

# SBP

Sustainable Biomass Partnership

## SBP Framework Instruction Document 3F: Requirements for certified organisation certificates



## Version 1.0 February 2016

*For further information on the SBP Framework and to view the full set of documentation see [www.sustainablebiomasspartnership.org](http://www.sustainablebiomasspartnership.org)*

### *Document history*

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# Contents

<b>1 Requirements for certified organisation certificates .....</b>	<b>1</b>
<b>Appendix 1: Certificate template .....</b>	<b>3</b>

# 1 Requirements for certified organisation certificates

Adapted from Reference Source: *ISO/IEC 17065:2012 section 7.7*

- 1 The Certification Body shall provide the certified organisation with formal certification documentation.
- 2 The formal certification documentation shall clearly convey or permit identification of the following:
  - a) SBP logo;
  - b) Name and address of Certification Body;
  - c) Certification Body certificate number (from the SBP approval certificate);
  - d) Name and address of certified organisation;
  - e) The full name and version of the SBP Standards against which the certified organisation has been assessed in the format: '*SBP Standard 1, Feedstock Compliance Standard, Version 1.0, 26 March 2015*' (as appropriate);
  - f) Reference to the suite of SBP documentation in the format: '*The Sustainable Biomass Partnership Framework of Standards can be found at: [www.sustainablebiomasspartnership.org](http://www.sustainablebiomasspartnership.org).*';
  - g) Approval Standards against which the Certification Body's assessment was conducted, including their date of publication, for example, '*The assessment was conducted in accordance with SBP Standard 3, Certification Systems. Requirements for Certification Bodies, Version 1.0, 26 March 2015.*';
  - h) Certification scope, for example, '*Production of wood pellets, for use in energy production, at [name of pellet mill] and transportation to [name of port facility].*' Also indicate any Standards which are not included in the certification scope, such as Standard 1 or Standard 5, for example, '*The scope of this certificate does not include Supply Base Evaluation/Collection and Communication of Data.*';
  - i) Certificate number in the format: '*SBP-XX-YY*', where: SBP does not change; XX - is a 2 digit number allocated to the Certification Body by SBP; and YY- is a unique 2 digit integer specific to the certificate holder. Note: the Certification Body may add additional '0' (zero) values in front of the 'XX' and 'YY' values where this facilitates integration with existing data systems;
  - j) Certificate version number in the format: '*XX*', where: XX is a 2 digit sequential integer;
  - k) Date of issue of certificate;
  - l) Date of expiry of certificate; and
  - m) Certification Body signature, either company name or individual according to house style.

- 3 The Certification Body should consider the use of the default SBP layout included in Appendix 1.
- 4 Certification documentation shall be approved in writing by SBP before use by the CB.
- 5 Any changes made to the format or layout of the certificate following initial approval by SBP shall be approved in writing by SBP before use by the CB.
- 6 Formal certification documentation shall only be issued after the following:
  - a) the decision to grant or extend the scope of certification has been made;
  - b) certification requirements have been fulfilled; and
  - c) the client contract as referenced in Section 13 of SBP Standard 3 has been completed/signed.
- 7 The Certification Body shall ensure that SBP is informed of all information listed in section 2 of this Instruction Note prior to issuing a certificate.
- 8 In the event of any changes to the certification, including changes to scope or if the certification body suspends or withdraws a certificate, the Certification Body shall ensure that SBP is informed of the changes within three (3) business days of the change in certification.

## Appendix 1: Certificate template

# Certification to Sustainable Biomass Partnership Framework

*issued by*

[name of Certification Body]

[address line 1], [address line 2], [address line 3], [address line 4]

[SBP CB certificate number]

*Certification body logo*



*This certifies that the Sustainable Biomass Partnership (SBP) Framework processes at*

**[full name of certified organisation]**

[address line 1], [address line 2], [address line 3], [address line 4]

have been assessed and found to be in conformance with the requirements of [SBP Standard 1, Feedstock Compliance Standard, Version 1.0, 26 March 2015, SBP Standard 2, etc] as of the date of issue of this certificate. The SBP Framework of Standards can be found at [www.sustainablebiomasspartnership.org](http://www.sustainablebiomasspartnership.org).

The assessment was conducted in accordance with SBP Standard 3, Certification Systems. Requirements for Certification Bodies, Version 1.0, 26 March 2015.

Certification scope: production of wood pellets, for use in energy production, at [name of pellet mill] and transportation to [name of port facility].

[The scope of this certificate does not include Supply Base Evaluation/Collection and Communication of Data].

Certificate number:

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Certificate version number:

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Date of issue:

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Expiry date:

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[Certification Body signature]

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