



# RSPO Supply Chain Certification

## Service information

### What is RSPO Supply Chain Certification (SCC)?

RSPO Supply Chain Certification is an essential part of the Roundtable on Sustainable Palm Oil scheme for certification and labelling of responsibly produced palm oil products. Its main purpose is to control the flow of certified products throughout the supply chain. Your auditor will therefore focus on procurement, processing, volume accounting, sales and labelling of certified material to ensure the integrity of RSPO claims and trademark usage.

### What are the key roles and responsibilities within the RSPO system?

The Roundtable on Sustainable Palm Oil (RSPO) is a global, multi-stakeholder initiative on sustainable palm oil. Members of RSPO, and participants in its activities come from many different backgrounds and many countries. They are plantation companies, processors and traders, consumer goods manufacturers and retailers of palm oil products, financial institutions, environmental NGOs and social NGOs. The RSPO vision is to "transform the markets by making sustainable palm oil the norm". NEPCon is an RSPO SCCS certifier accredited by RSPO's system surveillance body Accreditation Services International (ASI). Our accreditation number is RSPO-ACC-026 (check our progress at [www.rspo.org](http://www.rspo.org)). All RSPO certification bodies need to follow accreditation rules published by RSPO and ASI.

### Which certification standards apply to my organisation?

The main RSPO SCC Certification Standard (RSPO Supply Chain Certification Standard version 14 June 2017) applies to all supply chain certified companies and sets out general requirements for material handling. Within this main standard, individual criteria may or may not apply to every company, depending on the activities performed at each certified site. For example, three options are available for tracking certified material and making claims. Companies may maintain physical separation of certified material (Identify Preserved or Segregated model), or mix certified and non-certified (Mass Balance model). The RSPO Rules on Market Communications and Claims Standard version November 2016 regulates RSPO trademark usage and is mandatory if you intend to use RSPO's trademarks.



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### Which trademarks can we use?

The RSPO logo and trademarks can be applied to certified products and used for promotional purposes if you are SCC certified and have signed an RSPO Trademark License Agreement. This will be granted on your acceptance as an RSPO member.

### What is the cost structure?

The total certification cost consists of the costs related to the auditing services and the NEPCon RSPO Programme Fee. The auditing fee depends on the size and complexity of the company and its Chain of Custody system. This is specified in our proposal.

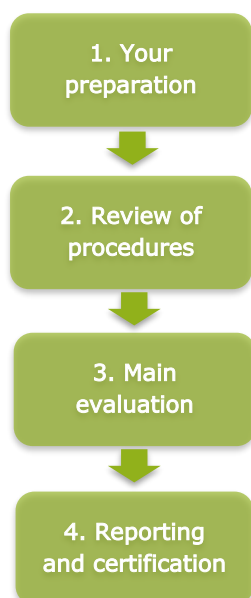


## What about confidentiality?

To check correct accounting for certified volumes, the SCC auditors will need access to some confidential information, such as your suppliers, buyers and conversion factors. The confidentiality of all data is secured and our staff is bound by strict confidentiality requirements. However, all RSPO supply chain certificates are listed in the public RSPO database ([www.rspo.org](http://www.rspo.org)) along with information about the scope of your certificate, such as product types and sites.

## What does the certification process entail?

RSPO certificates are issued for a five-year period. We conduct an initial assessment as a basis for your certification. Subsequently, you need to undergo annual audits to maintain the certificate.



Once you have signed the certification agreement with NEPCon and became RSPO member (<http://www.rspo.org/members>), you need to prepare for certification by ensuring compliance with all the certification requirements. This includes assigning responsibilities, developing chain of custody procedures and training relevant staff. NEPCon assigns a contact person who will be available to respond to your questions during the entire audit process.

We recommend that you submit your documented procedures to NEPCon for review before the main evaluation.

RSPO audits are normally conducted onsite and generally last up to one work day per site. Interviews, document review, touring your facilities and review of your volume accounting system are common parts of an onsite audit.

After the audit, we prepare a written report describing the results of the audit. Any identified non-conformities are also described and all non-conformities need to be corrected before the certificate can be issued, but within 3 months, otherwise new audit will be required. The report is quality reviewed and submitted to you for any comments. Upon a positive certification decision, we will submit the audit report and draft certificate to RSPO for their review and approval. After RSPO approves, we will send you the certificate. The RSPO public database will include your new certificate data (<http://www.rspo.org/certification/supply-chain-certificate-holders>).

## How do I maintain my certificate?

You need to comply with the certification requirements to remain certified. This is verified through annual audits. Please note that the annual audits cannot be delayed and they must take place prior to the anniversary date of your certificate issuance, otherwise your certificate will be automatically suspended. In between the audits, we help you to stay up to speed on the requirements by providing regular updates on system changes. If we identify non-conformities in your system during audits, you must take appropriate and effective action to address these.

To secure the integrity of the RSPO system, rigorous requirements apply to the follow-up on non-conformities. All non-conformities identified during the surveillance audit have a timeline of 1 month. Failure to address non-conformities will lead to suspension of your certificate. A suspended certificate can be re-instated if you ensure system compliance, which is verified through an audit.

