

RSPO Supply Chain Certification.

RSPO SCC Group Certification Scheme – Module G

Date: 2 June 2013

GUIDANCE DOCUMENT FOR SC CERTIFICATION BODY

1. Introduction.

SC Group Certification Schemes are groups of independent organisations in the palm value chain who have agreed to adhere to the rules of a Group Structure under the guidance of a Group Management Entity and under the direction of a Group Manager, in accordance with an Internal Control System (ICS).

The integrity and credibility of any group scheme is reliant upon an effective SC Group Manager who must manage the group in accordance with the RSPO SCC Group Certification Scheme requirements and who must ensure that all SC group members are operating in compliance with the requirements and intent of the RSPO Supply Chain Certification Standard.

The SC group manager and the ICS are audited by an RSPO SCC accredited certification body and all SC group members share the same certificate number but with unique sub-codes for identification.

Note: RSPO reserved the rights to make amendment or produce relevant procedures or guidance to supplement and facilitate implementation of this document.

2. Objectives of this document.

This document is designed to give guidance and information to the following groups of people and organisations:

2.1 SC Certification bodies.

- ✓ Section 5.3.3 of the RSPO SCC Systems states: “The certification body shall review the management documentation of the applicant to ensure that all elements of the respective RSPO Supply Chain Systems are addressed satisfactorily and fully meet the intent of the RSPO Supply Chain Certification Systems. The certification body shall clarify any issues or areas of concern with the operation seeking or holding certification”. This review must take place prior to a main certification audit and is known as a Stage 1 audit.
- ✓ This document gives clear parameters for the stage 1 audit by way of auditable indicators.
- ✓ To give clear priority in identifying professional candidates as group manager(s).
- ✓ Certification bodies has the right to deny the appointment of the SC group manager who has not demonstrated necessary skills, experience and ability to manage their SC group certification scheme , including issues pertaining to conflicts of interests.

2.2 SC Group managers.

- ✓ To make SC group managers aware of all the obligations of running a group.
- ✓ To help them decide if being a SC group manager is within the scope of their skills and interests.
- ✓ To make them aware that a SC group manager can be denied by SC CB based based on in adequate skills , experience and abilities , including issues pertaining to conflicts of interests.

2.3 RSPO SC (Small & Medium Size) Stake-holders

- ✓ To demonstrate to stake-holders that the RSPO recognises the importance of ensuring that only group managers who can demonstrate the necessary skills and ability to manage the SME stake-holders group members without no conflict of interest are appointed .
- ✓ To make them aware that this SC Group Certification is only applicable for SMEs (Small & Medium Enterprises) as stipulated by their country’s regulations . For example : European Commission for SMEs are legally categorised based on EC definition for SMEs.

3. Accreditation Requirements

3.1 SC Certification Body Accreditation (ASI)	
	Indicator.
3.1.1	<p>Only SC certification bodies currently on ASI's active list may seek expansion of scope of their accreditation to include carrying out RSPO SC Group Certification (Module G) by :</p> <ul style="list-style-type: none"> • Ensuring proper procedures are followed as per RSPO Supply Chain Certification Standard Nov 2011 and SC Group Certification Standard (Module G) April 2013. • There are sufficient resources in place to ensure the long term viability of the certification body and to enable effective and impartial technical and administrative management . To include: <ul style="list-style-type: none"> ➢ Qualified Lead Auditors ➢ Administrative Support staffs • Evidence of the management structure showing the responsibilities of all qualified lead auditors employed by the CB for the running of the SC Group Certification. • There is demonstrable knowledge of the requirements of RSPO certified oil palm , the RSPO Supply Chain Certification Systems and Standard and internal group procedures and policies. • No conflict of interest in performing (SC CBs and SC group managers) duties for SC Group Certification.

4. SC Group Certification Assessment Process

4.1 SC Certification Bodies	
	Indicator.
4.1.1	<p>SC Group Certification assessment shall :</p> <ul style="list-style-type: none"> • Carry out a risk assessment of group manager and group members prior to the certification assessment. The risk assessment shall take into account the perceived risks relating to the capacity of the group manager in performing adequately . The more diverse the group, and the more risk factors associated with the group or group manager, the higher the risk. A "risk level " shall be determined by the SC CB (Level 1- low risk , Level 2- medium risk , Level 3 – high risk) . The Group Manager and /or their personnel shall not have any conflict of interest likely to affect their ability to meet the requirements as Group Manager and shall be able to provide material evidence of this to the SC CB . • Assess a sample of group members to provide evidence of the conformance of the SC group manager with the RSPO SC Group Certification . The sample size selected is representative of the whole group. At least 75% of the selected group members for assessment must be different from those that were assessed the year before.

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5. SC Group Manager Requirements

5.1 SC Group Manager Requirements.	
	Indicator.
5.1.1	<p>The group manager shall be able to demonstrate to the RSPO accredited Certification Body that:</p> <ul style="list-style-type: none"> • There is no areas of conflict and a sound understanding of the duties and responsibilities of a Group Manager in relation to RSPO SC Group Certification Procedures. • There are sufficient resources in place to ensure the long term viability of the group members and to enable effective and impartial technical and administrative management of the group. To include: <ul style="list-style-type: none"> ➢ Trained group members ➢ Proper documentations and records • There is a group management structure showing the responsibilities of all key personnels in the group , managed by the group manager. • There is demonstrable knowledge of the requirements of oil palm production, the RSPO Supply Chain Certification Systems and Standard and internal group procedures and policies.
5.1.2	<p>The group manager is:</p> <ul style="list-style-type: none"> • Fully accountable for the SC Group Certification . • Fully accountable for his/her conduct as per the RSPO Code of Conduct. • Fully accountable for the ACOP (annual commitment on progress) for the group. • Fully accountable for the certification and surveillance audits on behalf of the group members.
5.1.3	<p>The group manager has in place:</p> <ul style="list-style-type: none"> • Group Procedures and Documentation which collectively is known as the Internal Control System (ICS). • Defined the geographic area covered by the group scheme. • Defined legal status of SMEs of the group members.
5.1.4	<p>The group manager and all persons employed to conduct audits of group members shall be qualified in accordance with the RSPO Supply Chain Certification Systems requirements:</p> <ul style="list-style-type: none"> • High school education degree or diploma or equivalent • Technical skills . qualifications and working experiences related to and as necessary for the certification process, in other relevant certification schemes • Demonstrable successful completion of a recognised lead assessor course e.g. a ISO 9000/19011 lead auditor course or equivalent. • Demonstrable successful completion of a RSPO-endorsed RSPO Supply Chain Group Certification course or equivalent. • Language skills suitable for verbal and written communication with the client and the client’s relevant stakeholder groups and SC Certification Bodies. • Demonstrable field working experience in similar supply chains, or equivalent related to and as necessary for the certification process. • Supervised period of training in practical auditing by a qualified lead auditor with at least 15 days audit experience in similar certification schemes (i.e. including traceability), achieving a minimum of 2 audits at different organisations.

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