# HOW TO GAIN RSPO SUPPLY CHAIN CERTIFICATION

**RSPO**
Roundtable on Sustainable Palm Oil

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

# HOW TO GAIN RSPO SUPPLY CHAIN CERTIFICATION

This guide describes the different options for companies seeking Supply Chain Certification, which means your company purchases and physically handles palm oil, or ingredients and products which contain derivatives of palm oil (PO) and palm kernel oil (PKO).

## THE RSPO HAS TWO CERTIFICATION SYSTEMS:

1.  One to ensure that oil palm is produced sustainably called "Principles & Criteria (P&C) certification";

2.  The other, to ensure the integrity by RSPO certified plantations of the trade in sustainable palm (kernel) oil, i.e. that palm oil sold as "sustainable palm oil" has indeed been sourced from RSPO certified plantations, called the "Supply Chain Certification Standard (SCCS)".

Both systems involve third-party certification audits by accredited certification bodies (CB). RSPO certification ensures all users and consumers are contributing to the production of certified sustainable palm oil, and thereby reducing the negative social and environment impact of oil palm when its produced unsustainably.

## THE SUPPLY CHAIN

**1. RSPO Principles & Criteria**

The sustainable palm oil supply chain starts with the oil palm grower. From smallholders to large (P&C) plantations, certified growers that supply to certified mills must be both audited against the RSPO Principles & Criteria, as must the mills. The RSPO Principles & Criteria are based on seven core principles.

| | |
|---|---|
| **1** Behave ethically and transparently | **2** Operate legally and respect rights |
| **3** Optimise productivity, efficiency, positive impacts and resilience | **4** Respect community and human rights and deliver benefits | **5** Support smallholder inclusion |
| **6** Respect workers' rights and | **7** Protect, conserve and enhance ecosystems and the environment |

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

## 2. RSPO Supply Chain Standard

Mills and other supply chain actors are certified under the **RSPO Supply Chain Certification Standard (SCCS)**. Traders and distributors† who take legal ownership, store and sell products to their customers but do not unpack, repack or relabel those products are exempt from Supply Chain Certification. When selling RSPO certified products, a licenced trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model. They can apply for a traders or distributors license issued by RSPO. Download the relevant documents from https://www.rspo.org/key-documents/certification/rspo-supply-chain-certification.

### How the RSPO-certified supply chain works



Plantation & Smallholders — Fresh Fruit Bunch → Mill — Palm Kernel → Crusher (produces Palm)

Palm Oil

Palm Kernel Oil and Palm Kernel Expeller

Ingredient Manufacturer ← Refinery / Fractionation Plant ← Trader

Certified Ingredient

Distributor → End Product Manufacturer → Retailer

○ **Certified under the RSPO Principle and Criteria**

○ **Certified under the Supply Chain Certification Standard**

○ **Exempt from certification in case there is no physical handling of certified materials (traders), no relabelling / repacking (distributors, retailers)**
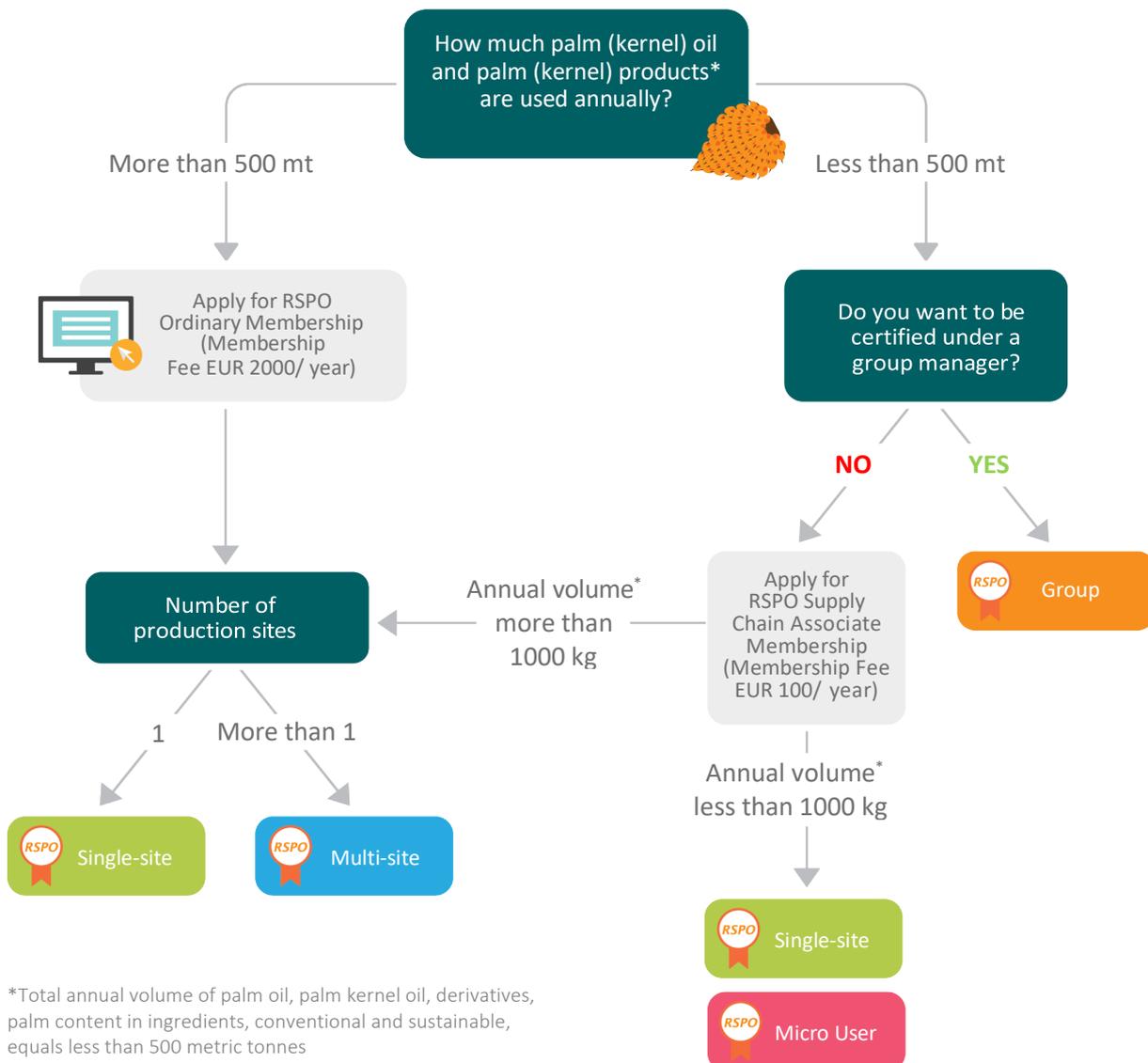
† As defined in the definition section of the SCCS.

# RSPO

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

## OPTIONS FOR SUPPLY CHAIN CERTIFICATION

There are four certification options under the RSPO Supply Chain Certification Standard. These are:

1. Group

2. Micro-user

3. Single-site

4. Multi-site

## WHICH SUPPLY CHAIN CERTIFICATION OPTION APPLIES TO YOUR COMPANY?

How much palm (kernel) oil and palm (kernel) products* are used annually?

**More than 500 mt**

**Less than 500 mt**

Apply for RSPO Ordinary Membership (Membership Fee EUR 2000/ year)

Do you want to be certified under a group manager?

**NO**     **YES**

Number of production sites

Annual volume* more than 1000 kg

Apply for RSPO Supply Chain Associate Membership (Membership Fee EUR 100/ year)

Group

1     More than 1

Single-site

Multi-site

Annual volume* less than 1000 kg

Single-site

Micro User

*Total annual volume of palm oil, palm kernel oil, derivatives, palm content in ingredients, conventional and sustainable, equals less than 500 metric tonnes

**RSPO**
Roundtable on Sustainable Palm Oil

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

# CERTIFICATION OPTIONS EXPLAINED

## 1. Group

**An option for groups of independent organisations acting as separate legal entities in the palm supply chain who have agreed to adhere to the rules of a group structure under the guidance of a group management entity. The group will work under the direction of a Group Manager, and in accordance with an Internal Control System (ICS).**

**Benefit:** The Group Manager manages the group certification scheme; defining the geographic area, the number and identity of the group members, the supply chain model, and the types of operation covered by the scope of the certification.

**Requirements:**

- Total annual volume (of all the members of the group) of palm oil, palm kernel oil, derivatives, palm content in ingredients, conventional and sustainable equals less than 500 metric tonnes.
- Group should consist of independent organisations, each acting as separate legal entities within the palm oil supply chain.

**Establishing a Group:**

1. Choose a group manager. Supply Chain Group Managers can be found here https://rspo.org/members/all
2. A participation fee is charged and benefits include training, up-to-date system documentation, internal audits and consultancy service regarding the RSPO certification.
3. Under the supervision of a Group Manager, the group members can implement the RSPO Supply Chain Standard but do not have to become RSPO members.

**Role of Group Manager:**

- Maintain Internal Control System (ICS)
- Complete Internal Audits as required
- Ensure compliance

**Role of Certification Body:**

- Audit subset of the group members and ICS as required

**Responsibility of the Group Member:**

- Comply with RSPO Supply Chain Certification Standard
- Follow the RSPO Rules on Claims and Communications
- Use the group certification number, sub code and correct supply chain model in all documents.

## 2. Micro-user

**Micro-users are companies that use less than 1 tonne = 1,000 kg of oil palm product per annum. This is the total volume of all oil palm products (certified and non-certified). A micro-user can choose from Group Certification (as previously described) or Single-site Certification (described below).**

**Benefit:** There is no requirement for a physical surveillance audit. Reduced audit regime considering the small volumes used by micro-users. Initial and Recertification audits involve a physical audit.

**Requirements:**

- RSPO Membership as **Supply Chain Associate**

- All audits should be conducted by an independent, accredited certification body (CB). Find a list of accredited certifications bodies here https://rspo.org/certification/bodies

## 3. Single-Site

**Single-site Certification applies to a single business of any size or type wishing to achieve Supply Chain Certification.**

**Benefit:** Allows the site to manage its RSPO certification independently.

**Requirements:**

- RSPO Membership as a **Supply Chain Associate**, or as **Ordinary Member**.

- All audits by an independent, accredited certification body (CB).

**RSPO**
Roundtable on Sustainable Palm Oil

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

## 4. Multi-site

Multi-site Certification is a certification option for a group of sites that have a contractual link, a defined central office, and a minimum of two participating sites. These sites may be groups of refineries, CGMs or foodservice outlets brought together under a central office, and administered using an Internal Control System (ICS). The organisations shall define the geographic area, the number and identity of sites.

**Benefit:** Not all sites have to undergo annual audits, therefore have the potential to reduce costs and resources.

**Requirements:**

- RSPO Membership as an Ordinary Member; use more than 500 metric tonnes per year, or Supply Chain Associate; use less than 500 metric tonnes per year
- Annual Internal audit of all sites by Internal Control System (ICS). ICS ensures all participating sites are trained on the requirements for RSPO Supply Chain Certification
- There is no requirement for sites to be in the same country
- Annual audits are for ICS and a selection of sites by accredited certification bodies

## COMPARISON OF REQUIREMENTS

| REQUIREMENTS | GROUP | MICRO | SINGLE | MULTI-SITE |
|---|---|---|---|---|
| RSPO Membership | No, Group Manager will be the RSPO member | Yes | Yes | Yes |
| Membership Type: Supply Chain Associate and Ordinary | N.A. | Supply Chain Associate less than 500 tonnes per year | Supply Chain Associate less than 500 tonnes or Ordinary member more than 500 tonnes per year | Supply Chain Associate less than 500 tonnes or Ordinary member more than 500 tonnes per year |
| Initial Certification and Recertification | Group Manager conducts audit afterwhich company is added to the group and certified. The CB audits a subset and ICS | CB | CB | Subset of all sites and ICS by CB |
| Annual Surveillance Audit | Group Manager and subset of group by CB | Desktop audit by CB | Yes | Subset of all sites and ICS by CB |
| Internal audits | Yes, all group members by Group Manager | Yes | Yes | Yes |
| Trademark | Yes, GroupManagers hold the trademark license number | Yes. Apply to use RSPO Trademark | Yes. Apply to use RSPO Trademark | Yes. Apply to use RSPO Trademark |

The RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

## Supporting Information Online

Code of Conduct:
http//www.rspo.org/resources/key-documents/membership

Membership Application Form:
http//www.rspo.org/members/apply

RSPO Membership Type:
http//www.rspo.org/members/categories

 RSPO PalmTrace
https://palmtrace.rspo.org/

RSPO Accredited Certification Body:
www.rspo.org/certification/bodies

RSPO Supply Chain Certification Standard:
https://www.rspo.org/key-documents/certification/rspo-supply-chain-certification

RSPO Rules on Communication and Claims
https://www.rspo.org/resources/communications-claims

RSPO Traders & Distributors Guide:
https://www.rspo.org/key-documents/certification/rspo-supply-chain-certification

RSPO Trademark Application:
https://www.rspo.org/trademark/application

## CONTACT US

For RSPO PalmTrace related questions:
**palmoil.support@utz.org**

For membership related questions:
**membership@rspo.org**

For supply chain certification related questions:
**certification@rspo.org**

For trademark related questions:
**trademark@rspo.org**

### www.rspo.org

Have a question? 

https://askrspo.force.com/s/contactsupport