

RSPO CERTIFICATION: *IN NO UNCERTAIN TERMS!*

Comprehensive and practical RSPO training volumes for the industry and auditors.

		
<p>Volume 1. 198 pages. <i>Practical guidance for compliance with all the RSPO P&Cs and concise information on all the additional requirements to achieve RSPO P&C Certification.</i></p>	<p>Volume 2. 296 pages. <i>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.</i></p>	<p>Volume 2.1. 42 pages. <i>A smaller version of volume 2, specifically designed for smallholders only.</i></p>

	
<p>Volume 3. 154 pages. <i>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.</i></p>	<p>Volume 4. 251 Pages. <i>Practical advice on running successful audits. Cross references between different standards to help auditors to understand the P&C requirements in different scenarios.</i></p>

Available in Spanish and English.



The purpose of these RSPO Training Volumes is to bring 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. The Chapters and contents are as up to date as possible at the time of publication and new editions will be published as necessary.

Their contents have only been possible as a direct result of actual audit and certification experience which started in the mid 1990's. I am quite well known in the industry for my pragmatic and no-nonsense approach to certification and my style of training has a huge emphasis on pragmatism. My certification and accreditation experience started in the mid 1990's and since then I have developed a profound and complete understanding of the entire RSPO certification process from the oil palm plantation to final product manufacture. I am an RSPO-endorsed trainer and have run courses across the globe for more than 1,000 delegates from both the oil palm growers and from the palm oil industry.

My main motivation is to inspire oil palm growers and downstream processing industries to comply with the RSPO requirements in the most practical and efficient way possible.

I have witnessed first-hand the significant social benefits and improved living conditions for hundreds of thousands of indigenous peoples throughout the equatorial belt thanks to oil palm itself, and I have further witnessed the significant environmental and social benefits that come with RSPO compliance.

***I am 100% behind the RSPO in the promoting:
"The production and use of sustainable palm oil for People, Plant and Prosperity".***

Practical and working templates and checklists have been designed for the industry to directly facilitate their preparation for certification and to ensure that all aspects of the RSPO standards and requirements have been considered. Significant savings in time and costs can be made by recognising existing best practice and by directing investment to priority areas. These are available separately in word and excel format.

The practical working checklists are derived from full documents in the various manuals and include a blank column for you to record your procedures. The soft copies of the checklists and Group Management documents may vary slightly from the printed versions as they are under constant review.

PREVIEW AND EXTRACTS.

The following pages give you an introduction to each of the volumes and sample extracts from some of the chapters. The exact number of pages of each volume may vary in print form due to translation and are given for indicative purposes only.

I welcome any feed-back for improvement and I am sure that you will find these volumes invaluable in both your preparation for certification and for audits.

There are 5 A4 size volumes.

Each individual volume is designed for a different audience.

Volume 1.

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

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

Chapter 1.	Understanding the fundamentals of RSPO certification.
Chapter 2.	The Oil Palm and Palm oil supply chain.
Chapter 3.	RSPO P&C Audit and Compliance requirements.
Chapter 4.	New Planting Procedures.
Chapter 5.	Remediation and compensation procedures.
Chapter 6.	SEIA and HCV Assessments.
Chapter 7.	Carbon stock analysis.
Chapter 8.	Free Prior Informed Consent.
Chapter 9.	RSPO NEXT.
Chapter 10.	RSPO P&C Compliance Manual. CPO Mill and Supply Base.
Annex.	Definitions and International Laws.

Volume 2.

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

This volume gives 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 – designed by an ex-group manager.

Chapter 1.	Understanding the fundamentals of RSPO certification.
Chapter 2.	The Oil Palm and Palm oil supply chain.
Chapter 3.	RSPO P&C Audit and Compliance requirements.
Chapter 4.	RSPO P&C Group Certification.
Chapter 5.	Group Internal Audit and Compliance Manual.
Chapter 6.	Group Structure and Internal Control System. (ICS).
Chapter 7.	The Group Policies.
Chapter 8.	The Group Rules, AGM and Membership Criteria.
Chapter 9.	Group staff records. <ul style="list-style-type: none"> ➤ 2.2 Record of Group Employees. ➤ 2.3 The Group Managers Agreement. ➤ 2.4 Contract of employment for Group Staff. ➤ 2.5 Record of Group Manager Training. ➤ 2.6 Record of Technical Staff Training. ➤ 2.7 Record of Administration Staff Training. ➤ 2.8 Joint declaration of no conflict of interest.
Chapter 10.	Procedures for Group Membership and records. <ul style="list-style-type: none"> ➤ 3.1 Procedure for Group Membership. ➤ 3.2 Application for Membership. ➤ 3.3 Membership Evaluation Form. ➤ 3.5 Individual Group Member Record. ➤ 3.6 Central Record of Group Members. (Amalgamation of all individual 3.5 records). ➤ 3.9 HCV Precautionary Practice for Smallholder members. ➤ 4.4 Monitoring Report for all Group Members. ➤ 5.1 Training Matrix for all Group Members. ➤ 5.2 Individual Record and Certificate of Training.
Chapter 11.	Checklist for Smallholder Group Members.
Chapter 12.	Checklist for Medium and Large Group Members.
Chapter 13.	HCV Precautionary Practice for Smallholders.
Annex.	Definitions and International Laws.

Volume 2.1.

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

This is a smaller version of volume 2, specifically designed for smallholders only. It includes photographs to demonstrate how compliance maybe met for some of the requirements.

Chapter 1.	RSPO and small growers.
Chapter 2.	The Concept of Group Certification for smallholders.
Chapter 3.	RSPO P&C Smallholder compliance requirements, with photographs.
Annex.	Definitions and International Laws.

Volume 3.

RSPO Supply Chain Certification for the Palm Oil and Palm Kernel 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. Oleochemicals and its derivatives.

Chapter 1.	Understanding the fundamentals of RSPO certification.
Chapter 2.	The Oil Palm and Palm oil supply chain.
Chapter 3.	RSPO Supply Chain Certification Standard explained.
Chapter 4.	CPO Mills SCC and P&C reporting.
Chapter 5.	The RSPO General Chain of Custody requirements.
Chapter 6.	KCP in CPO Mill Compliance Identity Preserved.
Chapter 7.	KCP in CPO Mill Compliance Mass Balance.
Chapter 8.	SCC Internal audit and compliance manual Multi Site ICS.
Chapter 9.	SCC internal audit and compliance manual Single sites.
Chapter 10.	Draft agreement for outsourced work.
Chapter 11.	Palm properties and oleochemicals.
Chapter 12.	Rules on market communications and claims.
Chapter 13.	Striving for successful audits.
Annex.	Definitions and International Laws.

Volume 4.

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

This volume provides practical advice on running successful audits and provides cross references between different standards to help auditors to understand the P&C requirements in different scenarios. The Rules for RSPO Communication and Claims. Checklist templates are also provided.

Chapter 1.	Understanding the fundamentals of RSPO certification.
Chapter 2.	The Oil Palm and Palm oil supply chain.
Chapter 3.	RSPO P&C auditing requirements.
Chapter 4.	Leading an effective RSPO P&C audit.
Chapter 5.	RSPO SCC Systems and auditing skills.
Chapter 6.	CPO Mill and supply base checklist and report.
Chapter 7.	RSPO P&C Group ICS checklist.
Chapter 8.	RSPO P&C Smallholder group members' checklist.
Chapter 9.	Rules on market communications and claims.
Annex.	Definitions and International Laws.

Soft copies of working templates, procedures, compliance manuals and checklists.

Package 1. For the CPO Mill and own supply base.

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|---------------------------------------------------------------|--------------------|
| ➤ RSPO P&C Compliance Manual. | 19 pages. |
| ➤ Self-evaluation spreadsheet for RSPO P&C compliance. | Excel spreadsheet. |
| ➤ SCC internal audit and compliance manual for KCP in POM IP. | 5 pages. |
| ➤ SCC internal audit and compliance manual for KCP in POM MB. | 6 pages. |

Package 2. For the Group Entity and the Group Manager

From Volume 2.

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|--------------------------------------------------------------|--------------------|
| ➤ 1.1 The Group Policies. | 9 pages. |
| ➤ 1.2 Group Rules AGM and Membership Criteria. | 3 pages. |
| ➤ 1.4 Group Internal Audit and Compliance Manual. | 21 pages. |
| ➤ 2.1 The Group Structure and ICS. | 16 pages. |
| ➤ 2.2 Record of Group Employees. | 1 page. |
| ➤ 2.3 The Group Managers Agreement. | 2 pages. |
| ➤ 2.4 Contract of employment for Group Staff. | 1 page. |
| ➤ 2.5 Record of Group Manager Training. | 1 page. |
| ➤ 2.6 Record of Technical Staff Training. | 1 page. |
| ➤ 2.7 Record of Administration Staff Training. | 1 page. |
| ➤ 2.8 Joint declaration of no conflict of interest. | 1 page. |
| ➤ 3.1 Procedure for Group Membership. | 3 pages. |
| ➤ 3.2 Application for Group Membership. | 2 pages. |
| ➤ 3.3 Membership Evaluation Form. | 3 pages. |
| ➤ 3.5 Individual Group Record. | Excel spreadsheet. |
| ➤ 3.6 Central record of Group Members. | Excel spreadsheet. |
| ➤ 3.9 HCV Precautionary Practice for Smallholder members. | 5 Pages. |
| ➤ 4.2 Audit Checklist for Smallholder Members. | 11 pages. |
| ➤ 4.3 Audit Checklist for Medium and Large Members. | 40 pages. |
| ➤ 4.4 Monitoring Report for all Group members. | 2 pages. |
| ➤ 4.5 RSPO P&C Compliance Manual for Group Members and Mill. | 19 pages. |
| ➤ 5.1 Training Matrix for all Group Members. | 1 page. |
| ➤ 5.2 Individual Record and Certificate of Training. | 1 page. |
| ➤ Self-evaluation spreadsheet for RSPO P&C compliance. | Excel spreadsheet. |

Package 3. For Independent Palm Oil Mills, Kernel Crushing Plants and all refining and processing and manufacturing facilities in the supply chain.

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|----------------------------------------------------------------|----------|
| ➤ SCC internal audit and compliance manual for KCP in POM IP. | 5 pages. |
| ➤ SCC internal audit and compliance manual for KCP in POM MB. | 6 pages. |
| ➤ SCC internal audit and compliance manual for multi-site ICS. | 4 pages. |
| ➤ SCC internal audit and compliance manual Single Sites. | 9 pages. |
| ➤ Draft agreement for outsourced work. | 1 page. |

Package 4. For Certification Bodies and Auditors.

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|------------------------------------------------------------------------------------------------------------------------------|-----------|
| ➤ CPO Mill and supply base checklist and report.
Also suitable for individual medium and large growers in a group scheme. | 41 pages. |
| ➤ RSPO P&C Group ICS checklist. | 20 pages. |
| ➤ RSPO P&C Smallholder group members' checklist. | 10 pages. |

Partial Extracts.

Main Volume and volumes 1, 2, and 4.

Chapter 1. (Parts of 11 pages).

Understanding the Fundamentals of RSPO Certification.

Let us be clear from the very beginning.....

There need not be anything complicated about RSPO certification.....

If you are in compliance with the law and implementing best practice, then you are possibly 90% compliant with the RSPO P&Cs without even realising it.

The additional 10% compliance is mainly paper work and complying with further social and environmental imperatives.

In the vast majority; Oil Palm Growers and companies in the Palm Oil Industries are comprised of very competent professionals who are implementing best practice to ensure an efficient and profitable business. They are innovative, imaginative and embrace new technologies and ideas with enthusiasm. It is essential that they recognise their strengths, identify their weaknesses and make that extra effort to **Document, Communicate, Implement and Monitor** additional management systems to demonstrate full compliance. **DCIM.**

Main Volume and volumes 1, 2, and 4.

Chapter 3. (Parts of 67 pages).

RSPO Principles and Criteria audit and compliance requirements.

This chapter offers a clear cross reference table for both the audit and compliance requirements for all oil palm growers, managers and auditors.

Demonstrating and evaluating compliance with the full RSPO P&Cs is required by:

- ✓ CPO Mills including their own supply base.
- ✓ Scheme / associated smallholders as part of the CPO Mill supply base.
- ✓ Independent Growers with 50ha and more oil palm.

Demonstration of compliance is also required by Group Managers of P&C Group Certification Schemes and smallholder members of those groups but in accordance with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production. Endorsed by the Board of Governors on 7th March 2016.

(Note: This table is presented in landscape and extends to some 66 pages).

1.3 Growers and millers commit to ethical conduct in all business operations and transactions.				
P&C	RSPO Requirement.	CB Auditor considerations.	50ha + growers and CPO Mills.	Group Manager and Smallholders.
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.	<p>a. Is there a written policy committing to a code of ethical conduct and integrity in all operations and transactions?</p> <p>b. Does the policy include as a minimum?</p> <ul style="list-style-type: none"> - A respect for fair conduct of business? - A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources? - A proper disclosure of information in accordance with applicable regulations and accepted industry practices? <p>c. Is the policy documented and communicated to all levels of the workforce and operations, including contracted third parties? How is it communicated?</p> <p>d. Are the documentation and communication done in the appropriate languages?</p> <p>Note to auditor: The workforce should be interviewed to determine level of understanding of policy.</p>	<p>Have we written a policy committing to a code of ethical conduct and integrity in all operations and transactions?</p> <p>The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12. Obtain a copy and read it. Ask help for social NGO's to assist in creating this document. The policy should include as a minimum:</p> <ul style="list-style-type: none"> ▪ A respect for fair conduct of business; ▪ A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources; <p>How is it communicated, implemented and monitored?</p> <ul style="list-style-type: none"> ▪ Applicable languages? ▪ Training at all levels. 	<p>Group Manager.</p> <p>A group policy shall be prepared. The Policy shall be communicated and monitored</p> <p>Commitment to a code of ethical conduct and integrity in all operations and transactions.</p> <p>Smallholder group member.</p> <p>a. Is the Group Member aware of the Group Policy on Ethical conduct?</p> <p>b. Do they have a copy?</p> <p>c. Have they accepted the policy?</p> <p>d. Can they demonstrate they are aware of what ethical conduct is?</p> <p>e. Can they demonstrate they have either received a document or printed information, or have attended a presentation or meeting where it was discussed?</p> <p>f. Has the member attended all applicable training?</p>

Volume 2.

Chapter 13. (Parts of 27 pages).

HCV Precautionary Practice for Smallholders.

Introduction.

In December 2015, the RSPO published the following document:

RSPO Guidance for Independent Smallholders on managing High Conservation Values (HCVs) in ESTABLISHED Oil Palm Plantation. (Criteria 5.2).

The guidance is valid from 1st January 2016 and is applicable to the smallholders as members of a Group Certification Scheme.

The Precautionary approach.

Recognising that meeting the RSPO requirements related to the maintenance of HCVs is particularly challenging for smallholders, the precautionary approach is a set of simplified, yet robust procedures for identification, management and monitoring of potentially affected HCVs, designed to allow group-certified independent smallholders to comply with RSPO Criterion 5.2.

Three steps of the Precautionary Practices.

Step 1. Scoping

- The group manager identifies the landscape containing current and potential future group members, and collects information about smallholder production, capacity, and supply links.

Step 2. Dialogue.

- The Group Manager invites groups of 20 to 30 smallholders to a number of local meetings

Step 3. Verification and Monitoring.

- The Group Manager and group members adopt and operate a system for verification and monitoring of members' compliance with the agreed set of Precautionary Practices as part of the overall internal monitoring of group certificate holders.

Volume 3. Chapter 4.

(Parts of 10 pages).

Palm Properties and Oleochemicals.

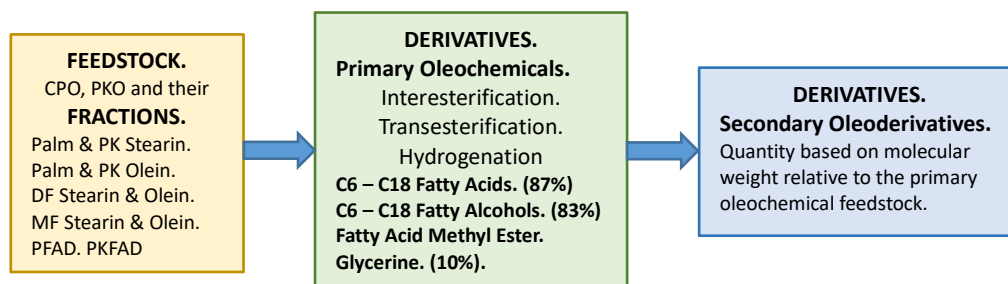
RSPO RULES FOR OLEOCHEMICALS AND ITS DERIVATIVES.

Draft v6.2 – June 6, 2016.

Section 1 gives details relating to the chemistry, properties, uses of the feedstocks and the oleochemicals.

Section 2 gives compliance details with the RSPO SCC and Rules for Oleochemicals and its Derivatives.

The supply chain of oleochemicals in brief:



Volume 2 and volume 4.

Chapters 6 and 7 respectively. (Parts of 26 pages).

RSPO P&C Group ICS Checklist.

Section 1.

System Requirements for running the group.

- ✓ This section includes the requirements and guidance given in Section 2 of the *RSPO Management System Requirements and Guidance for Group Certification of FFB Production*: System requirements for group management.

Section 2.

Compliance with the RSPO P&Cs 2013.

- ✓ This section includes the requirements and guidance given in Section 3 of the *RSPO Management System Requirements and Guidance for Group Certification of FFB Production*: Guidance for Compliance with the RSPO P & C 2013

Note. References given in brackets (E1) etc., refer to the *RSPO Management System Requirements and Guidance for Group Certification of FFB Production* enabling cross reference to be made.

Principle 1. Group Entity and Group Management Requirements. (E1).		
Criterion 1.1 The Group Entity shall be legally formed. (E1.1).		
	Indicator.	Audit findings.
1.1.1	There shall be documentary evidence of a clearly identified and Legal Entity that has overall responsibility for establishing the group. (E1.1.1). The legal entity shall: <ul style="list-style-type: none"> ➤ Be a legal organisation as defined in the country of registration. ➤ Determine the nature and structure of the central administration. 	
1.1.2	The Entity will be a member of the RSPO and will pay the membership fee on an annual basis. <ul style="list-style-type: none"> ➤ Individual group members do not need to be members of the RSPO. 	
1.1.3	Certification compliance audits. <ul style="list-style-type: none"> ➤ The Entity shall have a contract with an accredited and RSPO approved certification body for conducting compliance audits of the group internal control system and for auditing a sampling of the group members. 	
1.1.4	The Entity shall determine the nature and structure of the central administration of the group.	
1.1.5	The Entity shall appoint a Group Manager. (See 1.2).	