

## Important steps to RSPO SCC certification

Companies interested in RSPO SCC certification establish internal procedures and processes to ensure the traceability of certified palm oil or its derivatives through production or processing. The effectiveness of the system is verified and confirmed by GFA Certification GmbH through a certification audit, and then by annual monitoring audits. After successful certification, your company is entitled to sell RSPO certified products if they are produced according to the RSPO certification requirements.

### 1 PRELIMINARY INFORMATION

- Company collects information about the requirements for RSPO certification
- Company fills out the GFA Questionnaire under “Request Proposal” on [www.gfa-cert.com](http://www.gfa-cert.com)
- If necessary, GFA requests further information
- GFA evaluates the information

### 2 OFFER & PROPOSAL

- Elaboration of a non-binding certification proposal by GFA
- If necessary clarification of open questions
- Acceptance of the certification proposal by the company

### 3 IMPLEMENTATION

Implementation of the RSPO SCC requirements by the company, for example

- Company becomes member of RSPO (mandatory for certification)
- Establishment of necessary procedures and processes
- Nomination of responsible staff
- Creation of a RSPO SCC manual
- Staff training
- Creation of sample documents
- Staff training
- Creation of sample documents

#### **4 MAIN AUDIT**

Assessment of the RSPO SCC system by a GFA auditor

- Verification of documented procedures
- Inspection of the on-site operations
- Meeting with company management
- Staff meetings with responsible staff
- Creation of the audit report by the auditor
- Correction of identified non-conformities by the company
- Certification decision by the GFA

#### **5 CERTIFICATE**

- Issuing of the certificate
- Registration of the certificate

#### **6 ANNUAL SURVEILLANCE AUDIT**

- Annual assessment by a GFA auditor
- Company provides evidence for compliance
- Certification decision by the GFA

#### **7 RE-CERTIFICATION AUDIT**

- Takes place a few weeks prior to expiry of the certificate period (5 years)
- New certification contract is concluded
- New audit by GFA

---

#### **YOUR DIRECT CONTACT**

Torge Petersen

Phone +49 40 52 47 431 150

t.petersen@gfa-cert.com