



NBAA SUSTAINABLE FLIGHT DEPARTMENT ACCREDITATION PROGRAM

Overarching Sustainability Strategy – Re-accreditation Application Form and Guidance Document

Use this form and checklist to provide supporting documentation for your application for the 2025 review period for Sustainable Flight Department Accreditation. Only one Overarching Sustainability Strategy form is required, even if applying for multiple accreditation focus areas.

Contact Information

Full Name _____

Job Title _____

Company Name (Corporate Entity) _____

Flight Department (Business Aviation Entity) _____

Email _____

Phone _____

Operation Type _____

Overarching Sustainability Strategy Supporting Document Checklist

Supporting documentation for your overarching sustainability strategy should be provided in a single file that includes each of the items listed below, your response in paragraph form, presented in the same order as this checklist.

If an item is not applicable to your business aviation entity, include an explanation for why this item does not apply. Keep your answers pertinent to your organization’s business aviation entity. If your organization has a parent organization, explain how the sustainability efforts of the business aviation entity align with those of the parent organization. Additional guidance for each item is included in this document.

- Strategy 1: Corporate Values and Goals**
- Strategy 2: Governance**
- Strategy 3: People and Education Programs**
- Strategy 4: Sustainability Recognition Initiatives**
- Strategy 5: External Partners and Partner/Vendor Analysis**
- Strategy 6: Community Partners**
- Strategy 7: Emerging Technologies**

Submit this form and all supporting documentation to sustainability@nbaa.org.

Applications, payments and supporting documentation must be received by Dec. 15. 2025.

If you have any questions about the Sustainable Flight Department Accreditation application process, email sustainability@nbaa.org.

File Naming Conventions for Supporting Documents

To streamline the Sustainable Flight Department Accreditation audit process, applicants should provide supporting documentation for their overarching sustainability strategy in a single file with the following file naming convention.

SampleCompany_Strategy.docx

Company/Entity Focus Area File Extension

If you have any questions about submitting supporting documents, email sustainability@nbaa.org.

Strategy 1: Corporate Values and Goals

Provide an update on how your business aviation entity ensures that sustainability goals are embedded in its core values? The objective of this requirement is to align sustainability goals with your established values..

- a. Provide an update on any additions or changes from the initial application, particularly regarding any shifts in the relationship with the parent organization. Clarify how the environmental objectives detailed in the business aviation entity's existing sustainability strategy continue to align with these values.
- b. Provide an update to your environmental vision statement tailored to the scope and size of your business aviation entity. This should include any revisions or new aspirations, such as addressing Scope 3 emissions, establishing long-term partnerships with stakeholders for comprehensive greenhouse gas (GHG) reductions, advancing sustainable aviation fuel (SAF) initiatives, or reducing reliance on carbon offsetting.
- c. Provide an update on any additions or changes to your initial application regarding your business aviation entity's environmental goals. These goals should align with the overall sustainability objectives of the parent organization (if applicable) and the specific area of accreditation (Flight, Operations, Ground Support, Infrastructure). When setting these goals, consider your current environmental impact (GHG emissions, waste, etc.), potential areas for reduction, opportunities for transitioning to eco-friendly alternatives, and any areas that may need offsetting. Your goals must continue to include:
 - a. Benchmarks or milestones.
 - b. Timelines – Clearly differentiate between goals for the three-year accreditation period and long-term aspirational goals. Near-term goals should be more detailed and include concrete strategies for achieving them.
 - c. Metrics for measuring progress, including annual

- d. Strategies for achieving the set goals.

Strategy 2: Governance

Provide an update on your program's governance? A strong governance framework with a sustainability component helps integrate environmental objectives into overall operations and fosters a sustainability culture. Please summarize how your program's governance addresses this.

- a. Sustainability Champion: Update the designated individual position or team responsible for sustainability, including any changes to their roles and responsibilities. Confirm that this champion or team is tasked with setting, collecting, and tracking sustainability program metrics.
 - i. Provide examples of their updated responsibilities, such as implementing formal sustainability training, producing progress reports, and linking sustainability goals to the position's performance or compensation.
- b. Establish a Regular Communications Program: Detail any updates or changes to the regular communications program, including how it reports progress on sustainability benchmarks and KPIs, program development, and challenges.
- c. Updated Status of Alignment with Parent Organization: If the business aviation entity continues to be part of a larger parent organization, update how the parent organization's governance strategies and any recent changes are applied to the business aviation entity.

Strategy 3: People and Education Programs

Please provide an update on any additions or changes to your initial application regarding efforts to foster a sustainability culture within your business aviation entity through education and incentives. Include the status of these initiatives and examples of implementation. If these activities are managed by the parent organization, explain how they connect with the flight department.

- a. Create a training and education plan, which should include:
 - i. Training Frequency: Specify any changes to the training schedule, ensuring it remains recurring.
 - ii. Objectives covered during training (must, at a minimum, include: individual emissions accounting, accounting for SAF, carbon offsetting)
 - iii. Education and Training Requirements: Include any new or revised requirements.
- b. Future Plans and Progress Reports: Provide updates on completed training data, employee feedback or survey data, and upcoming training plans or ideas for implementation.
 - i. Create Employee Incentives and Seek Feedback: Update the summary of all employee incentives and

their reception. Include any new or revised incentives, such as employee challenges, social media engagement, and external education incentives. Provide feedback received from employees on these incentives.

Strategy 4: Sustainability Recognition Initiatives

Please provide an update on any additions or changes to your initial application regarding efforts to encourage employee and partner engagement by celebrating their successes and contributions to your business aviation entity's sustainability goals.

- a. Employee Recognition Efforts: Update the summary of your employee recognition efforts, including:
 - i. Recognition Efforts: Describe any changes or additions to the awards program.
 - ii. Identification and Selection: Explain how employees are identified and selected for recognition.
 - iii. Recognition Details: Specify when, how, and where employees are recognized.
- b. Identify Partner Recognition Efforts (if applicable): Update the summary of your partner and vendor recognition efforts, including:
 - i. Recognition Efforts: Describe any changes or additions to the awards program for partners and vendors.
 - ii. Identification and Selection: Explain how partners or vendors are identified and selected for recognition.
 - iii. Recognition Details: Specify when, how, and where partners or vendors are recognized.

Strategy 5: External Partners and Partner/Vendor Analysis

Please provide an update on any additions or changes to your initial application regarding the integration of environmental sustainability into your vendor partnership process. Elaborate on the status of your analyses of partners and vendors, and explain how this information will be utilized. If no current analysis is being performed, discuss your future strategy for conducting such analyses.

- a. Review Partners and Vendors: Update the analysis of your partners and vendors to identify those with sustainability goals and initiatives, including:
 - i. Summary of Sustainability Programs: Provide an updated summary of the partners' and vendors' sustainability programs or goals, including any new or future initiatives.
 - ii. Local Vendors: Identify any new local vendors and their sustainability practices, if applicable.
 - iii. Sustainable Products: Mention the use of any new sustainable products created by specific vendors, if applicable.
 - iv. Communication with Non-Compliant Vendors: If a partner or vendor lacks sustainability efforts, summarize how you have communicated with them to encourage prioritizing sustainability.
- b. Procedures for Sustainable Purchases: Describe any

updates or changes to the procedures in place to ensure that sustainable products are purchased and sustainability is encouraged and prioritized.

- i. Vendor RFP Process: Describe any updates to your vendor Request for Proposal (RFP) process considers sustainability criteria.
- c. Identify External Environmental Partnerships: Update the identification of any external environmental partnerships, such as CORSIA, LEED, EnergyStar, the Global Reporting Initiative (GRI), or a vetted carbon offset program.

Strategy 6: Community Partners

Please provide an update on any additions or changes to your initial application regarding community engagement and local sustainability initiatives. Elaborate on how your business aviation entity and its employees continue to be involved in promoting sustainability and supporting the aviation community at large.

- a. Assess Community Initiatives: Update the summary of engagement initiatives, including:
 - i. Types of Initiatives and Project Descriptions: Provide details on any current or planned initiatives, including their types and project descriptions. employees and society in general
 - ii. Benefits: Explain the benefits of these initiatives to the business aviation entity, employees, and society in general.
 - iii. Frequency of Activities: Indicate how often these activities occur.
 - iv. Employee Feedback: Summarize any feedback received from employees regarding these initiatives.
- b. Support for Company Initiatives: Define how the business aviation entity continues to support the company's sustainability initiatives.

Strategy 7: Emerging Technologies

Please provide an update on any additions or changes to your initial application regarding the use of new technologies to reduce GHG emissions and other environmental impacts, and to stimulate the market for new sustainable products.

Summarize New Technologies: Update the summary of any new technologies investigated or implemented to advance sustainability, including:

- a. Summarize New Technologies: Update the summary of any new technologies investigated or implemented to advance sustainability, including:
 - i. Estimate of Expected Benefits: Provide an updated estimate of the environmental and/or economic benefits of these technologies. employees and society in general
 - ii. Timeline to Implementation: Specify the timeline for potential implementation of these technologies.