

Date : 5 March 2020

To all RSPO accredited CB,

Coronavirus Outbreak - RSPO Supply Chain On-site Audits

In view of the current Coronavirus outbreak in various countries, the RSPO secretariat has agreed to allow CBs to decide whether an on-site or remote audit is to be conducted to their RSPO supply chain certified clients. If remote audit is carried out, the CBs need to maintain relevant evidences that prevent them from travelling and conducting the on-site audit. This provision is only applicable for the Supply Chain audits covering the Initial Certification, Annual Surveillance or Recertification audits. You are also encouraged to apply for the 3 months license extension prior to the expiry of the PalmTrace license.

During the remote audit, please ensure that the review of documentations (such as the purchase and sales of the certified materials) are carried out in accordance with the RSPO Supply Chain Standard requirements. The Lead Auditor should apply appropriate methods to conduct the remote audit. The use of International Accreditation Forum mandatory document IAF MD 4 (Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes) which is available through the following link https://www.iaf.nu/articles/Mandatory_Documents_/38 should be referred to. The audit report and submission of license in PalmTrace shall also be carried out as per the current practice.

This instruction is valid until 31 August 2020 or whenever the travel restriction and precautions are lifted earlier. Further instruction will be given if the situation does not improve.

Should you required further information please feel free to contact us at certification@rspo.org or info.eu@rspo.org

Thank you

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