RSPO CB INTERPRETATION FORUM

30th May – 01st Jun 2023
Hotel Kimpton EPIC Miami,
Florida, U.S.A

CERTIFIED SUSTAINABLE PALM OIL™
RSPO

www.rspo.org

AGENDAS

30 May 2023 (Tuesday)

Time	Session
8.30am	*Registration of participants*
9.00am - 9.20am	**Opening Remarks** *Cameron Plese, Head of North America*
9.20am - 9.45am	**RSPO Assurance Structure** *Wan Muqtadir, Head of Integrity*
9.45am - 10.15am	**RSPO Certification Data Updates** *Shazaley Abdullah, Head of Certification*
10.15am - 10.30am	*Coffee break*
10.30am - 11.30am	**Highlights on RSPO Supply Chain Certification and System documents** *Amanina Zahir, Sr. Executive (Supply Chain)*
11.30am - 12.30pm	**RSPO PalmTrace License Submission and Audit Reporting** *Amanina Zahir, Sr. Executive (Supply Chain)*
12.30pm - 2.00pm	*Lunch break*
2.00pm - 2.45pm	**RSPO Interpretation Forum Portal (an updates)** *Shazaley Abdullah, Head of Certification*
2.45pm - 4.00pm	**Socialization on RSPO Rules on Market Communication & Claims** *Shazaley Abdullah, Head of Certification*
4.00pm - 4.15pm	*Coffee break*
4.15pm - 4.45pm	**RSPO Book & Claim Audit Process and discussion** *Amanina Zahir, Sr. Executive (Supply Chain)*
4.45pm - 5.15pm	**Question and Answer Session/Discussion**
5.15pm	*Session adjourned*

31 May 2023 (Wednesday)

Time	Session
8.30am	*Registration of participants*
9.00am - 9.30am	**RSPO Certification Updates (P&C)** *Shazaley Abdullah, Head of Certification*
9.30am - 10.15am	**Highlights on RSPO P&C Certification Standard and System documents** *Amirul Ariff, Manager, Certification (P&C)*
10.15am - 10.30am	*Coffee break*
10.30am - 12.00pm	**RSPO New Planting Procedure** *Zaidee Tahir, Manager, Integrity*
12.00am - 12.30pm	**Assurance Gaps - Expectations for RSPO Auditors** *Wan Muqtadir, Head of Integrity*
12.30pm - 2.00pm	*Lunch break*
2.00pm - 3.00pm	**RSPO Remediation and Compensation Procedure (RaCP)** *Wan Muqtadir, Head of Integrity*
3.00pm - 4.00pm	**Updates from Assurance Services International (ASI)** *Jan Pierre, RSPO Program Manager (TBC)*
4.00pm - 4.15pm	*Coffee break*
4.15pm - 4.45pm	**RSPO PalmTrace: Common issues identified during License Submission** *Amirul Arif, Manager, Certification (P&C)*
4.45pm - 5.30pm	**Socialization on RSPO Rules on Market Communication & Claims** *Shazaley Abdullah, Head of Certification*
5.30pm	*Session adjourned*

01 Jun 2023 (Thursday)

Time	Session
8.30am	*Registration of participants*
8.45am - 9.00am	**Introduction to RSPO ISH Training (4.8.6 f) for CB Auditors** *Shazaley Abdullah, Head of Certification*
9.00am - 10.00am	**RSPO ISH Training for CB Auditors** *RSPO Certification System Documents, Certification Process, RISS 2019 Standard* *Presenter: Certification Unit*
10.00am - 10.15am	*Coffee break*
10.30am - 11.30am	**RSPO ISH Training for CB Auditors** *ICS Management, Internal Audit Requirements* *Presenter: Certification Unit*
11.30am - 12.30pm	**RSPO ISH Training for CB Auditors** *RaCP, LUCA and HCV Assessment Process for ISH* *Presenter: Integrity Unit*
12.30pm - 2.00pm	*Lunch break*
2.00pm - 3.30pm	**RSPO ISH Training for CB Auditors** *RSPO PalmTrace Licensing and Trading for ISH* *Presenter: Rainforest Alliance (RA)*
3.30pm - 4.30pm	**Socialization on RSPO Labour Auditing Guidance** *Assurance Division*
4.30pm - 4.45pm	*Coffee break*
4.45pm - 5.15pm	**Question and Answer Session/Discussion**
5.15pm - 5.30pm	**Closing Remark** *Cameron Plese, Head of North America*
5.30pm	*Session end*

RSPO CB INTERPRETATION FORUM

OPENING REMARK

Cameron Plese
Head, North America

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RSPO CB INTERPRETATION FORUM

RSPO ASSURANCE STRUCTURE

Wan Muqtadir
Head, Integrity

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RSPO CB Interpretation Forum

Miami, Florida U.S.A

Introduction

RSPO Secretariat Leadership Team

Joseph (JD) D'Cruz

Chief Executive Officer

Nikki Gee

Chief Strategy & Digital
Transformation Officer

Tiur Rumondang

Director, Special Projects

Aryo Gustomo

Assurance
Director, Assurance

Eileen Ho

Finance, Business Solutions,
Legal & Procurement
Director, Finance

Francisco Naranjo

Technical & Smallholder
Director, Technical

Irene Fischbach

Stakeholder Engagement &
Communications
Director, Stakeholder
Engagement &
Communications

Inke Van Der Sluijs

Market Transformation
Director, Market
Transformation

Patrick Chia

Finance, Business Solutions,
Legal & Procurement
Chief Financial Officer

Chan Zhan Kin

Human Resources
Director, Human Resources

CEO Office

Kenny Lee
Programme Manager

Pravin Rajandran
Head, Grievance

Yen Hung Sung
Head, Impacts & MEL

Kwek Mei Jiun
Manager, MEL

Standard Development Division

Leena Gosh
Head, Human Rights,
& Social Standard

Javin Tan
Head, Standard
Design & Innovation

Ariel Toh
Head, Climate Change

ASSURANCE Division

meet the Assurance team!

Aryo Gustomo (Director, Assurance)
Based in Jakarta office

Yulia Rossana (Executive Assistant)
Based in Jakarta office
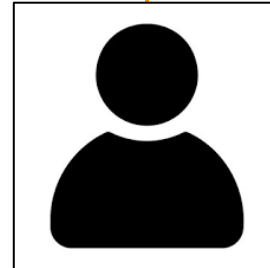
Dpt. Director, Compliance

Citra Hartati
(Head of Risk Unit)
Based in Jakarta office

M. Shazaley Abdullah
(Head of Certification)
Based in KL office

Wan Muqtadir
(Head of Integrity)
Based in KL office

Marie Rosine
(Assurance Mgr, Africa)
Based in Cameroon

Divya Bajpai
(Assurance Mgr, Europe)
Based in Netherland

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ASSURANCE

The Assurance - Certification team

Shazaley (Head of Certification)
Based in KL office

Ruzita (SCC Cert Mgr)
Based in KL office

Kirat
(Asst. Mgr, Trademark)
Based in KL office

Angki
(Mgr, Certification Smallholders)
Jakarta office

VACANT
(Executive, Cert Smallholder)

Amirul (Manager, Cert P&C)
Based in KL office

Nadia
(Executive, Cert P&C)
Based in KL office

Hanib (Executive, Cert SCC)
Based in KL office

Amanina (Executive, Cert SCC)
Based in KL office

Shafiq (Data Analyst)
Based in KL office

Rachelle (Trademark support)
Based in KL office

ASSURANCE

The Assurance – Integrity Unit

Wan Muqtadir (Head of Integrity)
Based in KL office

Zaidee (Integrity Mgr)
Based in KL office

Farkhani (GIS Mgr)
`
Based in KL office

Kasput
(Enviro
Specialist
Indonesia)
Jakarta office

Coming soon
(Environmental
Specialist)
Based in KL office

Freda (Executive, Integrity)
Based in KL office

Fitry (Geospatial Exec.)
Based in KL office

VACANT
(GIS Executive)

Tika (Geomatic Exec.)
Based in Jakarta office

**Amirah
Hanisah
Restia**
(Enviro Management
 Executive) Based in KL
and Jakarta Offices

ASSURANCE

the Assurance – Risk Unit team

Citra Hartati (Head of Risk Unit)
Based in Jakarta office

Ajmal (Manager, Risk)
Based in KL office
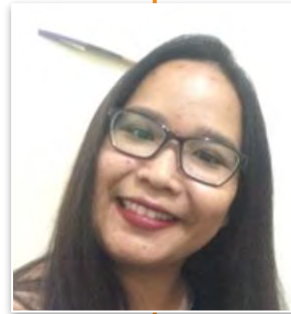
Esti (Manager, Risk –
Human Rights Social)
Based in Jakarta office

Agit
(Manager, Risk -
Environmental)
Based in Jakarta office

Saiful (Executive, Risk)
Based in KL office

Hadi (Executive, Risk)
Based in Jakarta office

Mission

The Assurance Division strives to **develop, monitor, maintain, and enhance** the RSPO Assurance System with a **transparent** and **consistent approach** to implementation, aimed at building stakeholder **trust and confidence**

The vision of the Assurance Division is to establish an RSPO Assurance System that is **highly trusted and credible**, designed to meet the needs (**Fit-for-Purpose**) of RSPO members and stakeholders. This will facilitate **increased production and uptake** of sustainable palm oil and its derivatives, while **upholding the highest standards of integrity and transparency**

Find out more at
www.rspo.org

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RSPO CB INTERPRETATION FORUM

UPDATES FROM RSPO SECRETARIAT

Shazaley Abdullah
Head, Certification

www.rspo.org

for your commitment in **MAKING SUSTAINABLE PALM OIL THE NORM**

Key Responsibilities - RSPO Certification Unit

Certification System Documents

Provision of support for the interpretation, implementation and monitoring of the Certification System Document

PalmTrace Platform

Development, Managing, provision of guidance and reviewing the license(s) for RSPO Members and CB for the use of RSPO RSPO PalmTrace Platform.

RSPO Interpretation Forum (RIF) Portal

Development, facilitation and provision of response for question / clarification / interpretation posted from RSPO Members, AB and/or CB.

RSPO Trademark

Management of RSPO Trademark License, support services, guidance and facilitation on use of RSPO Trademark.

Certification Data

Analyse data related to certification for RSPO BoG, Standing Committees, Working Group/Task Force, Secretariats and other interested parties (i.e. website)

RSPO Accreditation / Certification Body

Provision of support, technical interpretation and performance monitoring of Accreditation/Certification Body in implementing Certification System documents.

RSPO Members

Facilitation and provision of guidance for RSPO Members on the implementation of RSPO Certification System/Standards requirements.

This presentation is for the purpose of the RSPO CB Interpretation Forum only. Always refer to the full document for official reference.

Engagement Session **by Certification Unit**

RSPO CB Interpretation Forum

Medan (Aug 2022)
Amsterdam (Sep 2022)
Bangkok (Jan 2023)
Selangor (Feb 2023)
Accra (Feb 2023)
Bologna (Mar 2023)
Bogota (May 2023)
Miami (Jun 2023)

RSPO Members Interpretation Forum

Medan (Aug 2022)
Amsterdam (Sep 2022)
Bangkok (Jan 2023)
Accra (Feb 2023)
Bologna (Mar 2023)
Kuala Lumpur (May 2023)

RSPO PalmTrace Training

KL (Dec 2022)
Bangkok (Jan 2023)
Bologna (Mar 2023)

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RSPO Certification Data
(as of 30 Apr 2023)

Membership Figures

Data presented below is as of 4/30/2023, unless stated otherwise

Active RSPO Members

5,595

RSPO Members' Countries and Territories

102

Top 10 RSPO Members by Countries and Territories

Country	Members
United States	645
Germany	495
United Kingdom	466
Japan	296
Italy	254
China	246
Netherlands	216
Indonesia	185
France	178
Thailand	169

RSPO Members By Countries and Territories

No. of Members

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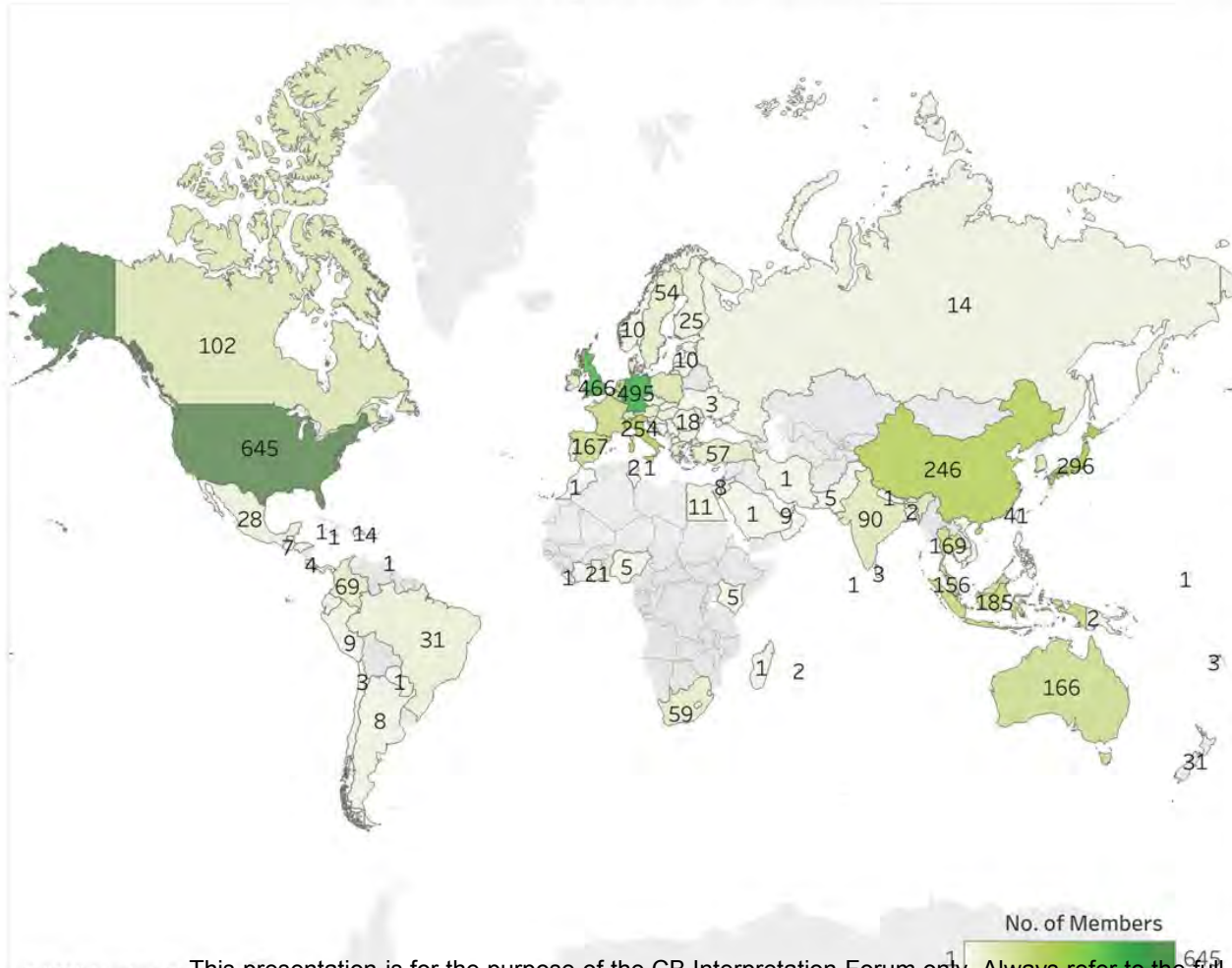
Membership Figures

Data presented below is as of 4/30/2023, unless stated otherwise

RSPO Members By Category

2,182
3,295
118
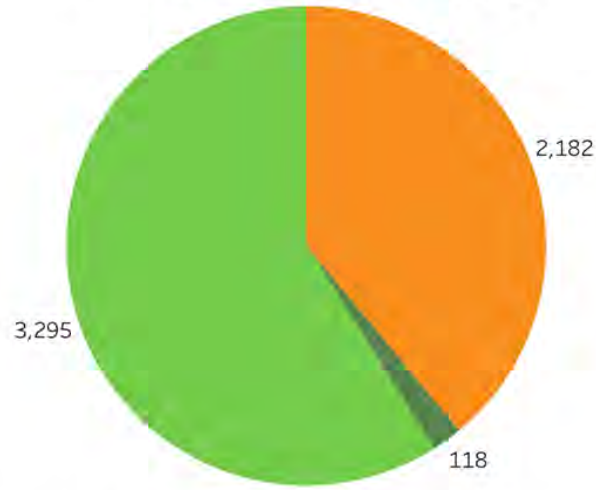
RSPO Ordinary Members By Sector

82 13 22   309
916
798

RSPO Members by Year

3,295
3,103
2,948
3,231
2,632
2,228
2,120
2,182
1,839
1,686
1,931
2,022
90   105   112   108   115   118

2018   2019   2020   2021   2022   2023
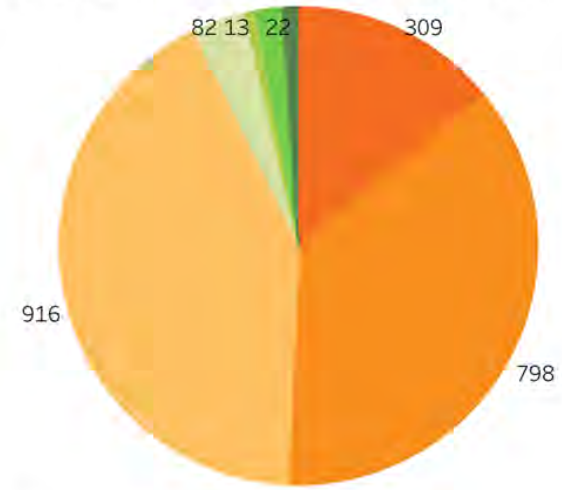
RSPO Ordinary Members by Year

2018   2019   2020   2021   2022   2023

Oil Palm Growers   Retailers   Social or Developme..
Palm Oil Processors ..   Banks and Investors
Consumer Goods Ma..   Environmental or Na..
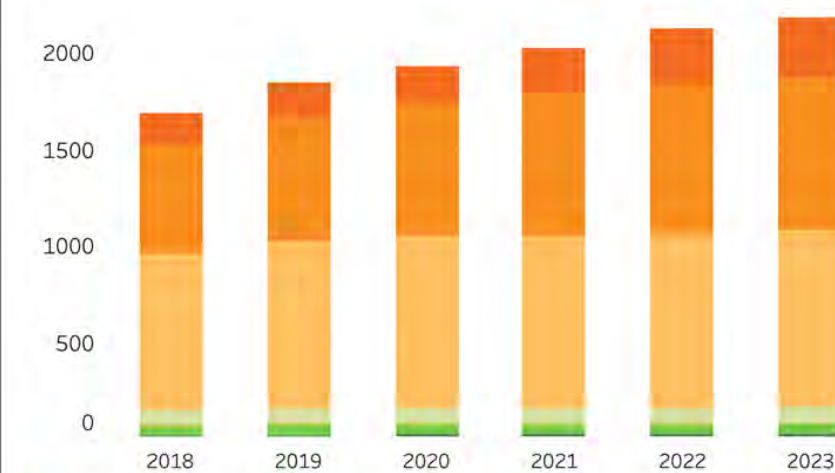
Ordinary   Affiliate   Associate

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Trademark
Data presented below is as of 4/30/2023, unless stated otherwise

RSPO Trademark Licences by Countries and Territories
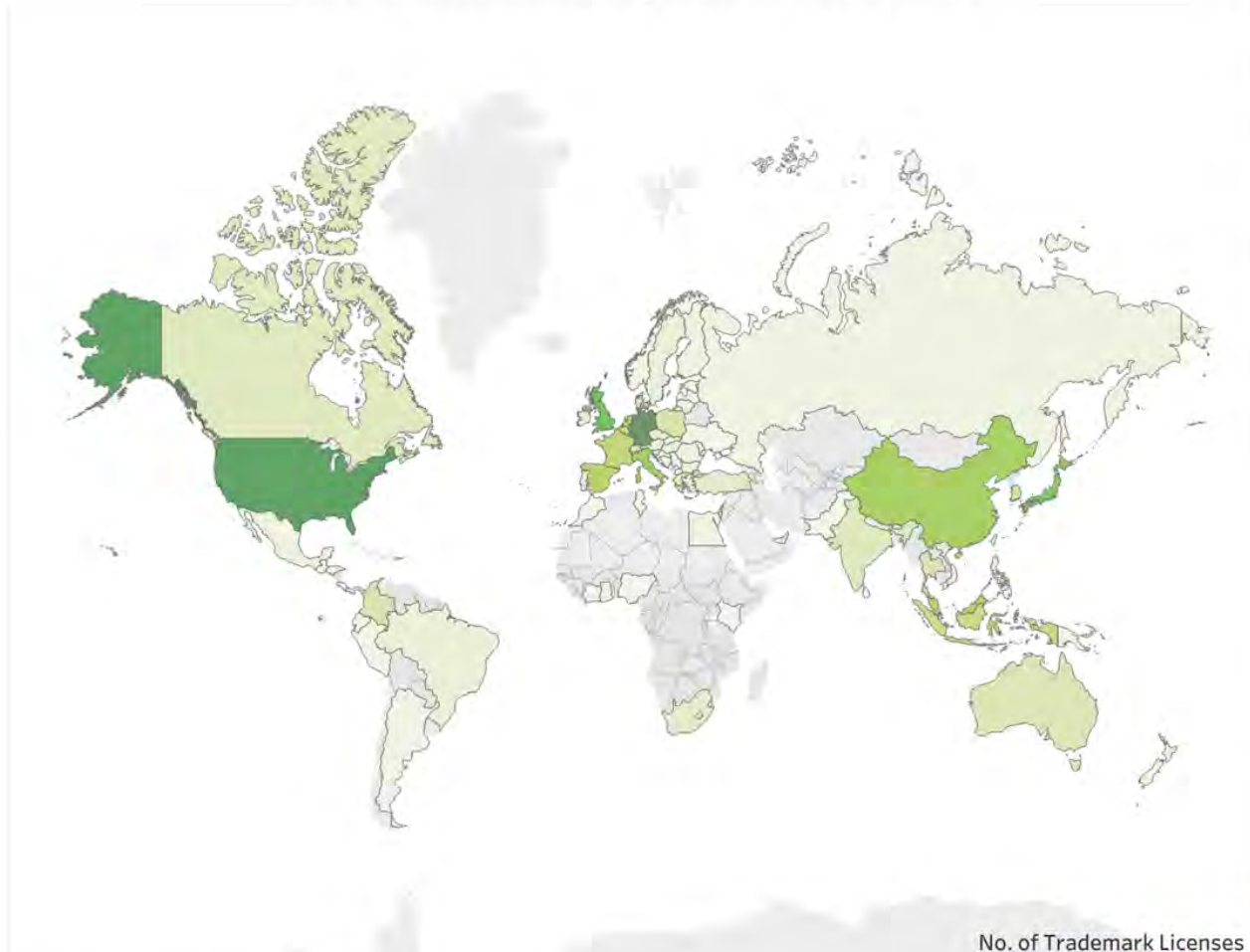
RSPO Trademark Licences by Membership Category

Oil Palm Growers	104
Palm Oil Processors and/or Traders	405
Consumer Goods Manufacturers	466
Retailers	21
E-NGO	3
S-NGO	4
Affiliates	41
Supply Chain Associate	1,100

RSPO Trademark Licences by Purpose

- 2
- 1,054
- 1,088

Purpose of Trademark
- Null
- General Corporate Communications
- Product Related

No. of Trademark Licenses

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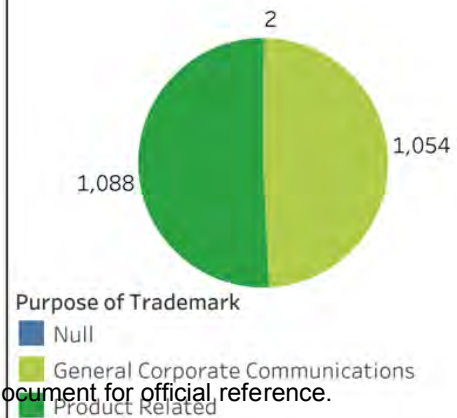
RSPO in Numbers

Data presented below is as of 4/30/2023, unless stated otherwise

P&C Certification Figures by Countries

Total Certified Area	#########
Total Grower Member	#########
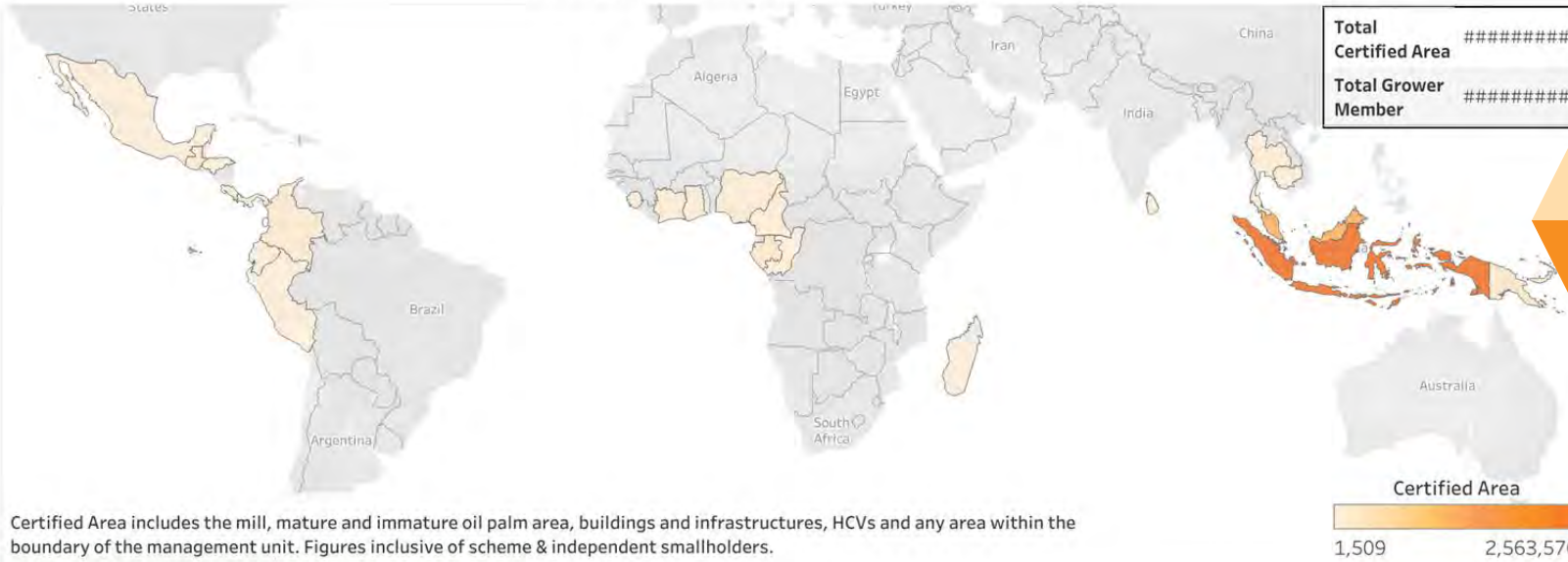
Certified Area includes the mill, mature and immature oil palm area, buildings and infrastructures, HCVs and any area within the boundary of the management unit. Figures inclusive of scheme & independent smallholders.

Certified Area

1,509 — 2,563,576

Certified Palm Oil Mills	Certified Grower
491 Units/Mills	**95** Members
Companies with Supply Chain Certificates	Facilities with Supply Chain Certificates
3,875 Companies	**6,672** Facilities/Mills

Certified Sustainable Palm Oil Production Area (ha)

Legend: Malaysia, Indonesia, Africa, LatAm, RoW

Years: 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

Source: https://rspo.org/our-impact/outcomes-and-impacts/

RSPO P&C – Q1 2023

- P&C certified available in 23 countries
- 44 newly certified mills in 2022
- 7% increase in certified area for 2022
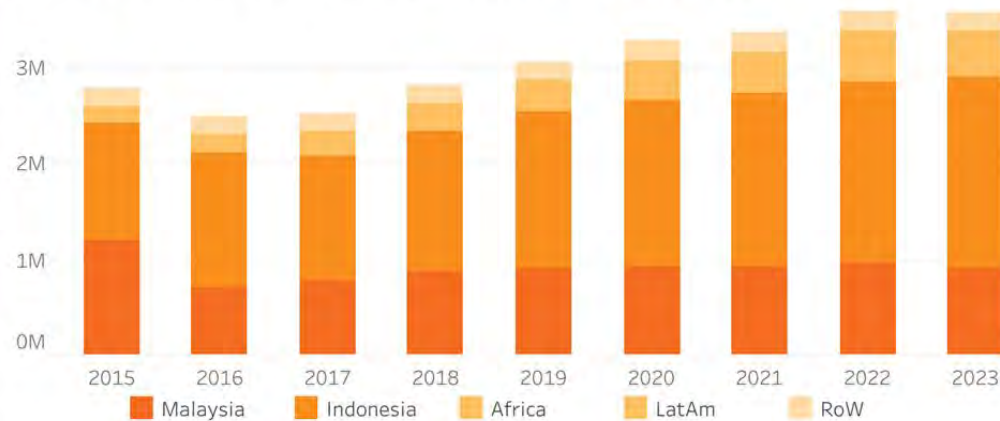
RSPO in Numbers

Data presented below is as of 4/30/2023, unless stated otherwise

Number of Independent Smallholders by Countries

Please select :
Independent Smallholders

No. of Smallholders
41 — 18,284

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Number of Independent Smallholders	No. of Certified Independent Smallholder Groups
31,581	**94**

Independent Smallholders Certified Area (ha)	Independent Smallholders Production Area (ha)
91,110	**89,149**

Number of Independent Smallholders

30K
20K
10K
0K

2018 2019 2020 2021 2022 2023

■ Malaysia ■ Indonesia ■ Africa ■ LatAm ■ RoW

Source: https://rspo.org/our-impact/outcomes-and-impacts/

RSPO ISH – Q1 2023

- RISS certified available in 6 countries

- 21 newly certified ISH groups in 2022

- 35% increase in certified area for 2022
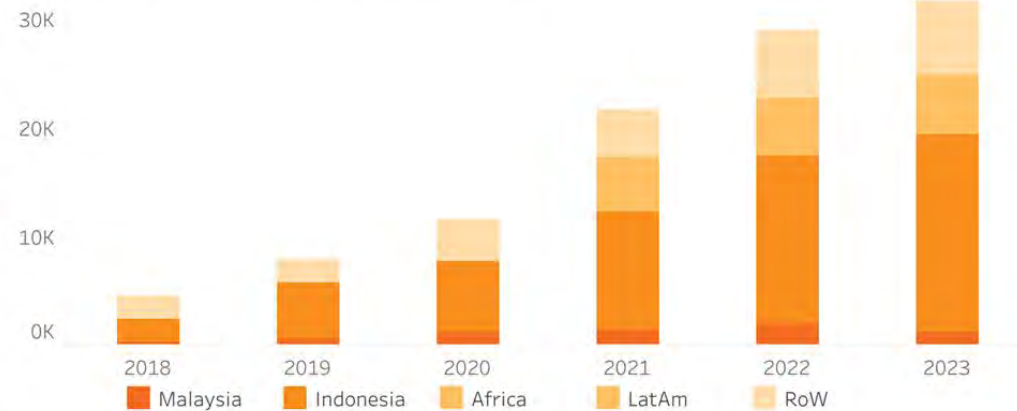
CSPO Supply and Sales Growth

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Transactions Performance (Jan-Dec)

SHIPPING TRANSACTIONS (CSPO 2021 vs 2022 Performance)

7,525,856
Volume YTD 2022

% relative change YTD

5% ⬆

7,153,060
Volume YTD 2021

YTD 2022, CSPO in MT

- 1,707,776 (22.69%)
- 3,070,280 (40.8%)
- 2,747,799 (36.51%)
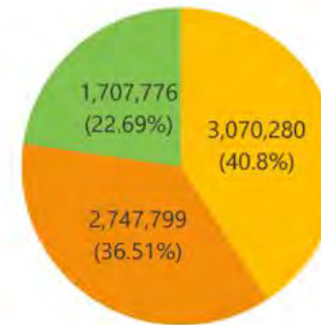
Program
- ● IP
- ● Mass Balance
- ● Segregated

YTD 2021, CSPO in MT

- 1,577,853 (22.06%)
- 2,915,672 (40.76%)
- 2,659,535 (37.18%)
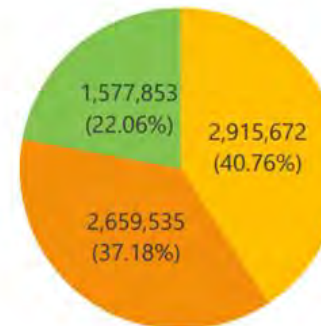
Program
- ● IP
- ● Mass Balance
- ● Segregated

Transactions Performance (Jan-Dec)

SHIPPING TRANSACTIONS (CSPK 2021 vs 2022 Performance)

2,713,856
Volume YTD 2022

% relative change YTD

3% ↑

2,645,785
Volume YTD 2021

YTD 2022, CSPK in MT

149,842 (5.52%)

1,156,720 (42.62%)

1,407,294 (51.86%)
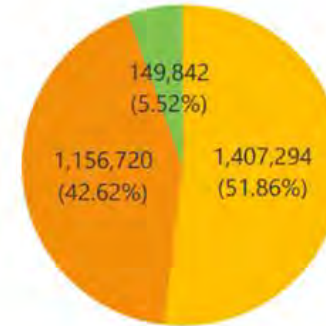
Program
- Mass Balance
- IP
- Segregated

YTD 2021, CSPK in MT

154,306 (5.83%)

1,139,314 (43.06%)

1,352,165 (51.11%)
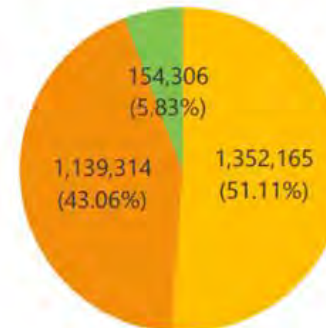
Program
- Mass Balance
- IP
- Segregated

Credit Trades, CSPO/IS-CSPO

Volume & Price, FY 2021-YTD 2023

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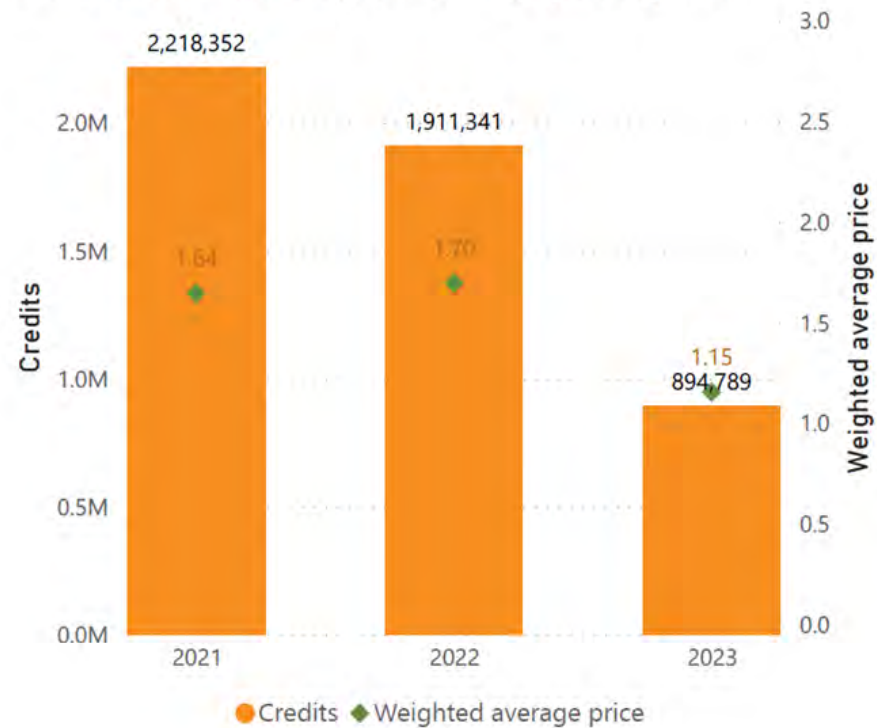
Credit Trades, CSPKO/IS-CSPKO

Volume & Price, FY 2021-YTD 2023

CSPKO, Credits and Weighted average price by Year

IS-CSPKO, Credits and Weighted average price by Year

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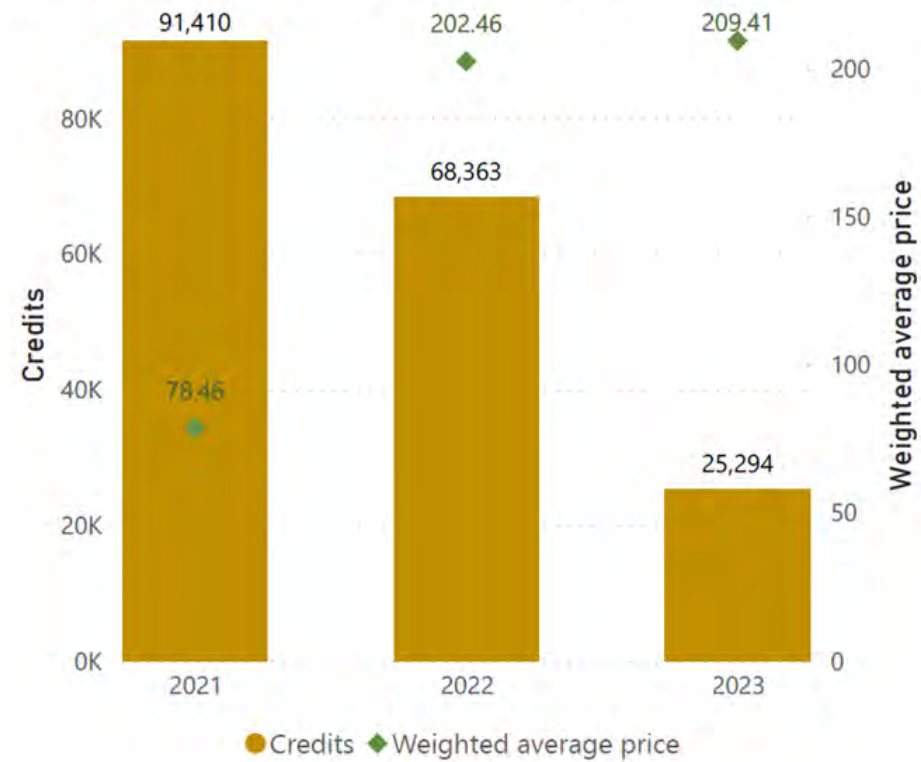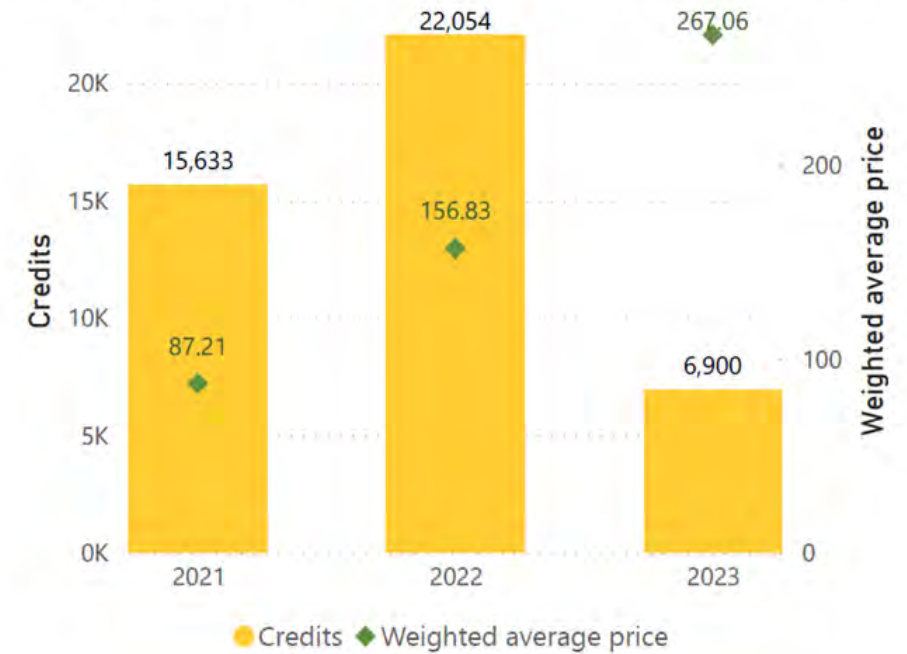
RSPO New Website

Updates from RSPO Secretariat

- **Launch of New RSPO Website**

  (www.rspo.org)
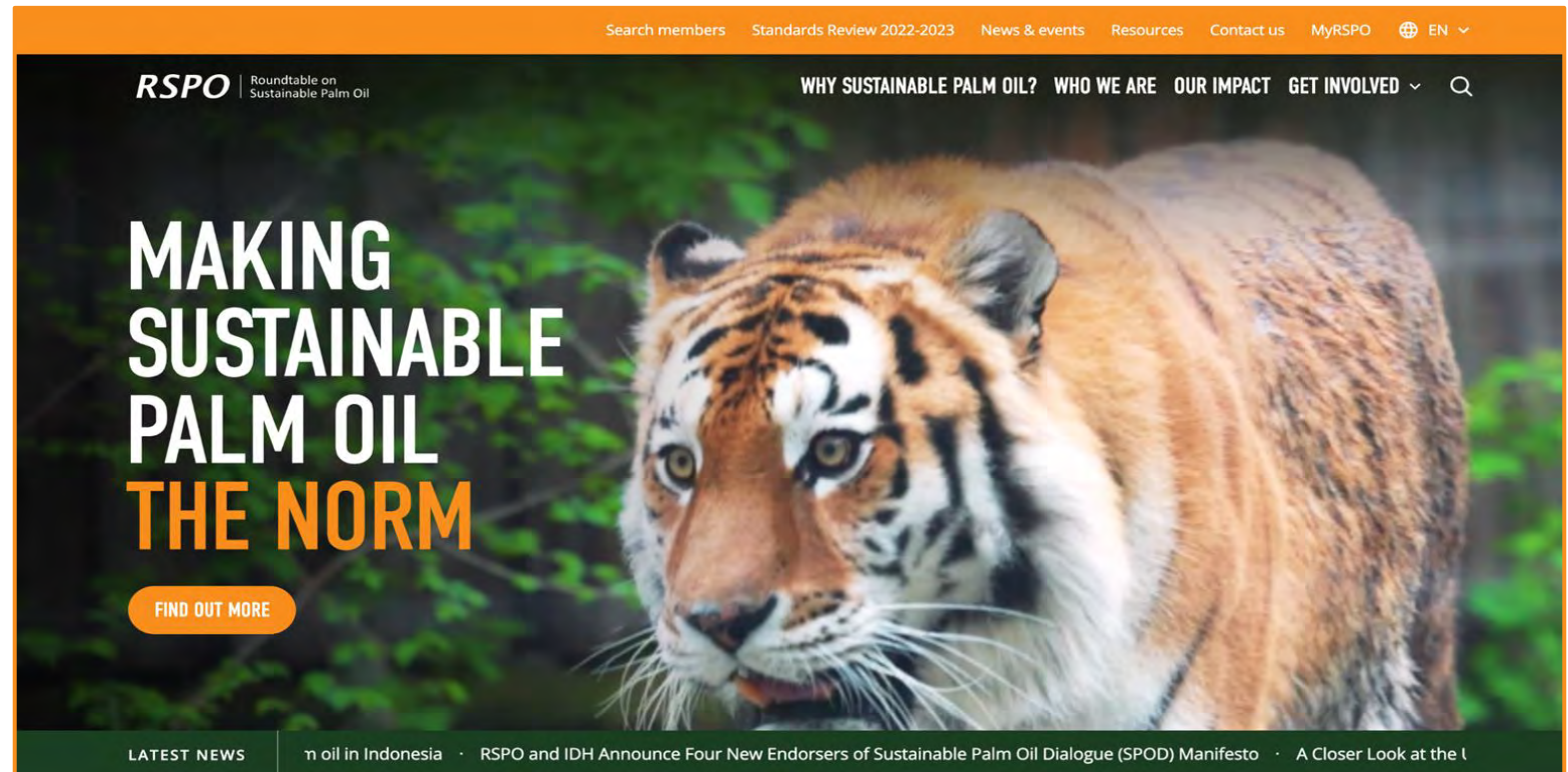
Updates from RSPO Secretariat

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Updates from RSPO Secretariat

Updates from RSPO Secretariat

RSPO IT Platform Enhancement

RSPO IT Platform Enhancement

1   **Synchronization between PT (SugarCRM) - RSPO Sales Force - Website**
- Main reason for unsync license due to membership change category and 'update' license function.

WORK IN PROGRESS

2   **Mechanism to prevent sold volume exceeding the actual production**
- Phase 1: Warning message when allocating >70% certified volume
- Phase 2: Limiting ISH-GM to sell credits based on actual volume production

✔

3   **Destination Port Information Gathering in RSPO PalmTrace**
- Traceability exercise of physical movement of the RSPO certified sustainable oil palm products into the marketplace via Shipping Announcement. (Transportation Medium - Country - Departure and Arrival)

✔

4   **RISS multiple phase license submission**
- Assign license to multiple phase of RISS certification within their member (E1, E2, MS A and/or MS B)

✔

RSPO IT Platform Enhancement

5 — **Email notification when a CB submit a license for RSPO Approval**
- Once the CB request the renewal of your license to RSPO, you will receive an email notification.

6 — **Trademark Remote audit (Clause 5.1.6 of RSPO MC&C 2022)**
- RSPO Rules on Market Communications and Claims 2022 - clause 5.1.6 (pg 12) requires member to conduct remote audit

WORK IN PROGRESS

7 — **Book & Claim Audit Checklist Submission in RSPO IT Platform (>500 credits claimed)**
- P1: All members who want to purchase, claim and claim on behalf will be required to register in the PT
- P2: Integration of data between PT and RSPO CRM for the Book & Claim audit checklist submission

HOLD

8 — **CB can update an active license function**
- Any active license will not require suspension for any case of update information.
- The new additional/update will only valid after approval by RSPO Secretariat

RSPO IT Platform Enhancement - for CBs

1   **Update an active license function**

2   **Multiple Phase License Submission**

3   **Mechanism to prevent sold volume from exceeding the actual production.**

1. Updating Active License Functions

In 2022, we implemented a new change in RSPO PalmTrace to make all the sections of an active license editable.

Steps for updating an active license:

| Go to the CB Area | → | Find the Member for whom you want to make a change in the license | → | Click on "Update license" | → | Make the changes in Sections 0, 1, 2 or 3 | → | Submit the updated license for approval |

1. Updating Active License Functions

Section Update	Editable information	Went live in:
Section 0	• Member ID • RSPO Membership number • Audit information • Request approval	October 2021
Section 1	Type of member and activities • Type of certificate holder • Role of the certificate holder • Certified volume in case it applies	June 2022
Section 2	Questionnaire • Scope of assessments • Previous license volume info • Certified area info • GPS coordinates...	October 2022
Section 3	Certificate settings • Certificate • Audit report • Other documents	October 2021

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2. Multiple Phase License Submission (RISS)

In the past, the PalmTrace licensing system only allowed one license type per PalmTrace ID.

It is now possible for an **ISH Group Manager** to have multiple phases of certification (E1, E2, MSA and/or MSB) reflected on the same license.

If you are requesting a license for an Independent Smallholder Group (P&C) with multiple phases of certification within their members, you can now select multiple assessment types (**E1, E2, MSA and MSB**) within the same license request.

You must specify the number of members in each subgroup as well as a manual allocation of certified volume to each group as per standards set by the ISH manager.

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Multiple Phase License Submission

In **Section 3 – Certificate Settings**, in the Assessment Type, you can select all the aplicable certification criteria:

Multiple Phase License Submission

1. Introduce the volumes allocated for each one of the assessment types in this section. These must match the total volumes of the products in Section 1 for FFB, and IS-FFB.

2. Select the Member Certificate Number from the drop-down menu, the Start date and End date of the new license, and the Standard Audited:

3. Mechanism to Prevent Oversold Volume

- In many cases, Independent Smallholder Groups (ISH) will allocate 100% of their Certified Volume FFB as RSPO Credits upon license approval.

- This has resulted in Group Managers being unable to prove that they reached their Certified FFB actual Production at the end of the license period.

3. Mechanism to Prevent Oversold Volume

- The following has been introduced:

  o As a part of the new change default, auto allocation shall be reduced to 70%.

    (This will create attention when an ISH allocates as credits all the volume at the beginning of the license period.)

  o 30% allocation from certified FFB into RSPO Credits (IS-CSPO; IS-CSPKO; IS-CSPKE) will need to be manually completed by ISH.

  o Email notification will be sent to the ISH Group when the new license is active and >70% Certified FFB is allocated

3. Mechanism to Prevent Oversold Volume

The FFB Announcement exceeds the 70.0% of the certified volume assigned to your license. Are you sure that you want to proceed?

No   Yes

Dear <Teguh> <Wijoyo>,

For your account <Account> with the Member ID <MembershipID>, <100> <IS-CSPO> have been allocated by <Teguh Wijoyo>.

Your RSPO Credits are now available to be traded under the Book and Claim supply chain model. If you wish to trade with these credits, please place an offer in PalmTrace's marketplace "Book and Claim". You can cancel an offer before a match is made with a buyer (referred to as an "open offer"). You can also revert the credits available in your account back to physical, by using the option "Revert Credits to Physical" accessible from the Trading & Stock tab in the Member Area.

The 30% of the certified volume in your account has not been allocated as credits and remains available to use in your PalmTrace account. If you wish to allocate this as credits, you can do it from the Trading & Stock tab in the Member Area.

↩ Reply   ↪ Forward

RSPO Rules on Market Communications & Claims 2022

RSPO C&C Documents

- Announcement made in RSPO Websites on 18 Oct 2023 (endorsed by BoG on 3 Oct 2023)

- https://rspo.org/resource/rspo-rules-on-market-communications-claims-2022/

- Strengthening the use of Product Specific Communication for non Certified Members via remote audit.
- Combining '***Business to Business Communication***' and '***Business to Consumer Communication***' into '***Product Specific Communication***'

RSPO C&C Documents

MC&C 2019
- General Corporate Communications (GCC)
- Business to Business Communications (B2B)
- Business to Consumer Communications (B2C)

MC&C 2022 (DRAFT)
- General Corporate Communications (GCC)
- Product Specific Communications
  - General
  - Off Pack Claims
  - On Pack Claims

This presentation is for the purpose of the RSPO CB Interpretation Forum only. Always refer to the full document for official reference.

RSPO Contingency Audit Procedure

Contingency RSPO Audit Procedure

RSPO | Roundtable on Sustainable Palm Oil

Contingency RSPO Audit Procedure

FOR RSPO PRINCIPLES AND CRITERIA (P&C) AND INDEPENDENT SMALLHOLDER (ISH) STANDARD
Version 2

This procedure is only applicable when a force majeure event prevents the audit team from conducting field verifications.

Approved by Assurance Standing Committee on 22 October 2021

RSPO | Roundtable on Sustainable Palm Oil

CONTINGENCY RSPO AUDIT PROCEDURE FOR SUPPLY CHAIN STANDARD

Version 2

This procedure is only applicable when a force majeure event prevents the audit team from conducting site verifications.

Contingency RSPO Audit Procedure

- These procedure(s) is only applicable during **force majeure events**.

- CBs must retain all related evidence of security warnings or instructions from authorities, companies, and/ or any other form of evidence deeming it to be high risk for lead auditors and company staffs, in order to justify cases why an on-site audit is not possible.

- All evidence must be retained for at least five (5) years or one (1) certification cycle.

Force Majeure	Situation such as war, riots, fire, flood, hurricane, typhoon, earthquake, lightning, explosion, strikes, lockouts, slowdowns, pandemics that prevents the audit team from conducting site verifications.

Contingency RSPO Audit Procedure

- Effective Dates:
  - RSPO P&C: 11 April 2022 (https://rspo.org/news-and-events/announcements/date-of-full-implementation-of-contingency-rspo-audit-procedure-version-2)
  - RSPO SCCS: 1 September 2022 (https://rspo.org/news-and-events/announcements/contingency-rspo-audit-procedure-for-supply-chain-standard--updated-version)

Question & Answer

Thank you..

RSPO CB INTERPRETATION FORUM

23 - 25 May 2023

We will be back in

15:00

www.rspo.org

RSPO CB INTERPRETATION FORUM

Highlights on RSPO Supply Chain Certification Standard and System documents

Nur Amanina Zahir
Sr. Executive, Supply Chain

www.rspo.org

Introduction

First RSPO SCC CB Interpretation Forum for FY2023

The forum was held on 12 to 13 September 2022 at Victoria Park Plaza, Amsterdam

Introduction

Second RSPO SCC CB Interpretation Forum for FY2023

The forum was held on 17 to 18 January 2023 at Pullman King Power, Bangkok

Introduction

Third RSPO SCC CB Interpretation Forum for FY2023

The forum was held on 13 to 14 March 2023 at Starhotels Excelsior, Bologna

Introduction
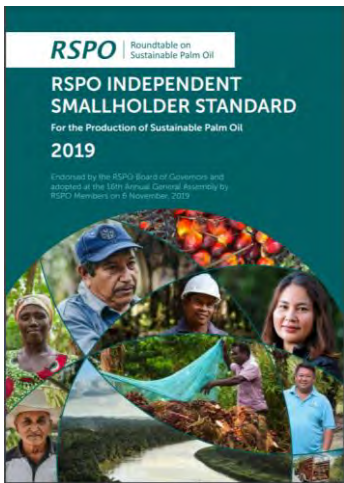
RSPO Supply Chain Certification Standard was developed to ensure the integrity of sustainable palm oil trade. The standard aims to show that sustainable palm oil has indeed been produced by certified mills and its supplying plantations or estates.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

RSPO Supply Chain Certification

This is a simplified version for presentation purposes. Please always refer to complete RSPO Standard i.e.P&C/RISS/SCCS

Objectives

To ensure all the **Certification Bodies** operating in the **same manner** and having the **same understanding**

To assure **long-term continuity** and **consistency** of the delivery of certification against the requirements of the RSPO Supply Chain Certification Standard.

To ensure the **claims** of using, procurement & production of RSPO certified product by the RSPO member is **true**

RSPO | Roundtable on Sustainable Palm Oil

RSPO SUPPLY CHAIN CERTIFICATION SYSTEMS

For Accreditation and Certification Bodies

2020

Endorsed by the RSPO Board of Governors on 1 February 2020

This is a simplified version for presentation purposes. Please always refer to complete RSPO Standard i.e.P&C/RISS/SCCS

Content

Accreditation Requirements

Carried out by Accreditation Body to **ensure organization** that provide audit services is **competent** and **credible.**

Certification Process Requirements

Carried out by the Certification Body on **companies against the RSPO Supply Chain Certification Standard**

This is a simplified version for presentation purposes. Please always refer to complete RSPO Standard i.e.P&C/RISS/SCCS

Content

RSPO SUPPLY CHAIN CERTIFICATION STANDARD

For Organisations Seeking or Holding Certification

2020

Endorsed by the RSPO Board of Governors on 1 February 2020

General Chain of Custody Requirements for the Supply Chain

which apply to all organisations in the supply chain.

Supply Chain Models – Modular requirements

for each supply chain model for all oil palm products. These set out the differing requirements that apply for each of the different supply chain models applicable to organisations in the supply chain.

Audit cycle
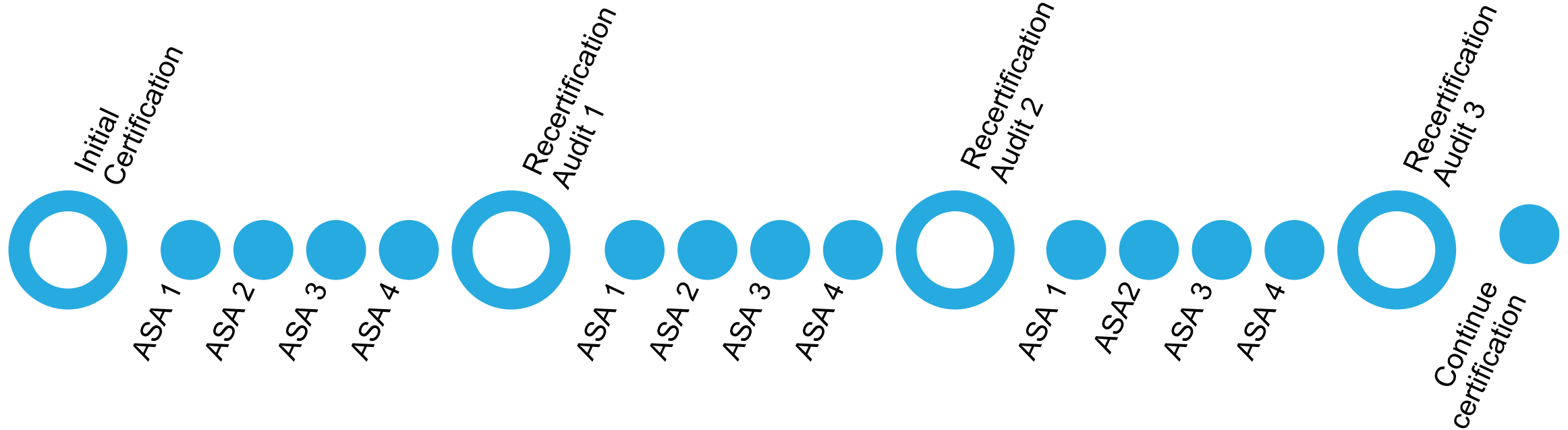
To highlight on key requirements in the RSPO Supply Chain Certification Standard & Systems

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

TABLE OF CONTENT

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

Scope

Oil palm products may go through many production and logistical stages **between the oil palm plantations to end products**. The General Chain of Custody requirements of the RSPO Supply Chain Standard shall **apply to any organisation** throughout the supply chain that **takes legal ownership and physically handles** RSPO certified sustainable oil palm products at a location under the control of the organisation, **including outsourced contractors**. After the final process in the supply chain, there is no further requirement for application of this standard to that product.

General Chain of Custody Requirements for the Supply Chain

5.4 Purchasing and goods in

The **receiving site** shall ensure minimum information made available by the supplier in document
- a. name and address of the buyer;
- b. name and address of the seller;
- c. loading or shipment/delivery date;
- d. date in which the documents were issued;
- e. a description of the product, including the applicable SC model;
- f. quantity of the products delivered;
- g. Any related transport documentation;
- h. SC certificate number of the seller;
- i. a unique identification number(s).

5.6 Sales and goods out

The **supplying site** shall ensure minimum information made available in the sales and goods out document

    a.   name and address of the buyer;
    b.   name and address of the seller;
    c.   loading or shipment/delivery date;
    d.   date in which the documents were issued;
    e.   a description of the product, including the applicable SC model;
    f.   quantity of the products delivered;
    g.   Any related transport documentation;
    h.   SC certificate number of the seller;
    i.   a unique identification number(s).

EXAMPLE
PROFORMA INVOICE

186 W Virginia Ave, Delmar, NY, 12054
123-123456 - info@abctrading.com - www.abctrading.com

ABC TRADING

b) name & address of seller

Bill To

Name	John Smith
Email	johnsmith@email.com
Phone Number	(123) 123-4567
Address	2663 Woodside Circle Fort Walton Beach, FL, 32548

Ship To

Name	John Smith
Email	johnsmith@email.com
Phone Number	(123) 123-4567
Address	2663 Woodside Circle Fort Walton Beach, FL, 32548

g) related transport documentation

Shipping Details

Est. Ship Date	April 24, 2019
Est. Weight (kg)	100
Transportation	Land
Carrier	LBC Delivery

Invoice Details

Invoice #	2
Invoice Date	April 16, 2019
Due Date	April 26, 2019

e) SC applicable model

h) SC certificate number of seller

	Description	Price ($)	Quantity	Amount ($)
1	Equipment A	100	5	500
2	Equipment B	150	5	750
3	Equipment C	200	5	1000
4				0
				0

Payment Method Check

☑ I acknowledge that the information above is accurate and true.

Shipper Name Jamie Thomas

Shipper Signature

Subtotal	$2250.00
Tax ($)	50
Shipping ($)	50
Total Amount	$2350.00

i) unique ID number

Notes: This invoice is in USD. Total payment due is 30 days.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

BILL OF LADING — **EXAMPLE**

b) The name and address of the seller

a) The name and address of the buyer

i) A unique identification number(s)

d) The date in which the documents were issued

g) Any related transport documentation

f) The quantity of the products delivered

e) A description of the product, including the applicable supply chain model

h) Supply Chain Certificate number of the seller

c) The loading or shipment / delivery date

BILL OF LADING
PORT TO PORT OR COMBINED TRANSPORT

SHIPPER: REDMEAT SP. Z O.O.
UL. MARII KONOPNICKIEJ 12 30-200 RZESZÓW
POLAND

CONSIGNEE: TO THE ORDER OF SAMBA FINANCIAL GROUP, SAUDI ARABIA

BILL OF LADING NO: FSCU130320180000IZM150
NUMBER OF ORIGINALS: 1/3
DATE OF ISSUE: 7 APRIL 2018

NOTIFY: A.K. MUALLA & SONS
PO BOX:30, DAMMAM 31400 KSA

FAST STARS LINE SHIPPING COMPANY S.A.

VESSEL AND VOYAGE: MSC SEATTLE - NL739R
PLACE OF RECEIPT:
PORT OF LOADING: PORT OF GDANSK

BOOKING REFERENCE: 082MERI1020030
PORT OF DISCHARGE: DAMMAM PORT, KSA
PLACE OF DELIVERY:

CONTAINER NOS — DESCRIPTION OF GOODS AND PACKAGES — GROSS WEIGHT

SFGU5175079/40HC — Refined Palm Oil, MB — 1,500 MT

FREIGHT PREPAID. LETTER OF CREDIT NO: EXP180253

RSPO SC Certificate Number: RSPO SC 24

SHIPPED ON BOARD DATE: 10 APRIL 2018

PLACE OF ISSUE: GDANSK, POLAND

AS CARRIER

FAST STARS LINE SHIPPING COMPANY S.A.
(Signature)

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

5.5 Outsourcing activities

In cases where an operation seeking or holding certification **outsources its activities to independent third parties** (e.g. subcontractors for storage, transport, or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party **complies** with the requirements of the RSPO SCCS.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

5.7 Registrations of transactions

Supply Chain(SC) actors who:

a) mills, traders, crushers and refineries; and

b) take legal ownership and/or physically handle certified oil palm products that are available in the yield scheme of he RSPO IT Platform.

In the RSPO IT Platform, the involved SC actors shall do:

* Shipping announcement   *Confirm on Shipping announcement

* Announcement   *Confirm on Announcement

*Trace   *Remove

5.11 Claim

The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the <u>RSPO Rules on Market Communications and Claims</u>

General Chain of Custody Requirements for the Supply Chain

SC Certification model: IP/SG
Tag: 'CERTIFIED'
Statement: 'This product contains certified sustainable palm oil'.

SC Certification model: MB
Tag: 'MIXED'
Statement: 'Contributes to the production of certified sustainable palm oil'

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

Partial Product Claim
Tag: 50% MIXED
Statement: 'This product contributes to the production of certified sustainable palm oil'.

RSPO Credits Claim
Tag: CREDITS
Statement: 'Supports the production of sustainable palm oil'.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

Supply Chain Models
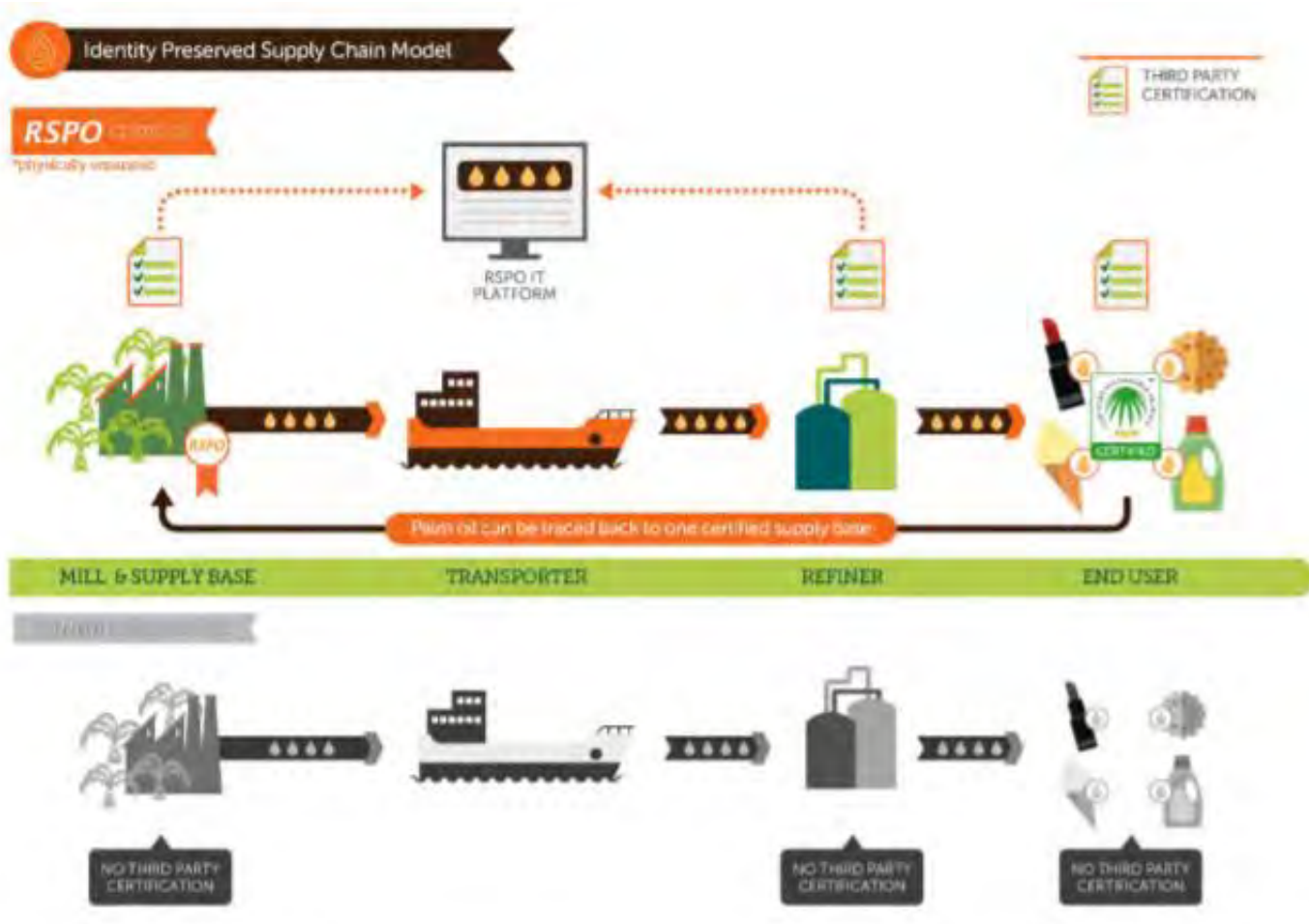
Module A- Identity Preserved (IP)

The IP supply chain model assures that the RSPO product is <u>uniquely identifiable</u> to a <u>single</u> RSPO certified IP mill.

<u>All</u> supply chain participants shall ensure that the RSPO certified product is <u>kept physically isolated from all other oil palm sources</u> throughout the whole supply chain (**including** other RSPO CSPO sources).

E.g. A refinery which CPO processed come from single certified IP mills.

Supply Chain Models

Module B - Segregated (SG)

The SG supply chain model assures that RSPO products come <u>only</u> <u>from IP certified mills</u> and their supply base.

It permits the <u>mixing</u> of RSPO <u>certified</u> products from a variety of certified sources.

Physical certified oil palm products delivered to the end user will be traceable to a list of RSPO certified mills.

- E.g. A refinery which CPO processed come from <u>several</u> certified IP mills.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

Supply Chain Models

Mass Balance Supply Chain Model

MILL & SUPPLY BASE | TRANSPORTER | REFINER | END USER

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.
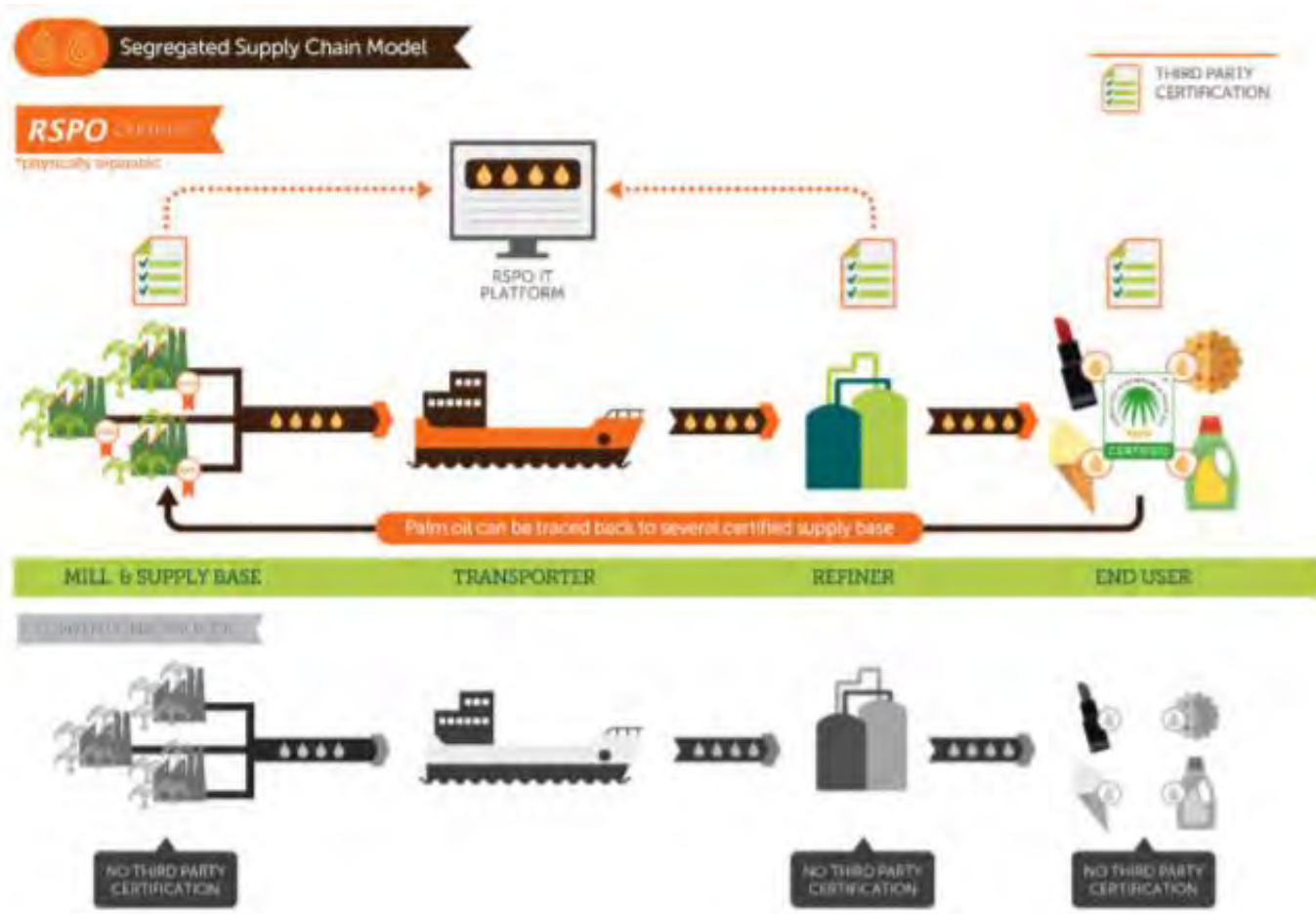
Module C - Mass Balance (MB)

The MB system allows for <u>mixing</u> of <u>RSPO and non-RSPO certified</u> products at any stage in the supply chain **provided** that overall site quantities are controlled.

Physical certified oil palm products delivered to the end user will be traceable to a list of RSPO certified mills.

MB can only operated at site level (**MB claims cannot be transferred from site to site**)

- E.g. A refinery which CPO processed come from <u>certified and non-certified</u> mills.
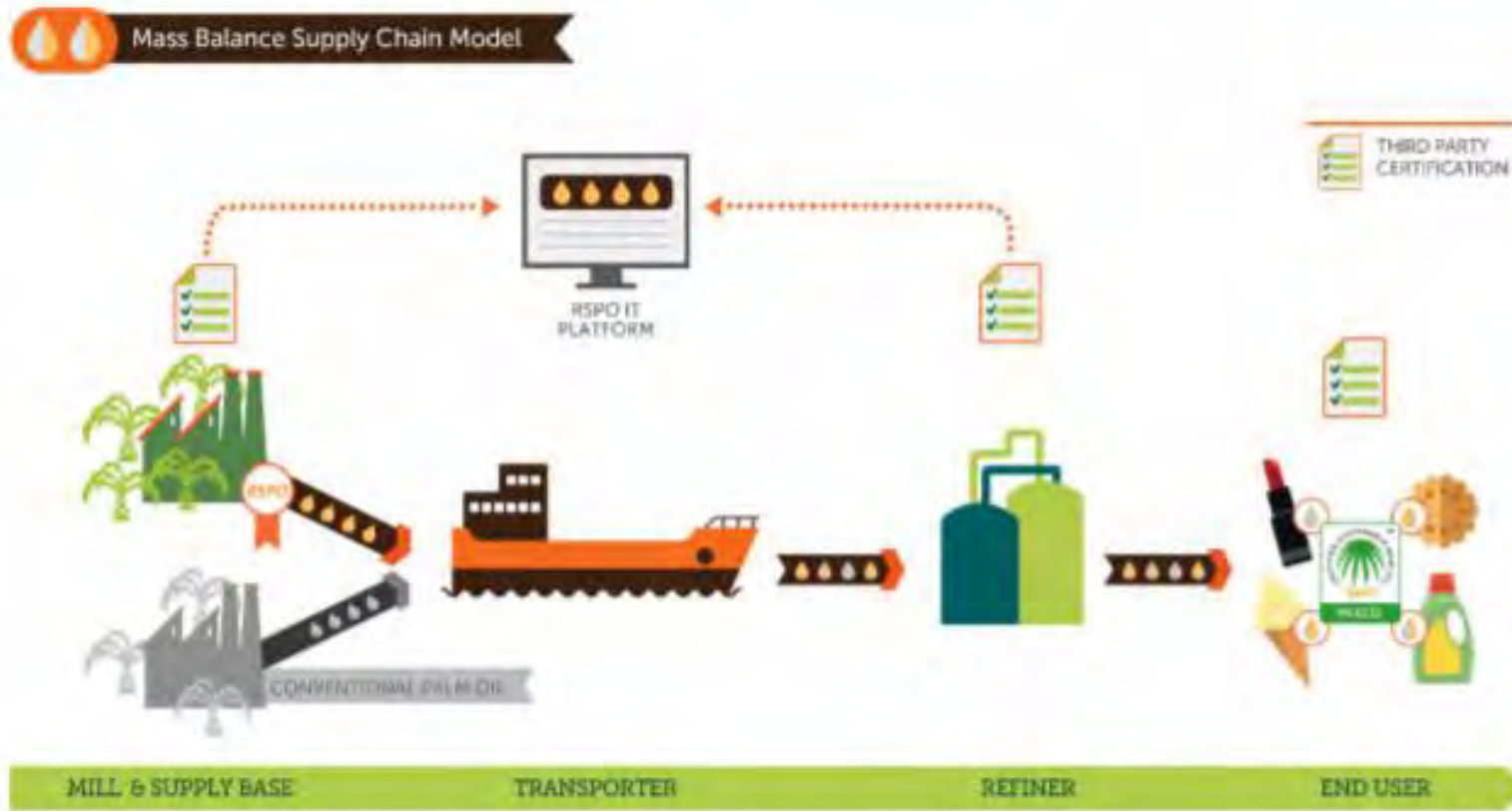
C.4 Accounting system

Continuous Accounting system:

a) Where a continuous accounting system is in operation, the organisation shall ensure that the quantity of physical RSPO Mass Balance oil palm product inputs and outputs at the physical site are monitored on a real-time basis.

b) Where a continuous accounting system is in operation, the organisation shall ensure that the material accounting system is never overdrawn. Only RSPO data that has been recorded in the material accounting system shall be allocated to outputs supplied by the organisation.

C.4 Accounting system

Fixed inventory periods:

a) Where a fixed inventory period is in operation, the organisation shall ensure that the quantity of RSPO Mass Balance oil palm product inputs and outputs (volume or weight) are balanced within a fixed inventory period, which does not exceed three (3) months.

b) Where a fixed inventory period is in operation, the organisation may overdraw data when there is evidence that RSPO Mass Balance oil palm product purchases for delivery within the inventory period cover the RSPO output quantity supplied.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

C.4 Accounting system

Fixed inventory periods:

c) Where a fixed inventory period is in operation, unused volume can be carried over and recorded in the material accounting system for the following inventory period.

d) Where a fixed inventory period is in operation, the organisation shall ensure that the material accounting system is not overdrawn at the end of the inventory period.

Annex 2 - Multi-site Certification
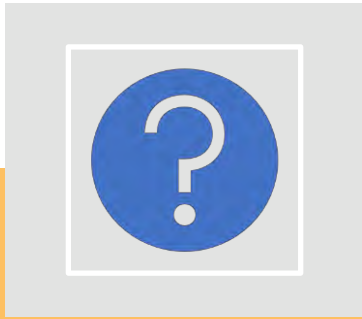
Explanation

The Central Office acting as ICS office is considered a participating site. Central Office that also has a production site is counted as one site.

Responsibilities

The operational units shall demonstrate that there is a contractual link between them. The Central Office shall have a centrally administered and documented ICS for the management and implementation of the RSPO Chain of Custody Requirements.
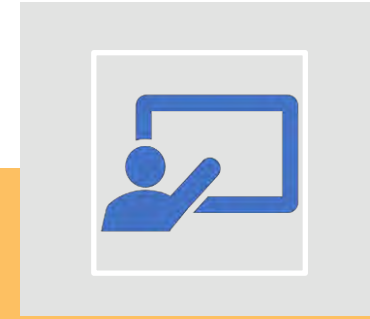
Training

As part of the ICS, the Central Office shall establish and implement training for participating sites to cover all applicable requirements of the RSPO multi-site chain of custody.

Annex 2 - Multi-site Certification

CERTIFIED SUSTAINABLE PALM OIL ™
RSPO

Record Keeping

The ICS shall determine and prepare the common management documents that are applicable to all operational units. The ICS shall keep all documents and records for a minimum period of two (2) years.
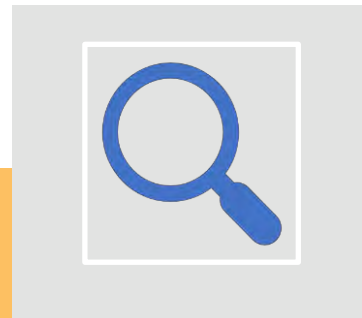
Internal Audit

The Central Office shall conduct at least annual internal audits of each participating site. The results of the internal audit and all actions taken to correct non-conformities shall be subject to management review at least annually.

Claims

The ICS shall be responsible for ensuring that all uses of the RSPO Trademark and all RSPO claims regarding the end product are in accordance with RSPO Rules on Market Communications and Claims requirements through its central control point.

Annex 3 - Group Certification

Explanation

The Group Manager shall define 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 group certification scheme.
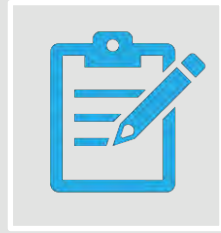
Requirements

Are separate legal entities. Use up to 500 MT of oil palm products per year individually. Palm oil mills cannot join a group, with the exception of independent palm oil mills without their own supply base and producing up to 5000 MT palm oil products per year. Micro users can be a part of the group membership.
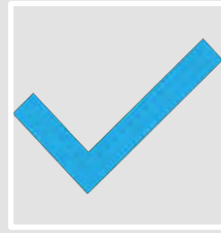
Responsibilities

The group shall have a centrally administered and documented ICS for the management and implementation of the RSPO Supply Chain Standard requirements. The group scheme manager has overall responsibility for ensuring that all group members comply with the RSPO Supply Chain Standard requirements.
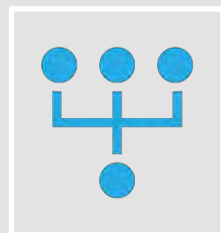
Operation

RSPO Supply Chain Certification is applied at group level and all members of the group who intend to trade or further process and sell semi-finished and finished products that contain RSPO certified products shall demonstrate full compliance to the relevant RSPO Supply Chain Standard modules as applicable to their operations.
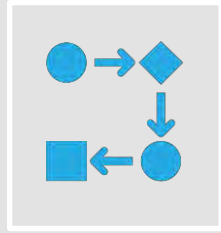
Procedures

The Group Manager's responsibilities with respect to managing the group shall be clearly defined and documented, including procedures for new members to join the certified group after a certificate has been awarded.

Annex 3 - Group Certification

Training

As part of the ICS, the Group Manager shall establish and implement training for scheme members to cover all applicable requirements of the RSPO Chain of Custody.

Record Keeping

The Group Manager shall determine and prepare the common management documents that are applicable to group members. Information of group member. Group members shall keep an up to date RSPO procedure manual detailing all aspects of their operations in relation to the RSPO SCC Standard requirements.

Internal Audit

The Group Manager shall conduct at least annual internal audits of each participating site to ensure compliance with the group scheme of Supply Chain Certification Standard requirements.

Claims

The Group Manager shall be responsible for ensuring that all uses of the RSPO trademark and claims regarding the end product are in accordance with RSPO requirements through its ICS.

Overview on Annex 4 Book & Claim

SELLERS

BUYERS
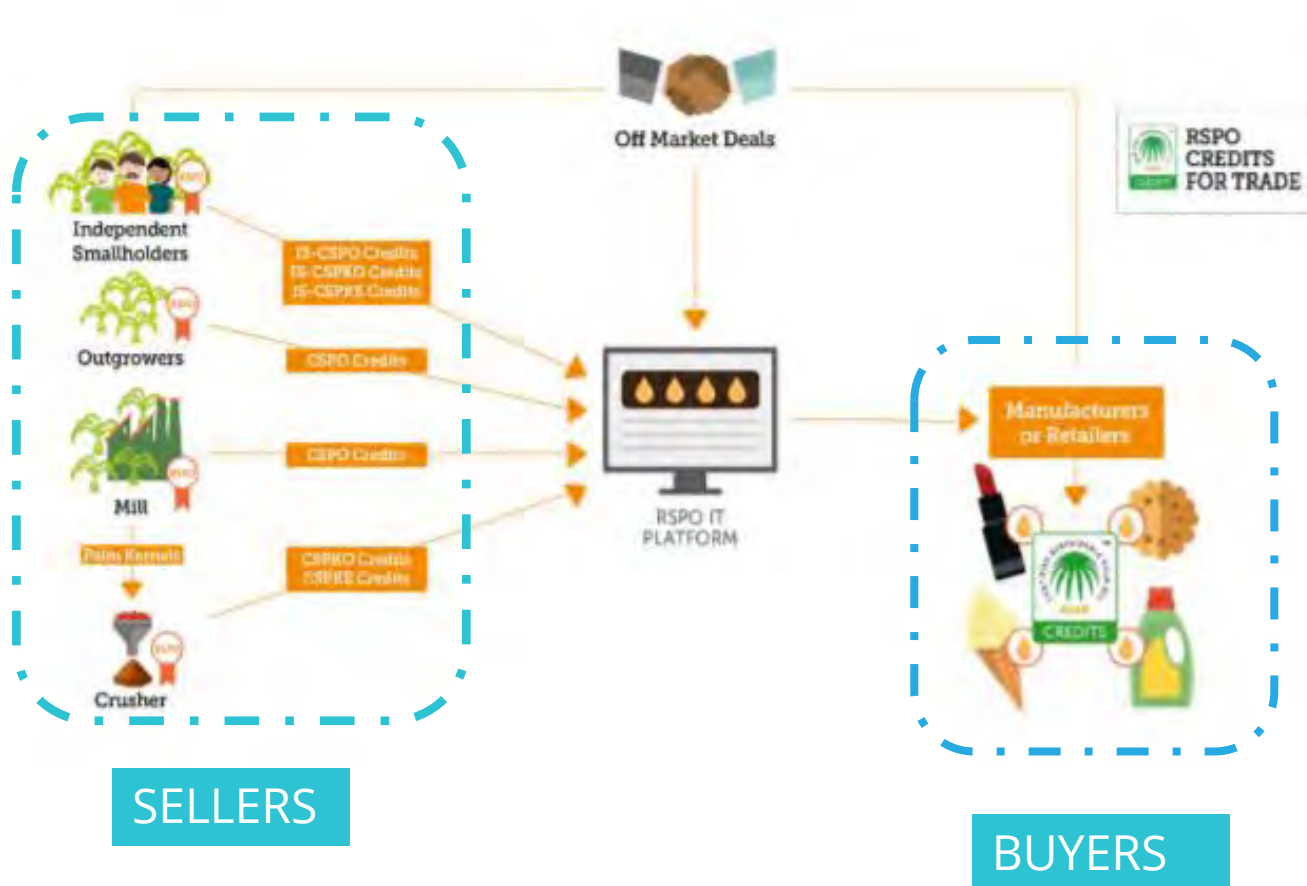
RSPO credits sellers: RSPO members who are **mills** (CSPO), **crushers** (CSPKO, CSPKE), **Independent outgrowers** (CSPO) and **Independent Smallholders** (IS credits: CSPO, CSPKO, CSPKE) can sell their certified volumes through one or more of the four supply chain models ensuring that the volume is only sold once.

RSPO Credits buyers: **members of RSPO**, who wants to meet their 100% sustainable commitments, can purchase RSPO Credits to compensate the volume of non-certified/conventional oil palm products used in their processes. The RSPO Credits cannot be resell by the buyers.

Buyers of RSPO Credits can make market claims for one year from the date of purchase of credits.

The RSPO Credits cannot be resell by the buyers.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

Overview on Annex 7 RSPO Supply Chain Certification of Food Service Company/Companies

Facility/facilities that serves any type of meals and / or snacks for immediate consumption onsite or for take away. This category includes full service restaurants, fast food outlets, caterers, cafeterias, and other places that prepare, serve, and sell food to consumers or public.

It also includes retail bakeries, as those located in supermarkets conducting par-baking and food service companies that deliver to institutions.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

Overview on Annex 7 RSPO Supply Chain Certification of Food Service Company/Companies

- For single food service company, the audit shall be the same as any RSPO SCC audit. The audit involves site visits for initial certification, surveillance audits, and recertification.

- For Multi-site food service companies are those with franchises or with minimum of two participating sites, including a Central Office.

- For group certification food service companies, Group membership for food service companies are only for separate legal entities that use up to 500MT of oil palm products per year individually.

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

A.2.6 Auditing multisite food service companies

i. The audit shall include on-site audit to the Central Office and all purchasing facilities for initial certification, surveillance audits, and recertification. In the case where all the purchases are controlled through strict protocol centrally by the Central Office, then only the Central Office shall be audited through a site visit, with the regional purchasing office audited remotely, if deemed necessary.

ii. Sample audit formula mentioned in A.2.4 above, which includes onsite audits of the sampled participating sites are not required for this multisite food service companies. However, during surveillance audits, the sample audit formula shall be used to carry out remote audit sampling of participating sites' documentation during the site visit audit at the Central Office.

iii. The CB shall determine which participating sites documentation to be reviewed during the remote audit every year. The Central Office is then required to provide relevant information and documentation of the sampled participating sites to the auditor.

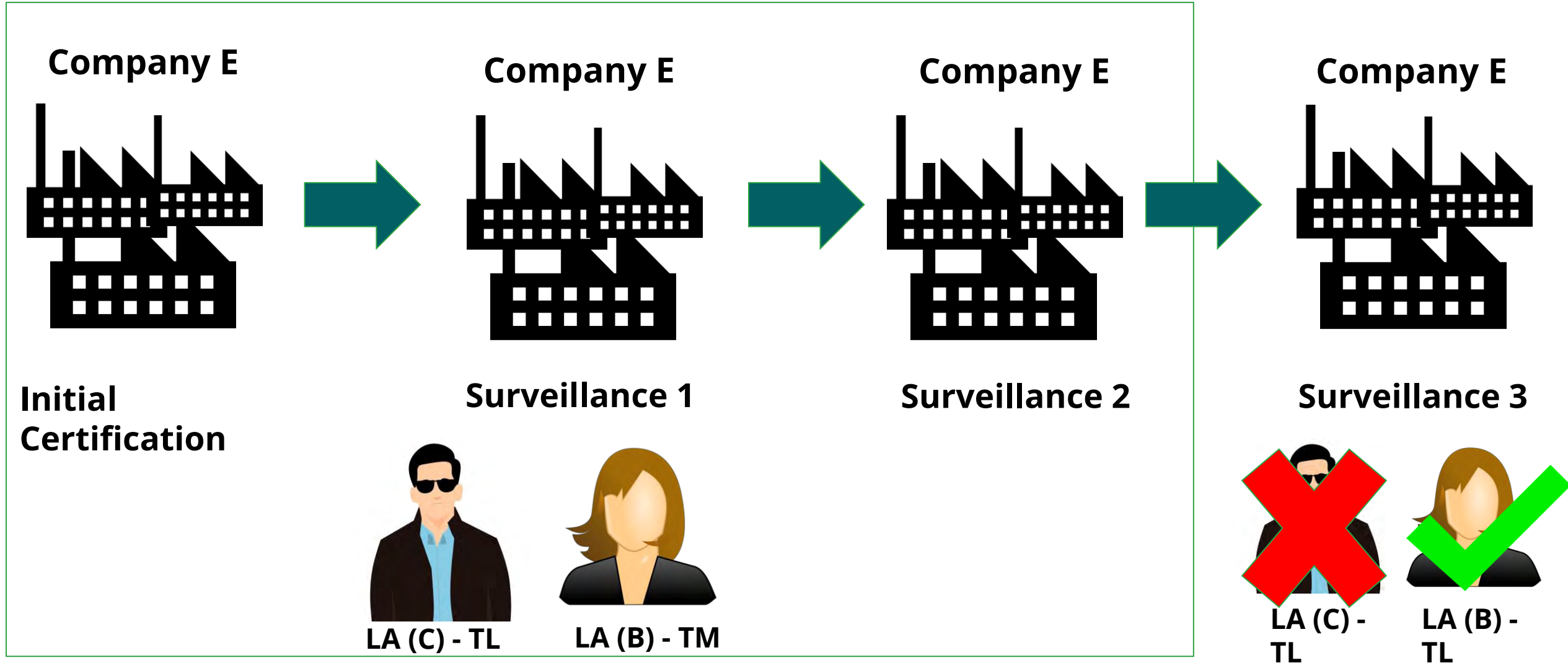## TABLE OF CONTENT

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

5.1. Specific competencies of audit teams

5.1.4 The CB's **Lead Auditor qualification process** shall include the requirement for the **trainee Lead Auditor to participate in 3 different types of RSPO SC audits** (i.e. a combination of Initial Certification and Surveillance audit or Initial certification and Recertification audits) at **different organisations**, under the direction and guidance of a qualified Lead Auditor. The performance of the trainee lead auditor shall be evaluated **on-site**. The trainee lead auditor shall not be considered in the auditor days.

RSPO Supply Chain Certification Systems

Company A + **Company B** + **Company C**

PASSED

Initial Certification | **Initial Certification** | **Surveillance Audit 3**

LA (A) | TLA | LA (A) | TLA | LA (A) | TLA

RSPO Supply Chain Certification Systems

Company A

Company B

Company C

PASSED

Initial Certification

Surveillance 2

Surveillance Audit 3

LA (A)   TLA

LA (A)   TLA

LA (A)   TLA

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

RSPO Supply Chain Certification Systems

Company A

+

Company B

PASSED
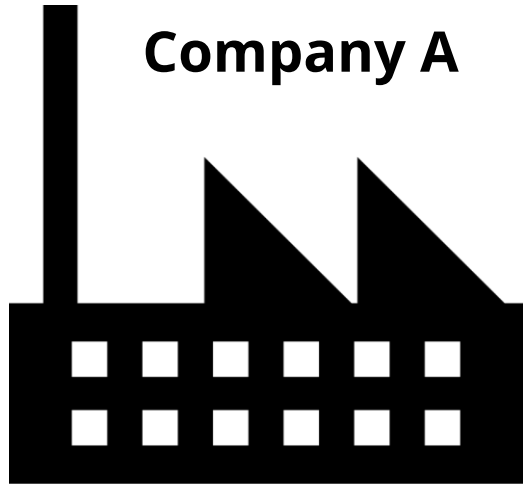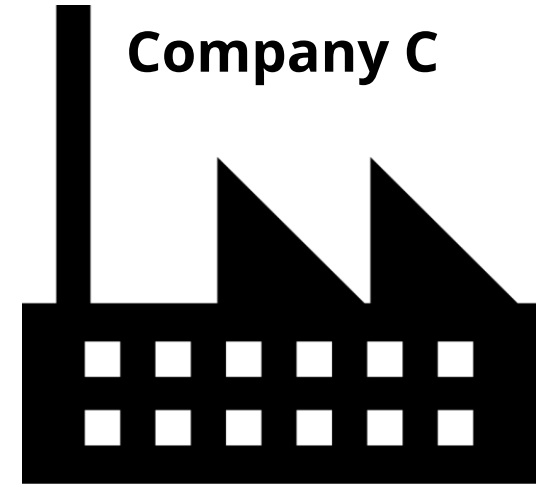
Company C

Initial Certification

LA (A)   TLA

Recertification 2

LA (A)   TLA

Recertification 1

LA (A)   TLA

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

RSPO Supply Chain Certification Systems

Company A + **Company B** + **Company C**

PASSED

Initial Certification

Recertification 2

Initial Certification

LA (A)   TLA

LA (A)   TLA

LA (A)   TLA

5.6. Conflict of interest

5.6.3. The CB shall not use the **same Lead Auditor** for **more than three (3) consecutive audits to the same organisation**, including if the lead auditor changes CB.

RSPO Supply Chain Certification Systems
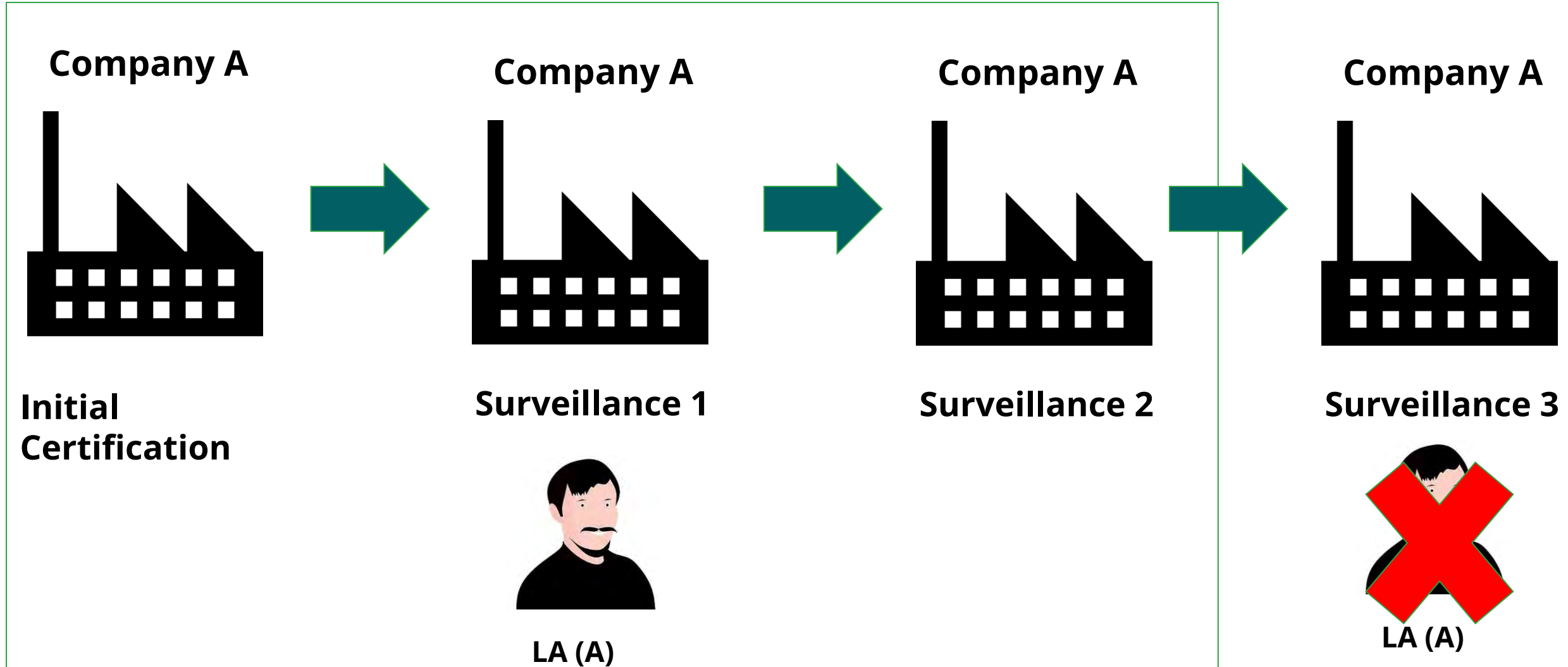
Company A

Company A

Company A

Company A

Initial
Certification

Surveillance 1

Surveillance 2

Surveillance 3

LA (A)

LA (A)

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.
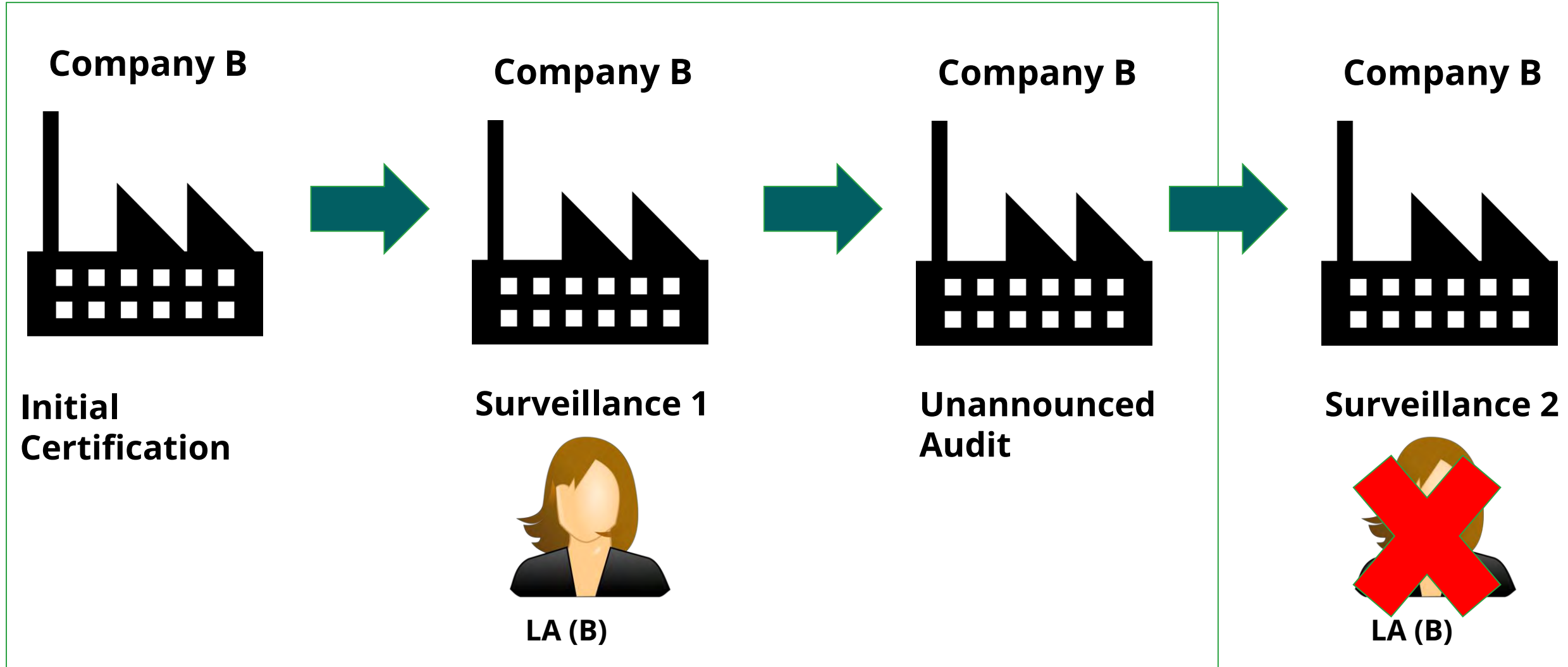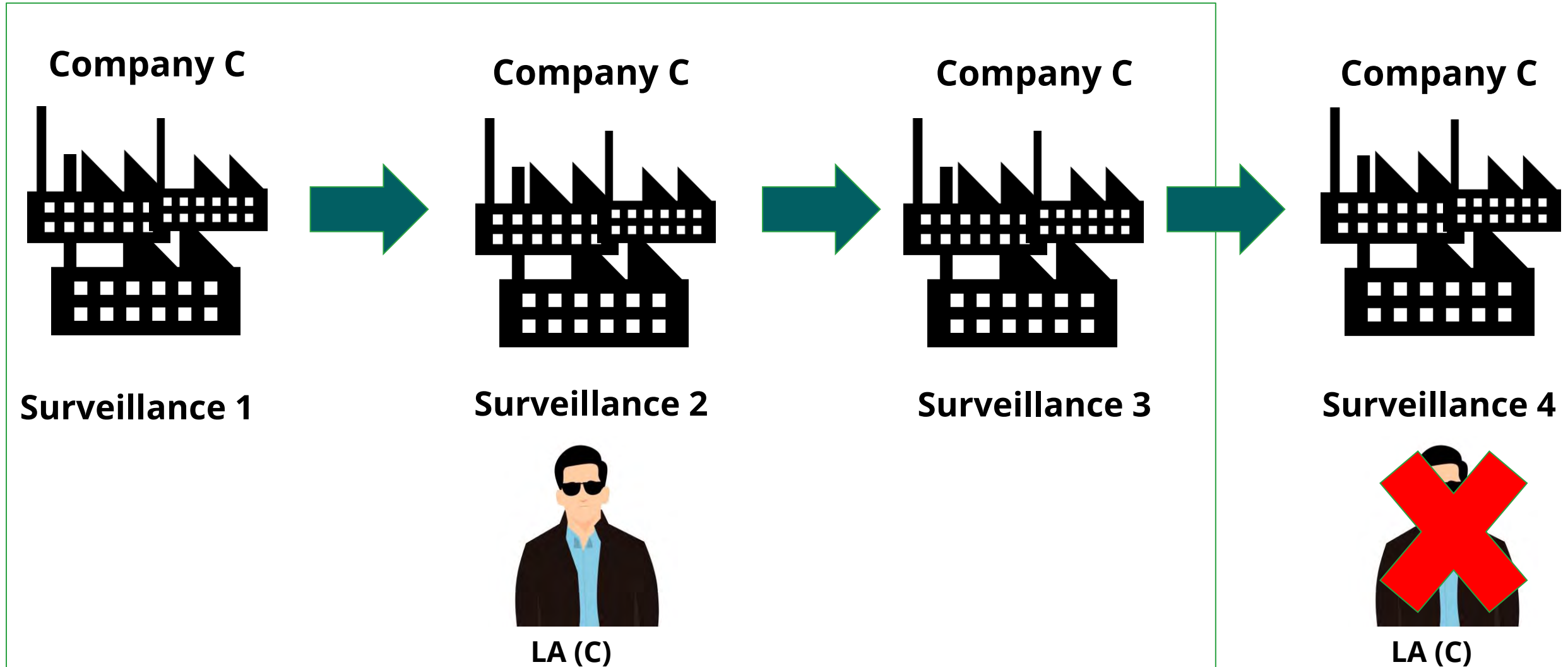
RSPO Supply Chain Certification Systems

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

RSPO Supply Chain Certification Systems

Company C

Company C

Company C

Company C

Surveillance 1

Surveillance 2

Surveillance 3

Surveillance 4

LA (C)

LA (C)

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

RSPO Supply Chain Certification Systems

Company D

Company D

Company D

Company D

Surveillance 2

LA (C) - TL

LA (B) - TM

Surveillance 3

LA (C)

Surveillance 4

LA (B)

Recertification 1

LA (C)

LA (B)

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

RSPO Supply Chain Certification Systems

Company E

Company E

Company E

Company E

Initial Certification

Surveillance 1

Surveillance 2

Surveillance 3

LA (C) - TL

LA (B) - TM

LA (C) - TL

LA (B) - TL

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

5.3.21 The CB shall **forward the audit report** to RSPO Secretariat **within 14 days** of closure of the last non-conformance or for audit without non-conformance within 14 days of the closing meeting.

14 days in this case refers to 14 working days.

Members now will receive a notification once the CB has submitted the license in PalmTrace

5.3.28 A request for **time extension** of up to a **maximum of three (3) months** may be approved by the RSPO Secretariat. The request shall be made **prior to expiration of the licence**. If a surveillance audit is not conducted within the licence period , unless due to the actions of the CB itself, the CB shall notify the organisation and the RSPO Secretariat that the certificate is suspended, until the surveillance audit has been undertaken and the certification decision has been approved by the RSPO Secretariat. The surveillance audit shall then be undertaken within six (6) months of the suspension date, otherwise an initial certification audit shall be carried out.

5.4.4. After reviewing the documentation, a new certificate shall be issued to the organisation by the new CB maintaining the previous certification expiry date. Upon issuance of the new certificate, the CB shall inform RSPO Secretariat by uploading the new certificate to the RSPO IT Platform.

Member Transfer Process

Communication
New CB need to communicate with the **old CB** on the timeline to avoid member being in suspension for too long

Submit Member Transfer Request
New CB submit member transfer request in PalmTrace
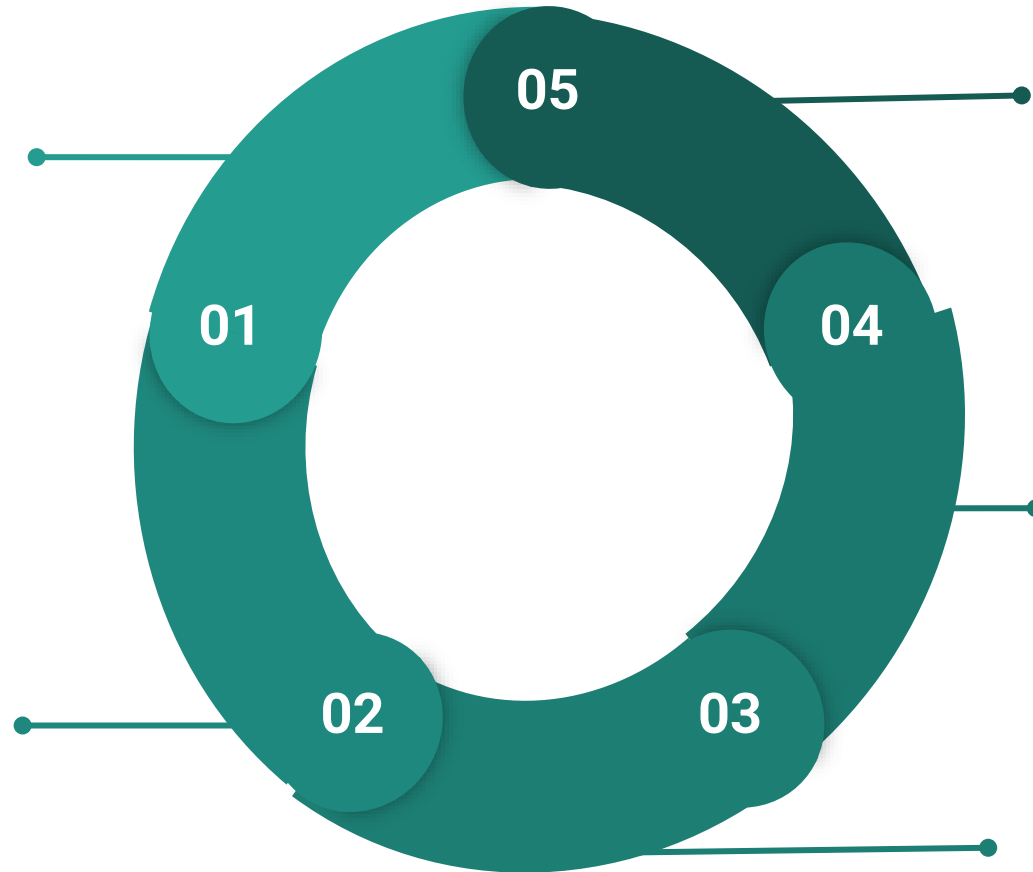
Submit new license
New CB shall submit a new license request: Certificate, Audit Report and Annex 1 Summary Template

Suspend license in PalmTrace
Old CB need to suspend the license in PalmTrace

Review by RSPO
Member transfer request will be reviewed by RSPO in PalmTrace

This is a simplified version for presentation purposes. Please always refer to complete RSPO Supply Chain Certification Standard.

"Question & Answer"

Find out more at
www.rspo.org

CERTIFIED SUSTAINABLE PALM OIL™
· RSPO ·

What's new in PalmTrace?

Certification Body

As of May 2023

26 accredited Certification Bodies for Supply Chain

Certification Body

Moving forward for continual improvement

INACCURATE INFORMATION

New License Process   <u>Expand All</u> | <u>Collapse All</u>

Member Information   −

Member ID: RSPO_PO1000000256

Member Details: PT. ASIANAGRO AGUNGJAYA Jl. Semarang Blok A6 No. 1 KBN Marunda, jakarta, DKI Jakarta, 14150, Indonesia

RSPO Membership Number: 2-0235-11-000-00

Parent Company: AAA Oils & Fats Pte. Ltd., 80 Raffles Place #50-01 Plaza I, Singapore, Singapore, 48624, Singapore

Audit was conducted on   **<u>Download Trading and Transaction Report</u>**   −

Audit Date: 21-03-2023

Inspection Results   −

Section 1 Type of Member & Activities: [Click to open]   **Status:** Completed

Section 2 Questionnaire: [Click to open]   **Status:** Completed

Section 3 Certificate Settings: [Click to open]   **Status:** Completed

Audit Information   −

Date(s) of Audit: 21-03-2023

[OK]

Section 2 - Questionnaire:

Expand All | Collapse All

Supply Chain Certification

1. **Scope of Assessment**

Purchase certified CPO and PKO, into processing, packing/filling, storage, and sales of CPO and PKO derivative products in MB model

2. **Previous License Volume Information**

Total estimated CSPO volume - Purchased (palm oil content in MT)	18,662.37
Total estimated CSPO volume - Claimed (palm oil content in MT)	17,077.96
Total estimated PO products volume (i.e. palm oil content) - Purchased (palm oil content in MT)	888,878.37
Total estimated CSPKO volume - Purchased (palm kernel oil content in MT)	0
Total estimated CSPKO volume - Claimed (palm kernel oil content in MT)	0
Total estimated PKO volume - Purchased (palm kernel oil content in MT)	24,341.92
Information not available (for initial certification only)	☐

Close

Section 3 - Certificate Settings:

Assessment Type: ASA 21

Member Certificate Number: CU-RSPO SCC-820612

Start date of new license: 16-06-2023

End date of new license: 15-05-2024

Standard Audited: SCCS 2020

Supporting Information (Supply Chain Certification)

A. Upload Certificate   C820612CU-RSPO SCC-01.2023.pdf

B. Upload Audit Report   FL_20230414055248_ASA1-CU820612_PT_Asianagro_Indonesia.pdf

C. Upload Annex 1   FL_20230327105736_Copy_of_Copy_of_RSPO_SCC_Annex_1_Summary_Template_(Dec_2020_version_3).xlsx

D. Upload Other Documents
   (optional)

Supply Chain Certification - Documents

Close

A. Upload Certificate   C820612CU-RSPO SCC-01.2023.pdf

B. Upload Audit Report   FL_20230414055248_ASA1-CU820612_____PT_Asianagro_____Indonesia.pdf

C. Upload Annex 1   FL_20230327105736_Copy_of_Copy_of_RSPO_SCC_Annex_1_Summary_Template_(Dec_2020_version_3).xlsx

D. Upload Other Documents
    (optional)

Supply Chain Certification - Documents

E. Date of first RSPO certification

16-05-2012

F. Other certification scheme(s) this RSPO member (PT. ASIANAGRO AGUNGJAYA) is certified for:

Please select:

- ☐ Not applicable
- ☑ ISCC
- ☐ ISPO
- ☐ RSB
- ☑ Other, name of the certification scheme is   ISO9001, ISO22000
- ☐ Other, name of the certification scheme is

Close

INCORRECT ATTACHMENTS

LICENSE LAPSES
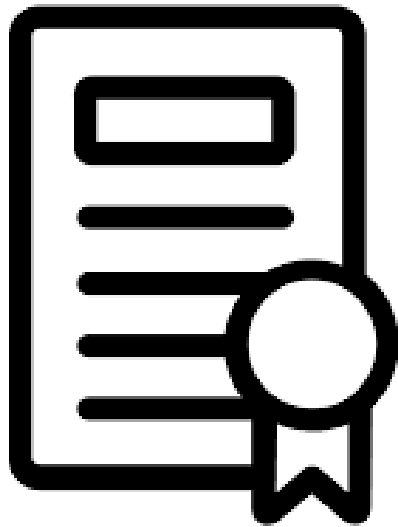
To monitor license validity in PalmTrace for improvement

Total of license expired per CBs
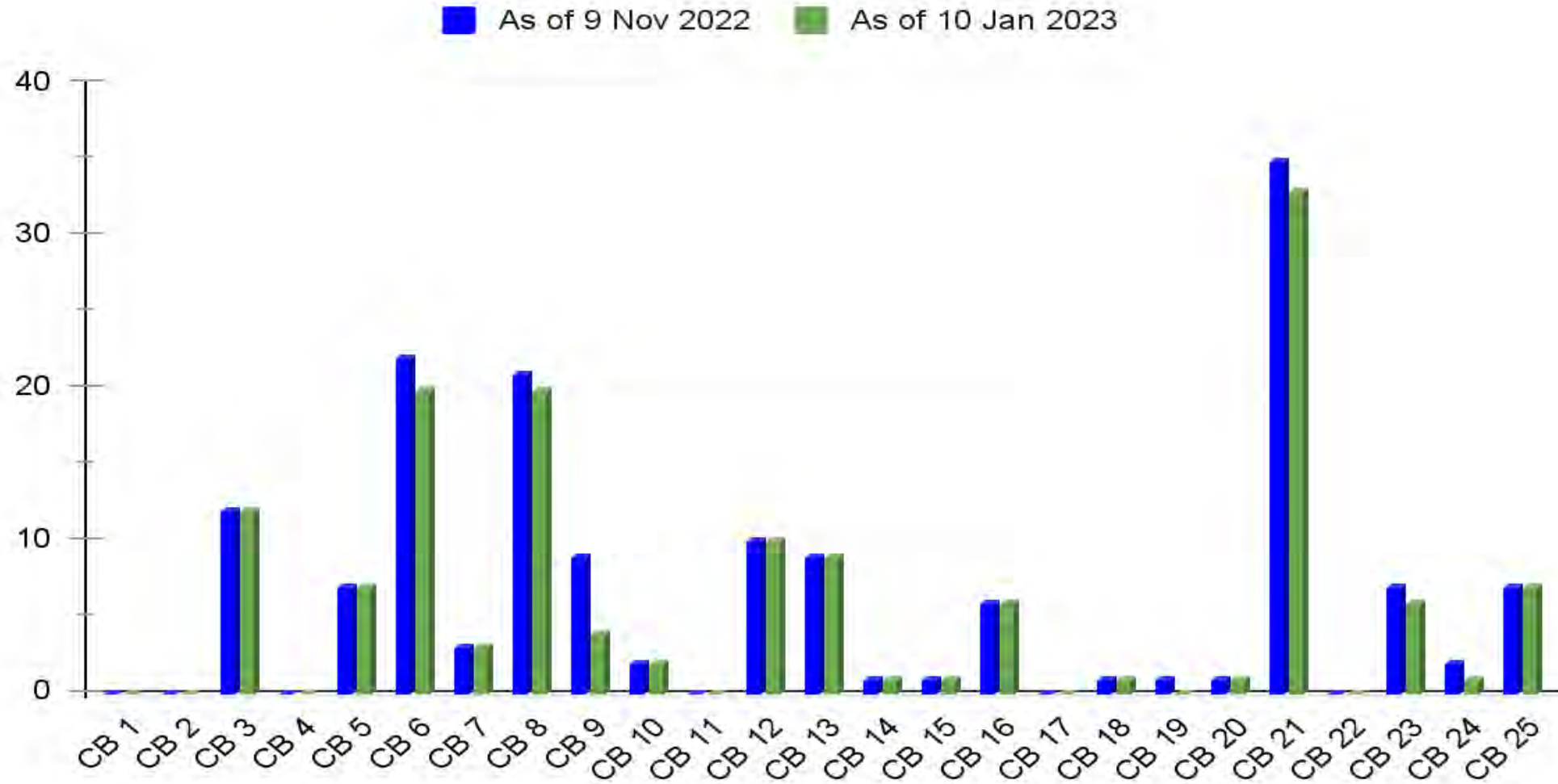
Data on Supply Chain licenses

Name of CBs	Total of license by CB as of 9 Nov 2022	Total of license expired per CBs as of 9 Nov 2022	Total of license expired per CBs as of 10 Jan 2023
1	77	0	0
2	48	0	0
3	667	12	12
4	76	0	0
5	93	7	6
6	471	22	20
7	282	3	3
8	723	21	20
9	112	9	4
10	18	2	2

Data on Supply Chain licenses

Name of CBs	Total of license by CB as of 9 Nov 2022	Total of license expired per CBs as of 9 Nov 2022	Total of license expired per CBs as of 10 Jan 2023
11	6	0	0
12	57	10	10
13.	183	9	9
14	58	1	1
15	1	1	1
16	5	6	6
17	175	0	0
18	10	1	1
19	25	1	0
20	46	1	1

Data on Supply Chain licenses

Name of CBs	Total of license by CB as of 9 Nov 2022	Total of license expired per CBs as of 9 Nov 2022	Total of license expired per CBs as of 10 Jan 2023
21	252	35	33
22	31	0	0
23	183	7	6
24	102	2	1
25	161	7	7

Reason for license expired given by CBs

- Palmtrace ID changed to new number

- The client did not renew the certificate

- **No audit conducted**

- Client withdrawn

- Change to Trader/Distributor License

- License cancelled

- New PalmTrace name

- **Audit conducted but no license request submitted**

- No confirmation for the audit schedule

- **Member transfer**

GATHERING FEEDBACK

WRAP UP

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Find out more at
www.rspo.org

Welcome to
RSPO INTERPRETATION FORUM

A knowledge sharing and support hub by RSPO, where Certification Bodies and RSPO members can ask questions, seek answers, and gain technical insights on relevant topics related to RSPO certifications.

Login   Register

Email Address *

Password *

☐ Remember Me   Forgot Your Password?

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

LOGIN NOW

RSPO Interpretation Forum (RIF)

Purpose

RIF is a knowledge sharing and support hub by RSPO, where CB, RSPO Members and RSPO Endorsed Trainers can ask questions, seek answers and gain technical insight on relevant topics related to RSPO Certification.

Accessibility

Newly upgraded platform officially launch to all stakeholders on 1st October, 2020

Registration and login can be done via this link: https://rif.rspo.org/member-login

Statistic

As of today, 309 questions was being approved and answered by the Secretariat. *Only technical questions that need further interpretation will be entertained. Otherwise will be replied directly to the sender via email.

Support

Any queries, suggestion or comments related to RIF can be submitted to: certification@rspo.org

RSPO Interpretation Forum (RIF)

Question Received in 2022

- General Questions 21%
- PalmTrace 3%
- P&C Certification 30%
- Smallholders 3%
- Supply Chain Certification 43%

RSPO Interpretation Forum (RIF)

Questions received in 2023

- PalmTrace 4.8%
- Smallholders 1.8%
- Principle & Criteria 26.8%
- General Questions 19.0%
- Supply Chain 47.6%
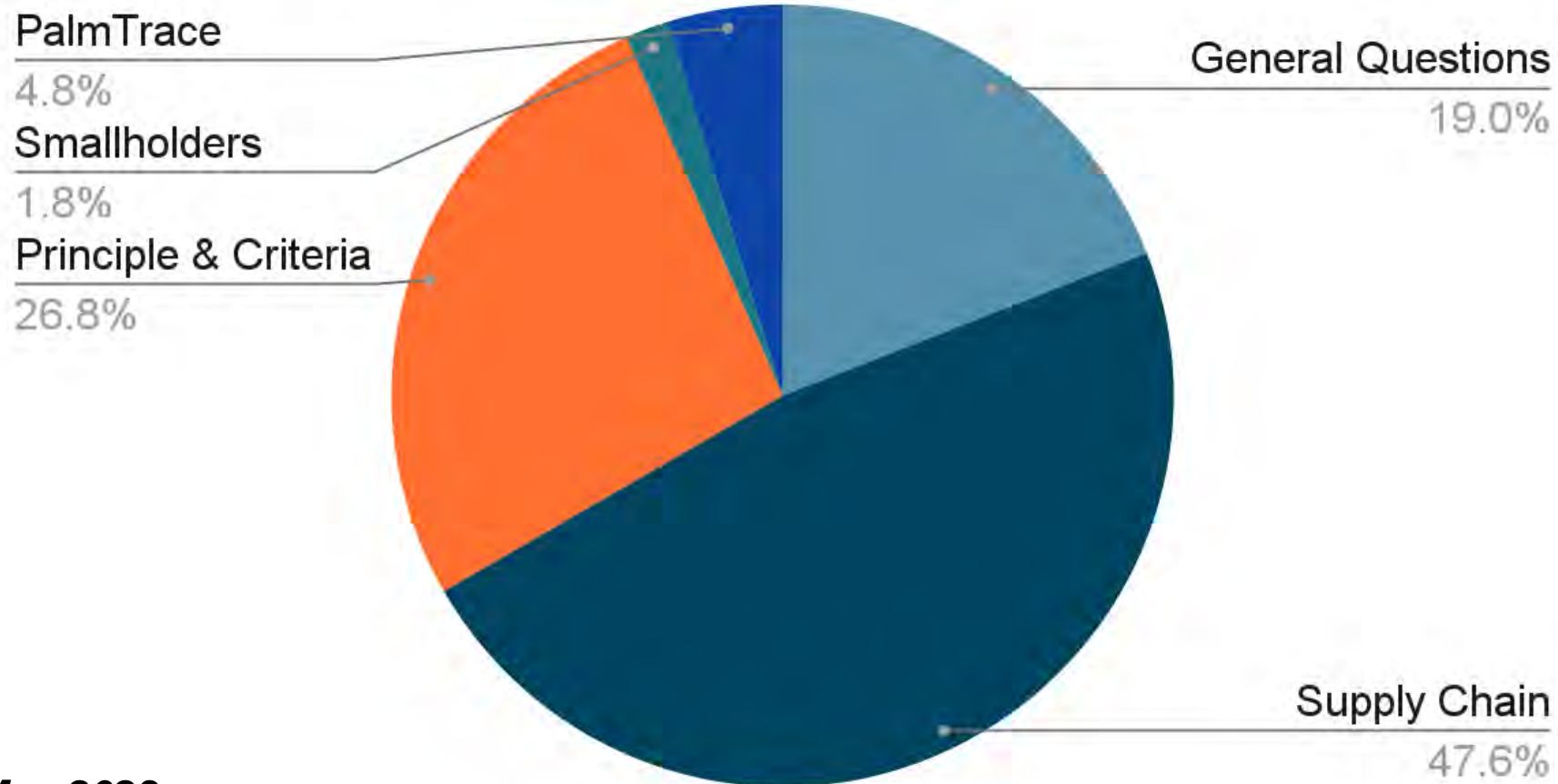
As of 12th May 2023

How to Register in RIF

"https://rif.rspo.org"

How to Register in RIF

Fill in your Full Name, Company Name and your **company email address**.

⬇

RSPO will review the registration process within **5 working days**

⬇

If the registration form is approved, the member will receive the login credentials via email.

Causes of registration rejection

01 Email Address
- The RSPO Secretariat will only approve registration using Organization email address (i.e. company, CB, ASI, etc.)

02 Duplication of Registrations
- In most cases, user try to register multiple times due to forgetting the username/password and creates duplication

03 Incomplete Information
- Company name is not clear
- Company is not RSPO Members

What causes rejection of questions?

Duplication of questions/ questions have been answered

Incomplete or vague questions

Questions is more on clarification than an interpretation

What questions will be answered?

1. Technical questions that requires further interpretation.
2. Unclear statement in the existing documents (i.e. Certification System/Standard)

Example:

Please give interpretation on the <u>14 days</u> based on the requirement stated in the RSPO SCC Systems 2020 requirement 5.3.21:

- "The CB shall forward the audit report to RSPO Secretariat within 14 days of closure of the last nonconformance or for audit without non-conformance within 14 days of the closing meeting."

What questions will be rejected?

1. Question that is more on the clarification and/or guidance.
2. Interpretation that is similar and already been answered/posted.

Examples:
- My company is looking to start purchasing a semi finished MB product from a multisite certified company. The supplying company plans to import this material to an owned, non-RSPO warehouse prior to shipping to my company. Does this facility need to obtain a distributor's license or extend their multisite certification to their warehouse?

"Some questions posted in the RIF Platform"

SCC Standard Clause 5.4.5

Requirements: 5.4.5

- For <u>refineries/traders involved in primary procurement</u> (i.e. purchasing directly from a mill), the site shall <u>maintain a list of all supplying mills</u> (certified and non-certified).
- The list shall include <u>mill name, GPS coordinates, parent company, country, and the identity of the mill in the Universal Mill List</u> (UML ID) (if applicable). The UML ID can also be <u>found in the 'declaration of the conventional sources' list in the RSPO IT Platform</u>.
- The list shall be <u>updated on a six monthly basis</u> and shall be <u>made publicly available</u>.

SCC Standard Clause 5.4.5

Question:

Clause 5.4.5 specifies applicability only for refineries/traders involved in primary procurement. Does it applies to other supply chain actors involved in primary procurement, like KCPs? As the objective is traceability to mill.

Answer:

The primary procurement (i.e. purchasing directly from a mill) specifies in clause 5.4.5 of RSPO Supply Chain Certification Standard 2020 includes facilities such as refineries/traders/crushers.

SCC Standard Clause 5.4.5

Question:

Our company product manufacturer and RSPO certified, is there any sanction if our company do not upload a mill list to MyRSPO?

Answer:

As of now, there is no decision to impose any sanction on members who have not submitted their mill list to MyRSPO. However, for SCC certified companies that buy directly from mills, a major nonconformity will be raised by the Certification Body if the implementation is not evident.

SCC Standard Clause 5.4.5

SCC Standard Clause 5.9.3

Requirement: 5.9.3

Where exact quantities are not available, the organisation shall provide a calculated approximate of the aggregated volume of palm oil/palm kernel oil content (separate categories) used in the RSPO certified oil palm products, as shown in the table below. The organisation shall keep an up-to-date record of the volume purchased (input) and actual or estimated claimed (output) over a period of twelve (12) months, except for the period prior to Annual Surveillance Audit 14 (ASA1). This record is required for audit purposes.

SCC Standard Clause 5.9.3

Question:

Could you please give interpretation of the reporting period described in clause 5.9.3 of RSPO SCC Standard 2020?

Answer:

For ASA 1, it is clear in the standard that the period will be less than 12 months. The rest of the audit after ASA 1 should report the previous 12 months. The 12 months is counted from where it was left in the previous reporting date. For example:

- **License Start Date** (IC): **1st Jun 2016**
- **ASA 1** on 10.02.2017 - volume reporting period from 01.06.2016 to 31.01.2017 (<12 months)
- **ASA 2** on 20.05.2018 - volume reporting period from 01.02.2017 to 31.01.2018
- **ASA 3** on 15.03.2019 - volume reporting period from 01.02.2018 to 31.01.2019
- **ASA 4** on 25.05.2018 - volume reporting period from 01.02.2019 to 31.01.2020

Requirement: (e) & (f)

e) Trace: Shall be carried out by the refineries and traders when RSPO certified products are sold as RSPO certified to actors in the supply chain beyond the refinery. The volume shall be traced within three months after physical delivery. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way.

f) Remove: RSPO certified volumes sold under other schemes or as conventional, or in case of underproduction, or lost or damaged shall be removed. The volume shall be removed within the licence period.

SCC Standard Clause 5.7.2 (e) & (f)

Question:

When a KCP sell their CSPKO to an oleochemical plant (e.g. the oleochem plant also has refinery plant and their current PalmTrace only for the refinery), shall the 'TRACE' activity done by the oleochemical plant using their own PalmTrace member separated from the refinery palmtrace member?

Answer:

KCP shall perform announcement to their buyer (i.e. Refinery). When the buyer confirmed the announcement, the certified volume will be transferred to the buyer's account. The buyer (i.e. Refinery) should subsequently 'TRACE' or 'REMOVE' depending on how the products are sold.

SCC System Clause 5.3.21

Requirement: 5.3.21

The CB shall forward the audit report to RSPO Secretariat within 14 days of closure of the last nonconformance or for audit without non-conformance within 14 days of the closing meeting.

Question:

Please give interpretation on the 14 days based on the requirement 5.3.21 of the RSPO SCC Systems 2020?

SCC System Clause 5.3.21

Answer:

In this context, the 14 days stated in 5.3.21 refers to 14 <u>working days</u>. This means the CB shall forward the audit report to RSPO Secretariat (via RSPO IT Platform) within 14 working days of closure of the last nonconformance or for audit without on-conformance within 14 working days of the closing meeting.

Requirement: 5.4.4

After reviewing the documentation, a new certificate shall be issued to the organisation by the new CB maintaining the previous certification expiry date. Upon issuance of the new certificate, the CB shall inform RSPO Secretariat by uploading the new certificate to the RSPO IT Platform.

Question 1:

What is the process to change a CB in PalmTrace?

Answer 1:
- In the case a Certificate Holder (CH) decides to change the Certification Body (CB) for its certification, this can be done at any time in the certification cycle. The new CB has to submit request in the RSPO PalmTrace platform. The request will be approved by the RSPO Secretariat. The current license issued by the previous (current) CB will remain valid until the expiry date.
- If the CH and the new CB decides to have a new license in PalmTrace, the current PalmTrace license has to be suspended by the previous CB, after which the new CB can submit the new license for approval by the RSPO secretariat.

Question 2:

- Please clarify the meaning of "reviewing the documentation"?
- Is the certificate issued at the time of the transfer between CB's and not after the new CB has conducted the next audit?
- Please clarify how this "new certificate" should be submitted via PT (since there would be no formal audit report, and the license request requires that information).
- Unless this requirement is intended to mean submit a new license request following the new CB conducting an audit.

Answer 2:

- Reviewing documentation (desk review/ desk audit) in this case means that any documentation related to the transfer of Certification Body (CB) including the previous audit report, details of non-conformity, financial obligation related documentation and documentation submitted in PalmTrace.

- The new CB then need to submit Member Transfer Request in PalmTrace. RSPO will review and approve/deny the request. The old CB need to suspend the active license. The new CB and the old CB need to communicate to discuss when to initiate the suspension to prevent interruption on the member's trading of certified material.

SCC System Clause 5.4.4

Scenario 1:
- Transfer after IC/ASA
  - If the annual audit has been carried out prior to the transfer of CB, the <u>certificate shall be issued by the new CB after the review of documentation and decision making processes</u>. This will be submitted together with the <u>previous audit report and previous Annex 1</u> summary template for the license request in PalmTrace by the new CB.

Scenario 2:
- Transfer during annual audit (ASA or RC)
  - If the transfer of CB happens during the annual audit, the <u>new CB shall request for a new license in PalmTrace with the new certificate, new audit report as well as the new Annex 1</u> summary template.

PalmTrace License Time Extension (RC)

Scenario:

Due to the unforeseen circumstances, the CB plan to conduct the Recertification Audit on 15 Dec 2022, where the current certificate will expire on 31 Dec 2022. As per the definition of the certificate "the certificate is only valid if the license is active in the RSPO IT Platform".

- In this case, is it possible to request for a time extension?
- What is the status of the certificate after 31 Dec 2022 if the license time extension is approved by the RSPO Secretariat, but no new certificate is issued yet.

PalmTrace License Time Extension (RC)

Explanation:
- Recertification Audit shall be conducted within the active license period (before time extension request) and before the certificate expiry.
- The time extension for the Recertification Audit needs to be requested by the Certification Body(CB) before the license expires; with a maximum of 3 months.
- The extension request needs to be supported with the evidence uploaded in PalmTrace showing that the Recertification Audit has been conducted.
- When the time extension request has been approved, the expired certificate is considered valid since the license is still active.

RSPO CB INTERPRETATION FORUM

SOCIALIZATION: RSPO Rules on Market Communication and Claims

Shazaley Abdullah
Head, Certification

www.rspo.org

CONTENTS

1. Background

2. Introduction

3. Overview & Key Updates

4. Q&A

BACKGROUND

HISTORICAL REVISION OF THE DOCUMENT
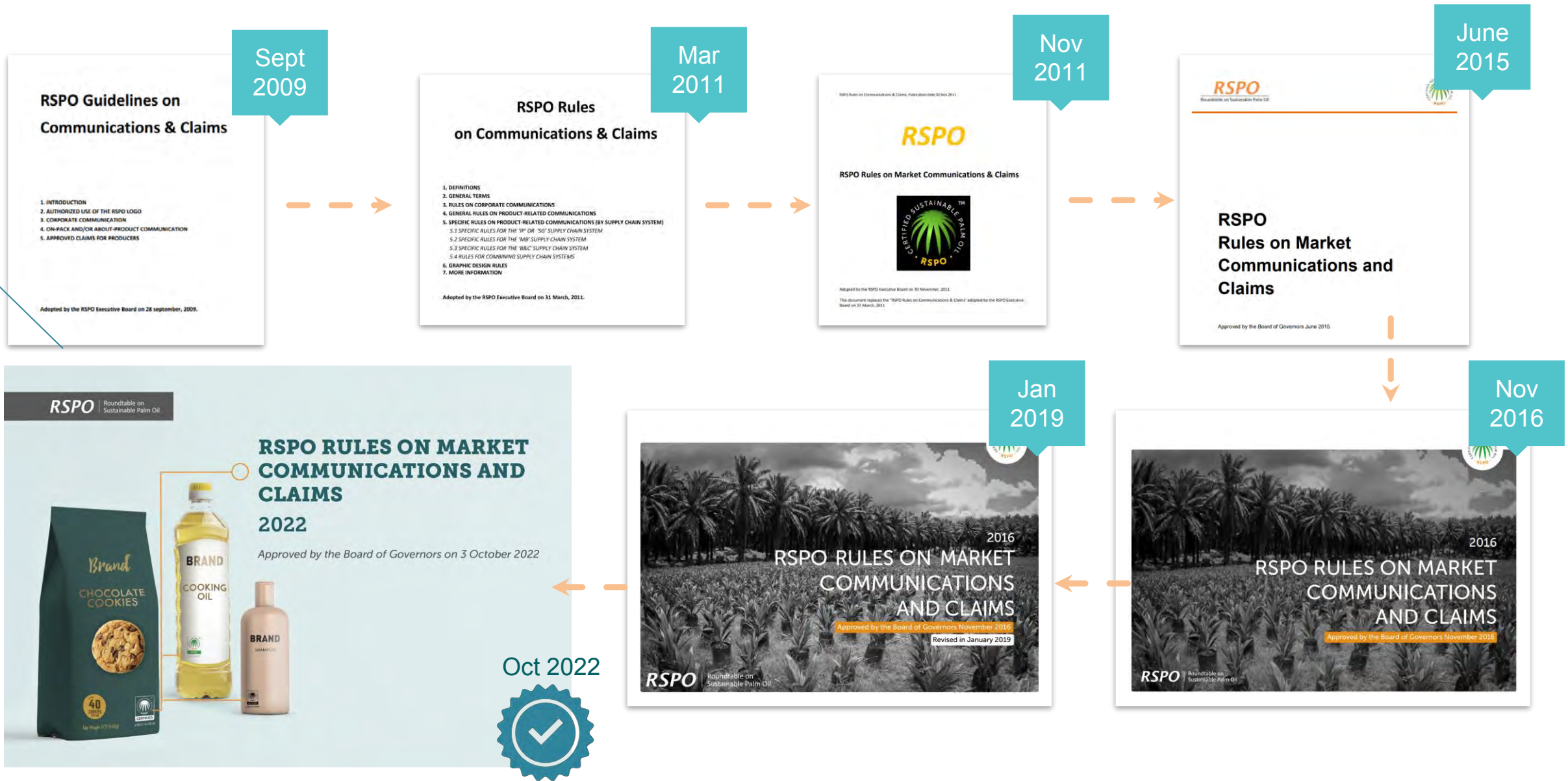
KEY UPDATES
PUBLIC CONSULTATION OVERVIEW

Public Consultation: Nov 2021- Jan 2022

Accepted:
Partially Accepted: 6
52
Rejected:
Not applicable
28
27

113

TOTAL NUMBER OF
COMMENTS RECEIVED:

113

Translation:
- Spanish
- Polish
- Italian
- French
- Thai
- Japanese
- Chinese

https://rspo.org/resources/?category=rspo-rules-on-market-communications-claims

DOCUMENT ON [WEBSITE](#)

INTRODUCTION

INTRODUCTION TO RSPO RULES ON MARKET COMMUNICATIONS & CLAIMS 2022

RSPO Rules on Market Communications & Claims 2022

Approved on 3 October 2022

Transition period of 12 months before these rules become effective

Some IT development work will need to be carried out by the RSPO in order to ensure members are able to comply with the revised rules

INTRODUCTION TO RSPO RULES ON MARKET COMMUNICATIONS & CLAIMS 2022

3.1 This document sets mandatory requirements for all RSPO members when making any communication about RSPO membership and the use of RSPO certified palm oil products.

This document is designed to enhance the credibility of the RSPO Trademark & RSPO Claims.

NEW

3.2 The RSPO Trademark licence shall be **applied under the Parent Entity level** whereby the Parent Entity shall represent all entities within its group.

3.3 For RSPO SCC or RSPO P&C certified members, this document will form part of the audit requirements. Therefore, failure to comply with any of the requirements will be considered as an NC. For non-certified members & non-RSPO members, breaches of these rules will be dealt by the RSPO Secretariat accordingly.

INTRODUCTION TO RSPO RULES ON MARKET COMMUNICATIONS & CLAIMS 2022

3.4 RSPO members wishing to use the RSPO Trademark must hold a trademark licence from RSPO. This will be granted upon acceptance as a member. Existing members can apply via the MyRSPO portal.

3.5 RSPO reserves the right to publish any cases of unauthorized communication, to request the offending organization to comply with these rules, to make amends, and/or to take legal action against any members who engage in ''unauthorized'' claims.

TYPES OF LOGO

RSPO Corporate Logo
Can be used by RSPO
Secretariat only

RSPO Trademark
Can be used by all
members*

RSPO Label
Can be used by RSPO
certified members*

Members are required to have a valid TM licence & SCC (if applicable)

RSPO LABEL OPTIONS

RSPO Label

Can be used by RSPO
certified members*

OVERVIEW & KEY UPDATES OF THE DOCUMENT

KEY UPDATES
OVERVIEW COMPARISON

MC&C 2019
- General Corporate Communications (GCC)
- Business to Business Communications (B2B)
- Business to Consumer Communications (B2C)

UPDATED

MC&C 2022
- General Corporate Communications (GCC)
- Product Specific Communications
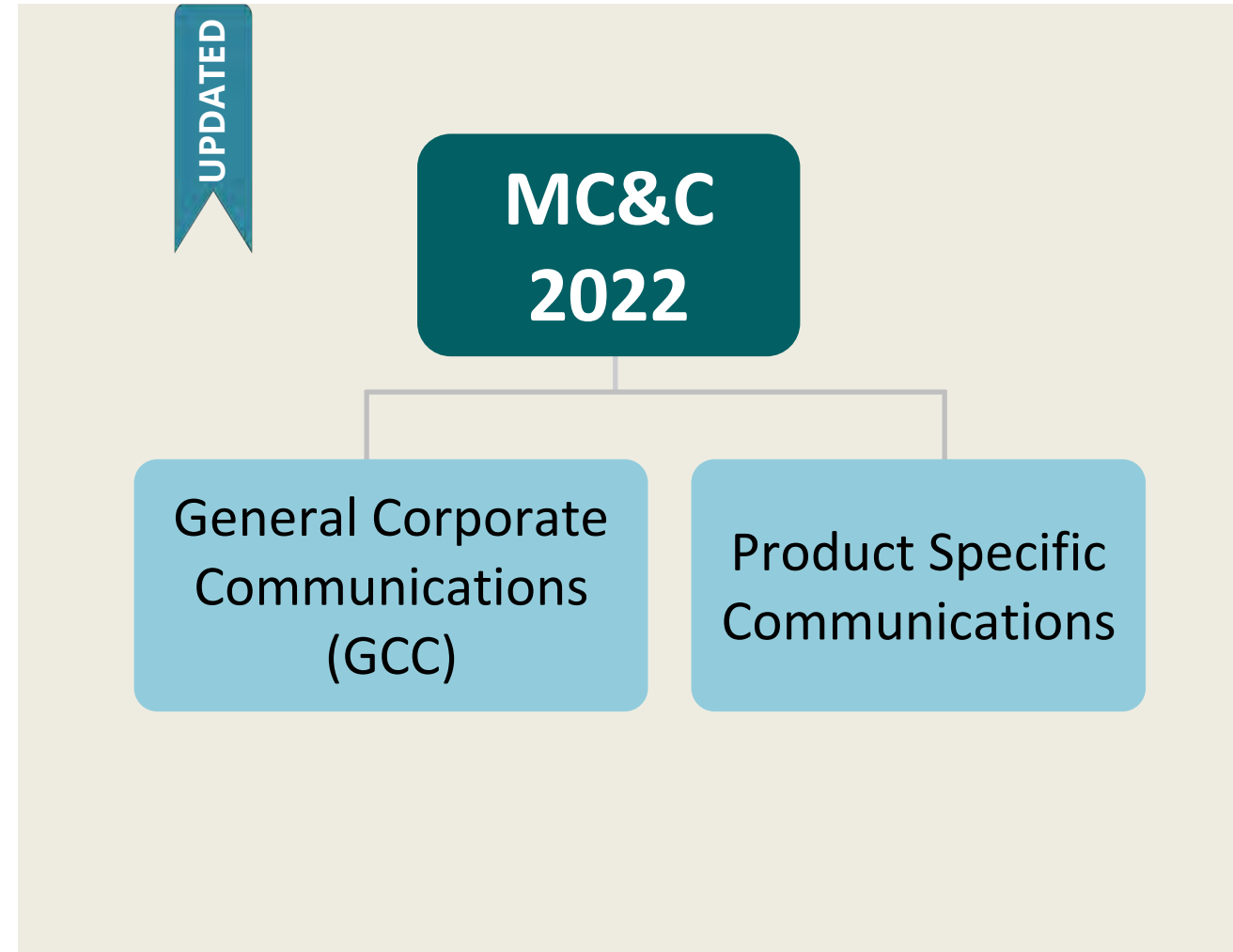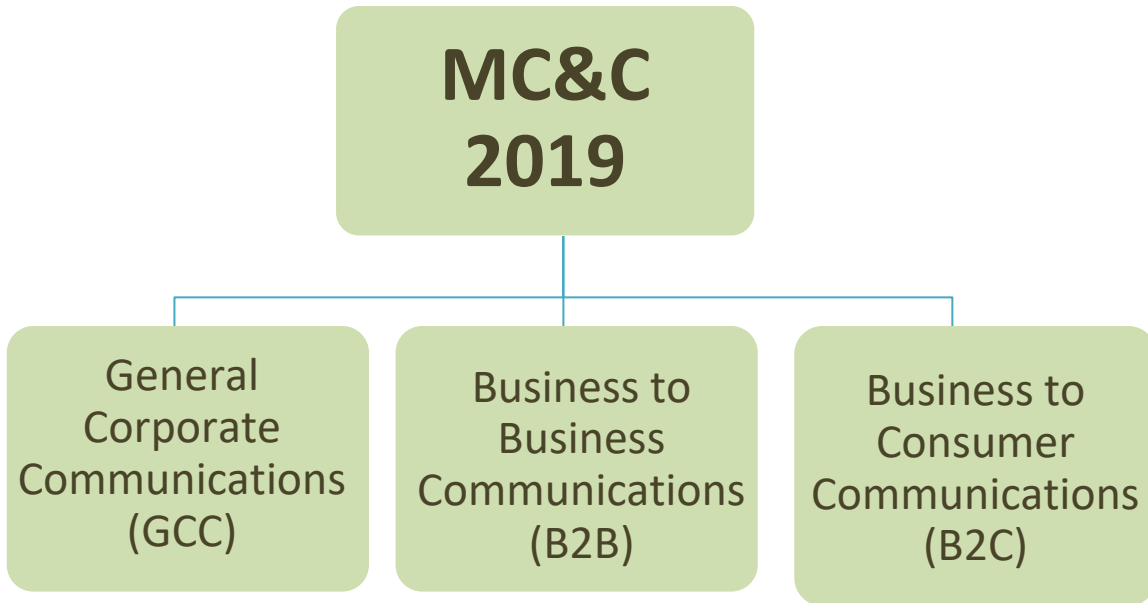
KEY UPDATES
MC&C 2022 OVERVIEW

MC&C 2022

General Corporate Communications (GCC)

Product Specific Communications

All Members (membership status/ commitment towards RSPO)

RSPO Certified Members (Certification status/progress)

General

Off Pack Claims

On Pack Claims
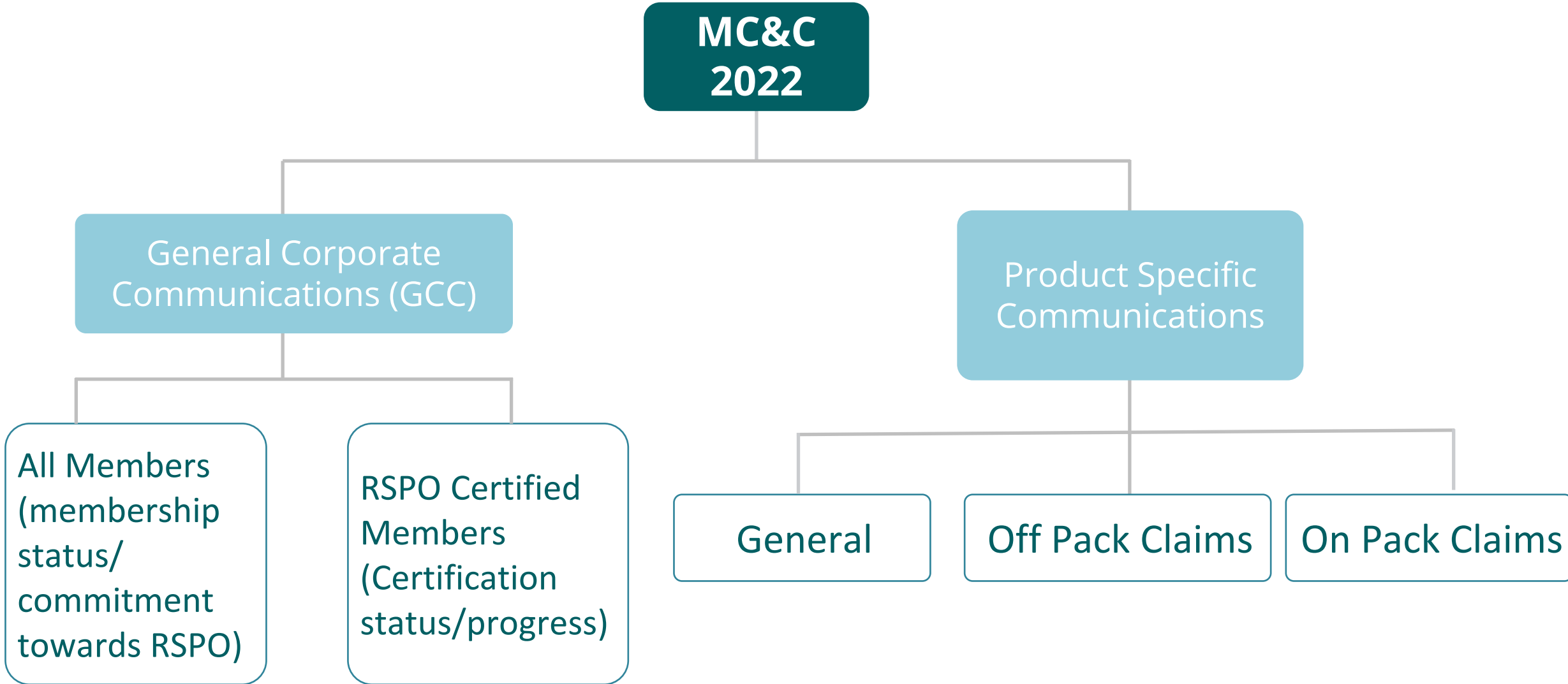
GENERAL CORPORATE COMMUNICATIONS (GCC)

4.1 Corporate communication is one made by any RSPO member that highlights its

RSPO membership and/or its commitment to the principles of RSPO. Corporate

communication is a "non-product related" claim.

UPDATED

4.2 In corporate communications, a member is allowed to:

A. display its RSPO membership status

B. display the RSPO web address (www.rspo.org)

C. state that the member supports the work of RSPO

D. state the member's history with regard to RSPO

E. Use the RSPO Trademark with a valid trademark licence number to

promote its membership

GENERAL CORPORATE COMMUNICATIONS (GCC)

NEW

4.5 RSPO certified members are allowed to make statements that highlight their RSPO certification status and product related claims in their corporate communication tools. Some permitted examples include:

- "We have been sourcing RSPO certified palm oil since (YEAR)."

- "We have used (X) tonnes of RSPO certified palm oil for our products manufactured in the last year."

- "Our company covered (X%) of palm oil derivative volumes used across all our products manufactured in (YEAR) with smallholder credits."

GENERAL CORPORATE COMMUNICATIONS (GCC)

NEW

4.6 RSPO non-certified members are allowed to make product-related claims in their corporate communication tools by doing the following:

A. Use the RSPO Trademark with a valid trademark licence number to promote its membership of RSPO. It is sufficient for non-certified members to indicate this only once in their communication.

B. Claim statements are limited to the following examples:

   i. "The rate of RSPO-certified palm oil procurement was (X%). We aim to achieve (X%) sustainable procurement by fiscal year (YEAR)."

   ii. X% of palm oil sourced by our organisation are certified through the Roundtable on Sustainable Palm Oil (RSPO) supply chains as IP, SG, MB and B&C.

A. In cases wherein an organisation/member would like to indicate their commitment to sourcing RSPO certified volumes, the statement shall be accompanied with a disclaimer: "This reported figure is not audited through RSPO Certification''.

KEY UPDATES
PRODUCT SPECIFIC COMMUNICATIONS

MC&C 2022

General Corporate Communications (GCC)

Product Specific Communications

All Members (membership status/ commitment towards RSPO)

RSPO Certified Members (Certification status/progress)

General

Off Pack Claims

On Pack Claims

Module A-E applies for product specific communications

PRODUCT SPECIFIC COMMUNICATIONS

5.1 GENERAL

5.1.1 Product-specific communications refer to any public statement about an individual product that contains RSPO certified sustainable palm oil. These product-specific communications can be made on pack and/or off pack such as shipping documents, advertisements, flyers, brochures, posters, displays, newsletters, websites, emails, letters, offerings, invoices, (annual) reports, or media interviews.

5.1.3 Wherever the RSPO Label is displayed for product-specific communications, the applicable trademark licence number must be shown immediately under or next to the trademark or the statement itself.

PRODUCT SPECIFIC COMMUNICATIONS

5.1 GENERAL

NEW

5.1.5 Any organization that **does not further modify end products** or **does not need to undergo Supply Chain Certification** such as retailers, traders or distributors, **enters into any agreement** whereby the RSPO certified supplier labels products with the retailers/ traders/ distributors RSPO Trademark licence number, the following conditions shall be met:

A — RSPO members should be registered on the RSPO IT Platform and complete the information under 'description of products' field.

B — Both parties shall inform their certification body in writing about the agreement.

C — The RSPO certified supplier is responsible for ensuring that the buyer's RSPO Trademark licence number is used only on products that are supplied to that buyer.

PRODUCT SPECIFIC COMMUNICATIONS

UPDATED

5.1 GENERAL

5.1.6 Organisations that do not further modify end products or that do not need to undergo Supply Chain Certification such as retailers, traders, or distributors or who intend to use the RSPO Label with their own RSPO Trademark licence number in any of their product-specific communications, can do so by undergoing a remote audit. The remote audit shall be carried out as follows:
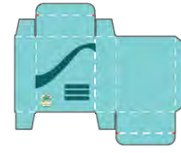
A — Organisation to prepare the draft artwork and design. The RSPO labels can be requested from trademark@rspo.org.

B — Organisation to liaise with an RSPO-accredited certification body (CB) to perform the remote audit.

C — During the remote audit, all artworks and traceability exercises should be conducted.

The certification body (CB) is then responsible for submitting the approved remote audit checklist and 'Trademark Verification Statement' (which includes the organisation's name and RSPO membership number, date, outcome of the audit, list of reviewed artworks and status)' through the RSPO IT Platform.

D — The RSPO will review/approve the submission of the remote audit checklist and 'Trademark Verification Statement' via the RSPO IT Platform.

E

F — The 'Trademark Verification Statement' is valid for 12 months provided the PalmTrace licence remains valid.

PRODUCT SPECIFIC COMMUNICATIONS

NEW

5.2 OFF PACK CLAIMS

5.2.1 Off pack claims are product-specific communications regarding the certified sustainable palm oil contained within the product(s) made on any communication materials such as shipping documents, advertisements, flyers, brochures, posters, displays, newsletters, websites, emails, letters, offerings, invoices, (annual) reports, or media interviews.

PRODUCT SPECIFIC COMMUNICATIONS

5.3 ON PACK CLAIMS

NEW

5.3.2 Limited space issue addressed

5.3.2 One-liner claim suggestions provided

5.3.6 Members to submit end products update via the MyRSPO portal

PRODUCT SPECIFIC COMMUNICATIONS

5.3 ON PACK CLAIMS

5.3.2 One-liner claim suggestions:

NEW

A. For IP/SG Certified Products:

- RSPO IP/SG CERTIFIED*

- Contains RSPO certified palm oil (IP/SG)*

B. For MB Certified Products:

- RSPO MIXED*

- Contributes to the production of RSPO certified palm oil*

C. For Partially Certified Products:

- RSPO 50% MIXED*

- Contains at least 50% RSPO certified palm oil*

D. For Products covered with B&C:

- RSPO CREDITS*

- Supports the production of RSPO certified palm oil*

*Add RSPO Trademark Licence number below or next to the claim.
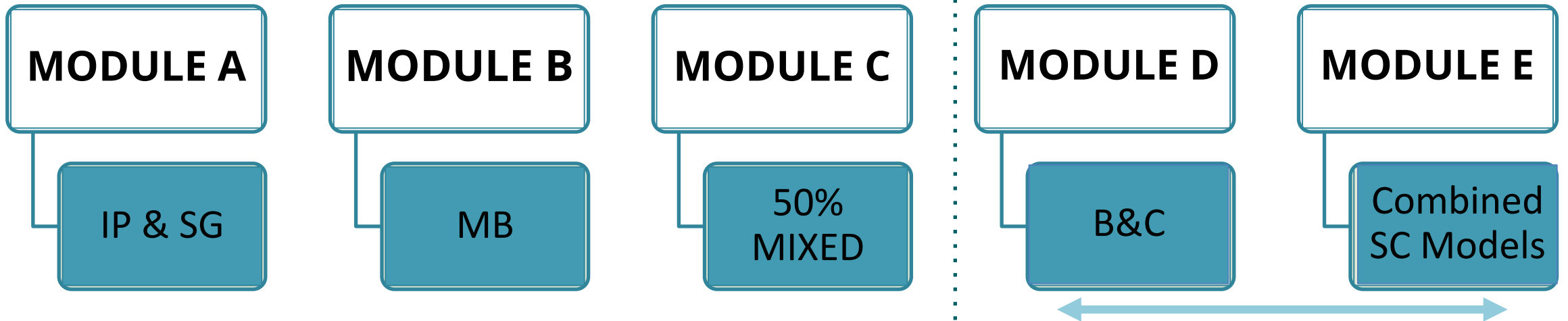
PRODUCT SPECIFIC COMMUNICATIONS

5.4 MODULE

Module A: Identity Preserved and Segregated Specific Rules

- 95%* of the palm oil content must be RSPO IP/SG certified
- RSPO Label package options:

RSPO Trademark **removed** from IP & SG package

UPDATED

PRODUCT SPECIFIC COMMUNICATIONS

5.4 MODULE

Module B: Mass Balance Specific Rules

- 95%* of the palm oil content must be RSPO MB-certified
- RSPO Label package options:

PRODUCT SPECIFIC COMMUNICATIONS

5.4 MODULE

Module C: Partial Product Claims Specific Rules

- The member making the claim is the end product manufacturer, is an RSPO member, and is certified against the RSPO SCCS, or is an RSPO retailer member authorised to use the RSPO Trademark.

- At least 50% of the palm oil content has been supplied through an RSPO certified supply chain as IP, SG, and/or MB.

- The remaining volume of the non-certified palm oil content shall be covered by the purchase of RSPO Credits of equivalent volume

- RSPO Label Package options:

PRODUCT SPECIFIC COMMUNICATIONS

5.4 MODULE

Module D: Book and Claim Specific Rules

- RSPO members who have purchased RSPO Credits are entitled to claim their support for the production of certified sustainable palm oil. These claims can be made anywhere – in store, on-pack, in marketing materials.

- Product-Specific Communications Labelling:
  - Must use the RSPO label with the tag "CREDITS".
  - 100% of the oil palm-based ingredients must be covered by RSPO Credits or physical certified material.

RSPO SCC Standard

4.1 Buyers of RSPO Credits can make market claims for one (1) year from the date of purchase of credits

3.9 Book and Claim audits shall be conducted once the qualifying level of 500 RSPO Credits have been claimed for a specific calendar year by an organisation. In addition, where the claim is transferred, the qualifying level of 500 RSPO Credits applies to the organisation to which the claim is transferred.

PRODUCT SPECIFIC COMMUNICATIONS

UPDATED

5.4 MODULE
Module E: Combined Supply Chain Models Specific Rules

- Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following guidelines are applicable:

Segregated (SG) claim can be made

75% IP + 20% SG + 5% CREDITS = ≥95%*

Mass Balance (MB) claim can be made

65% SG + 30% MB + 5% CREDITS = ≥95%*

Mass Balance (MB) claim can be made

50% IP + 25% SG + 20% MB + 5% CREDITS = ≥95%*

Partial product claim can be made

55% IP/SG/MB + 45% CREDITS = ≥50%

Partial product claim can be made

35% IP + 20% SG + 10% MB + 35% CREDITS = ≥50%

Book & Claim claim can be made

45% SG + 55% CREDITS = <50%

Clearance area indicated

Minimum sizes specified for every logo design

Figure 5 : Clearance areas and minimum sizes

RSPO TRADEMARK LICENCE STATISTICS

RSPO TRADEMARK LICENCE **STATISTICS**

RSPO Trademark License Holders by Membership Category

Total RSPO Trademark licence holders: 2131
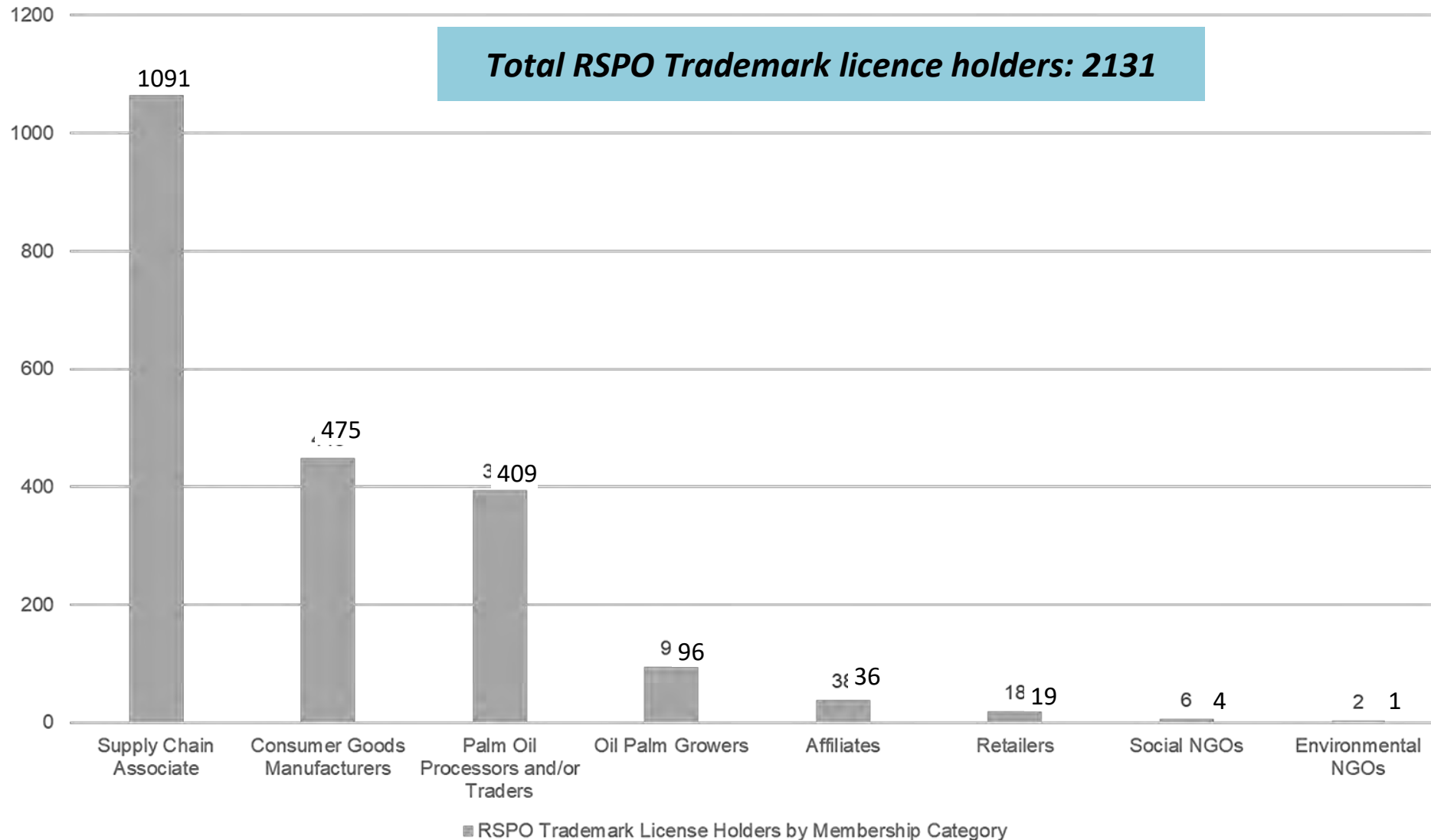
Data as of 30 April 2023

RSPO Label used on over 590 products in about
60 countries worldwide.

THANK YOU

Contact us at:
trademark@rspo.org

RSPO CB INTERPRETATION FORUM

RSPO Book & Claim Audit Process and discussion

Nur Amanina Zahir
Sr. Executive, Supply Chain

www.rspo.org

Content
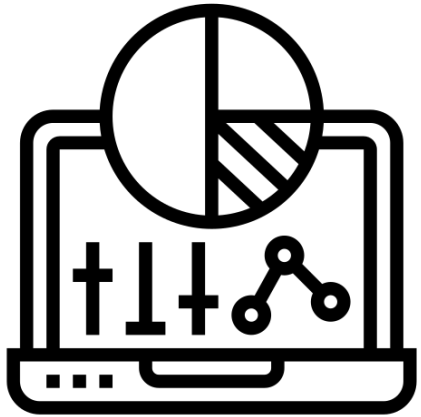
1. Data on the Book & Claim Audit Checklist submission

2. List of RSPO Claimed Credits
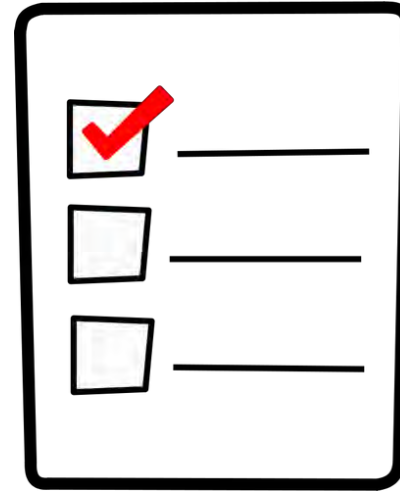
3. Highlight on Book & Claim requirements
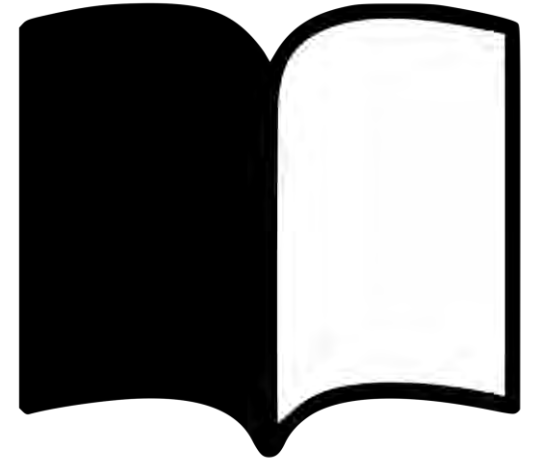
4. Highlight on improvements for B&C Audit Reporting

Where can I find information about Credits Claimed?

WM

Where do you find the information?

List of RSPO Claimed Credits

List of RSPO Claimed Credits

List of RSPO Claimed Credits

List of RSPO Claimed Credits

RSPO | Roundtable on Sustainable Palm Oil

WHY SUSTAINABLE PALM OIL?   WHO WE ARE   OUR IMPACT   GET INVOLVED ⌄   🔍

As an organisation   Our standards   Membership   Certification   Shared Responsibility   Our trademark   Marketplace   **RSPO Credits**   Tools

COMPANY NAME	CREDIT	2015	2016	2017	2018	2019	2020	2021	2022	2023
A. Gandola & C. SpA	IS-CSPO	0	0	0	5	0	0	0	0	0
A.L. Schutzman Company, Inc.	IS-CSPO	0	0	0	6	0	0	0	0	0
A.L. Schutzman Company, Inc.	IS-CSPKO	0	0	0	46	0	0	0	0	0
A.S. Watson (Health & Beauty Continental Europe)	CSPO	0	0	89633	1	1	0	0	0	0
A.S. Watson (Health & Beauty Continental Europe)	CSPKO	0	0	1	1	1	0	0	0	0
AB Agri	CSPO	0	0	24051	23357	20061	13449	0	0	0

Book & Claim Requirements

RSPO | Roundtable on Sustainable Palm Oil

WHY SUSTAINABLE PALM OIL?   WHO WE ARE   OUR IMPACT   GET INVOLVED

ANNOUNCEMENTS

ANNOUNCEMENT: RSPO BOOK AND CLAIM AUDIT PROCESS FLOW

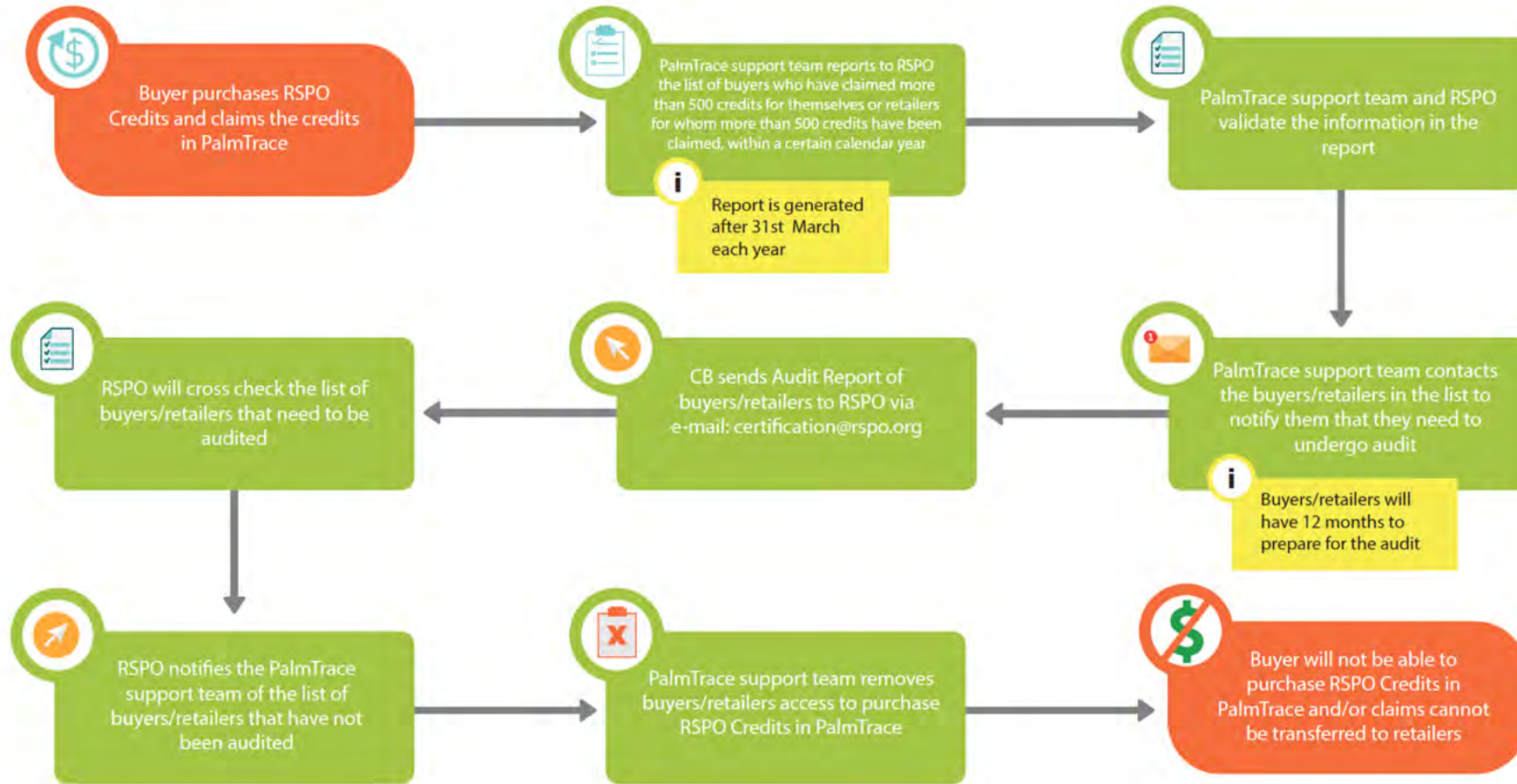3 MAY 2018   SHARE

With regards to the revision of the Book and Claim module/RSPO Credits, as mentioned in RSPO Supply Chain Certification Standard and Systems Documents (Revised 2017), RSPO Secretariat is pleased to introduce the Book and Claim Audit Flowchart.

The Book and Claim audit shall be conducted once the qualifying level of 500 RSPO Credits has been claimed by an organisation over a 12 month period. This flowchart is developed based on Annex 6 of the RSPO Supply Chain Certification systems document on Book and Claim Process Requirement and is applicable to RSPO Credits buyers and retailers.

The Book and Claim Audit Process Flow can be downloaded here.

Please feel free to reached us at certification@rspo.org for more info.

BOOK AND CLAIM AUDIT PROCESS FLOW

Buyer purchases RSPO Credits and claims the credits in PalmTrace

PalmTrace support team reports to RSPO the list of buyers who have claimed more than 500 credits for themselves or retailers for whom more than 500 credits have been claimed, within a certain calendar year

i Report is generated after 31st March each year

PalmTrace support team and RSPO validate the information in the report

RSPO will cross check the list of buyers/retailers that need to be audited

CB sends Audit Report of buyers/retailers to RSPO via e-mail: certification@rspo.org

PalmTrace support team contacts the buyers/retailers in the list to notify them that they need to undergo audit

i Buyers/retailers will have 12 months to prepare for the audit

RSPO notifies the PalmTrace support team of the list of buyers/retailers that have not been audited

PalmTrace support team removes buyers/retailers access to purchase RSPO Credits in PalmTrace

Buyer will not be able to purchase RSPO Credits in PalmTrace and/or claims cannot be transferred to retailers

CONTACT US
For audit report submission & questions:
certification@rspo.org

www.rspo.org

Annex 5: Book & Claim Requirements

A.5.1 Book and Claim audits shall be conducted once the qualifying level of 500 RSPO Credits have been claimed for a specific calendar year by an organisation. Where the claim is transferred, the qualifying level of 500 RSPO Credits applies to the organisation to which the claim is transferred.

A.5.2 Once the qualifying level of 500 RSPO Credits have been claimed, organisations who have not completed the audit shall not be able to participate in the Book and Claim supply chain model.

A.5.3 The Book and Claim audits shall either be conducted as a remote audit or combined with RSPO Supply Chain audits or other on-site audits (such as food safety, quality, etc.) where possible and appropriate.

RSPO Book & Claim Audit Checklist

WM

Book & Claim Audit Checklist

Section 1

General Information:
- Members Information
- Audit Information (Transaction Volume; Amount Credit Purchase)

Section 2

Audit Checklist:
- Purchase of RSPO Credits
- Claims
- Retailer Claims (if applicable)
- Use of RSPO Trademark

Section 3

Non-conformities:
a maximum of one (1) month is to be given to the organisation to address the non-conformance. The CB shall assess the effectiveness of the corrective and/or preventive actions taken within 14 days after submission of the proposed corrective actions. Should the non-conformance not satisfactorily addressed within the one (1) month plus 14 days timeframe, the organisation shall not be able to participate in the Book and Claim supply chain model.

Requirement 2: Purchase of RSPO Credits

- 2.1 Does the organisation have a process for identifying the amount of palm content used in their products (this includes palm oil, palm kernel oil and all derivatives)

- 2.2 Does the organisation have a process for calculating the number of credits they have to purchase to cover the use of conventional oil palm content in their products?

- 2.3 Does the organisation maintain records of its purchase of RSPO Credits?

Checklist

Requirement 3: Claims

- 3.1 Does the organisation have a process of identifying the amount of oil palm content in the product range for which claims are made?

- 3.2 Does the organisation claim the required amount of credits in the RSPO IT Platform (PalmTrace)?

- 3.3 Does the organisation keep records of the validity of RSPO Credits?

- 3.4 Does the organisation have records (if applicable) of the claims that are transferred to them?

- 3.5 What claims has the company made in connection with the use of sustainable palm (kernel) oil or derivatives?

Checklist

Requirement 3: Claims

- 3.6 List the claims that have been made.
  Note: Examples of market claims are as follows:
  - In the Annual Communication of Progress (ACOP) report for RSPO
  - Within a Company's website
  - Within published Corporate Responsibility documentation or Environmental Policy statements
  - Within marketing information, On product, In about product
  - information (specifications etc)
  - In inter-company correspondence
  - Provision of services in relation or products containing quantities of palm oil or its derivatives

Requirement 3: Claims

- 3.7 Are the claims made by the company in accordance with the RSPO Rules on Market Communications and Claims?

- 3.8 Is the organisation RSPO Supply Chain Certified?

- 3.9 Has the organisation made claims against the Identity Preserved(IP), Segregated(SG) or Mass Balance(MB) model?

Checklist

Requirement 4: Retailer Claims

- 4.1 List the products that the retailer member has made a claim against

- 4.2 Does the company have a process of verifying the transfer of claims from their suppliers?

- 4.3 Has the company received proof of the transfer of claims from their suppliers?

Checklist

Requirement 5: Use of RSPO Trademark

- 5.1 Where does the company use the RSPO Credit Label?

- 5.2 Does the company have a trademark license number for the use of RSPO trademark for credits

- 5.3 For on product communications, has the company covered 100% of the oil palm content with RSPO Credits?

- 5.4 Is the usage of RSPO Credit Trademark according to the rules laid out in the RSPO rules on Market Communication and Claims?

Improvement by CB on B&C Audit Reporting

Consistency of Information

Improvement by CB on B&C Audit Reporting

Consistency of Information

General Information			
Description of organisation (Manufacturer, Retailer etc.)	Chocolate Manufacturer (intermediate products only - no finished product)		
Period under review (please specify the period used for reporting)	01/01/2022 to 31/12/2022		
	Palm Oil and its derivatives	**Palm Kernel Oil and its derivatives**	**Palm Kernel Expeller**
Total volume used per year (in MT)	664.76	16,446	0
Total certified volume purchased via physical supply chains (in MT)	733	13,212	0
	CSPO (Certified Sustainable Palm Oil)	**CSPKO (Certified Sustainable Palm Kernel Oil)**	**CSPKE (Certified Sustainable Palm Kernel Expeller)**
Amount of RSPO Credits purchased via Book and Claim	0	2446	0
Amount of IS (Independent Smallholder) Credits purchased via Book and Claim	0	2129	0
Amount of RSPO Credits claimed via Book and Claim	0	2446	0
Amount of IS Credits claimed via Book and Claim	0	894	0

Improvement by CB on B&C Audit Reporting

Consistency of Information

List of RSPO Claimed Credits

Q&A Session

ANY
QUESTIONS?

RSPO CB INTERPRETATION FORUM

QUESTION & ANSWER

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THANK YOU!

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