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|  |
| --- |
| **Request for quotation for certification against****RSPO Supply Chain Certification (RSPO SCC)** |

|  |  |
| --- | --- |
| Company name |       |
| Parent company (if applicable) |       |
| Name legal representative |       |
| Name contact person for RSPO |       |
| Address |                 |
| Country |       |
| VAT number |       |
| Telephone |       |
| Mobile |       |
| Fax |       |
| E-mail |       |
| Website |       |
| RSPO Member number |       |
| PalmTrace number |       |
| Number of employees[[1]](#footnote-1) |       |

|  |  |
| --- | --- |
| By what date would the company like to be RSPO SCC certified (if applicable)[[2]](#footnote-2)?  |       |

The company requests a quotation for following certification option:

[ ]  Individual certification → go to question 2

[ ]  Multi-site certification[[3]](#footnote-3) → go to question 1

1. In case of Multi-site Certification:
* Are all facilities included in the Multi-site Certification represented by the Central Office?

 [ ]  Yes / [ ]  No

* Do all sites have a contractual link? [ ]  Yes / [ ]  No
* Does the Central Office document and implement clear rules regarding eligibility for the participation of sites in the certificate? [ ]  Yes / [ ]  No
1. Does the company, that requests a quotation for inspection and certification within the scope of RSPO supply chain certification,
* take legal ownership of RSPO Certified sustainable palm oil or palm oil products? [ ]  Yes / [ ]  No
* physically handle[[4]](#footnote-4) the RSPO certified sustainable palm oil or palm oil products? [ ]  Yes / [ ]  No
1. Is the site that is looking for certification at least three (3) months operational[[5]](#footnote-5) before the initial certification audit will be conducted. [ ]  Yes / [ ]  No / [ ]  Not applicable (already certified)
2. Indicate all company locations that handle/process palm oil or palm oil products.

Please indicated which site is ICS site (Internal Control

| Address | Scope indicating activity (processing, storage, bookkeeping,...) and products | Traceability Model (IP[[6]](#footnote-6), SG[[7]](#footnote-7), MB)[[8]](#footnote-8) | also non- RSPO(Yes/No) | No. of staff (FTE)1 |
| --- | --- | --- | --- | --- |
| Head Office, see address above |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |

1. Does the company make product claims related to RSPO certified palm oil or palm oil products (business-to-business or business-to consumer) or is the company planning on doing so?

[ ]  Yes / [ ]  No

If yes, how (communication, agreements, invoices, website…)?

1. Please describe the raw material (palm oil, palm kernel oil, palm oil products[[9]](#footnote-9)) that will be purchased RSPO certified and also give the traceability model by which it is certified.

|  |  |
| --- | --- |
| Product | Traceability Model |
| *e.g. margarine, emulsifier, crude palm oil* | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |

1. Please describe the palm oil products[[10]](#footnote-10) manufactured and subsequently sold by the company for which the company is seeking certification.

|  |  |
| --- | --- |
| Product | Traceability Model |
| *e.g. candles, chocolate bars, olein* | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |

1. Is the total amount of palm oil used in the company in one year below 1000 kg[[11]](#footnote-11)? [ ]  Yes / [ ]  No
2. Is the company also certified for other quality systems or sustainable standards? [ ]  Yes / [ ]  No

If yes, please list details of certifications held by the company.

|  |  |  |
| --- | --- | --- |
| Name certification standard | Name of certification body | Certificate valid until |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

1. Is any activity concerning the processing or production of RSPO certified sustainable palm oil or palm oil products outsourced? [ ]  Yes / [ ]  No

If yes, please fill in the name and address of the subcontractor (s) and give a brief description of the subcontracted activity.

| Name + Address | Subcontracting activity including the traceability level of the subcontracted activity (IP, SG or MB) | Certified quality system? If yes, which?[[12]](#footnote-12) | Is the company RSPO certified? |
| --- | --- | --- | --- |
|       |       |       |       |
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|       |       |       |       |

Name, signature and date

1. Part-time employees included and converted to full-time equivalents (FTE) [↑](#footnote-ref-1)
2. Please pay attention that you cannot make any claims concerning RSPO until you received the RSPO SCC certificate [↑](#footnote-ref-2)
3. Certification option for a group of sites that are part of one legal entity [↑](#footnote-ref-3)
4. Physically handling does include receipt into storage tanks [↑](#footnote-ref-4)
5. Meaning that the site has to be producing products (it is no requirement to purchase or process RSPO certified products before audit) [↑](#footnote-ref-5)
6. IP = Identity Preserved (physical isolation with unique identification throughout the supply chain) [↑](#footnote-ref-6)
7. SG = Segregation (physical traceability), [↑](#footnote-ref-7)
8. MB = Mass Balance (no physical link) [↑](#footnote-ref-8)
9. Products containing palm oil (PO)/palm kernel oil (PKO)/PO or PKO derivate [↑](#footnote-ref-9)
10. End product that will be sold as RSPO certified [↑](#footnote-ref-10)
11. The 1000 kg is about the palm oil content in the product (RSPO and non-RSPO together). [↑](#footnote-ref-11)
12. For example IFS, BRC, ISO22000 [↑](#footnote-ref-12)