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	check forest	✓	check audits	✓		

RSPO Certification.

Striving for successful audits.

A. Introduction.

CheckMark Training is a trading name of David Ogg and Partners Ltd and is used to distinguish our training services from the consultancy and advisory service.

Our definition of a successful audit:

A successful audit is one for which the client has been fully and correctly prepared and has been conducted by an experienced and competent audit team. The audit findings have been efficiently evaluated by a certifier resulting in certification being awarded within a satisfactory time frame.

We therefore fully recognise the diverse training requirements for different audiences and so we offer bespoke courses for the following:

- **Certification body auditors and staff.**
Seeking compliance (and non-compliance) against a given set of standards and requirements.
- **All growers of oil palm and the palm oil mills.**
Understanding what is required, recognising existing compliance and designing and implementing the necessary procedures to demonstrate compliance.
- **The Industry and Trade: users and processors of palm oil and palm kernel oil.**
Understanding the whole supply chain, the supply chain model options and implementing procedures to demonstrate compliance.
- **Stakeholder groups from all backgrounds.**
Appreciating the benefits of oil palm to local communities and the enormous benefits of RSPO certified oil palm plantations and mills. The role that stakeholders have in further developing RSPO standards and their role during an RSPO P&C audit.

B. 5 RSPO Training Manuals.

Written and updated on a regular basis, David Ogg and Partners have prepared 5 Training Manuals with the purpose of bringing together all the main RSPO standards and procedures required by the industry for RSPO P&C and SCC certification and to present them in a format designed for both the industry and for the certification bodies.

These A4 ring bound manuals have been endorsed by the RSPO as they are the foundation of all training material for the RSPO – endorsed P&C and SCC courses.

Volume 1. RSPO P&C Certification for Oil Palm Growers and Palm Oil Mills.

Practical guidance for compliance with all the RSPO P&Cs and concise information on all the additional requirements to achieve RSPO P&C Certification.

Volume 2. RSPO P&C Certification for Group Managers, Independent Growers and Smallholders.

Practical guidance for setting up a group scheme as well as a full set of comprehensive and working documents required to run a group scheme.

Volume 2.1. RSPO P&C Certification for Smallholders as part of a group scheme.

A smaller version of volume 2, specifically designed for smallholders only.

Volume 3. RSPO SCC Certification for the Palm Oil and Palm Kernel Oil supply chains.

Covering all the RSPO SCC Supply Chain Modules and Models, this volume includes internal audit and compliance manuals to help with the preparation of management systems.

Volume 4. RSPO P&C and Supply Chain Certification for the Certification Bodies and Auditors.

Practical advice on running successful audits. Cross references between different standards to help auditors to understand the P&C requirements in different scenarios.



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C. Matrix of our courses.

No.	Course summary	Days	Auditor CB staff	Grower	Smallholder	Industry Trade	Stakeholder Other
1.	Introduction to Certification.	1	✓	✓	✓	✓	✓
2.1	RSPO P&C lead Auditor.	5	✓				
2.2	RSPO SCC Lead Auditor.	2	✓				
2.3	RSPO P&C refresher.	2	✓				
2.4	RSPO SCC refresher.	1	✓				
3.1	RSPO P&C compliance.	2	✓	✓	✓		
3.2	RSPO P&C Group compliance.	1	✓	✓	✓		
3.3	On-site evaluation.	3-5		✓	✓		
4.	RSPO SCC for the industry.	1-2				✓	
5.	RSPO and Stakeholders.	1					✓

Details of our courses:

For information regarding dates and locations and for organising in-house training, please contact:

Global: David Ogg. david@checkmarktraining.com

South East Asia: Bart van Assen. bart@checkmarktraining.com

1. Introduction to certification.

This course covers the fundamentals of certification.

We explain the differences between Certification and Verification; Accreditation and Certification; Qualifications and Competence; International and voluntary standards; Trademarks and Corporate Logos and we cover the use of sustainability trademarks in the market place. The range of ISO standards are considered as well as biofuel, textile and agricultural standards and delegates leave with a very sound understanding of the world of certification.

2. RSPO – endorsed RSPO training courses for Certification Bodies.

Whenever possible, we offer in-house training to certification bodies for a fixed fee. This gives clear financial advantages as well as being able to discuss their systems and procedures.

2.1 RSPO – endorsed RSPO Principle and Criteria (P&C) lead auditors course.

Held over a contiguous 5-day period, this course is intended for delegates who have the intention to become an RSPO P&C Lead Auditor. (Delegates from the industry are only encouraged to attend if they have a clear internal audit role within their company).

2.2 RSPO - endorsed RSPO Supply Chain Certification (SCC) Lead Auditors Course.

This is a two-day course that was first endorsed in 2012. Including a written exam, successful delegates leave with one of the qualifications required to become an RSPO SCC lead auditor.

Delegates from the industry are also encouraged to attend this course as there is useful interaction between the certification body delegates and industry delegates.

Includes the use of the RSPO Trademark.

2.3 RSPO - endorsed P&C refresher courses.

It is a requirement that all qualified RSPO P&C lead auditors attend a 16 hr refresher training course every 3 years. This may be delivered as a webinar or face to face.

2.4 RSPO – endorsed SCC refresher course.

It is a requirement that all qualified RSPO SCC lead auditors attend an 8 hr refresher training course every 3 years. This may be delivered as a webinar or face to face.





3. RSPO training courses for the growers of oil palm and the Palm Oil Mills.

RSPO compliance can be summarised as 90% best practice and 10% additional paper work.

Based on the same RSPO – endorsed training material, these courses have an emphasis on recognising existing compliance and focusing attention to areas that need further development.

Attendance on the classroom course, or arranging for an on-site evaluation and training of your compliance has been proven to result in considerable cost and efficiency savings.

3.1 Classroom based P&C course. 2 days.

Covering all aspects of RSPO P&C certification and the applicable Supply Chain requirements.
NPP. LUCC. HCV. EIA. SIA. FPIC. GHG. RSPO NEXT etc.,

3.2 Classroom based Group Schemes for smallholders and independent growers. 1 day.

Covering all aspects of the requirements for Group management as laid out in the RSPO publication: *RSPO Management System Requirements and Guidance for Group Certification of FFB Production (March 2016)*.

There are 2 levels of compliance: The Group Management Systems and Individual Group Member compliance. Delegates are provided with a full set of working documents covering all aspects of the RSPO requirements.

3.3 On-site P&C evaluation and training course.

On-site evaluation of present RSPO compliance including a minimum of 4 hrs classroom training for all managers and suppliers of FFB. A fixed fee is given for this service with the duration is determined by the complexity of the supply base.

4. RSPO SCC training course for the industry and trade; users and processors of all oil palm products.

Supply Chain Certification starts in the Palm Oil Mill, with compliance to the applicable parts of the SCC Standard being evaluated as part of the P&C audit and reported as part of the P&C audit report.

All kernel crushing plants and all organisations that take ownership and process palm products require Supply Chain Certification.

Company delegates can either join the full 2-day lead auditors course as above or a 1 day in-house training can be arranged for all applicable staff and managers, with certificates of attendance for all delegates. In-house courses may be supplemented by a full compliance evaluation and advice.

5. RSPO training course for stakeholders.

Stakeholders are very important in the work of the RSPO and RSPO members include financial organisations, NGOs, Conservation Groups as well as individuals. Stakeholders from many backgrounds have helped to shape the policies and standards of the RSPO and stakeholders are included in the P&C certification process.

In advance of any audit, the certification body must identify and consult with local organizations, Indigenous communities, Local communities, Workers, Worker organisations, Smallholders, Local and National NGOs.

We encourage Certification Bodies to hold an open stakeholder meeting as part of the P&C audit process and attendees may include representatives from all of the above but also from local schools, local government, the police and others.

It is therefore important for all stakeholders to have fundamental knowledge including:

- How the RSPO works.
- Issues surrounding the growing of oil palm and how the RSPO addresses those issues.
- The fundamentals and importance of certification.
- The benefits of certification.
- Stakeholder role in RSPO certification.

Bespoke one-day course, which takes into account the specific background and interests of the stakeholder group.

