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**NBAA SUSTAINABLE FLIGHT DEPARTMENT
ACCREDITATION PROGRAM**
Standards of Accreditation



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STANDARDS OF ACCREDITATION

INTRODUCTION

The Sustainable Flight Department Accreditation program serves as a benchmark for operational excellence, environmental stewardship, and economic competitiveness within the business aviation sector. As resource sustainability becomes a critical global concern, this program provides a comprehensive framework for business aviation entities to adopt best practices that minimize emissions, optimize resource use, and enhance cost efficiency. Core areas of focus include fuel-saving operational strategies, advanced maintenance practices, adoption of sustainable aviation fuels (SAF), and technological innovations in aircraft and avionics.

By integrating resource management initiatives such as energy-efficient practices and waste reduction, business aviation entities align with broader corporate sustainability objectives. This alignment reduces environmental impact, drives innovation, and bolsters economic competitiveness by lowering operational costs and increasing return on investment. As sustainability becomes a key consideration for clients, investors, and employees, participation in the NBAA Sustainable Flight Department Accreditation program offers widespread benefits, including market leadership and stakeholder satisfaction.

The program recognizes business aviation entities that meet or exceed specified criteria in four key areas:

- **Flight** - Reducing environmental impact from flight operations, including carbon and other emissions, and creating efficiencies.
- **Operations** - Fostering a sustainability culture focused on personnel and environmental programs, such as recycling and resource reduction.
- **Ground Support** - Implementing sustainable strategies for ground operations, including equipment and vehicle management, and eco-conscious vendors.
- **Infrastructure** - Implementing sustainable strategies for ground operations, including equipment and vehicle management, and eco-conscious vendors.

NBAA acknowledges the diverse organizational structures of its members, allowing applications for accreditation from various departments within member companies. Participants may pursue accreditation in one, multiple, or all four elements of the program. Achieving accreditation not only demonstrates environmental leadership but also helps flight departments establish sustainability strategies, including aspirational goals such as achieving net-zero CO₂ emissions through direct measures and offsets as needed. Broader goals may include reducing air quality emissions, minimizing water usage, and cutting waste, fostering a culture of sustainability within flight operations.

WHAT IS ACCREDITATION?

The Institute for Credentialing Excellence defines accreditation as “the process by which an agency having authority grants time-limited formal recognition to an institution, organization, business, credentialing body or other independent entity after verifying that the aforementioned has met predetermined and standardized criteria.” Accreditation is a credential that is earned.

For the purpose of this program, the institution applying for accreditation will be the ‘Business Aviation Entity’ as noted above. This may be an entity within an organization, or an entire organization. For example, within a parent corporation, this could specifically be the flight department. For an original equipment manufacturer (OEM) or fixed base operation (FBO), this could be by individual location or base. For a company with business

aviation as their primary line of business, the entire company would apply for accreditation and would be recognized as the “Business Aviation Entity.”

NBAA has extensive experience and expertise in credentialing programs, including the accredited Certified Aviation Manager (CAM) credential. NBAA has specified predetermined and standardized criteria that business aviation entities must meet in order to receive sustainable part department accreditation for a three-year period, ensuring accountability for their environmental sustainability initiatives. This criteria has been reviewed by both environmental experts and business aviation industry leaders to ensure a set of standards that are high quality, impactful and attainable. Every Business Aviation Entity applying for accreditation must successfully pass a full audit reviewing the submitted documentation, which may include interviewing key personnel. Audits will be conducted by NBAA staff members, NBAA sustainability team leads, and environmental sustainability experts identified by NBAA.

Setting the highest quality criteria is of the utmost importance, not only for NBAA to maintain top-tier credentialing programs, but also to ensure accredited business aviation entities are clearly benefiting the environment with their actions. To ensure a robust program, year over year, three distinct entities will provide feedback to NBAA about the program: NBAA Maintenance Committee’s Environmental Subcommittee, environmental sustainability experts, and (following year one) accredited business aviation entities.

SCALABILITY

The Sustainable Flight Department accreditation program is scalable, reflects the variety of size and scope of operators in our industry and is equally applicable to a single aircraft operator in shared hangar space as to large operations with their own facilities.

This NBAA program not only gives recognition for participation in other, external environmental programs (e.g., LEED¹ Energy Star, Global Reporting Initiative (GRI) standards and reporting, ISO 14000 family of Environmental Management Systems (EMS) standards); it encourages business aviation entities to engage in opportunities that can provide additional structure, education and guidance toward a sustainable future. Similarly, business aviation entities that are required to meet international regulatory requirements related to sustainability – e.g., European Union Emissions Trading System (EU ETS) or the Carbon Offsetting and Reduction Scheme for International Aviation (CORSA) – must confirm their compliance, and receive acknowledgement, as they pursue the Sustainable Flight Department accreditation with NBAA.

SECTION I – Accreditation Obligations, Eligibility and Process, & General Instructions

Purpose and Scope

Purpose

Environmental consciousness is rapidly becoming a key tenet of any enterprise. The business aviation community has been a leader in recognizing and addressing environmental concerns, including what is perhaps the biggest environmental challenge of our generation, mitigating the effects of anthropogenic emissions on earth’s climate. Countering the effects of emissions and noise, along with mindfully using and disposing of resources (including water) are also key aspects of sustainability. Business aviation has consistently improved and continues to enhance its environmental record through, for example, technical advancements in aircraft, engine and avionics designs, along with adoption of sustainable aviation fuels (SAF). Building on this record is critical as owners and operators (including shareholders and board members), policymakers, the media and others seek to reduce their carbon footprint and enhance overall sustainability. As companies establish sustainability goals focused on environmental stewardship, their flight departments need to be aligned and help the company achieve its sustainability objectives.

¹ Leadership in Energy and Environmental Design (LEED), is an internationally-recognized green building certification system. Developed by the U.S. Green Building Council® (USGBC), LEED provides building owners and operators with a framework for identifying and implementing measurable green building design, construction, operations and maintenance solutions.

Participating in sustainability initiatives is a smart business decision. Strategies often lead to cost savings. For example, reducing consumption of fuel, electricity and water through efficiency measures or new equipment reduces operating costs and increases return on investment. Sustainability is also increasingly important to clients, investors and employees, and it is a great driver of innovation. Participating in NBAA Sustainable Flight Department accreditation program will bring widespread benefits to NBAA members.

NBAA's Sustainable Flight Department accreditation program is designed to recognize flight departments that are reducing carbon emissions and enhancing their overall sustainability practices. Notable sustainable activities include reducing carbon emissions as much as possible, offsetting those that are unavoidable by investing in climate and sustainable projects, and implementing broad initiatives that lead to a sustainability culture within the flight operation. Accreditation will be focused on climate effects, but will also recognize activities to reduce local emissions and noise, and more efficiently use resources and recycle byproducts of operations. Participation in this program will require an investment by the flight department, both in terms of money and time, and help flight departments establish a sustainability strategy for their operations. This should include aspirational goals such as achieving net-zero CO₂ emissions by 2040 through direct means, supported by offsetting as needed. A sustainability strategy can also focus on other key parameters, such as air quality emissions, water usage and waste reduction.

The Sustainable Flight Department accreditation program recognizes those that meet or exceed specified criteria in the areas of:

- **Flight** - Reducing environmental impact as a result of conducting flights (e.g., carbon and other emissions, noise) and creating efficiencies.
- **Operations** - Optimizing a sustainability culture with a focus on personnel and environmental programs (e.g., recycling, reduction of resources).
- **Ground Support** - Implementing sustainable strategies related to ground support (e.g., equipment, vehicles).
- **Infrastructure** - Advancing sustainability through physical infrastructure (e.g., hangars, facilities' energy and water consumption).

NBAA recognizes that its members' aviation organizational structures vary, so the application for accreditation may be submitted by a variety of departments within NBAA member companies. The guidance document refers to the applicant as a "Business Aviation Entity."

Participating business aviation entities may pursue accreditation in one, two, three or all four elements of the Sustainable Flight Department accreditation program. Any company in the business aviation industry may participate in this program.

The material in the following pages specify the essential elements that operators must do to fulfill the requirements and criteria for accreditation. This guidance is designed to use plain-language observations to clarify terms, provide examples of practices that help explain the criteria, and offer suggestions regarding evidence that should be documented to demonstrate compliance with the essential elements of this program. Numerous opportunities exist for business aviation entities to become more environmentally sustainable. NBAA welcomes ideas for enhancements from program participants (business aviation entities) and other stakeholders.

Scope

As the world focuses on environmental stewardship, and sustainability initiatives continue to grow, business aviation entities have myriad sustainability opportunities to pursue. As technologies advance, so too will the scope of this accreditation program. NBAA encourages business aviation entities to push the envelope on environmental stewardship by creating a sustainability strategy that can grow and adapt to changing circumstances and technology advancements, and to implement as many tactics as possible.

For each element of this accreditation program, participating business aviation entities will be required to provide their sustainability strategy and meet specified minimum criteria. During audits, these items will be reviewed and evaluated to obtain a thorough understanding of participants' sustainability culture. Understanding that there will continue to be advancements in technology, new products and services, each element enables participants to document additional tactics not specified in this guidance document. We encourage participants to implement and submit any additional efforts, as these tactics may be evaluated for substitution of required criteria or shared as possible industry best practices.

Voluntary Process

Participation in the process of accreditation is voluntary for Business Aviation Entities. By applying for and receiving accreditation, a Business Aviation Entity accepts the obligation to demonstrate continuous compliance with the *Standards of Accreditation*.

Accreditation Fees and Obligations

NBAA is a not for profit organization committed to fostering an environment where business aviation can thrive while supporting sustainable aviation initiatives. Fees paid by applicants and accredited flight departments help support the work of NBAA in these areas. By applying for and receiving accreditation, a flight department agrees to meet the requirements outlined in the Standards of Accreditation, including the payment of any associated fees. NBAA reviews applications based on established eligibility criteria and reserves the right to determine whether to proceed with an application for accreditation.

Eligibility Requirements

For the purpose of this program, the institution applying for accreditation will be the Business Aviation Entity. For example, within a parent corporation, this would specifically be the flight department. For an original equipment manufacturer (OEM) or fixed base operation (FBO), this could vary by individual location or base. In some cases, an NBAA member organization may not have a flight department but still be eligible for accreditation in some of the four areas of accreditation.

The program recognizes that applicants meet or exceed specified criteria in the following areas:

- **Flight** - Reducing environmental impact as a result of conducting flights (e.g., carbon emissions from fuel burn) and creating operational efficiencies.
- **Operations** - Optimizing a sustainability culture with an emphasis on carbon emissions as a result of personnel air travel and implementation of environmental programs (e.g., recycling, reduction of resources)
- **Ground Support** - Implementing sustainable strategies related to equipment and vehicles that support business aviation operations (e.g., aircraft tugs, Business Aviation Entity owned/leased vehicles).
- **Infrastructure** - Advancing sustainability through physical infrastructures (e.g., hangars, facilities efficiencies, and renewable energy and water use).

Confidentiality

All information obtained during the accreditation process for the Sustainable Flight Department Program and pertaining to NBAA's actions shall remain strictly confidential. Such information will not be disclosed to third parties, other program members, the media, or the general public, except when explicitly agreed upon by all parties.

Summary of the Accreditation Process

The four steps below guide applicants through the process of applying for NBAA's Sustainable Flight Department Accreditation. The corresponding documents contain the information applicants need to draft their sustainability strategy, gather required information and data, perform calculations to determine their carbon footprint, and submit applications.

Understanding the Program

Applicants will use the Program Overview on the website to understand the accreditation program structure and scope while acquiring a general knowledge of sustainability and the business aviation industry's focus on emission reduction.

Developing the Overarching Sustainability Strategy

Applicants will develop and draft their entity's overarching and program-specific sustainability strategy by using the appropriate Overarching Sustainability Strategy .

Gathering Data and Performing Calculations for Individual Component Applications

Applicants will gather the required data and documentation, and complete calculations to ensure they meet program minimums by referencing these resources:

- **Program Requirements Document(s):** Use the document as a guide or checklist for compiling the information and data for accreditation submission, either required, as applicable, or optional data for each specific application, as applicable. (Flight, Infrastructure, Ground Support, Operations)
- **Calculation Guide(s):** Instructions on how to calculate their entity's baseline and comparison year emissions for each specific application, as applicable. (Flight, Infrastructure, Ground Support, Operations)
- **Worksheet(s):** Example logs that can be used to keep track of large amounts of data for each specific application, as applicable. (Flight, Infrastructure, Ground Support, Operations).

Submitting the Application

Applicants will submit their Overarching Sustainability Strategy, Individual Applications, and upload all supporting documentation as a .zip file by email to sustainability@nbaa.org. The Emissions Calculations Guide(s) (Flight, Infrastructure, Ground Support, Operations) can be found on the resources page on the website.

Obligations of the Business Aviation Entity in Applying for Accreditation

By applying for initial or renewal of accreditation, a Business Aviation Entity accepts and agrees to the terms set forth in NBAA Sustainable Flight Department Accreditation Program and acknowledges that the responsibility rests with the Business Aviation Entity to demonstrate continuous eligibility for accreditation and compliance with the accrediting standards and requirements as set forth in the Standards of Accreditation.

Obligations of the Business Aviation Entity to Maintain Eligibility for Accreditation

- a. By applying for and/or receiving accreditation, a Business Aviation Entity accepts the obligation to demonstrate continuous compliance with the Standards of Accreditation. While NBAA employs its own fact-finding methods to determine an entity's compliance with accrediting standards, such as desktop or in-person audits, and review of information provided by the Business Aviation Entity, the burden rests with the Business Aviation Entity to establish that it is meeting the standards. Moreover, NBAA's deliberations and decisions are made on the basis of the written record of an accreditation review. Accordingly, an entity must supply NBAA with complete, truthful, and accurate information and documentation showing the entity's compliance with all accrediting standards in order to be granted and maintain accreditation.
- b. In order for a Business Aviation Entity to maintain its eligibility for accreditation, it must:
 - i. Comply on a continuous basis with accreditation standards and requirements;
 - ii. Maintain continuous operation as an entity providing sustainable aviation services in accordance with its primary objectives and maintain its ability to meet its obligations on an ongoing basis; and
 - iii. Maintain all necessary authorizations from the relevant authorities and comply with all applicable local, state, and federal requirements.
- c. Business Aviation Entities are encouraged to represent their accreditation status, reports, and materials accurately and transparently. In the event of any inaccuracies, NBAA will work with the entity to rectify the information and ensure any necessary clarifications to maintain trust and integrity.

General Instructions – Submission of Documents

All submissions and notifications to NBAA must be organized and prepared in accordance with any specific instructions issued by NBAA and with the following specifications. All submissions and notifications must be:

- a. Typewritten, clear, and legible (photocopies must be legible, and photographs must be digital originals or clear copies).
- b. Organized and named as required by NBAA Instructions for Electronic Submission (e.g., bookmarked using required software, etc.).
- c. Current applications are accepted and reviewed in designated cycles. The end of Cycle 2 serves as the final deadline for submission for the program year, meaning that all applications must be completed and submitted by this date to be considered. No additional new application submissions will be accepted after the Cycle 2 deadline until the next program year begins.
- d. Organized and named as required by NBAA Instructions for Electronic Submission (e.g., bookmarked using required software, etc.).
 - i. BACE Recognition for initial applicants: June 30
 - i. Supporting documentation should be submitted as a .zip file by email to sustainability@nbaa.org.
- e. The audit must be completed within six months of the initial scheduling invitation. If the audit cannot be completed within this timeframe, the application will expire, and the Business Aviation Entity will need to reapply for consideration.

Accreditation Actions

NBAA will not grant initial or re-accreditation if, at the time of review, there is reasonable cause to believe that the applicant flight department or organization is not in compliance with the requirements outlined in the NBAA Sustainable Flight Department Accreditation application or fails to meet NBAA's established sustainability and operational standards. Specifically, NBAA will not grant accreditation if the applicant:

- a. Does not meet the CO₂ emissions reduction requirements or any mandatory criteria stated in the accreditation application.
- b. Is found to have provided inaccurate or incomplete information in the application or during the review process.
- c. Is unable to demonstrate the effective implementation of the sustainable practices, procedures, and commitments outlined in its accreditation submission.

Meeting these criteria is essential for maintaining the integrity of the NBAA Sustainable Flight Department Accreditation and ensuring that accredited organizations adhere to best practices for sustainable aviation operations.

Initial Accreditation

Applicants for initial accreditation that are found to be fully compliant with NBAA's Sustainable Flight Department standards and application requirements will be granted accreditation status. The standard term for initial accreditation is three years.

Recommendations for Enhancement:

If NBAA identifies areas where the applicant business aviation entity or organization can improve but finds no evidence of non-compliance, it may issue recommendations for institutional enhancement. These recommendations are advisory and not mandatory, serving to guide the organization toward stronger sustainability performance and alignment with NBAA best practices.

Conditional Accreditation Approval

Conditional approval may be granted to applicants that show significant progress towards compliance but have specific, minor areas that require further action or implementation. This status allows the applicant to proceed with accreditation under the following conditions:

- a. The applicant must submit a detailed action plan outlining how and when it will address the identified areas of concern.
- b. The timeline for resolving these issues should not exceed twelve months, unless otherwise determined by the NBAA.
- c. During the conditional approval period, the NBAA may require additional documentation or status reports to ensure that corrective actions are being implemented effectively.
- d. Once the applicant meets the required conditions and demonstrates full compliance, NBAA will upgrade its status to full accreditation. If the applicant fails to resolve the issues within the designated time frame, the conditional approval may be revoked, and accreditation will be denied.

Re-accreditation

Applicants who apply for re-accreditation that are found to be fully compliant with NBAA's Sustainable Flight Department standards will be granted a re-accreditation. The standard re-accreditation term is three years.

Recommendations for Enhancement:

If NBAA identifies areas where the applicant flight department or organization can improve but finds no evidence of non-compliance, it may issue recommendations for institutional enhancement. These recommendations are advisory and not mandatory, serving to guide the organization toward stronger sustainability performance and alignment with NBAA best practices.

Accreditation Period

Accreditation is granted for a three-year period and expires on the last day of the accreditation month. Business aviation entities must submit an application for re-accreditation, along with the required documentation, at least six months prior to the expiration date to prevent a lapse in accreditation.

NBAA, on a case by case basis, may proactively grant up to an additional 90-day extension of accreditation if a Business Aviation Entity is in the process of obtaining a re-accreditation.

It is unlikely that a Business Aviation Entity's accreditation will lapse given the benefits of a robust sustainability program. If an accreditation does expire, NBAA will remove the Business Aviation Entity from any listing of accredited Sustainable Flight Departments, and the Business Aviation Entity should not advertise, promote or suggest that an expired credential is current.

Extension of Accreditation for Realignment

A one-time extension is available for programs holding multiple accreditations to align their re-accreditation dates for administrative efficiency. The extension, limited to one calendar year, streamlines the re-accreditation process and reduces administrative burden. Eligible programs must hold multiple accreditations with renewal dates within one year of each other and demonstrate the need for alignment. Applications must be submitted by June 30 of the renewal year, including required documentation and a rationale for the request. Approved programs must maintain compliance during the extension period and submit an interim report six months in. Extensions will not affect program standing, but failure to meet compliance could result in the extension being rescinded. The Accreditation Alignment Committee will monitor compliance and progress.

Denial of Accreditation

NBAA may deny accreditation to an applicant for any of the following (but not limited to) reasons:

- The Business Aviation Entity did not submit a completed worksheet, after a request for additional information;
- The Business Aviation Entity did not include all required documentation;
- The Business Aviation Entity did not meet the minimum criteria to achieve accreditation;
- Upon either the virtual or in-person audit, the Business Aviation Entity was unable to demonstrate or validate its environmental sustainability initiatives as represented in the worksheet and/or documentation;
- The Business Aviation Entity's CO₂ was misrepresented by an error in pursuing the accreditation and the entity does not meet the reduction criteria;
- The Business Aviation Identity has been consistently unresponsive during the audit process when an interview and additional information is requested, and fails to respond to an agreed-upon deadline.

Revocation of Accreditation

NBAA may revoke accreditation from a Business Aviation Entity if it has misrepresented any information in obtaining the accreditation. However, NBAA will strive to work with business aviation entities to resolve issues. Also, an appeals procedure is described below.

Appeals Procedure

Business aviation entities that are not granted accreditation or whose accreditation is revoked by NBAA may request reconsideration of the decision using the following specified criteria.

A Business Aviation Entity may request, in writing, reconsideration within 10 days of the decision.

If a written request for reconsideration is not received by NBAA within 10 days of the date of denial or revocation of accreditation, the Business Aviation Entity will forfeit its right to appeal.

The written request must provide the following:

- The name of the Business Aviation Entity;
- Details regarding the nature of the appeal and all particulars necessary for the appeal to be adjudicated; and
- Evidence that the Business Aviation Entity is in compliance with the minimum criteria established in the accreditation program.

The request for appeal will be reviewed by NBAA staff within 30 days after receiving the request, and they will determine the merit of the appeal based upon the submitted documentation. NBAA will notify business aviation entities that submit appeals within 10 days of review of the request for appeal, regardless of whether the appeal has been accepted or denied. The entity's statement of appeal and documentation will be reviewed within 90 days of receipt by NBAA. If an in-person audit is required to validate that the Business Aviation Entity meets the minimum criteria, any additional costs (including but not limited to fees for time and travel expenses) will be borne by the Business Aviation Entity filing the appeal.

NBAA staff will notify in writing the Business Aviation Entity filing the appeal of the final decision within 30 business days after the final review is completed.

Appeals Decisions

Business aviation entities that are not granted accreditation or whose accreditation is revoked by NBAA may request reconsideration of the decision using the following specified criteria.

- The name of the Business Aviation Entity;
- Details regarding the nature of the appeal and all particulars necessary for the appeal to be adjudicated; and
- Evidence that the Business Aviation Entity is in compliance with the minimum criteria established in the accreditation program.

SECTION II – Application for Accreditation and Audits

Applications for Accreditation

Application Types

Single Location

Applicants must specify the type of accreditation they are applying for. Additionally, they are required to provide details on their sustainability strategy, indicating whether a centralized strategy is implemented or if independent strategies are used for the single location.

After submitting the accreditation application, an invoice will be issued upon request based on the selected accreditation(s). Payment is due at the end of the application cycle chosen by the applicant. Accepted payment methods will be listed in the application materials.

Multiple Locations

Business Aviation Entities seeking accreditation for multiple locations must specify all accreditations being pursued and the total number of locations. In order to qualify as a multiple entity, all locations must use the same baseline year, and the organization's sustainability strategy must utilize a centralized approach. The submission must clearly detail how the locations are organized and structured accordingly to ensure clarity and consistency.

Upon submission of the accreditation application, an invoice will be generated based on the requested accreditations and locations. Payment is due at the end of the application cycle selected by the applicant. Accepted payment methods will be specified in the application materials.

Application for Initial Accreditation

Application Process for NBAA Sustainable Flight Department Accreditation:

- a. Application forms for initial accreditation can be accessed from NBAA's website.
- b. The Application for Initial Accreditation must include:
 - i. The completed application form;
 - i. All required attachments; and
 - iii. The application fee.
- c. If a Business Aviation Entity submits an incomplete Application for Initial Accreditation or fails to minimally establish eligibility, it will be given the opportunity to submit additional information.
- d. An Application for Initial Accreditation will only be processed if it is deemed complete and meets NBAA's eligibility criteria and scope requirements.
- e. Upon review of the application, the Business Aviation Entity will receive an email scheduling the organization's audit (desktop or in-person).
- f. An Application for Initial Accreditation will be considered expired if:
 - i. It cannot be accepted due to incompleteness;
 - i. The application is not completed by the close of the application cycle (i.e., documentation is not received or payment is not received);;or

- iii. The entity is not ready for a full-team audit.

Application for Re-accreditation

Re-accreditation Application Process for NBAA Sustainable Flight Department Accreditation:

- a. Re-accreditation application forms can be accessed from NBAA's website.
- b. The Re-accreditation Application must include:
 - i. The completed application form;
 - ii. All required attachments; and
 - iii. The application fee.
- c. If a Business Aviation Entity submits an incomplete Re-accreditation Application or fails to meet eligibility criteria, it will be given the opportunity to submit additional information.
- d. A Re-accreditation Application will only be processed if it is deemed complete and meets NBAA's renewal eligibility criteria and scope requirements.
- e. Upon review of the application, the Business Aviation Entity will receive an email scheduling the organization's audit (desktop or in-person).
- f. A Re-accreditation Application will be considered expired if:
 - i. It cannot be accepted due to incompleteness;
 - ii. The application is not completed by the close of the application cycle (i.e., documentation is not received or payment is not received);
 - iii. The entity fails to meet re-accreditation eligibility criteria;
 - iv. The entity is not ready for a full-team audit; or
 - v. The entity does not comply with NBAA's re-accreditation requirements.

Application Withdrawal or Cancellation

- a. The Business Aviation Entity may withdraw an accreditation application submitted to NBAA before the review process begins.
- b. The withdrawal request must be in writing and sent by a traceable method to the NBAA Accreditation Program Administrator.
- c. Cancellations must be submitted in writing within 10 days of the application submission and before the start of the review process to be eligible for a refund. For questions regarding the payment process or accreditation procedures, applicants may contact sustainability@nbaa.org.

SECTION III – Audits

Audit Evaluation Requirements

NBAA conducts audits of business aviation entities to assist in its determination of compliance with NBAA standards and requirements for Sustainable Flight Department Accreditation.

Audits must be completed within 90 days of scheduling or the application will be withdrawn. Audits are conducted in accordance with the procedures established by NBAA.

Categories of Audit Evaluation

Re-accreditation Application Process for NBAA Sustainable Flight Department Accreditation:

- a. Desktop Audit Evaluation: For organizations seeking initial accreditation, NBAA's sustainability team will

conduct a virtual audit after the initial submission and review of the Sustainable Flight Department Accreditation Application.

- b. In-Person Audit Evaluation: For each accreditation cycle a 10% sample will be randomly selected to host NBAA evaluators for a site visit and review of the Sustainable Flight Department Accreditation Application.

Audit Evaluation: Scope and Purpose

- a. The purpose of an audit is to verify data in the Business Aviation Entity's applications, responses, and any other information submitted to NBAA; seek additional information; and, in general, develop an understanding and perform an assessment of how well the entity meets its objectives and the *Standards of Accreditation*.
- b. During an audit, the entity is evaluated according to all available information, including but not limited to:
 - i. Documentation included in the applications, responses, and any other information submitted to NBAA required for the specific audit;
 - ii. Information provided by the entity to demonstrate compliance with accreditation standards; and
 - iii. Interviews of the appropriate administration and staff;
- c. Observations of operations, management, and administration of the entity; and
- d. Documentation of the performance data reported to NBAA.

Audit Evaluators

Each audit team will consist of one NBAA Staff member and Consultant(s) as needed.

Function of Audit Evaluators

- a. The on-site evaluation serves as an opportunity for in-depth discussions between NBAA's Sustainability team and representatives from the Business Aviation Entities flight department, including leadership, pilots, maintenance personnel, and other relevant staff. This dialogue helps provide a comprehensive understanding of the flight department's operations and adherence to NBAA's standards.
- b. Evaluators do not make accreditation decisions on site; their role is to conduct an assessment.
- c. Evaluation team members participate as experienced aviation professionals, contributing their expertise to the process.
- d. For on-site evaluations related to an initial or re-accreditation application, the primary function of the evaluators is to independently review and verify the flight department's information, assess its success in meeting stated objectives, and confirm its compliance with NBAA's *Standards of Accreditation*.
- e. The on-site evaluation team may require a private, dedicated space to conduct discussions confidentially. If necessary, the flight department should ensure that the evaluation team has access to such a space throughout the in-person audit process.

Audit Evaluations: Date and Postponement or Cancellation

- a. A request to postpone or cancel an approved desktop audit must be submitted in writing to NBAA's Manager of Credentialing, along with a proposed reschedule date within 10 business days of the original evaluation date. The request should clearly outline the reasons and circumstances justifying the postponement or cancellation.
- b. A request to postpone or cancel an approved in-person audit must be submitted in writing to NBAA's Manager of Credentialing within a reasonable timeframe before the scheduled evaluation date. The request should clearly outline the facts and circumstances justifying the postponement or cancellation.
- c. In the rare event that an auditor is unable to participate in the desktop or in-person audit or must leave early, NBAA and the flight department may choose to either postpone the evaluation, assign a substitute evaluator, or proceed with the remaining team to complete their portion of the review.

- d. If inclement weather or other adverse conditions prevent the safe travel or on-site presence of evaluators, NBAA will work with the flight department to reschedule the evaluation at a mutually agreed upon date and time. The safety of all parties involved will be prioritized when determining the feasibility of proceeding with a scheduled evaluation.

Audit Evaluation Summary Review

At the conclusion of an on-site evaluation, when feasible, the evaluation team may, at its discretion, hold an On-Site Evaluation Summary Review meeting with the flight department’s director, manager, and any other staff the director wishes to have present. During this meeting, the team will provide a high-level summary of its preliminary findings regarding the flight department’s compliance with NBAA’s Standards of Accreditation. The summary will also include a discussion of the next steps in the accreditation process, and the team will be available to answer any questions the applicant may have about the process moving forward.

SECTION IV - Standards of Accreditation

Standard 1: Overarching Sustainability Strategy

- 1.1 Applicants must provide an in-place strategy that aligns the flight department with their corporate entity for each of the elements required.
- 1.2 Applicants must provide a narrative for all optional elements to be considered at re-accreditation, even if no current strategy is in place.

Standard 2: Flight

- 2.1 Applicants must display an average per-aircraft reduction of 10% in net emissions between the baseline year and the comparison year per location. The reduction can consist of SAF uplifted, book and claim, carbon credits, new acquisition or aircraft upgrades, flight planning or operation methods.
- 2.2 If the applicant is qualified to participate in CORSIA and/or EU-ETS. The applicant must present

Standard 3: Ground Support

- 3.1 Applicants must display an average per piece of equipment reduction of 10% in net emissions between the baseline year and the comparison year per location. The reduction can consist of carbon credits, utilization of sustainable fuel sources (i.e. biodiesel), reductions in use of combustion engine ground support equipment, new acquisition or vehicle upgrades (i.e. transitioning to electric powered items) or operation methods.

Standard 4: Infrastructure

- 4.1 Applicants must display an average per square foot reduction of 10% in net emissions between the baseline year and the comparison year per location. This can be evidenced through any of the following:
 - Reductions in annual energy consumed per gross square foot of the building;
 - Reductions from renewable energy purchases;
 - Reductions tied specifically to transport utilized in association with work travel (i.e. ground support vehicle emissions, employee ground transportation emissions include rental cars, ridesharing, trains);
 - Purchase of “green” energy from your power company;
 - Purchase of renewable energy credits (RECs);
 - Purchase of carbon credits;
 - Methods of energy consumption reduction;

- Methods of increasing of energy efficiency;
- Use of infrastructure or appliances currently certified or recognized to an environmentally sustainable standard, or future acquisition strategies for such infrastructure;
- Utilization of renewable energy sources such as wind power, solar power, geothermal technologies, landfill gas, biomass power, low-impact small hydropower, and on-site renewable energy (i.e., solar, wind turbine); or
- Utilization of energy storage solutions (i.e., batteries).

Standard 5: Operations

5.1 Applicants must display an average per employee of 10% reduction in net emissions between the baseline year and the comparison year per location. This can be evidenced through reductions in travel emissions displayed by flight data, car rental data, ridesharing data, trainstracking emissions, or the selection of flights based on the use of SAF or carbon offsetting.

SECTION V - Annual Report

NBAA Sustainable Flight Department Accreditation Program requires the submission of an Annual Report by each accredited Business Aviation entity as of June 30 of any given year. The Annual Report and all accompanying documentation must be completed by the entity and submitted to NBAA in accordance with the established formats and timelines. The report should include the current point of contact, the designated sustainability champion, and any changes to accredited locations.

GLOSSARY OF TERMS

Book and claim	A program enabling delivering SAF into the supply chain at one airport location and booking the carbon reduction associated with it into a registry to credit the company or organization (such as the business aviation entity purchasing the SAF)
Business Aviation Entity	<p>A business aviation entity refers to an organization or company that is involved in the use, operation, or support of business aircraft. These entities typically utilize aviation services for the purpose of conducting business-related activities, such as corporate travel, transportation of executives, cargo transport, or other aviation-related services specific to the needs of the business.</p> <p>Business aviation entities can include a wide range of organizations, from corporations and businesses that own or lease private aircraft, to aviation service providers that offer services such as charter flights, aircraft management, maintenance, and other aviation-related solutions tailored for business clients. The term encompasses a variety of players within the business aviation industry, contributing to the efficient and customized use of aircraft for business purposes.</p>
CAM	Certified Aviation Manager
CO ₂	Carbon dioxide
CORSIA	Carbon Offsetting and Reduction Scheme for International Aviation
EMS	Environmental Management System
ENERGY STAR	A program run by the EPA and DOE that promotes energy efficiency
EU	European Union
EU ETS	European Union Emissions Trading System
FBO	Fixed Base Operator
GHG	Greenhouse gases
GRI	Global Reporting Initiative
LEED	Leadership in Energy and Environmental Design
Multiple Locations	A scenario in which a single Business Aviation entity owns and operates multiple facilities or sites, each managed independently. While the entity maintains overall control, each location operates under its own personalized sustainability strategy tailored to its unique operations and needs. Each site is individually accredited and responsible for meeting NBAA Sustainable Flight Department Accreditation standards, ensuring that sustainability initiatives are customized and effectively implemented across all locations.
NBAA	National Business Aviation Association
OEM	Original Equipment Manufacturer
Offset	A reduction of carbon dioxide or other greenhouse gases in one activity to compensate for emissions made by another activity
SAF	Sustainable Aviation Fuel

Single Location

A specific facility or site owned and operated by a single Business Aviation entity, where all operations and sustainability initiatives are governed by a unified strategy. The location functions under a singular set of policies and practices, ensuring that all activities align with the entity's centralized sustainability goals. This location is accredited by NBAA's Sustainable Flight Department Accreditation based on the entity's overarching sustainability strategy.

APPENDIX

Program Fees

Single Location	Member Rate
Single Accreditation	\$3,210
Bundle of Two Accreditations	\$6,100
Bundle of Three Accreditations	\$8,910
Bundle of Four Accreditations	\$11,550

Single Location	Non-Member Rate
Single Accreditation	\$4,173
Bundle of Two Accreditations	\$7,930
Bundle of Three Accreditations	\$11,583
Bundle of Four Accreditations	\$15,015

Multiple Locations (fee in addition to application)	Member Rate
2 to 5 Locations	\$800
6 to 10 Locations	\$1,200
11 to 20 Locations	\$2,000
21+ Locations	\$3000

Single Location	Non-Member Rate
2 to 5 Locations	\$1,040
6 to 10 Locations	\$1,560
11 to 20 Locations	\$2,600
21+ Locations	\$3,900



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ABOUT NBAA

Founded in 1947 and based in Washington, DC, the National Business Aviation Association (NBAA) is the leading organization for companies that rely on general aviation aircraft to help make their businesses more efficient, productive and successful. Contact NBAA at 800-FYI-NBAA or info@nbaa.org. Not a member?

Join today by visiting **nbaa.org/join**.