited to personnel with regularly changing passwords.

Backups are maintained by the ClassNK's system.

3. External Documents

3.1 Standards and CORSIA documents related to SCS

The manager in charge obtains the following standards and other related documents, store and manage them in a "Standards Folder" accessible to relevant personnel.

Older versions of standards and related documents are to be stored in a clearly marked "Old Versions of Standards Folder" until the latest versions of the standards and documents are reflected, as necessary, in the primary, secondary, and/or tertiary documents.

Standard Documents:

- ISO 14065
- ISO/IEC 17029
- ISO 14064-3
- ISO 17065
- ISO 17011
- ISO 19011
- ISO 26000

When Standards and CORSIA document are revised, the manager in charge reviews the revisions, update the primary, secondary, and/or tertiary documents, obtain approval from top management or the management representative, and, as necessary, ensure thorough communication with relevant parties.

3.2 ICAO Document:

The management of the latest version of the ICAO Document is confirmed by individual personnel on the official website of ICAO CORSIA and not be managed as part of internal document management.

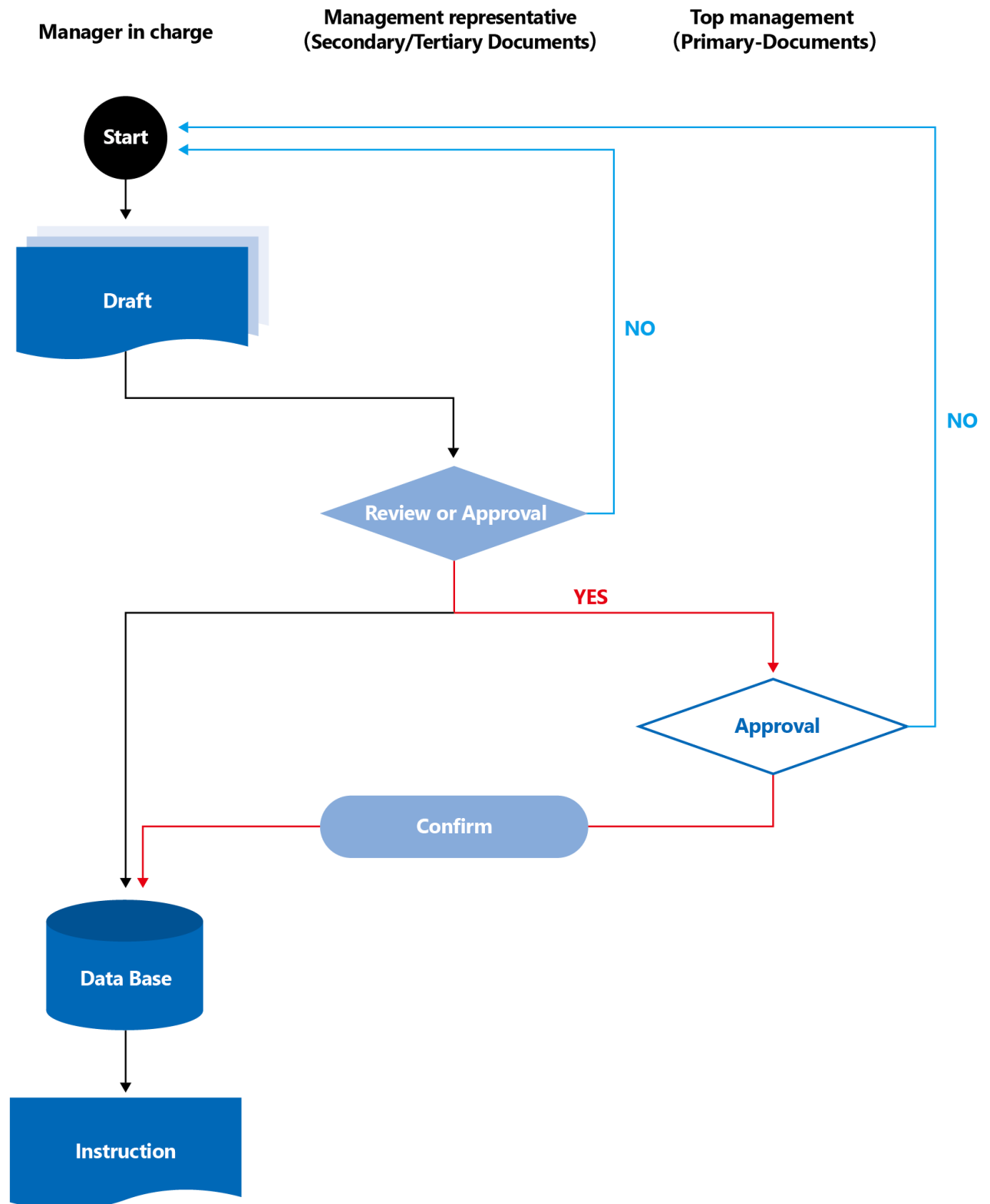## 4. Management of Documents Issued by ClassNK SCS

When ClassNK SCS issues documents related to Sustainability Certification Schemes, the following procedures are followed:

4.1 Document Issuance

If there is a new development of system documents or a fundamental change to existing system documents that affects the certification of CORSIA Eligible Fuels, ClassNK publishes the relevant documents on the ClassNK website to collect feedback from stakeholders, and seek public comments for a period of 60 calendar days.

ClassNK publishes the received public comments and the results of the deliberations on the website. If necessary, before issuing the final version of the document, ClassNK analyzes and consider the feedback received during the public comments period. This includes setting an appropriate transition period for all stakeholders to adjust or adapt to fundamental changes in the document's effective date or existing system requirements.

Collection and publication of stakeholder feedback and consultation are not applicable when adjustments or changes to the system are limited and do not affect compliance with CORSIA requirements.

Appendix 1 Document Management Flowchart.

Manager in charge   **Management representative (Secondary/Tertiary Documents)**   **Top management (Primary-Documents)**

Start

Draft

Review or Approval

NO

NO

YES

Approval

Confirm

Data Base

Instruction

P006-CONTROL OF RECORDS

1. Scope

This procedure stipulates Control of records for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Appointment of Responsible Person

The management responsible is responsible for appointing the person in charge of record keeping.

3. Records to be stored

The records to be stored shall be those specified in the "Format List".

4. Storage period

The storage period for records is for a minimum of 10 years.

5. Protection and Confidentiality of Records

Records in the format specified in the "Format List" and information that is confidential due to contractual or legal requirements is kept confidential, regardless of the medium.

- Hard copy records: Store in easily identifiable and retrievable files in locked cabinets.
- Electronic media records: Access to the file server is limited to personnel with regularly changed passwords. Backups are maintained by the organization's system.

6. Disposal of Records

At the end of the storage period, records to be disposed of and the method of disposal are determined by the management representative at the end of the fiscal year. When disposing of records through an external contractor, a confidentiality agreement is made with the contractor.

P007-MANAGEMENT REVIEW

1. Scope

This procedure stipulates Management review for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Management review

ClassNK SCS's management reviews its management system at planned intervals, normally in March every year, in order to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and the requirements of the CORSIA document.

The members of the meeting consist of at least the top management, the management representative, and the manager in charge.

The management representative creates the agenda for the meeting and prepare the materials corresponding to the agenda items.

The inputs to management review are recorded and include information related to the following:

a) changes in internal and external issues that are relevant to SCS;

b) fulfilment of objectives;

c) suitability of policies and procedures;

d) status of actions from previous management reviews;

e) outcome of recent internal audits;

f) corrective actions;

g) changes in the volume and type of the work;

h) client and personnel feedback;

i) complaints and appeals;

j) effectiveness of any implemented improvements;

k) adequacy of resources;

l) results of risk analysis;

m) other relevant factors, such as monitoring activities and training.

Items e) includes decisions on corrective actions for non-conformities identified in past internal audits, actions or action plans for opportunities for improvement and observations, and confirmation of follow-ups.

The outputs from the management review record all decisions and actions related to at least:

a)   the effectiveness of the management system and its processes;
b)   improvement of SCS 's activities related to the fulfilment of the requirements of ICAO document;
c)   provision of required resources;
d)   any need for change.

If the top management recognizes the need for improvement in the management system related to SCS operation as a result of deliberations in the meeting, the management representative is instructed to implement the improvements. The management representative then develops a specific action plan for improvement.

P008-INTERNAL AUDIT

1. Scope

This procedure stipulates Internal audit for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Purpose of Internal Audits

Internal audits are conducted on management systems for the following purposes:

 a) To confirm compliance with the management system requirements established by ClassNK SCS.
 b) To ensure conformity with ICAO Document.
 c) To verify effective implementation and maintenance.

3. Requirements for Internal Audits

The requirements for internal audits are as follows:

 a) Management system documents established by ClassNK for SCS activities.
 b) ICAO Document
 c) Requirements set by contracts/ agreements with the parties concerned.

4. Frequency of Internal Audits

Internal audit is conducted at least once a calendar year. Additionally, special internal audits may be conducted as deemed necessary by top management.

5. Competence of Internal Auditors

The internal auditors are the SCS auditor who meet the competence criteria in the procedure P004 Competence of personnel 8. Internal auditor.

6. Internal Audit Program

The manager representative creates an internal audit program, which is necessary for planning, arranging, and conducting internal audits. The manager representative ensures that internal audits are executed within the designated period and in accordance with their objectives.

7. Appointment of Internal Auditors

The manager representative appoints internal auditors. Internal auditors do not audit their own work.

8. Development of Audit Plan

The internal auditor prepares an "Internal Audit Plan" according to the audit program and submit it to the manager representative for approval. The audit plan is also to be communicated to the auditee for their consent.

9. Conducting Internal Audits

Internal auditors collect and verify audit evidence obtained from interviews, records, and on-site observations. Before the final meeting, internal auditors formulate internal audit findings and conclusions based on the gathered audit evidence, recording them in the designated records. Internal audit findings are categorized as follows:

a) Non-conformity: Cases where it does not conform to the requirements.
b) Opportunities for Improvement: Cases where there is room for improvement to enhance the efficiency and effectiveness of the management system.

10. Closing Meeting

The internal auditor holds a closing meeting with auditees in attendance to reach an agreement on the audit findings.

11. Internal Audit Report

Based on the discussions at the closing meeting, the internal auditor prepares an "Internal Audit Report" regarding the audit results and submits it to the manager representative within three weeks for approval.

12. Follow-up on Internal Audit Findings

The audited department takes appropriate and timely actions in response to the audit findings.

a) Non-conformity: The internal auditor verifies the correction and the plan for corrective action. The effectiveness of corrective actions is verified in the next internal audit.

     b)   Opportunities for Improvement: The necessity of improvements is determined by the audited department. The internal auditor checks the follow-up results of the internal audit findings in the next audit.

The internal audit is completed with the follow-up of the internal audit.

13. Evaluation of the Effectiveness of Internal Audits

The manager representative confirms whether the objectives of the internal audit have been achieved and evaluates the effectiveness of the internal audit, aiming to improve the internal audit process.

P009-CORRECTIVE ACTION

1. Scope

This procedure stipulates Corrective action for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Non-conformance and Responsibility

For the following non-conformances, the management representative is accountable for corrective actions and has the authority to implement them:

a) Internal audits

b) Appeals and complaints identified as non-conformances

c) Issues pointed out by the ICAO CORSIA, recognized as needing recurrence prevention

d) Non-conformances deviating from requirements of ICAO Document or in the SCS process, reported by internal personnel and recognized as needing recurrence prevention

e) Other items recognized as non-conformances by the management representative.

3. Corrective Actions

Management representative implements corrective actions to eliminate the causes of the occurred non-conformances. The procedure is as follows:

The person who discovers or is informed of a non-conformance records and reports to the management representative.

The management representative takes the following actions:

a) If necessary, consults with relevant parties, identifies the scope of impact, considers countermeasures, and clarifies the effective causes for prevention of recurrence.

b) Plans corrective actions to eliminate the non-conformance, confirms the implementation of these corrective actions, and records them.

c) Decides and implements necessary measures to prevent recurrence.

d) If necessary, determines and implements the method and timing for evaluating the effectiveness of the measures to prevent recurrence.

P010-COMPETENCIES REQUIREMENTS FOR CB'S AUDITORS

1. Scope

This requirement stipulates Competencies requirements for Certification body's auditors for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

Certification body (hereinafter refereed as to CB) should follow this requirement in addition to the requirements of ISO 17065 as stipulated in "CB100 Requirements for Certification Bodies, 6 Resource requirements, 6.1 CBs personnel and 6.2 Resources for evaluation".

2. Team competence

An audit team collectively should have the required competence to perform certification audit.

3. Auditor competencies

CB should appoint competent auditor(s), in accordance with the process set out in ISO 19011.

The auditor(s) as a whole, and the independent reviewer, demonstrates knowledge and appropriate necessary skills to conduct audits under the CORSIA eligible fuels framework, in accordance with the audit scope, including:

a) Knowledge of the requirements of the SCS CORSIA certification programme and the ICAO documents and materials related to CORSIA eligible fuels.
b) Knowledge of and experience with CORSIA or similar sustainability criteria, mass balance systems, traceability, GHG LCA calculations, and data collection and handling.
c) Knowledge of and experience with appropriate sectors (e.g., agriculture, engineering, etc.).

CB should have a process for managing following competence:

a) CORSIA Default Life Cycle Emissions Values for CORSIA Eligible Fuels, June 2022
b) CORSIA Methodology for Calculating Actual Life Cycle Emissions Values, June 2022
c) CORSIA SUPPORTING DOCUMENT, CORSIA Eligible Fuels – Life Cycle Assessment Methodology, Version5-June 2022.
d) CORSIA Sustainability Criteria for CORSIA Eligible Fuels, June 2023
e) Guidance to Sustainability Certification Schemes (SCS) for application of CORSIA Sustainability Criteria, Themes 3 to 7, for CORSIA Sustainable Aviation Fuel produced on or after 1 January 2024, Version 1 – November 2021

4. Knowledge

ClassNK SCS provides the following Mandatory courses and Optional Courses for a CB to acquire the above knowledge.

4.1. Mandatory courses:

An auditor should participate in the Mandatory courses offered by ClassNK SCS and pass them.

a) CORSIA SCS Course (One day):

Designed for CORSIA certification programme and the five ICAO documents related to CORSIA eligible fuels, etc.

b) CORSIA Technical Course (One day):

Designed for CORSIA or similar sustainability criteria, mass balance systems, traceability, GHG LCA calculations, and data collection and handling, etc.

4.2. Optional Courses:

CB can use the following Optional Courses offered by ClassNK SCS as needed.

a) Generic GHG Concepts Course (One day):

Designed for evidence gathering, risk, misstatement, level of assurance, materiality, etc.

b) CORSIA Sector Course (One day):

Designed for agriculture, engineering, etc.

5. Sector competence

An audit team collectively should have applicable sector knowledge and skills.

For the audit team to acquire the necessary knowledge and skills in the sector for the audit, the CB can use the above 4.2 b) CORSIA Sector Course.

6. Audit skills

CB should ensure that it has the following audit experience for audit team leaders and audit team members:

a) Audit Team Leader

Within three years, as an audit team leader, should have at least three instances of 'valid audit experience' and a total of at least five days of on-site audit days.

b) Audit Team Member

Within three years, as an audit team member, should have at least four instances of 'valid audit experience' and a total of at least five days of on-site audit days.

The requirements for valid audit experience are as follows:

a) The audit should be a first-party audit (internal audit), second-party audit, or third-party audit conducted according to ISO 14064-1, ISO 14064-2, ISO 9001, ISO 14001, ISO 45001, ISO 22000, ISO 50001, ISO 55001, or standards and criteria deemed equivalent by ClassNK.
b) The audit should cover the entirety of the applicable standard.
c) The on-site audit activities (local audit) should involve at least six hours of actual work.

7. Experience

In the field of valid audit experience, one should have at least seven years of full-time practical experience. However, this does not include training periods. Furthermore, if one has graduated from a high school or higher educational institution, the required full-time years are set to be at least four years. Practical experience includes the establishment, operation, or oversight of systems in accordance with the relevant standards at the individual's organization or at other organizations.

8. Monitoring

CB should monitor the competence of the auditors and evaluate them at least annually.

9. Demonstration of knowledge and skills

For the purposes of achieving initial or supplemental qualifications to undertake certification activities for given sectors, an auditor should demonstrate his/her knowledge and skills through a variety of methods, including, but not limited to:

a) education,
b) training,
c) work experience relevant to the competence required for the activity, and
d) tutoring or mentoring by more experienced staff (e.g. other members of the audit team).

P011-MONITORING AND SYSTEM REVIEW

1. Scope

This procedure stipulates monitoring and system review for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Procedures

ClassNK SCS reviews its CORSIA certification programme, including compliance of economic operators, certification bodies and accreditation bodies with the provisions of the programme, to ensure its continuing integrity, adequacy, and effectiveness. To this end and to verify the information related to the 'Reporting requirements for SCS Annual Report to ICAO' as shown in the table below, ClassNK SCS may participate as an observer in audits conducted by CB at the site of economic operators at an appropriate time. If there is no suitable opportunity to participate in CB's audits, ClassNK SCS will annually check the most recent audit report of the accreditation bodies and CB's most recent audit report at the office of CB, and at the same time verify the information related to the 'Reporting requirements for SCS Annual Report to ICAO'.

ClassNK SCS reviews the CORSIA certification programme annually and after significant changes to the CORSIA requirements as specified by ICAO, as well as in response to complaints received, where necessary.

ClassNK SCS uses the results of the review to improve its assurance system where indicated and maintains records of any corrective actions taken. The results of the review shall serve as input for the Management review as defined in ClassNK SCS Manual 6.4.1, Internal audits in 6.4.2, and Corrective action in 6.4.3.

Table related to monitoring of SCS annual report
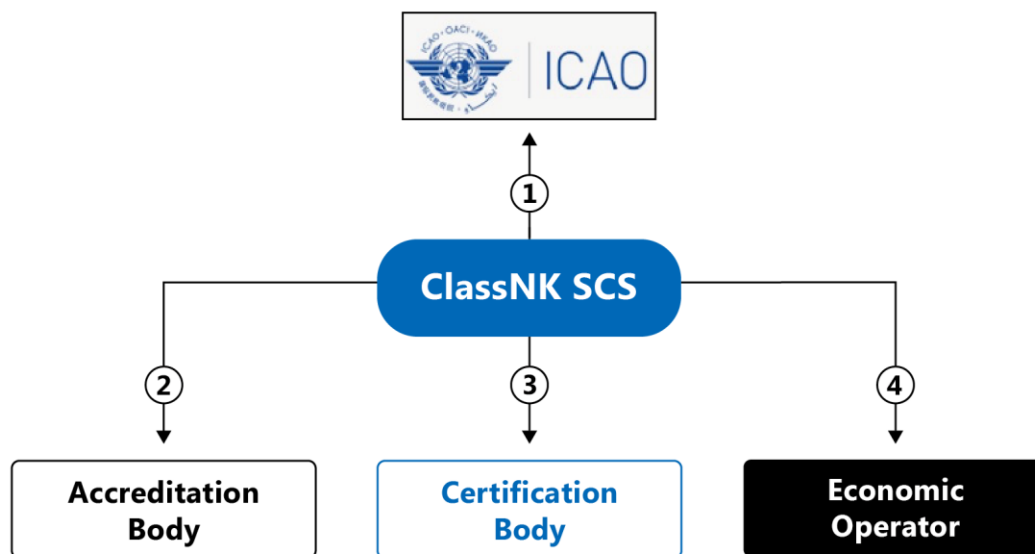
Reporting requirements for SCS Annual Report to ICAO

①	**Field 1~9**	Annual Report to ICAO
②	**Field 3**	Accreditation body assurance
③	**Field 1**	List of audits of economic operators executed during the reporting year
	Field 2	Certification body assurance
	Field 5	Certification Bodies and robustness of the scheme
④	**Field 7**	Economic operator's information
	Field 8	Type of CORSIA eligible fuel certified
	Field 9	Batch information of CORSIA eligible fuel certified

P012-INFORMATION AVAILABLE IN PUBLIC

1. Scope

This procedure stipulates Information disclosure for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Information in public

2.1 Information

ClassNK SCS publish information on the following matters on its official website.:

a) Economic Operator

List, certification date to deadline, (stopped Economic Operator)

ClassNK SCS publishes information of all certificates on our website. Certification Bodies are obliged to forward a certification document to ClassNK SCS immediately after the issuance of the certificate. If necessary, ClassNK SCS can make further provisions to the Certification Bodies with regard to necessary certification documents. If the documents provided by the Certification Body are complete/consistent, ClassNK SCS publishes the certificates on our website immediately. ClassNK SCS may reserve publication in case of incomplete or inconsistent documentation provided by the Certification Body or unpaid invoices to ClassNK until all open issues have been solved. In case of any doubt, interested party can contact ClassNK SCS for clarification of the validity of certification. ClassNK SCS also publishes all expired and withdrawn certificates, operational units suspended or excluded from ClassNK certification without delay.

ClassNK SCS will make a decision and publish to cancel the certification or reduce the scope of the Economic Operator certification if all or part of the certification falls under any of the following items. Furthermore, even if the Economic Operator requests it, due to the status of related examinations and investigations, ClassNK SCS will not delete the certification or reduce the scope of certification as requested by the Economic Operator.

a) If the cause of suspension cannot be resolved within the period of suspension of certification;

b) If Economic Operator engage in acts that seriously damage the market confidence in the ClassNK SCS, such as violations of laws and regulations;

c) There is evidence of misconduct in obtaining, maintaining certification and/or activities under certification;

    d) Intentionally submitting false information or concealing or falsifying information in obtaining and/or maintaining certification;

    e) When requested by the Economic Operator (including voluntary return)

b)   Certification Body

    List (including stopped Certification Bodies, paused)

In order to facilitate the transparency of the ClassNK SCS system and fulfil the requirements of ICAO, ClassNK SCS publish the relevant data of cooperating Certification Bodies(can conduct examinations based on ISO17065) on the our Website. If the accreditation status of an Accreditation Body is in doubt, publication may be suspended (or suspended) until all issues are resolved. ClassNK SCS will publish without delay a list of all valid Certification Bodies as well as all expired and revoked, suspended or excluded Certification Bodies.

c)   ClassNK SCS

    Contact information (Tel, email address, address, etc.), Certification program, procedure manual (latest version)

    Contact information for ClassNK SCS can be found on the website. The latest versions of ClassNK SCS Documents are available on the website. The original ClassNK SCS System Documents are published in English and Japanese. If there is a difference between English and Japanese, English will take precedence. ClassNK SCS System Documents can be identified by a unique document number and date.

d)   Other SCS

    ClassNK SCS is also recognizes other SCS recognized by ICAO. The applicable SCS is based on the latest version of the ICAO Document "CORSIA Approved Sustainability Certification Schemes". However, if the recognition is in doubt, publication may be suspended until all issues are resolved.

e)   LCA

    Actual life cycle emissions value calculation, the baseline and assumptions used

    For each certified economic operator claiming CORSIA emission credits as part of its actual life cycle emissions value calculation, the baseline and assumptions used.

3. Maintenance

3.1 Document

The document update of webpage is initiated by the person in charge, under the instruction of the management representative. The creation, revision, notification, and maintenance of documents and formats follow the process outlined in our procedure "Document Control".

3.2   Back Up

The ClassNK SCS's web page is backed up.

4.   Change documents

If there is a new development of system documents or a fundamental change to existing system documents that affects the certification of CORSIA Eligible Fuels, ClassNK SCS publishes the relevant documents on the website to collect feedback from stakeholders, and seek public comments for 60 calendar days.

5.   Notice

ClassNK SCS may revise our documents according to our procedure "Document Control", and may also separately stipulate and revise special terms. In addition, when the ClassNK SCS documents are established or revised, they will be promptly updated on the website. Part or all of this system may be changed, discontinued, or terminated at any time due to changes in ICAO's decision. In this case, notification to that effect must be made in advance by updating on the website.

P013-RISK MANAGEMENT PLAN

1. Scope

This procedure stipulates Risk Management Plan for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

2. Risk Management Plan

ClassNK SCS considers the needs and expectations of stakeholders, determines external and internal issues for addressing the risks and opportunities associated with the SCS activities in order to:

    a)   give assurance that the management system achieves its intended results;
    b)   enhance opportunities to achieve the programme and objectives of SCS;
    c)   prevent, or reduce, undesired impacts and potential failures in SCS activities;
    d)   achieve improvement.

3. Risk identification and analysis

ClassNK SCS collects the following information and analyzes risks.

    a)   The needs and expectations of stakeholder

        By regularly holding an Impartiality Committee and Stakeholder Committee composed of the following members, it gathers opinions from stakeholders and clarifies the needs and expectations for the SCS.

     ·   Impartiality Committee：

        Representatives from various industries, academics, and NGOs, among others.

     ·   Stakeholder Committee；

        Various global experts in industries, academia, the private sector, and NGOs.

    b)   External issues

        It analyzes risks for the following items to see if there are any external risks.

     ·   Significant changes to the CORSIA requirements as specified by ICAO
     ·   The effectiveness of SCS mechanism
     ·   CORSIA certification programme, including compliance of economic operators, certification bodies and accreditation bodies
     ·   Non compliance with certification requirements including withdrawing or suspending certificates and the circumstances under which this occurs.
     ·   All complaints received and actions taken for consideration in the system review

- Outcome of SCS audit.

c) Internal issues

It also analyzes risks for the following items to see if there are any internal risks.

- Quality Policy
- Adequacy of resources
- Management of impartiality
- Outcome of recent internal audit.

ClassNK SCS utilizes a 'Risk and Opportunity Analysis Sheet' to collect and analyze information related to risks and opportunities, and plans initiatives for the risks and opportunities identified.

The created 'Risk and Opportunity Analysis Sheet' is used as input for the management review, and the considered risk and opportunity related activities are clarified as output of the management review to be integrated and implemented in the management system.

The effectiveness of the risk and opportunity related activities is periodically reviewed in line with progress, and confirmed at the next management review.

P014-STAKEHOLDER COMMITTEE

1. Object

1.1 This procedure stipulates the composition and operation of the Stakeholder committee for the activities related to Sustainability Certification Schemes (SCS) for Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

1.2 The Committee should provide the top management with the stakeholder input relevant to the CORSIA sustainability criteria and adequate to the scope and scale of the operation.:

   (1)   to assist in developing the policies relating to SCS,

   and

   (2)   to ensure its continuing suitability, adequacy and effectiveness.

1.3 ClassNK SCS should provide the Committee with the following information.

   (1)   The annual report to ICAO includes following information.
   -    List of audits of economic operators executed during the reporting year
   -    Certification body assurance
   -    Accreditation body assurance
   -    Provide public location (e.g., webpage link) of information on ClassNK
   -    Certification Bodies and robustness of the scheme
   -    List of system documents updated within the reporting year
   -    Economic operator's information
   -    Type of CORSIA eligible fuel certified
   -    Batch information of CORSIA eligible fuel certified
   (2)   Management review input and output include following information

   Management review input

   -    changes in internal and external issues that are relevant to SCS
   -    fulfilment of objectives
   -    suitability of policies and procedures
   -    status of actions from previous management reviews
   -    outcome of recent internal audits
   -    corrective actions
   -    changes in the volume and type of the work
   -    client and personnel feedback
   -    complaints and appeals
   -    effectiveness of any implemented improvements
   -    adequacy of resources
   -    results of risk analysis
   -    other relevant factors, such as monitoring activities and training.

Management review output

- the effectiveness of the management system and its processes
- improvement of SCS 's activities related to the fulfilment of the requirements of ICAO document
- provision of required resources
- any need for change.

2. Composition of the Committee

2.1 The Committee can include

(1)   Non-governmental organizations;
(2)   Consumers and other members of the public

and consist of following members.

(1)   Experts with academic and practical knowledge
(2)   Environmental NGO/NPO
(3)   ClassNK SCS

2.2 The Members should understand the requirements related to the SCS.

2.3 The Members should be delegated by the Top management of ClassNK SCS.

3. Duties of the Members

3.1 The Committee should have a Chairman.

3.2 The Chairman should be elected among the Members at a Committee meeting.

3.3 The Chairman should represent the Committee and preside over a meeting of the Committee.

3.4 In case the Chairman is unable to attend a meeting of the Committee, an extraordinary Chairman should be elected by a mutual vote of the Members present at the meeting.

4. Term of Office, and Resignation, Retirement and Dismissal of the Members

4.1 The term of office for each Member should be two years, and there should be no restriction on re-appointment of the Members.

4.2 The term of office for a Member newly appointed to replace another Member who leaves office in the middle of the office term should be remainder of the predecessor.

4.3 A Member should leave office at the time when he/she ceases to be a representative of his/her related field.

4.4 In the event that a Member leaves office due to resignation or expiration of term, he/she should continue to perform his duties until such time as his successor assumes office.

4.5 The Committee may dismiss a Member by a resolution of at least two-thirds of the Members currently composed in the event that either of the circumstances indicated below applies. In such case, the Member should be given an opportunity to explain his circumstances.

(1) When it is found that a Member is no longer to fulfill his duties due to his unsound mental or physical condition, or

(2) When it is found that a Member has committed a breach of duty in course of his/her work or has otherwise acted in a manner not befitting a Member of the Committee.

5. Convening Committee

5.1 A meeting of the Committee should be held once a year. An extraordinary meeting of the Committee may be held when the Chairman considers it the necessary to do so.

5.2 A Committee meeting should be convened upon a seven days advance notice by email which includes the matters related to the purpose, agenda, date and place of the meeting in accordance with the determination of the Chairman.

5.3 Regardless the above, in case extraordinary events or circumstance happen, in lieu of convening a meeting, the chairman may adopt resolution(s) by sending proposals to Members in writing at least one week in advance.

6. Impartiality and Confidentiality

6.1 Each Member and his/her proxy should keep impartiality and take the obligation and responsibility for safeguarding the confidentiality of information obtained in the Committee and should submit his/her written Confidentiality Statement to the Society.

6.2 Each Member and his/her proxy should even after his/her resignation, retirement or dismissal take the obligation and responsibility as to safeguarding the confidentiality prescribed in 1 above.

7. Preparation of Record of Proceedings

A record of proceedings for each meeting of the Committee should be prepared and each record should, as a minimum, include the following:

(1) Matters related to the purpose of the meeting, including agenda, date and time and location,

(2) Total number of the Members and the attendants and names of all attendants, and

(3) A summary of the course of the agenda and the result thereof.

ClassNK SCS　　Certification for CORSIA Eligible Fuels