

## Guidelines for RSPO Supply Chain Certification

### TÜV NORD INTEGRA

### COMPANY

Send the information package:

- Guidelines for RSPO Supply Chain Certification
- Request for quotation form for RSPO certification
- RSPO Supply Chain Certification Systems
- RSPO Supply Chain Certification Standard
- RSPO Guidelines on Communication and Claims
- RSPO Rules for Oleochemicals and its Derivatives

Complete, sign and resend the Request for quotation form

Assessment of the company's demand

Agreement and quotation for the RSPO audit and certification

Complete, sign and resend the agreement

Agreement signed by both parties

#### Planning and performing the RSPO certification audit

- The audit report, signed by both parties
- Invoice for audit and certification

- Payment of the invoice
- If necessary, send evidence supporting adequate corrections and corrective actions

- **RSPO SCC Certificate** with 5 years validity
- Creation of the RSPO SCC licence in PalmTrace
- RSPO SCC Checklist and Certification report

#### Planning and performing the RSPO surveillance audit 1\*

- The audit report, signed by both parties
- Invoice for audit and certification

- Payment of the invoice
- If necessary, send evidence supporting adequate corrections and corrective actions

- Updating of the RSPO SCC licence in PalmTrace
- RSPO SCC Checklist and Certification report

\*A surveillance audit is planned every year, so 4 times, in the 5 year cycle.  
**When the certificate expires after 5 years the cycle starts again.**