How to gain RSPO Supply Chain Certification

This guide describes the different options for companies seeking Supply Chain Certification, which means your company purchases and physically handles palm oil, or ingredients and products which contain derivatives of palm oil (PO) and palm kernel oil (PKO).

The RSPO has two certification systems:

1. One to ensure that palm oil is produced sustainably called “Principles & Criteria certification”;
2. The other, to ensure the integrity of the trade in sustainable palm oil, i.e. that palm oil sold as sustainable palm oil has indeed been produced by certified plantations, called the Supply Chain Certification Standard.

Both systems involve third-party certification audits by accredited certification bodies. RSPO certification ensures all users and consumers are contributing to the production of certified sustainable palm oil, and thereby reducing the negative social and environment impact of oil palm when its produced unsustainably.

The Supply Chain

1. RSPO Principles & Criteria
   The sustainable palm oil supply chain starts with the grower. From smallholders to large plantations, growers that supply to certified mills must be certified and audited against the RSPO Principles & Criteria, as must the mills. The RSPO Principles & Criteria are based on eight core principles.

   - 1. Commitment to transparency
   - 2. Compliance with applicable laws and regulations
   - 3. Commitment to long-term economic and financial viability
   - 4. Use of appropriate best practices by growers and millers
   - 5. Environmental responsibility and conservation of natural resources and biodiversity
   - 6. Responsible consideration of employees, and of individuals and communities affected by growers and mills
   - 7. Responsible development of new plantings
   - 8. Commitment to continuous improvement in key areas of activity
2. RSPO Supply Chain Standard

Mills and other supply chain actors are certified under the RSPO Supply Chain Certification Standard (SCCS). Traders and Distributors who take legal ownership, store and sell products to their customers but do not unpack, repack or relabel those products are exempt from Supply Chain Certification. They can apply for a traders or distributors license issued by RSPO. Download the relevant documents from https://www.rspo.org/key-documents/certification/rspo-supply-chain-certification.

How the RSPO-certified supply chain works
Options for Supply Chain Certification

There are four certification options under the RSPO Supply Chain Certification Standard. These are:

1. Group
2. Micro-user
3. Single-site
4. Multi-site

Which supply chain certification option applies to your company?

- **How much palm (kernel) oil and palm (kernel) products* are used annually?**
  - More than 500 mt
    - Apply for RSPO Ordinary Membership (Membership Fee EUR 2000/year)
  - Less than 500 mt
    - Do you want to be certified under a group manager?
      - NO
        - Apply for RSPO Supply Chain Associate Membership (Membership Fee EUR 100/year)
      - YES
        - Group

- **Number of production sites**
  - 1
    - Single site
  - More than 1
    - Multi-site

- **Annual volume**
  - more than 1000 kg
  - less than 1000 kg

*Total annual volume of palm oil, palm kernel oil, derivatives, palm content in ingredients, conventional and sustainable, equals less than 500 metric tonnes.
Certification Options Explained

1. **Group**

Group offers an option to achieve RSPO Supply Chain Certification where the direct costs of certification are shared between independent but eligible members of a group. Members of the group agree to adhere to the rules of a group structure under the guidance of a group management entity. The group will work under the direction of a Group Manager, and in accordance with an Internal Control System (ICS).

**Benefit:** Costs and resources are shared amongst the group.

**Requirements:**

- Total annual volume of palm oil, palm kernel oil, derivatives, palm content in ingredients, conventional and sustainable equals less than 500 metric tonnes.
- Group should consist of independent organisations, each acting as separate legal entities within the palm oil supply chain.

**Establishing a Group:**

1. Choose a group manager. Supply Chain Group Managers can be found here.
2. A participation fee is charged and benefits include training, up-to-date system documentation, internal audits and consultancy service regarding the RSPO certification.
3. Under the supervision of a Group Manager, the group members can implement the RSPO supply chain standard but do not have to become RSPO members.

**Role of Group Manager:**

- Maintain Internal Control System (ICS)
- Complete Internal Audits as required
- Ensure compliance

**Role of Certification Body:**

- Audit subset of the group members and ICS as required

**Responsibility of the Group Member:**

- Comply with RSPO Supply Chain Certification Standard
- Follow the RSPO Rules on Claims and Communications
- Use the group certification number, sub code and correct supply chain model in all documents.
2. Micro-user

Micro-users are companies that use less than 1 tonne = 1,000 kg of oil palm product. A micro-user can choose from Group Certification (as previously described) or Single Site Certification (described below).

**Benefit**: There is no requirement for a physical surveillance audit. Reduced audit regime considering the small volumes used by micro-users. Initial and Recertification audits involve a physical audit.

**Requirements**:  
- RSPO Membership as Supply Chain Associate  
- All audits should be conducted by an independent accredited certification body (CB). Find a list of accredited certifications bodies [here](#).

3. Single-Site

Single Site Certification applies to a single business of any size or type wishing to achieve supply chain certification.

**Benefit**: Allows the site to manage its RSPO certification independently.

**Requirements**:  
- RSPO Membership as a Supply Chain Associate, or as Ordinary Member.  
- All audits by an independent accredited certification body (CB).
4. Multi-site

Multi-site Certification is a certification option for a group of sites that have a contractual link, a defined central office and a minimum of two participating sites. These sites may be groups of refineries, CGMs or foodservice outlets brought together under a central office and administered using an Internal Control System (ICS). The organisations shall define the geographic area, the number and identity of sites.

**Benefit:** Not all sites have to undergo annual audits, therefore have the potential to reduce costs and resource.

**Requirements:**

- RSPO Membership as an Ordinary Member; use more than 500 metric tonnes per year, or Supply Chain Associate; use less than 500 metric tonnes per year
- Annual internal audit of all sites by Internal Control System (ICS). ICS ensures all participating sites are trained on the requirements for RSPO supply chain certification
- There is no requirement for sites to be in the same country
- Annual audits are for ICS and a selection of sites by accredited certification bodies

### Comparison of requirements

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>GROUP</th>
<th>MICRO</th>
<th>SINGLE</th>
<th>MULTI-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPO membership</td>
<td>No, Group Manager will be the RSPO member</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Membership Type: Supply Chain Associate and Ordinary</td>
<td>N.A.</td>
<td>Supply Chain Associate less than 500 tonnes per year</td>
<td>Supply Chain Associate less than 500 tonnes or Ordinary member more than 500 tonnes per year</td>
<td>Supply Chain Associate less than 500 tonnes or Ordinary member more than 500 tonnes per year</td>
</tr>
<tr>
<td>Initial certification and recertification</td>
<td>Group manager conducts audit after which company is added to the group and certified. The CB audits a subset and ICS</td>
<td>CB</td>
<td>CB</td>
<td>Subset of all sites and ICS by CB</td>
</tr>
<tr>
<td>Annual Surveillance Audit</td>
<td>Group Manager and subset of group by CB</td>
<td>Desktop audit by CB</td>
<td>Yes</td>
<td>Subset of all sites and ICS by CB</td>
</tr>
<tr>
<td>Internal audits</td>
<td>Yes, all group members by Group Manager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Trademark</td>
<td>Yes, Group Managers hold the trademark license number</td>
<td>Yes. Apply to use RSPO Trademark</td>
<td>Yes. Apply to use RSPO Trademark</td>
<td>Yes. Apply to use RSPO Trademark</td>
</tr>
</tbody>
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Supporting Information Online

Code of Conduct:
http://www.rspo.org/resources/key-documents/membership

Membership Application Form:
http://www.rspo.org/members/apply

RSPO Membership Type:
http://www.rspo.org/members/categories

RSPO PalmTrace
https://palmtrace.rspo.org/

RSPO Accredited Certification Body:
www.rspo.org/certification/bodies

RSPO Supply Chain Certification Standard:
https://www.rspo.org/key-documents/certification/rspo-supply-chain-certification

RSPO Rules on Communication and Claims
http://www.rspo.org/resources/supplementary-materials/communications

RSPO Traders & Distributors Guide:
https://www.rspo.org/key-documents/certification/rspo-supply-chain-certification

RSPO Trademark Application:
https://www.rspo.org/trademark/application

CONTACT US

For RSPO PalmTrace related questions:
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For supply chain certification related questions:
certification@rspo.org

For trademark related questions:
trademark@rspo.org

www.rspo.org

Have a question?
https://askrspo.custhelp.com/app/answers/list