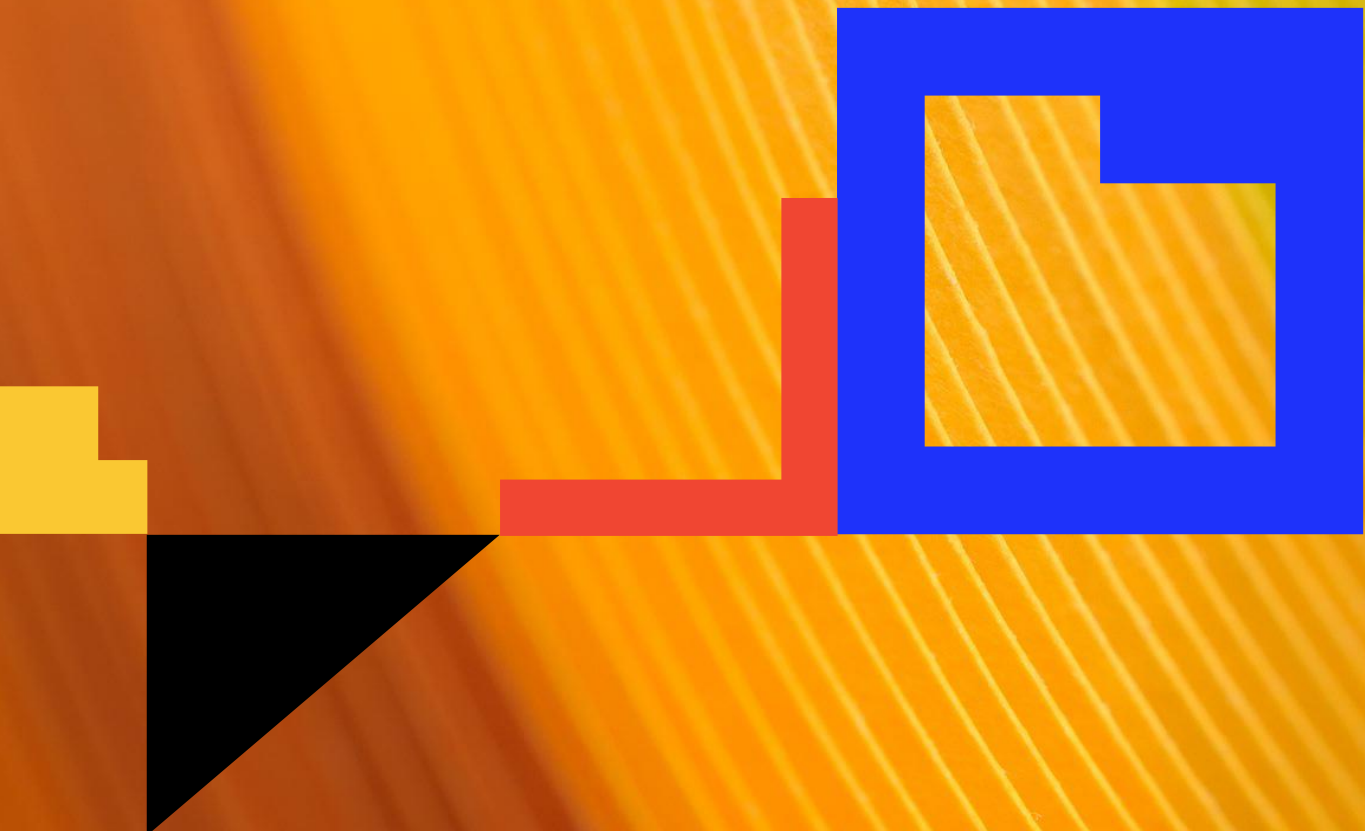




Sign-up, getting started and other IEnvA Processes

IEnvA Program Manual Edition 4.0



Environmental
Assessment

Signing your airline up for IEnvA

Overview

IEnvA participation is only possible on a subscription basis and requires the Operator to enter into auto-renewing 2-year IEnvA services agreement.

An Operator that has entered an IEnvA Agreement has access to all IEnvA services, which includes

- IEnvA training courses
- IEnvA workshops and gap workshops
- IEnvA implementation support
- IEnvA External Assessments
- Participation as a voting member on the IEnvA Oversight Council

IEnvA Agreement

1. Contact the IEnvA Team (ienva@iata.org) to request a template agreement.
2. Conduct a review of the IEnvA agreement.
3. If any changes are suggested or required, markup the changes in the original template agreement and send the agreement back to IATA for legal review.
4. If no changes are necessary, inform the IEnvA team and request a fully signed IEnvA agreement from IATA.
5. The airline countersigns the IEnvA agreement and send a copy back to IATA.
6. Once the IEnvA agreement has been signed by both parties, IEnvA services can commence.

Implementation and Assessment

IEnvA Implementation

1. If not contacted by the IEnvA Team, contact the IEnvA Team (ienva@iata.org) to arrange an initial discussion on your airline's situation, objectives

and timelines related to IEnvA implementation and initial external assessment and registration.

2. Before the initial discussion, try to establish an estimation on your airline's:
 - Date for achieving IEnvA Registration
 - IEnvA Scope
 - Persons who can fulfil the roles of:
 - IEnvA Focal
 - IEnvA Leadership
 - Dates for initial meetings:
 - IEnvA Kick-off
 - IEnvA Workshop
3. Kick-off Meeting: A short meeting led by an IEnvA expert that introduces the IEnvA Program and addresses key objectives and expectations to the airline's leadership and IEnvA/environment team.
4. Implementation Workshop(s): Online or in-person workshops that are led by and IEnvA expert with the airline's environment team and other key environment stakeholders. These workshops are generally conducted over multiple session (as suitable) and involves a gap analysis against all IEnvA Standards across all areas of the airline's IEnvA Scope.
5. Airline continues implementation of IEnvA and has continued access to IEnvA experts and IEnvA Training Courses.
6. An airline would also take this time to ensure that their IEnvA Internal Assessor(s) are identified and ensure their certification by attending an IEnvA Assessor certified training course that is included in the IEnvA Program.
7. Airline conducts an IEnvA Internal Assessment.

External Assessment Application

1. The airline contacts IATA (ienva@iata.org) with a completed IEnvA Scope Confirmation document. The Scope Confirmation Document is used by the airline to initiate IEnvA External Assessment arrangements. The Scope Confirmation Document completed by the airline with an estimation of ideal dates for the external assessment and also the IEnvA Scope.
2. The IEnvA Scope Confirmation document can be downloaded [here](#).
3. Once IATA has reviewed the airline's Scope Confirmation Document, IATA will assign an IEnvA Assessment Organization to the assessment which will directly contact the airline to start

arrangements and other details on the airline's external assessment. Important information that must be established during the engagement between the airline and the Assessment Organization:

- Date for document upload and document review
- Instruction on how to upload documents for review
- Whether the assessment will be taking place remotely or on-site
- The place, date, and time of the Opening and Closing Meetings
- The number of days for the on-site/remote assessment

External Assessment Preparations

1. Compile all IEnvA documentation and submit to the Assessment Organization for document review. This includes, but is not limited to:
 - IEnvA Manual
 - Policies, processes, and procedures that is not contained in the IEnvA Manual
 - Documents that are referenced from the IEnvA Manual
 - Evidence of implementation (where possible). This can include photos, videos, etc.
 - IEnvA Internal Assessment and results

The document review process takes place prior to the IEnvA Assessment and is a useful process for both the airline and the IEnvA Assessors. Good documentation will allow the IEnvA Assessors to inform themselves on the structure of the airline's IEnvA system, further assist in planning the IEnvA Assessment and may even reduce the number of Standards that are assessed during the IEnvA Assessment (where the document review process has provided suitable evidence of compliance).

IEnvA External Assessment

1. Opening Meeting. This is an official meeting of all the key stakeholders of the IEnvA External Assessment. The Lead IEnvA Assessor, IEnvA Leadership and the IEnvA Focal are the minimum required attendees of this meeting. During this meeting the IEnvA Lead Assessor will explain the process that will be taken during the assessment of the IEnvA Standards.

2. Assessment of compliance with IEnvA Standards. The IEnvA Lead Assessor will use this time to efficiently check:
 - Any outstanding documentation, policies, processes, procedures that could not have been assessed during the document review.
 - Assess implementation of policies, processes, and procedures where the assessors deem necessary.
 - Conduct interviews with relevant staff (generally pre-arranged with the IEnvA Focal) in accordance with IEnvA Standards' requirements and where the assessors deem necessary.
3. Closing Meeting. This is an official meeting of all the key stakeholders of the IEnvA External Assessment. The Lead IEnvA Assessor, IEnvA Leadership and the IEnvA Focal are the minimum required attendees of this meeting. During this meeting, the IEnvA Lead Assessor will provide a recap and overview of the external assessment, an overview of the Findings and the process for addressing the findings that the airline must follow.

Closing Findings and Corrective Action Plans

1. If Findings (non-compliances) were identified, documented and assigned during the IEnvA External Assessment, the airline will have a maximum of 6 months to address and close these findings.
2. The airline will go through a Corrective Action Process to address and close Findings:
 - Develop a Corrective Action Plan to address the Finding
 - Provide the Corrective Action Plan to the Assessment Organization for approval
 - Implement the Corrective Action Plan
 - Provide evidence of the implementation of the Corrective Action Plan
 - Approval of the implementation is provided by the Assessment Organization and the Finding is then considered closed.
3. Once all Findings have been addressed, the Assessment Organization will provide IATA with an IEnvA Assessment Report for review and approval.



IEnvA Registration

1. The airline will now be registered on the IEnvA Registry for two years:
 - o For initial assessment: From the date of approval of the IEnvA Assessment Report, or
 - o For re-assessment: From the date of the registration expiration.

IEnvA Meetings, Workshops, and Training

Airline-specific

Kick-off Meeting

This meeting is conducted and led by an IEnvA expert to provide the airline's senior management team with an overview of the IEnvA Program, what they can expect and their potential roles and responsibilities within the airline's IEnvA system. Generally, it is good practice to ensure the airline's senior management team attend this short meeting to ensure leadership buy-in and support during the implementation of the airline's IEnvA System.

Gap/Implementation Workshops

This is a series of workshops that are conducted and led by an IEnvA expert to guide the airline's key IEnvA, environment and sustainability stakeholders through the IEnvA Standards and best practice for guidance on complying with the Standards. The airline can expect to have at least the IEnvA Focal and other key roles (such as persons responsible for management plans) attend these workshops. Participation is also guided by the airline's IEnvA Scope.

General Training

The IEnvA Team hosts ongoing training courses which are available for participation by all your airline's staff. IEnvA airlines are encouraged to identify staff to train and re-train using the IEnvA General Training courses.

IEnvA Assessor Course

This course is designed to build airline-internal capacity and to train IEnvA External Assessors on the requirements of conducting IEnvA Internal and External Assessments. This course is suitable for roles that require an in-depth

understanding of IEnvA. Successful completion of this course is required for persons that will be conducting IEnvA Internal Assessments.

IEnvA Implementation Course

This course is designed to build airline-internal capacity to develop an IEnvA environmental management system and to improve existing IEnvA environmental management systems.

IEnvA General Awareness Course

This course is designed to build general environment management capacity and awareness for airline staff.

IEnvA Documentation

IEnvA Standards Manual

This is the primary document that an airline will use during IEnvA implementation, improvement and internal assessment. The IEnvA Standards Manual contains the full set of IEnvA Standards that the airline must comply with across its entire IEnvA Scope. The IEnvA Standards Manual is available on the IEnvA public website and is also accessible through the IEnvA document repository. For ease of referencing, IEnvA Standards are also available in XLS format and in a IEnvA Standards Process Flow document.

IEnvA Program Manual

This is the primary document that describes IATA processes for managing the IEnvA Program. This document is primarily used by IATA and its IEnvA Assessment Organizations.

IEnvA Implementation Manual

This is a key document providing additional guidance for airline self-reference for IEnvA implementation. The IEnvA Implementation Manual is available in the IEnvA document repository.

IEnvA Management Plan Documents

This is a series of documents providing additional guidance for airline self-reference for developing management plans. Each IEnvA Management Plan document covers a specific area of IEnvA scope:

- IEnvA Management Plans for Flight Operations
- IEnvA Management Plans for Corporate Activities
- IEnvA Management Plans for Ground Handling



- IEnvA Management Plans for MRO Activities
- IEnvA Management Plans for Catering Activities

Each IEnvA Management Plan document contains Guidance for:

Scope	SPC	Emissions	Water use	Waste water	Wildlife	Noise	Ozone	Waste
Flight Operations	X	X	X	X	X	X	X	X
Office buildings	X	X	X	X	X	X	X	X
MRO	X	X	X	X	X	X	X	X
Catering		X	X	X	X	X	X	X
Ground Handling	X	X			X	X	X	X

IEnvA Registry

The IEnvA Registry is the official public source for up-to-date airline IEnvA registration information. The traditional IEnvA Registry can be accessed [here](#). Alternatively, IEnvA registration information can also be accessed on the [IATA OneSource](#) platform.

Get in Contact

For more information on the IEnvA Program and for more advice on your airline's participation, please contact IATA.

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 Environment and Sustainability

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Ask to join IEnvA on MS Teams.



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Environmental Assessment