

## Completeness check – assessed elements

This table outlines the elements assessed during the completeness test. It is essential to complete each field accurately.

Element	Note
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### Monitoring plan

Ship IMO number	Must be 7 numbers
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### Tab: Ship

Ship Type	Must be filled in
Gross Tonnage	Must be =>5000
PSC Ship Class	Must be filled in

### Tab: Company

Company IMO number	Must be 7 numbers. A common error is filling in the company phone number
Nature	Must be ISM company or Shipowner. <b>Manager cannot be accepted</b>

### Measuring equipment

Measuring equipment	Must be filled in
Procedures for recording, retrieving, transmitting and storing information regarding measurements: Description of procedures	A brief description of the procedure must be filled in
Procedures for ensuring quality assurance of measuring equipment	A brief description of the procedure must be filled in

### Emission sources

Identification	Must be filled in for every fuel emission source listed
Potential fuel types to be used	Must be filled in for every fuel emission source listed
Monitoring method	Must be filled in for every fuel

	emission source listed
Level of uncertainty	Must be filled in for every fuel emission source listed
Procedures, systems and responsibilities used to update the completeness of emission sources: Description of procedures	A brief description of the procedure must be filled in

### Fuel tanks

Fuel tanks	At least one fuel tank should be listed
Method for determination of density of fuel in tank	Must be filled in for every listed tank

### Fuel types and Emission Factors

Fuel origin	Must be filled in
Fuel type	Must be filled in
Method for determination of density of fuel bunkered	Must be filled in
Emission factors	Fill in the greenhouse gas code, the ttwEF and the slipEF for each fuel type used
Procedures, systems and responsibilities used to determine and update emission factors in accordance with Annex I to the EU MRV Regulation: Description of procedure	A brief description of the procedure must be filled in

### Fuel consumption

Fuel consumption - Procedures for determining fuel bunkered and fuel in tanks: Description of procedures	A brief description of the procedure must be filled in
Fuel consumption - Regular cross-checks between bunkering quantity as provided by BDN and bunkering quantity indicated by on-board measurement: Description of procedure	A brief description of the procedure must be filled in
Data Gaps - Methods to be used to estimate greenhouse gas (GHG) emissions and fuel consumption: Description of procedure	A brief description of the procedure must be filled in
Data Gaps – Back-up monitoring method	A back-up monitoring method must be filled in. This monitoring method must be different from the one filled in under the tab “emission sources”

## Navigation

Voyages - Procedures used to monitor the completeness of the list of voyage: Description of procedures	A brief description of the procedure must be filled in
Distance - Procedures, responsibilities and data sources for determining and recording the distance: Description of procedures	A brief description of the procedure must be filled in
Time at sea - Procedures, responsibilities, formulae and data sources for determining and recording the time spent at sea between the port of departure and the port of arrival: Description of procedures	A brief description of the procedure must be filled in
Data Gaps - Procedures for determining and recording the time spent at sea when navigating through ice: Description of procedures	A brief description of the procedure must be filled in
Data Gaps - Methods to be used to treat data gaps regarding time spent at sea: Description of procedures	A brief description of the procedure must be filled in

## Cargo

Cargo - Amount of cargo carried & Number of passengers: Description of procedures	A brief description of the procedure must be filled in
Data Gaps - Methods to be used to treat data gaps regarding cargo carried: Description of method to treat data gaps	A brief description of the procedure must be filled in

## Control activities

Regular check of the adequacy of the monitoring plan: Description of procedures	A brief description of the procedure must be filled in
Procedures for data flow activities: Description of procedures	A brief description of the procedure must be filled in
Procedures for risk assessment: Description of procedures	A brief description of the procedure must be filled in
Quality assurance and reliability of information technology: Description of procedures	A brief description of the procedure must be filled in
Internal reviews and validation of EU MRV relevant data: Description of procedures	A brief description of the procedure must be filled in
Corrections and corrective actions: Description of procedures	A brief description of the procedure must be filled in

Documentation: Description of procedures

A brief description of the procedure must be filled in