

# Refuel Aviation

## ReFuelEU Aviation Info Session for Aircraft Operators

Spain

**Your safety is our mission.**

# Agenda

*Updates to Sustainability Portal*  
*Update of Fuel Monitoring Tool demo*







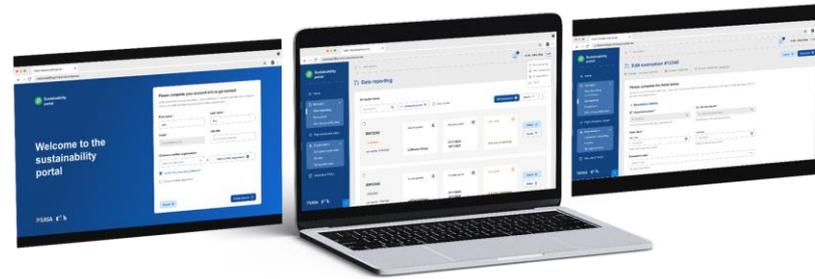
## ReFuelEU Aviation

# Updates to the Sustainability Portal

# Sustainability Portal V2

*Keeping the portal user friendly*

*while introducing more functionality*



## Modern and clean interface

Clearer visual guidance, improved menus, and focus on the task at hand



## Efficient data reporting

Reporting process has been streamlined and new functionality added(5.2)



## Verifier accounts

Verifiers can now use the automated data checks to support the Operator



## News

Central place for all important updates and news items



## Contacts

New contact role to keep stakeholders informed without requiring a user account

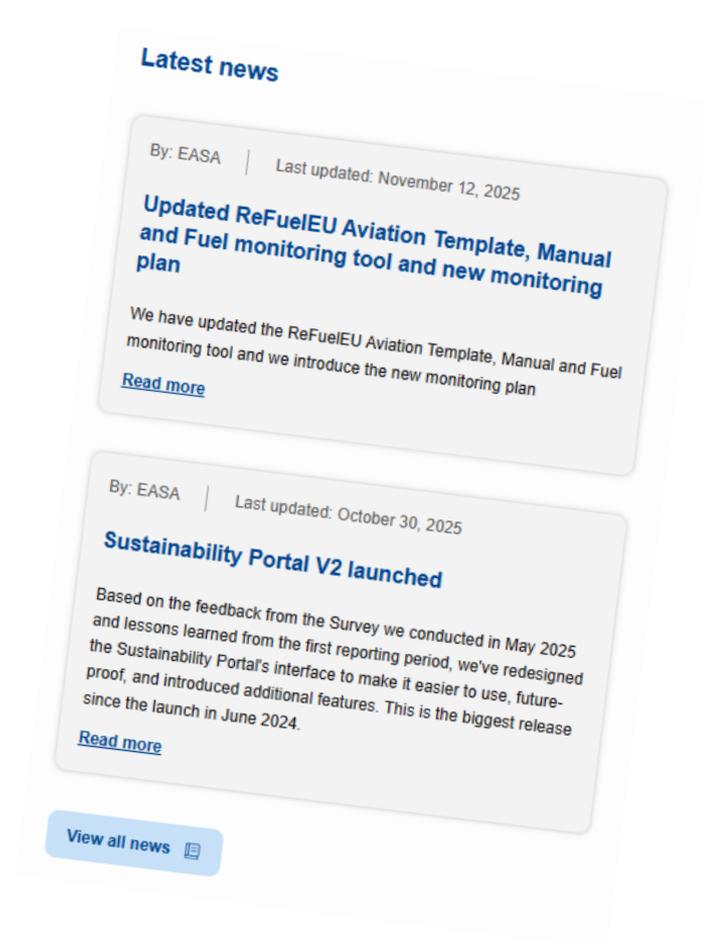


## Refreshed knowledge base

Improved support area with better navigation and new support articles

# News

- Central place for news items in the Sustainability Portal  
*Managed by EASA*
- Important news items will be published together with an email notification



# Contacts

- Stay informed on important news without having a user account
- Contact don't take up a seat

	Contact	User
<b>Stay informed on important news</b>	✓	✓
Receive notification(daily emails digest)	✗	✓
Login and use the portal	✗	✓
Take up a seat	✗	✓
Added per organisation	✓	✓
<b>Primary contact</b>	✓	✓
<b>Functional inbox allowed</b>	✓	✗

# Verifiers are now part of the portal

Operators are be able to

- View all the verifier organisations in the portal
- Select a verifier organisation to work with

Verifier users will be able

- Manage their users
- Draft data submissions
- Use automated data checks
- Upload Verification report and Verification body accreditation
- Not able to submit data submissions

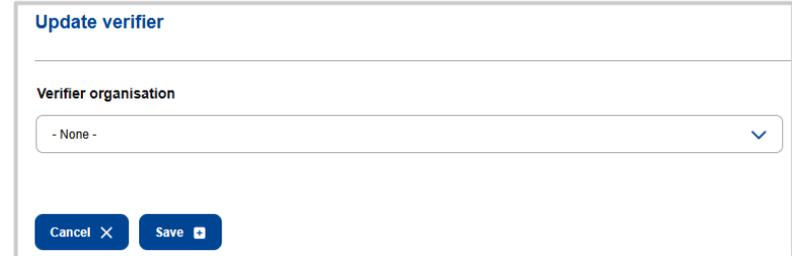
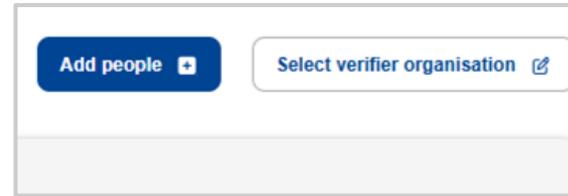
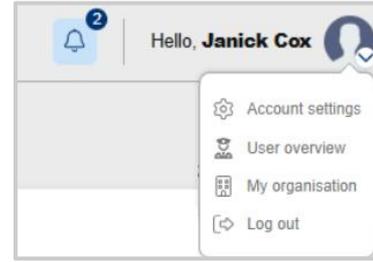
The screenshot displays the 'Sustainability portal' interface. On the left is a dark blue sidebar with navigation options: Home, My competent authority, RefuelEU (with sub-items: Data reporting, Exemptions, SAF access difficulties), Organisations (with sub-item: Airports), and Verifiers (with sub-items: Contact my authority, Manuals & FAQs). The main content area shows the 'Verifiers' page with an 'Overview' section indicating '2 results found'. Below this is a table with the following data:

Verifier Name	Primary Contact	Seats	Administering Country
Verifur GmbH	Thomas D	1 / 3	France
Verifur GmbHs	-Not specified-	0 / 3	Cyprus

**Disclaimer:** The list of verifiers in the portal is **non-exhaustive and for optional use**. Aircraft operators may engage with an accredited verifier not currently listed on it. During the submission of the verified report, operators can **select a verifier from the portal** or **manually enter the details** of another accredited verification body. The Competent Authority will be responsible to ensure the eligibility of the selected verifier and may request more information about the selected entity.

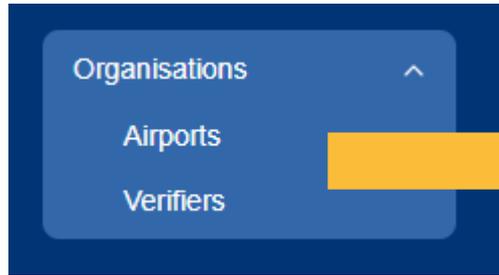
# How to assign a verifier organisation

- Click on your profile
- Click on **My organisation**
- Click on **Select verifier organisation**
- Select a verifier organisation
- Click **Save**

A screenshot of a form titled "Update verifier". It contains a dropdown menu labeled "Verifier organisation" with the option "- None -" selected. At the bottom of the form are two buttons: "Cancel" with an 'X' icon and "Save" with a plus icon.

# List of verifier organisations

**30 October: Initial list of verifiers** created based on first reporting period



List of verifiers available in left-hand menu

## *Verifier organisation missing?*

- Aircraft operator to contact their Competent Authority
- Competent Authority to review and inform EASA
- EASA to update list of verifier organisations and invite first user

More details on the process available via the [knowledge base](#)

# Data submission steps

Data submissions provide a **structure approach to provide information** to your Authority.

Divide in the following steps

1. Data upload (Article 8)
2. Data review based on automated checks
3. **New** Justification review (Article 5.2)
4. Supporting documents
5. Verifier information

# Data reporting enhance with 5.2

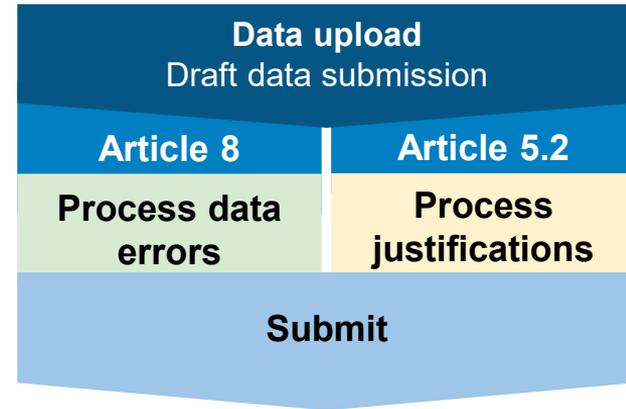
## Article 8 reporting flow to include Article 5.2

Build on foundations of Article 8: *Request more information, version history log, for data errors add text and supporting documents*

## Portal creates **2 tracks** after data upload

- **Article 8:** Creates error report using automated data checks
- **Article 5.2:** Creates justification report

Each track has a dedicated status (submitted, needs more info, reviewed)



# Deadline and stakeholder groups

**Deadline**

31/3/202x

## Stakeholder groups (actions)

- Aircraft operators(submit)
- Verifiers (create draft)

- Competent authority(Request more info, data reviewed)
- Aircraft operators(Provide more info)

- Competent authority(Request more info, Justifications reviewed)
- Aircraft operators(Provide more info)

## Process flow

**Data upload**  
Draft data submission

Article 8

Article 5.2

**Submit**

**Needs more info**

**Data reviewed**

**Needs more info**

**Justifications reviewed**

# Aircraft operators uploads data

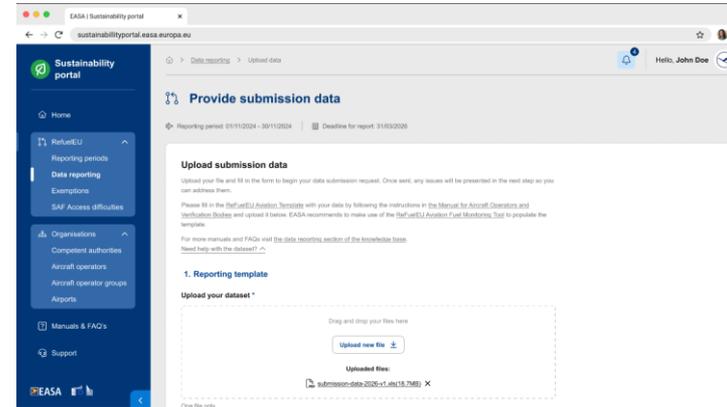
The portal offer 3 areas to upload a file

- Data reporting template
- Fuel monitoring tool
- ReFuelEU monitoring plan

## Important:

- Use template version 2.X as a basis and copy in data. **Please don't recreate** the template.
- When **re-uploading** the template, previous data explanations and justifications **are removed**. They can be **retrieved via the version history**.

1. **Data upload**
2. Data review
3. Justification review
4. Supporting documents
5. Verifier information



# Aircraft operators reviews data

- **Error report** displayed based on automated checks on the data in the template
- Operator to **add explanations** to each errors

**Reminder:** Verifiers are also able to use the automated checks

1. Data upload
2. **Data review**
3. Justification review
4. Supporting documents
5. Verifier information

The screenshot displays the EASA submission review interface. The top navigation bar includes the EASA logo, the submission request ID '12345', and a 'Draft' status. Below the navigation bar, there are task buttons: 'Data uploaded' (green), 'Review data' (blue with a red error icon), '5.2 Justifications' (yellow), 'Add supporting documents', and 'Add verifier information'. The main content area is titled 'Error report' and indicates '2 errors and 4 warnings where detected in your uploaded data'. A message states: 'Your data was uploaded, but unfortunately there are some errors. Please resolve or explain all errors to complete your data submission request.' Below this is a table with columns: Sheet, Position, Type, Value, Description, Explanation, and Status. The table contains five rows of error data.

Sheet	Position	Type	Value	Description	Explanation	Status
1. Fuel reporting	B2	Error	LROP	The LROP airport is not part of this reporting...	The airport passes the threshold...	Pending...
1. Fuel reporting	B2	Error	LROP	The LROP airport is not part of this reporting...	-	-
1. Fuel reporting	B2	Error	LROP	The LROP airport is not part of this reporting...	-	-
1. Fuel reporting	B2	Error	LROP	The LROP airport is not part of this reporting...	The airport passes the threshold...	Pending...
1. Fuel reporting	B2	Error	LROP	The LROP airport is not part of this reporting...	-	-

# Aircraft operators review justifications

1. Data upload
2. Data review
3. **Justification review**
4. Supporting documents
5. Verifier information

→ **Justification report** displayed based on the data in the template

→ Operator can **add explanations** to each justification at an Airport

The screenshot displays the EASA submission request interface for ID#12345. The left sidebar contains navigation options: Home, RefuelEU (with sub-items: Data reporting, Exemptions, SAF Access difficulties), Flight emissions labels, Organisations (with sub-items: Competent authorities, Airports, My organisations), and Manuals & FAQ's. The main content area shows the submission request details: Operator: Lufthansa Tech Sofa, Creation: 18/02/2025, Version: 19/02/2025. The 'Tasks' section includes 'Data uploaded' (checked), 'Review data', '5.2 Justifications' (active), and 'Add supporting documents'. The '5.2 Justifications' section shows 45 results found and a table of justifications.

Row #	Union Airport name	Yearly non-tanker quantity	Yearly tanker quantity for fuel safety rules	Explanation
Row 2	Brussels-National	550.56	150.89	Lorem ipsum dolor sit amet...
Row 2	Burgas	550.56	150.89	Lorem ipsum dolor sit amet...
Row 2	Ciampino	550.56	150.89	Lorem ipsum dolor sit amet...
Row 2	Gdansk/Ribiechowo	550.56	150.89	Lorem ipsum dolor sit amet...



# Aircraft operators provides verifier information

1. Data upload
2. Data review
3. Justification review
4. Supporting documents
5. Verifier information

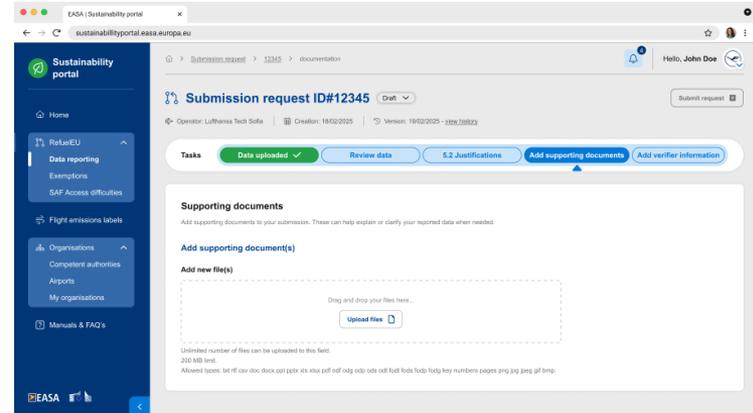
Complete the verifier information including:

- Verification report
- Verification body accreditation

Enter **manually**(Verifier organisation, telephone, ...

or

Select your verifier organisation to **automatically** fill in most the fields



# Aircraft operators submits

1. Data upload
2. Data review
3. Justification review
4. Supporting documents
5. Verifier information



When all the required fields are completed the Aircraft Operators can **submit**



Competent authority will receive a **notifications via the daily email digest**

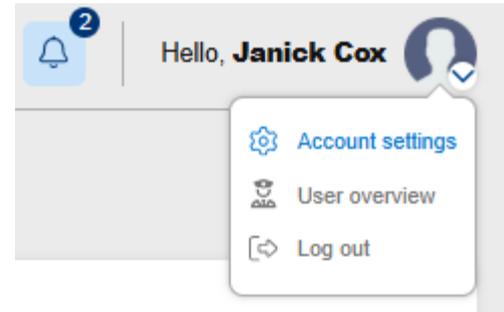
# Try yourself via the training environment



→ Login via <https://sustainabilityportal.easa.europa.eu/>

→ Go to account settings(top-right)

→ Click on  **Access training environment** 



→ You will **automatically** be **logged into** the **training environment**



**Thank you!**

# Update of the Fuel Monitoring Tool



# Recommended RFEUA Fuel Monitoring Tool

## Objectives:

- Gathering all the raw data for the RFEUA reporting requirements
- Create a common template for all AO and verification bodies
- Automatically feed in the ReFuelEU Aviation Template for Aircraft Operators

While this document is stated in the RFEUA Manual for AO and verifiers, it does not constitute a legally binding document. Its aim is to simplify the reporting duties and verification process of airlines under RFEUA.  
**Every AO willing to use this template is free and encouraged to customise and make this tool its own**

## Monitoring tab structure:

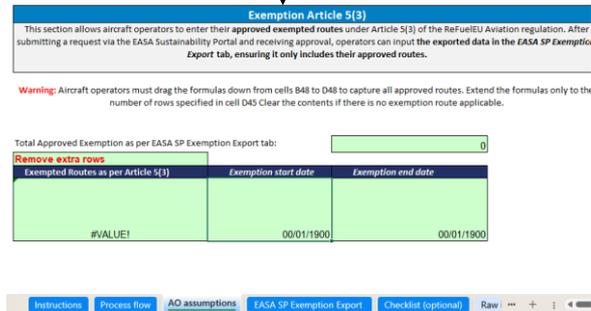
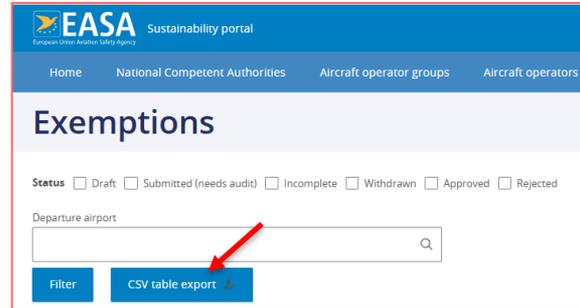
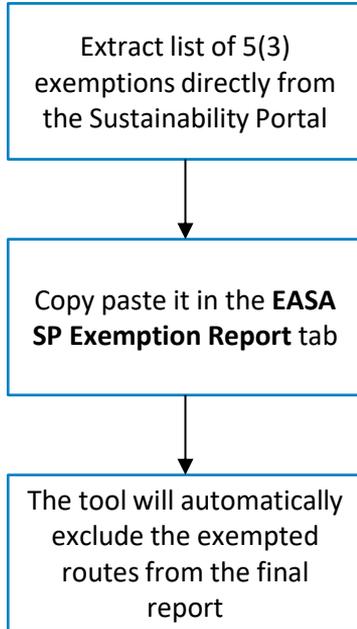
Flight Operational Data	Planned Required Fuel	Uplifted Fuel	Planned tanked quantity for fuel safety rules	Actual operational consumption	Scope Checks	Previous flight information	Supporting Documentation
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Taxi Fuel (tonnes)  
Trip Fuel (tonnes)  
Aviation Fuel Required (tonnes)

Under each section, detailed data are required



# Exemption Step by step exclusion



# EASA implemented 4 main changes in the FMT

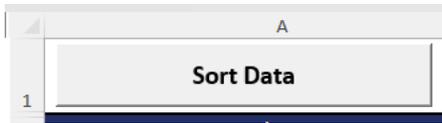


## V2

### Tab: Raw Data

**Function:** Sort chronologically all flights

**Objective:** Provide a complete understanding of data completeness and simplify verification



### Tab: Monitoring data

**Function:** Automatically capture all flights in raw data

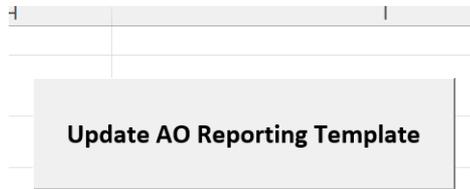
**Objective:** Enabling a larger data set of data to be handled



### Tab: AO reporting template

**Function:** Fill in the AO reporting template

**Objective:** Create an upload ready version of the AO reporting template



### Tab: Monitoring data

**Function:** Highlight data that was manually replaced vs RD

**Objective:** Simplify the calculation of the data gaps and missing information %

	AA	AB	AC	F
	Additional Fuel (tonnes)	Discretionary Fuel (tonnes)	Extra Fuel (tonnes)	F
2	0	10	0.446	
2	0	0.008	0.446	

A	B
Percentage Of Alternative calculation used for Data Gaps	3.60%
Percentage Of Alternative calculation used for Missing Information	1.60%

Link to [FMT](#)

# New Verification Report Template



→ Art. 8.3 of Regulation 2023/2405 says:

*"The report shall be verified by an independent verifier in accordance with the requirements set out in Articles 14 and 15 of Directive 2003/87/EC, and the implementing acts adopted on the basis thereof."*

- Template created to harmonise the content of the verification report
- Allows to understand the outcomes expected from the verification process
- Includes details of:
  - Operator
  - Verification Body
  - Findings and opinion statement
  - Misstatements, Non-conformities, Non-compliances and Recommended Improvements
  - Basis of the work performed by the verifier
  - Reported data (to ensure alignment between submitted report and verified information)

template version 1

## ReFuel EU Aviation

### Verification Report for Aircraft Operators

**CONTENTS**

- 1 [OPINION STATEMENT](#)
- 2 [ANNEX 1 - Findings](#)
- 3 [ANNEX 2 - Basis of work](#)
- 4 [ANNEX 3 - ReFuelEU Aviation](#)
- 5 [ANNEX 4 - SAF Report](#)
- 6 [ANNEX 5 - Exemptions routes](#)

**Information about this file:**

Template provided by:	EASA
Verification Body Name:	
Version Number of this verification report:	

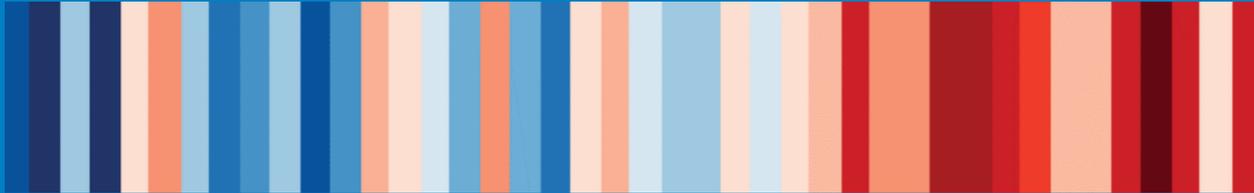
\_\_\_\_\_

Date: \_\_\_\_\_ Name and Signature of legally responsible person: \_\_\_\_\_

**Template version information:**

Template provided by:	EASA
Publication date of template:	20/12/2025
Language version:	English
Template version:	1
Reference Name:	

# Thank you for your attention



**Working for quieter and cleaner aviation.**

**Your safety is our mission.**

[easa.europa.eu/connect](https://easa.europa.eu/connect)

