



RSPO Supply Chain Certification Systems Information Sheet

Introduction

The need to prove the sustainability of products is becoming more and more important in today's world. Ensuring that the claims you are making stand up to scrutiny is critical and part of an organisation's management of business risk. Supply Chain certification can deliver this assurance. It ensures that your supply chain is secure, traceable and provides credible evidence of a product's sustainability. Supply Chain certification is the unbroken path which products take from source to consumer, including all stages of refining, manufacture, processing, transportation and distribution. As such it ensures that your product comes from where you say it comes from.

Aims of Chain of Custody Certification

Supply Chain certification provides evidence that the product originates from a certified, well managed source, and verifies that products are not mixed with products from uncertified sources at any point in the supply chain, except under strict management controls. There are three systems for Palm Oil:

- **Identity Preserved**

Physical isolation from all other palm oil sources.

- **Segregation**

Physical isolation from non-certified palm oil sources (allows mixing with other certified palm oil).

- **Mass Balance**

Allows mixing of certified and non-certified palm oil in a controlled environment, ensuring that the volume of certified palm outputs never exceed the certified inputs.

Single Site Certificate

Organisations operating from one site need to apply for Single Site certification.

Multi Site Certification

Organisations with more than one site can apply for Single Site certification, which will mean that each site will be audited every year and have separate certificates. However they may also apply for Multi Site Certification and if appropriate their audit programme can be run on a sample basis. The requirements for Multi Site certification are detailed below:

Multi Site Certification - Criteria for Eligibility

All companies included in the multi-site certification must be part of the same legal entity – e.g. owned by the same Group Company.

Criteria for Operation

- The RSPO Supply Chain Certification system must be run from one identified site – Central Office.
- The certificate will be issued in the name of the legal entity Central Office, listing all other companies/operations/sites.
- Internal audits of all sites/operations will be carried out on an annual basis and the outcomes will be reviewed and recorded at the Central Office.
- Different operations within the multi-site certification will be grouped by Sets. The main Sets will operate a common management system and, for example, may be classified as follows:
 - *Milling*
 - *Refining*
 - *Transport and Distribution*
 - *Manufacturing and Processing*Others may be added as appropriate.

- A sample audit regime will apply for each of the Sets.
- A Central Office audit will also be conducted at least once per annum, depending on the complexity of the certification.

The key elements to achieving a secure Supply Chain system are as follow:

a. Critical Control Points

CCP's are the points in the process where there is the possibility for mixing of certified and uncertified material. Each of the points identified will need controls to ensure that mixing does not occur. Each of the points identified will need rigorous management controls.

b. Product Identification

One of the simplest ways to ensure that certified and uncertified products are not mixed is through clear identification of certified products.

- Products from certified sources are clearly identified as such, and procedures exist to control this identification.
- Where appropriate, raw materials, work in progress and finished goods carry unique identification from which it is possible to trace the material to a certified source.
- Production runs of certified and/or non-certified product should be separated physically or in time.

c. Documentation

Documentation is an essential part of a Supply Chain system. In particular:

- Records should be maintained relating to purchase, delivery, shipment, receipt, forwarding and sales of certified products.
- Documented procedures should be in place for implementing and maintaining management control at all identified critical control points throughout the process.
- Accurate production records should be kept, from which it is possible to identify source and quantity of materials input, and volume,

d. Personnel and Training

All personnel must be adequately trained if the system is to work effectively. This is important even in very small organisations.

- A management representative should be identified, with responsibility and authority to implement and maintain the Supply Chain system.
- All staff should understand their specific responsibilities in the control of the Supply Chain system, and have adequate training in order to fulfil their assigned tasks.
- Records of training and experience should be maintained, appropriate to the scale of operations, identifying previous training and likely additional training needs.

Records Required by Auditors

Adequate record keeping is a very important part of maintaining a secure Supply Chain system. All records should be legible and controlled. Auditors will be interested in the following:

- Procedures for the identification, collection, filing, storage, maintenance and retention of all relevant records, appropriate to the scale of the operation.
- All records relating to the Supply Chain system should be kept for a minimum of five years.
- The following records, as appropriate, should be maintained:
 - Purchase records, including purchase orders, contracts, invoices and a list of approved suppliers.

- Goods inwards notes and records of proof of delivery.
- Stock records of raw materials and finished products, including where appropriate, annual stock taking results.
- Production records.
- Sales, invoices and delivery notes issued.
- Training records.

Verification of Public Claims and Statements

A key part of the certification process is the independent verification of the public claims and statements that certified organisations make about the products they sell.

The Supply Chain System Audit Process

1. Application

Following receipt of a completed Request for Quotation form, a quote for certification will be sent to you. Once the quote has been accepted we will allocate an auditor who will contact you to arrange a date for the audit.

2. Assessment

The assessment will follow the pattern detailed below:

a) Opening meeting

The auditor will explain the process and confirm the scope of the Supply Chain audit.

b) Audit process

This usually consists of examination of the following:

i) Incoming material:

- Visit to the purchasing department.
- Review of documentation and records.
- Receipt, measurement and recording of incoming raw material or products.
- Storage of incoming raw material, including location control for certified material.
- Evaluation of inputs to the Chain of Custody.

ii) Production Control:

- Assessment of risk of uncontrolled mixing of certified and non-certified material/products.
- Evaluation of control systems implemented.
- Control and identification during processing, sorting and packing.

iii) Outgoing material:

- Segregation and/or identification of certified product in store.
- Labelling and dispatch.
- Sales department.

3. Report and certificate issue

Once the audit report has been verified by head office the operations team will issue your RSPO Supply Chain certificate.

4. Routine surveillance

Surveillance visits are undertaken, as a minimum, annually.

5. Full re-certification

Re-certification will be undertaken every 5 years.

RSPO Membership

Please note that it is a RSPO requirement that organisations must be members of the RSPO before they can be certified to the RSPO Supply Chain scheme. Further details can be obtained at www.rspo.org.

Fees for Certification

Please note that the fees for certification are dependent on the size, scope and complexity of the organisation and as such as quoted on an individual basis. Please complete our Request for Quotation form and we will be able to prepare an accurate quotation for your organisation.

For further information contact:

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Technical References:

For copies of the relevant standards -

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