1. RSPO Supply Chain Certification - Multi-Site Certification Standard.

Introduction to Multi-Site certification.
The RSPO recognises that one company may own, or have a controlling interest in several individual operational units (processing units and/or end production units) and it is likely that similar or identical management systems are used in similar operational units in order to comply with the selected RSPO SCCS models.

The RSPO also recognises that a company may implement an *internal control system,* which must be located in one office, and which is responsible for ensuring RSPO SCCS compliance in a number of similar operational units.

Control Union Certifications has therefore designed this Multi-Site certification standard to be in conformance with the RSPO guidance. It allows us to conduct a single compliance audit of the internal control system and, based upon a risk assessment, conduct compliance audits of a sample of similar operational units that make up a *"set"* and so reduce the cost and time involved that would be necessary when auditing all of the operational units.

In so doing, the criteria for eligibility as a *multi-site* and the definition of operational units as *"sets"* must be clearly understood.

1.1. Criteria for Eligibility as a Multi-site
  ➢ All operational units included in the multi-site certification must be part of the same legal entity – e.g. owned by the same Group Company.
  ➢ There will be a clearly defined internal control system that is responsible for ensuring that all operational units within a defined "set" are managed in accordance with the applicable supply chain model(s).
  ➢ The internal control system shall be managed from one identifiable site for a determined number of operational units.

1.2. Operational unit "sets".
  Similar operational units within the multi-site certification will be grouped into "Sets" and may be classified as follows:
  ➢ Milling. (Primary processing)
  ➢ Refining.
  ➢ Processing. (Includes any secondary processing after the refinery).
  ➢ Production. (Final manufacture of end product).
  ➢ Outsourcing. (Tank farms, distribution etc).
  ➢ Others may be added as appropriate.

Depending upon the geographical range of the operational units, it may be necessary to have separate sets of similar operational units as the internal control systems may be managed by separate locations.

For example; one company has refineries in East Malaysia, North Sumatra and in Europe. In this case it maybe necessary to have three "sets" with the internal control systems located in three separate locations.

1.3. Certification.

- Certificates of compliance to this RSPO SCCS Multi-Site Certification Standard will be awarded to companies who have been audited by Control Union Certifications and who have demonstrated full compliance with this standard.
- The certificate will be in the name of the legal entity Head Office and the production units will be included in the scope of the certificate.
- Certificates will be valid for a period of 1 year. (If the total usage of RSPO certified products for the sum of all the sites is less than 500 tonnes per year, then the certificate is valid for 3 years).

1.4. Sampling.

The following is the minimum sampling that Control Union Certifications will conduct:

- **First main assessment.**
  The Internal Control System(s).
  Square Root of the total number of sites, rounded up to a whole number (for each Set).
- **Surveillance. (Only applicable for a certificate valid for 3 years).**
  The Internal Control System(s).
  Square Root of the total number of sites, multiplied by 0.6, rounded up to a whole number (for each Set).
- **Re-Certification.**
  The Internal Control System(s).
  Square Root of the total number of sites, multiplied by 0.8, rounded up to a whole number (for each Set).

1.5. Certification procedure.

- The applicant company complete an application form to Control Union Certifications that includes "sets" of the operational units.
- Control Union Certifications will conduct a full compliance audit of the internal control system(s) against this standard.
- Control Union Certifications will determine the number of operational units in each set that shall be included in the main audit, (surveillance audits if applicable) and for re-certification when the certificate expires.
- Control Union Certifications shall conduct compliance audits of the sample selected against the latest RSPO SCCS requirements as published on the RSPO web site at the time of the audit.
- Control Union Certifications has the right to apply a more vigorous risk assessment and to include a greater sample in the audit but the reasons for doing so will be fully documented and justified to the client.

1.6. Requirements of the Multi-Site Certification Standard.

- The operational units shall demonstrate that they are part of the same legal entity.
- The legal entity shall justify the grouping of operational units into sets.
- The legal entity shall set up and manage a single central internal control system for each set of operational units.
- The internal control system (ICS) shall appoint one single person who has the overall responsibility for ensuring that all operational units comply with the RSPO SCCS.
- The ICS shall determine and prepare which common management documents are applicable to all operational units.
- The ICS shall determine which site specific documents are required at each operational unit.
- The ICS shall prepare a training matrix for all operational units.
- The ICS shall keep a record of all training conducted.
- The ICS shall prepare procedures to conduct at least an annual internal audit of each operational unit comprising the set.
- The ICS will have a procedure for raising corrective actions when it is found that an operation unit is not in compliance with the RSPO SCCS.
- The results of the internal audits and all actions taken to correct non compliances will be available to the certification body upon request.
- The ICS will maintain a central record of all purchases and sales of RSPO certified products, for all applicable supply chain models, over a documented 12 month period, and will reconcile the quantities with regard to production processes.
- The ICS will be responsible for ensuring that all shipping and confirmation announcement s are correctly registered on the UTZ web site.
- The ICS shall be responsible for ensuring that all uses of the RSPO logo and all RSPO claims regarding the end product are in accordance with RSPO requirements.
- The ICS shall keep all documents and records for a minimum period of 5 years.