PROCESS FLOW FOR THE TIME BOUND PLAN (TBP) REVISION

RSPO MEMBER	CERTIFICATION BODIES (CB)	RSPO SECRETARIAT (CERTIFICATION UNIT)	REMARKS
Changes of the TBP due to deviation of the maximum period. The request for appoval is send to RSPO via email by using the TBP Revision Template which can be downloaded from the RSPO website Maintain the approved revised TBP	Verification on the TBP: 1) All estates and mills shall be certified within five (5) years after obtaining RSPO membership 2) New acquisitions shall be certified within a three-year time frame 3) Any deviations from these maximum periods are approved by the RSPO Secretariat 4) Revision to the TBP (including for the scheme smallholders and outgrowers). Changes to the TBP are permitted only if the CH can demonstrate to the CB that they are justified. 5) Adequacy of the commitment (compliance to section 5.5 of the RSPO Certification System) Maintain the latest TBP in the Audit Report and uploaded it in PalmTrace	Review and approval of the revised TBP	Notes: Since the RSPO Certification System document was made effective from 1 July, 2018, existing RSPO members have 5 years from this date to comply with these requirements. This means any grower member with management unit(s) that have not yet been certified will need to ensure that the uncertified management unit(s) are certified by 30 June, 2023