



Standards Development Process

SBP Standard 3: Requirements for Certification Bodies

Revision Draft Version 1 for Public Consultation

(for status see document history on page ii)

Sustainable Biomass Program
sbp-cert.org

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Document history

(see Standards Development Process Terms of Reference v1, page 29)

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A. Summary of changes

- This Standard comprehensively uses ISO 17065 as the foundation for Certification Body (CB) requirements. Due to copyright restrictions, the relevant ISO 17065:2012 requirements are only referenced.
- In addition, selected ISO 17021 requirements are added specifically for competence of personnel and planning audits.
- This Standard also incorporates additional SBP-specific requirements, which are currently found in Instruction Documents and interpretations.
- Some changes/additions were made to meet the anticipated REDII requirements.
- Requirements for surveillance audits were restructured from Instruction Notes 3A-C to remove redundancies and use consistent language between those sections and the rest of the Standard.
- Timelines for CB handling of complaints and appeals have been added.

B. Introduction

The Sustainable Biomass Program (SBP) is a certification system designed for woody biomass, mostly in the form of wood pellets and woodchips, used in industrial, large-scale energy production.

SBP's certification system provides assurance that woody biomass is sourced from legal and sustainable sources, and a means to collect and communicate sourcing and greenhouse gas (GHG) data along the supply chain, allowing companies in the biomass sector to demonstrate compliance with regulatory requirements.

There are six SBP Standards, which collectively represent the SBP certification framework, or scheme, against which organisations can be assessed for compliance by independent third-party CBs. Wherever possible, the framework takes into account and builds on existing regulatory mechanisms and on voluntary certification standards already applied to other forest product streams or to other biomass sources. An organisation that satisfactorily demonstrates compliance receives a certificate and may be entitled to make SBP claims in relation to its certified biomass.

The SBP framework is made freely available for use by all supply chain actors.

C. Objective

The objective of this Standard is to ensure that CBs operate in a consistent, reliable and credible manner, thereby facilitating their acceptance on a national and international basis, thus furthering trade and promoting sustainable biomass use.

The Standard also aims to ensure recognition of SBP by EU regulatory bodies for conformance with REDII.

D. Scope

This document (SBP Standard 3: Requirements for Certification Bodies) specifies the requirements for all CBs providing SBP certification including the audit of BP Supply Base Evaluations (SBEs), Chain of Custody (CoC) systems, and certification claims made by Certificate Holders.

CBs accredited to SBP shall carry out all activities related to SBP certification in conformance with this Standard, which includes conformance with ISO/IEC 17065:2012 Conformity assessment – Requirement for bodies certifying products, processes and services.

E. How to use this document

This Standard is intended for use with the SBP Standards (SBP Standards 1, 2, 4, 5 and 6, as applicable) for applicants and Certificate Holders (hereinafter referred to as clients) (as well as any posted [Instruction Documents](https://sbp-cert.org/documents/standards-documents/instruction-documents/instruction-documents-accompanying-standard-3/) (see <https://sbp-cert.org/documents/standards-documents/instruction-documents/instruction-documents-accompanying-standard-3/>) and/or [Normative Interpretations](https://sbp-cert.org/documents/interpretative-documents/normative-interpretations/) (see <https://sbp-cert.org/documents/interpretative-documents/normative-interpretations/>)).

Note on the application of ISO 17065 in this Standard

This Standard comprehensively uses ISO 17065 as the foundation for CB requirements. All requirements of the latest version of ISO 17065 are applicable by the CB. In case the requirements of the latest version of ISO 17065 conflict with further requirements in this Standard, the stricter requirement shall apply.

F. Normative references

IAF MD1

ISO/IEC 17021:2015, Conformity assessment – Requirements for bodies providing audit and certification of management systems. Part 1: Requirements.

ISO/IEC 17065:2012 Conformity assessment -- Requirements for bodies certifying products, processes and services

SBP Standard 1: Feedstock Compliance

SBP Standard 2: Verification of SBP-compliant Feedstock

SBP Standard 4: Chain of Custody

SBP Standard 5: Collection and Communication of Data

SBP Standard 6: Energy and Carbon Balance Calculation

SBP Glossary of terms and definitions

G. Synopsis of ISO 17065:2012 and SBP Standard 3

Note from the editors: Following synopsis is under construction.

Source	Standard 3 Revision Draft 1
ISO 17065, 4.1.1	2.1.1 All requirements of ISO/IEC 17065:2012, clause 4.1.1 apply.
ISO 17065, 4.1.2.1	2.1.2 All requirements of ISO/IEC 17065:2012, clause 4.1.2.1 apply.
ISO 17065, 4.1.2.2a-d	2.1.3.a All requirements of ISO/IEC 17065:2012, clause 4.1.2.2a-d apply.
ISO 17065, 4.1.2.2e-f	2.1.3.b All requirements of ISO/IEC 17065:2012, clause 4.1.2.2e-f apply.
ISO 17065, 4.1.2.2g-k	2.1.3.c All requirements of ISO/IEC 17065:2012, clause 4.1.2.2g-k apply.
ISO 17065, 4.1.3.1	2.1.4 All requirements of ISO/IEC 17065:2012, clause 4.1.3.1 apply.
ISO 17065, 4.1.3.2	2.1.5 All requirements of ISO/IEC 17065:2012, clause 4.1.3.2 apply.
ISO 17065, 4.2	2.2.1 All requirements of ISO/IEC 17065:2012, clause 4.2.1-4.2.12 apply.
ISO 17065, 4.3.1	2.3.1 All requirements of ISO/IEC 17065:2012, clause 4.3.1-4.3.2 apply.
ISO 17065, 4.4.1	2.4.1 All requirements of ISO/IEC 17065:2012, clause 4.4.1-4.4.4 apply.
ISO 17065, 4.5.1	2.5.1 All requirements of ISO/IEC 17065:2012, clause 4.5.1-4.5.3 apply.
ISO 17065, 6.1.1.3	2.5.2 All requirements of ISO/IEC 17065:2012, clause 6.1.1.3 apply.
ISO 17065, 6.1.3	2.6.1 All requirements of ISO/IEC 17065:2012, clause 6.1.3 apply.
ISO 17065, 4.6	2.7.1 All requirements of ISO/IEC 17065:2012, clause 4.6 apply.
ISO 17065, 5.1.1	3.1.1 All requirements of ISO/IEC 17065:2012, clause 5.1.1-5.1.4 apply.
ISO 17065, 5.2.1	3.2 All requirements of ISO/IEC 17065:2012, clause 5.2.1-5.2.4 apply.
ISO 17065, 6.1.2.2	4.5.1 All requirements of ISO/IEC 17065:2012, clause 6.1.2.2 apply.
ISO 17065, 6.2.2.4	4.6.4 All requirements of ISO/IEC 17065:2012, clause 6.2.2.4 apply.
ISO 17065, 7.1	5.1.1 All requirements of ISO/IEC 17065:2012, clause 7.1 apply.
ISO 17065, 7.2	5.2.1 All requirements of ISO/IEC 17065:2012, clause 7.2 apply.
ISO 17065, 7.3.1	5.3.1 All requirements of ISO/IEC 17065:2012, clause 7.3.1-7.3.5 apply.
ISO 17065, 7.4.1	5.6.1 All requirements of ISO/IEC 17065:2012, clause 7.4.1-7.4.4 apply.
ISO 17065, 7.4.6	5.7.1 All requirements of ISO/IEC 17065:2012, clause 7.4.6 apply.
ISO 17065, 7.4.7	5.7.17 All requirements of ISO/IEC 17065:2012, clause 7.4.7 apply.
ISO 17065, 7.4.8	5.7.17.1 All requirements of ISO/IEC 17065:2012, clause 7.4.8 apply.
ISO 17065, 7.6.2	5.9.1 All requirements of ISO/IEC 17065:2012, clause 7.6.2 apply.
ISO 17065, 7.4.9	5.9.2 All requirements of ISO/IEC 17065:2012, clause 7.4.9 apply.
ISO 17065, 7.5.1	5.9.3 All requirements of ISO/IEC 17065:2012, clause 7.5.1 apply.
ISO 17065, 7.5.2	5.9.4 All requirements of ISO/IEC 17065:2012, clause 7.4.2 apply.
ISO 17065, 7.6.1	5.9.5 All requirements of ISO/IEC 17065:2012, clause 7.6.1-7.6.6 apply.
ISO 17065, 7.7.1	5.11.8 All requirements of ISO/IEC 17065:2012, clause 7.7.1-7.7.3 apply.
ISO 17065, 7.9.1	5.13.1 All requirements of ISO/IEC 17065:2012, clause 7.9.1 apply.
ISO 17065, 7.10	5.14 Changes affecting certification
ISO 17065, 7.10.1	5.14 All requirements of ISO/IEC 17065:2012, clause 7.10.1-7.10.3 apply.
ISO 17065, 7.11	5.15 Termination, reduction, suspension or withdrawal of certification
ISO 17065, 7.11.1	5.15.2 All requirements of ISO/IEC 17065:2012, clause 7.11.1-7.11.2 apply.
ISO 17065, 7.11.4	5.15.4 All requirements of ISO/IEC 17065:2012, clause 7.11.4-7.11.6 apply.

ISO 17065, 8	6	Management system requirements
ISO 17065, 8.2	6.1	General management system documentation
ISO 17065, 8.2.1	6.1.1	All requirements of ISO/IEC 17065:2012, clause 8.2.1-8.2.5 apply.
ISO 17065, 8.3	6.2	Control of documents
ISO 17065, 8.3.1	6.2.1	All requirements of ISO/IEC 17065:2012, clause 8.3.1-8.3.2 apply.
ISO 17065, 8.4	6.3	Control of records
ISO 17065, 8.4.2	6.3.1	All requirements of ISO/IEC 17065:2012, clause 8.4.1-8.4.2 apply.
ISO 17065, 8.5	6.4	Management review
ISO 17065, 8.5.1	General	
ISO 17065, 8.5.1.1	6.4.1	All requirements of ISO/IEC 17065:2012, clause 8.5.1.1-8.5.1.2 apply.
ISO 17065, 8.5.2	Review inputs	
ISO 17065, 8.5.2	6.4.2	All requirements of ISO/IEC 17065:2012, clause 8.5.2 apply.
ISO 17065, 8.5.3	Review outputs	
ISO 17065, 8.5.3	6.4.3	All requirements of ISO/IEC 17065:2012, clause 8.5.3 apply.
ISO 17065, 8.6	6.5	Internal audits
ISO 17065, 8.6.1	6.5.1	All requirements of ISO/IEC 17065:2012, clause 8.6.apply.
ISO 17065, 8.7	6.6	Corrective actions
ISO 17065, 8.7.1	6.6.1	All requirements of ISO/IEC 17065:2012, clause 8.7.1-8.7.4 apply.
ISO 17065, 8.8	6.7	Preventive actions
ISO 17065, 8.8.1	6.7.1	All requirements of ISO/IEC 17065:2012, clause 8.8.1-8.8.3 apply.
ISO 17065, 7.12	6.8	Records
ISO 17065, 7.12.1	6.8.1	All requirements of ISO/IEC 17065:2012, clause 7.12.1-7.12.3 apply.
ISO 17065, 7.13	6.9	Complaints and appeals
ISO 17065, 7.13.1	6.9.1	All requirements of ISO/IEC 17065:2012, clause 7.13.1-7.13.9 apply.
References to be clarified:	6.1.1.1 6.1.1.2 6.2.1 6.2.2.1 6.2.2.3 7.1.1-3 7.8xx 7.9.2-4 7.11.3 8.1.1-3	

Legend

Colour Coding	Identified change between current Standard 3 and Revision Draft v1
	No change
	Text moved within the same document
	Text moved to another SBP document
	Text removed
	Re-worded/updated text without change to meaning
	Text revised with meaning of text changed
	New text added from another SBP document
	New text added from elsewhere without modification
	New original text or added from elsewhere with modification

Colour coding	Source	Standard 3 Revision Draft 1	Description of major edits to source text
		1 Eligibility requirements	
	SBP Std 3, 5.1-5.2	1.1.1 To be eligible for Sustainable Biomass Program (SBP) accreditation, the Certification Body(CB) shall hold a valid Forest Stewardship Council® (FSC®), Programme for the Endorsement of Forest Certification (PEFC) and/or Sustainable Forestry Initiative (SFI) accreditation.	Modification of original SBP Std 3 text.
	SBP Std 3, 5.2	1.1.2 The geographical scope of the CB's FSC, PEFC or SFI accreditation (FM or CoC) shall be equivalent to the applicable scope for their SBP accreditation (feedstock sourcing or CoC respectively).	Modification of original SBP Std 3 text.
	REDII Article 30(3): Adequate standard of independent auditing 7.5 Auditor competencies	1.1.3 The CB performing the audit shall at minimum hold a valid ISO 17024 or 17065 accreditation, and an accreditation issued by Assurance Services International (ASI).	REDII normative interpretations doc: <ul style="list-style-type: none"> • only includes 17065 now • requires ASI accreditation
	ISO 17065, 4	2 General requirements	
	ISO 17065, 4.1	2.1 Legal and contractual requirements	
		Legal responsibility	
	ISO 17065, 4.1.1	2.1.1 All requirements of ISO/IEC 17065:2012, clause 4.1.1 apply.	
		Certification agreement	
	ISO 17065, 4.1.2.1	2.1.2 All requirements of ISO/IEC 17065:2012, clause 4.1.2.1 apply.	

	ISO 17065, 4.1.2.2	2.1.3 All requirements of ISO/IEC 17065:2012, clause 4.1.2.2a-d apply.	
	SBP Std3, 13.1	a. the client provides the CB and SBP, and their respective authorised agents, access to the Client's premises at any reasonable time to (or to arrange for such authorised representatives to have access to other relevant premises owned or controlled by the Client or its group companies) for the purpose of inspecting and taking copies of any information, documentation, goods, books and records deemed necessary by the CB or SBP.	
	ISO 17065, 4.1.2.2e	b. All requirements of ISO/IEC 17065:2012, clause 4.1.2.2e-f apply.	
	SBP Std 3, 13.5	<ul style="list-style-type: none"> i. Immediately at its own expense remove SBP's name (in any form), initials, logo, certification mark, trademarks and intellectual property from its products, information, website, documents, advertising or marketing or any other materials; ii. immediately cease and desist from using (including by the Client's group companies) SBP's name (in any form), initials, logo, certification mark, trademarks and intellectual property; iii. immediately cease to sell any products with SBP claims or references or SBP name or any SBP marks or any intellectual property relating to SBP or make any claims or representation (oral or written) that imply that it complies with the requirements of the Certificate, CB or SBP; iv. where a product (including biomass) has been supplied with an SBP-compliant claim or representation or mark, immediately identify all relevant customers/purchasers who are in receipt of, or have ordered, such product, and notify each of such customers/purchasers of the suspension, withdrawal or termination (as the case may be) in writing within three (3) business days of the suspension, withdrawal or termination and maintain records of such notification; 	<p>In the event that the CB suspends, terminates or withdraws a Certificate the Client shall:</p>

		v. provide such co-operation and information as may be required by CB or SBP to enable CB or SBP to verify and confirm that the Client is in compliance with all its obligations to CB and SBP.	
	ISO 17065, 4.1.2.2g-k	c. All requirements of ISO/IEC 17065:2012, clause 4.1.2.2g-k apply.	
	SBP Standard 3, 13.2	d. the client promptly provides to the CB and SBP, and their respective authorised agents, all such information, documentation books and records deemed necessary by the CB or SBP;	
	SBP Standard 3, 13.3	e. the client authorises the CB and/or SBP to use and process any information relating to the client or otherwise provided by or through the client including but not limited to any Supply Base Report (SBR); CB public summary reports; data required by SBP for GHG calculations and regulatory reporting; any data required by SBP to be supplied to the client's purchaser/customer with each batch of biomass supplied or sold;	
	SBP Std3, 13.4.1-13.4.5	<p>f. the client (as a holder of a certificate issued by the CB) complies and continues to comply with all the CB's conditions and terms for maintaining, renewing and re-issuing of the certificate, including but not limited to the full implementation of any actions required to correct all non-conformances that were identified prior to the issue of the certificate;</p> <p>g. the client complies and continues to comply with all the CB's and SBP requirements, arrangement and licences regarding claims, logos, certification marks, trademarks or any other intellectual property rights of the CB and SBP;</p> <p>h. the client undergoes surveillance as determined by the CB;</p> <p>i. the client corrects any non-conformances with the applicable Standard(s) identified during surveillance audits within the minimum period specified by the CB;</p>	Edited to fit into list of ISO's contract requirements

		j. the client complies and continues to comply with all agreements and arrangements between the client and SBP and all SBP requirements;	
	SBP Std3, 13.6	k. that on withdrawal or termination of the certificate, the client promptly returns the original and all copies of the certificate to the issuing CB or destroys the original, and commits to destroy any electronic copies and hardcopies in its possession or control;	
	SBP Std3, 13.7		<p>This doesn't need to go in the agreement with the client. Moved to cert decision section below.</p> <p>In the event that the CB suspends, terminates or withdraws a Certificate, the CB shall promptly (and in any event within three (3) business days of the suspension or withdrawal or termination) notify SBP in writing of the same and such notification shall state the action taken and the effective date and reason of suspension or withdrawal or termination</p>
	SBP Std3, 13.8	l. that both the CB and SBP shall be entitled and authorised to process the client's personal data and business data (so far as is necessary for the purpose of performance obligations to CB and/or SBP) in accordance with Directive 95/46/EC of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and any other applicable data protection legislation.	
		Use of license, certificates and marks of conformity	

	ISO 17065, 4.1.3.1	2.1.4	All requirements of ISO/IEC 17065:2012, clause 4.1.3.1 apply.	
	ISO 17065, 4.1.3.2	2.1.5	All requirements of ISO/IEC 17065:2012, clause 4.1.3.2 apply.	
		2.2	Management of impartiality	
	ISO 17065, 4.2 4.2.1 – 4.2.12	2.2.1	All requirements of ISO/IEC 17065:2012, clause 4.2.1-4.2.12 apply.	
	ISO 17065, 4.3	2.3	Liability and financing	
	ISO 17065, 4.3.1	2.3.1	All requirements of ISO/IEC 17065:2012, clause 4.3.1-4.3.2 apply.	
	ISO 17065, 4.4	2.4	Non-discriminatory conditions	
	ISO 17065, 4.4.1	2.4.1	All requirements of ISO/IEC 17065:2012, clause 4.4.1-4.4.4 apply.	
	ISO 17065, 4.5	2.5	Confidentiality	
	ISO 17065, 4.5.1	2.5.1	All requirements of ISO/IEC 17065:2012, clause 4.5.1-4.5.3 apply.	
	ISO 17065, 6.1.1.3	2.5.2	All requirements of ISO/IEC 17065:2012, clause 6.1.1.3 apply.	
		2.6	Contract with the personnel	
	ISO 17065, 6.1.3	2.6.1	All requirements of ISO/IEC 17065:2012, clause 6.1.3 apply.	
	ISO 17065, 4.6	2.7	Publicly available information	
	ISO 17065, 4.6	2.7.1	All requirements of ISO/IEC 17065:2012, clause 4.6 apply.	
	ISO 17065, 5	3	Structural requirements	

	ISO 17065, 5.1	3.1	Organisational structure and top management	
	ISO 17065, 5.1.1	3.1.1	All requirements of ISO/IEC 17065:2012, clause 5.1.1-5.1.4 apply.	
	ISO 17065, 5.2	3.2	Mechanism for safeguarding impartiality	
	ISO 17065, 5.2.1		All requirements of ISO/IEC 17065:2012, clause 5.2.1-5.2.4 apply.	
	ISO 17065, Section 6	4	Resource Requirements	Used 17021 section 7 in place of 17065 section 6
	ISO 17021, 7.1	4.1	Competence of personnel	
	Accreditation sub-group	4.1.1	The CB shall have sufficient human and technical resources to manage the SBP certification scheme.	
			General considerations	
	Accreditation sub-group ISO 17021, 7.1.1	4.1.2	The CB shall ensure that all personnel carrying out the key activities, such as application review, auditing, granting of certification, monitoring of auditors, etc., have the relevant and appropriate competencies corresponding to these activities and geographic areas in which it operates.	Accreditation sub-group notes: For non-auditors is there a need of geographical competence? I.e. decision making, technical review, application review, monitoring of auditors. => No What about SAR reviewer? => Up to CAB

			What about peer review? => No, outside the scope of this Standard.
		Determination of competence criteria	
	Accreditation sub-group ISO 17021, 7.1.2	4.1.3 The CB shall have a process for determining the competence criteria for personnel involved in the management and performance of audits and other certification activities. Competence criteria shall be determined with regard to the requirements of each Standard, and for each function in the certification process. The output of the process shall be the documented criteria of required knowledge and skills necessary to effectively perform audit and certification tasks to be fulfilled to achieve the intended results. Annex A specifies the knowledge and skills that a certification body shall define for specific functions.	Accreditation sub-group notes: FOR SBP to think if we want these competences in Annex A of 17021 to be part of the SBP STD. If so they need to be included into the STD. ISO 17021, 7.1.2 NOTE not included
		Evaluation process	
	ISO 17021, 7.1.3	4.1.4 The CB shall have documented processes for the initial competence evaluation, and ongoing monitoring of competence and performance of all personnel involved in the management and performance of audits and other certification activities, applying the determined competence criteria. The CB shall demonstrate that its evaluation methods are effective. The output from these processes shall be to identify personnel who have demonstrated the level of competence required for the different functions of the audit and certification process. Competence shall be demonstrated prior to the individual taking the responsibility for the performance of their activities within the CB. NOTE 1 A number of evaluation methods that can be used to evaluate competence are described in Annex B . NOTE 2 Annex C shows an example of a process flow for determining and maintaining competence.	Accreditation sub-group notes: These are informative only. Up to SBP to decide if it is useful to extract bits of them as examples, for guidance.

		Other considerations	
	ISO 17021, 7.1.4	4.1.5 The CB shall have access to the necessary technical expertise for advice on matters directly relating to certification activities for all technical areas, types of management systems and geographic areas in which the CB operates. Such advice may be provided externally or by CB personnel.	
	ISO 17021, 7.2	4.2 Personnel involved in the certification activities	
	ISO 17021, 7.2.1	4.2.1 The certification body shall have sufficient, competent personnel for managing and supporting the type and range of audit programmes and other certification work performed.	
	ISO 17021, 7.2.2	4.2.2 The CB shall employ, or have access to, a sufficient number of auditors, including audit team leaders, and technical experts to cover all of its activities and to handle the volume of audit work performed.	
	ISO 17021, 7.2.3	4.2.3 The CB shall make clear to each person concerned their duties, responsibilities and authorities.	
	ISO 17021, 7.2.4	4.2.4 The CB shall have processes for selecting, training, formally authorising auditors and for selecting and familiarising technical experts used in the certification activity. The initial competence evaluation of an auditor shall include the ability to apply required knowledge and skills during audits, as determined by a competent evaluator observing the auditor conducting an audit.	
	ISO 17021, 7.2.5	4.2.5 The CB shall have a process to achieve and demonstrate effective auditing, including the use of auditors and audit team leaders possessing generic auditing skills and knowledge, as well as skills and knowledge appropriate for auditing in specific technical areas.	

	REDII Assessment Protocol, 7.5	4.2.6	The certification body shall have a process for selecting and appointing the audit team set out in ISO 19011, taking into account the competence needed to achieve the objectives of the audit.	
	ISO 17021, 7.2.6	4.2.7	The CB shall ensure that auditors (and, where needed, technical experts) are knowledgeable of its audit processes, certification requirements and other relevant requirements. The CB shall give auditors and technical experts access to an up-to-date set of documented procedures giving audit instructions and all relevant information on the certification activities.	
	SBP Std 3, 8.4	4.2.8	<p>The CB shall ensure that the audit team undertaking an audit of a BP has the combined necessary knowledge and experience to evaluate against the SBP Feedstock Compliance Standard in the local context of the Supply Base (SB), including:</p> <ul style="list-style-type: none"> • Knowledge of ecological and social values associated with the SB • Knowledge of applicable laws and regulations • Knowledge of business management practices • Knowledge of operation of suppliers, including management systems and products • Knowledge of the local forest resource • Language skills appropriate to all stakeholders 	
		4.2.9	The auditor shall have the appropriate specific skills necessary for conducting the audit related to the scope of the evaluation/certificate:	
	RED II Assessment protocol 7.5	a.	Land use criteria (Supply Base Evaluation): Experience in ecology, natural science, forestry, silviculture or similar.	

	RED II Assessment protocol, 7.5	b. GHG criteria (GHG emission calculation at the end-user level): A minimum of two years' experience in biofuels life-cycle assessment, and specific experience in auditing GHG emission calculations following the RED/REDII calculation methodology. Relevant experience depending on the type of audits to be conducted by the individual auditor.	
	RED II Assessment protocol, 7.5	c. Chain of Custody criteria: Experience in mass balance systems, supply chain logistics, book keeping, traceability, data handling or similar.	
	ISO 17021, 7.2.7	4.2.10 The CB shall identify training needs and shall offer or provide access to specific training to ensure its auditors, technical experts and other personnel involved in certification activities are competent for the functions they perform.	
	SBP Std 3, 8.5	4.2.11 The CB shall ensure that the audit team undertaking an audit against any SBP Standard has the combined necessary knowledge and experience to evaluate against that Standard.	
	ISO 17021, 7.2.8	4.2.12 The group or individual that takes the decision on granting, refusing, maintaining, renewing, suspending, restoring, or withdrawing certification, or on expanding or reducing the scope of certification, shall understand the applicable Standard and certification requirements, and shall have demonstrated competence to evaluate the outcomes of the audit processes including related recommendations of the audit team.	
	SBP Std 3, 8.6	4.2.13 Lead auditors and personnel in the review and certification decision-making process shall be approved by SBP for their tasks at the time of undertaking those tasks. Confirmation of approval is available to CBs from SBP.	

	ISO 17021, 7.2.9	4.2.14 The CB shall ensure the satisfactory performance of all personnel involved in the audit and other certification activities. There shall be a documented process for monitoring competence and performance of all persons involved, based on the frequency of their usage and the level of risk linked to their activities. In particular, the CB shall review and record the competence of its personnel in the light of their performance in order to identify training needs.	
	ISO 17021, 7.2.10	4.2.15 The CB shall monitor each auditor considering each type of management system to which the auditor is deemed competent. The documented monitoring process for auditors shall include a combination of on-site evaluation, review of audit reports and feedback from clients or from the market.	Accreditation sub-group: This monitoring shall be designed in such a way as to minimise disturbance to the normal processes of certification, especially from the client's viewpoint.
	ISO 17021, 7.2.11	4.2.16 The CB shall periodically evaluate the performance of each auditor on-site. The frequency of on-site evaluations shall be based on need determined from all monitoring information available.	
	Accreditation sub-group	4.3 Auditors	
	Accreditation sub-group	Education and training	
	Accreditation sub-group	4.3.1 The CB shall ensure that auditors have the knowledge corresponding to at least a tertiary education.	
	Accreditation sub-group	4.3.2 For qualification to audit SBP Standard 1 and Instruction Document 2D, auditors shall have a tertiary education in qualification in forest and/or other natural resource management and/or labour/social issues covered by the scope of the Standard.	

	Accreditation sub-group	Audit training	
	Accreditation sub-group	4.3.3 The CB shall ensure that auditors have successfully passed the initial auditor training courses approved by SBP.	
	Accreditation sub-group	4.3.4 The CB shall ensure that active auditors have successfully passed any auditor training courses that are required to maintain competence (example: after Standard revision) approved by SBP.	
	Accreditation sub-group	4.3.5 The CB shall ensure that active auditors maintain their competence regarding SBP interpretations, CB procedures and best audit practice through regular training events.	
	Accreditation sub-group	Working experience	
	Accreditation sub-group	4.3.6 For qualification to audit SBP STD 1 and ID2D, auditors shall have a minimum of three (3) years full time experience in the forestry sector. This experience shall cover legislation, regulations or other forest certification standards relevant to the auditee and the relevant geographical scope.	
	Accreditation sub-group	4.3.7 For qualification to audit BPs, auditors shall have a minimum of three (3) years full time experience in the forest or forest product sector.	
	Accreditation sub-group	Audit experience	

	Accreditation sub-group	<p>4.3.8 For a first qualification of an auditor, the CB shall ensure that the auditor is a qualified and active auditor of either of these schemes:</p> <ul style="list-style-type: none"> • For audits against SBP STD 1 and ID2D: FSC, PEFC or SFI Forest Management audits, • For all SBP audits: FSC, PEFC or SFI Chain of Custody audits. 	
	Accreditation sub-group	<p>4.3.9 For maintaining the qualification of the auditor, the CB shall ensure that the auditor:</p> <ul style="list-style-type: none"> • Has performed a minimum of three (3) SBP external audits per year, • Maintains their FSC, PEFC or SFI Chain of Custody qualification, and their Forest Management audits an applicable. <i>If the auditor does not maintain his qualification for the other scheme, the CAB shall demonstrate how the auditor's competence in these topics is maintained (?).</i> 	Accreditation sub-group was still considering the text in italics at time of publication.
		<p>4.4 Use of individual external auditors and external technical experts</p>	
	ISO 17021, 7.3	<p>4.4.1 The CB shall require external auditors and external technical experts to have a written agreement by which they commit themselves to comply with applicable policies and implement processes as defined by the CB. The agreement shall address aspects relating to confidentiality and impartiality and shall require the external auditors and external technical experts to notify the CB of any existing or prior relationship with any organisation they may be assigned to audit.</p> <p>NOTE: Use of an individual or employee of another organisation individually contracted to serve as an external auditor or technical expert does not constitute outsourcing.</p>	
		<p>4.5 Personnel records</p>	

	ISO 17065, 6.1.2.2	4.5.1	All requirements of ISO/IEC 17065:2012, clause 6.1.2.2 apply.	Option to use ISO 17021, 7.4 language instead
	ISO 17021, 7.5	4.6	Subcontracting	
	ISO 17021, 7.5.1	4.6.1	The CB shall have a process in which it describes the conditions under which subcontracting to another organisation to provide part of the certification activities on behalf of the CB may take place.	
		4.6.2	The CB shall have a legally enforceable agreement covering the arrangements, including confidentiality and conflicts of interests, with each body that provides subcontracted services.	
	ISO 17021, 7.5.2	4.6.3	Decisions for granting, refusing, maintaining of certification, expanding or reducing the scope of certification, renewing, suspending or restoring, or withdrawing of certification shall not be subcontracted.	
	ISO 17065, 6.2.2.4	4.6.4	All requirements of ISO/IEC 17065:2012, clause 6.2.2.4 apply.	Option to use ISO 17021, 7.5.3 language instead
	ISO 17021, 7.5.4	4.6.5	The CB shall have a process for the approval and monitoring of all bodies that provide subcontracted services used for certification activities, and shall ensure that records of the competence of all personnel involved in certification activities are maintained. NOTE 1: where the CB engages individuals or employees of other organisations to provide additional resources or expertise, these individuals do not constitute subcontracting provided they are individually contracted to operate under the CB's management system.	
	ISO 17065, 7	5	Process requirements	
		5.1.1	All requirements of ISO/IEC 17065:2012, clause 7.1 apply.	

	ISO 17065, 7.2	5.2 Application	
	ISO 17065, 7.2	5.2.1 All requirements of ISO/IEC 17065:2012, clause 7.2 apply.	
	ISO 17065, 7.3	5.3 Application review	
	ISO 17065, 7.3.1	5.3.1 All requirements of ISO/IEC 17065:2012, clause 7.3.1-7.3.5 apply.	
		<p>REDII-specific requirement</p> <p>5.3.2 When registering new applicants in the SBP Audit Portal, the CB shall:</p> <ul style="list-style-type: none"> a. require applicants to disclose on registration whether they are a current or previous participant of another REDII recognised Voluntary Scheme, and also whether they had a different legal form or name in the past 12 months, b. check-check other Voluntary Scheme certificate lists for the name of the applicant, or former name, within the past 12 months, c. perform a Customer Due Diligence/ Know Your Customer check, in particular for companies with a limited trading history, d. to bring to the attention of SBP any applicants seeking re-certification who were previously found to be in non-conformance with the requirement to inform SBP about participation in other Voluntary Schemes. 	Modified from SBP REDII normative interpretations 250221
	ISO 17021, 9.2	5.4 Planning audits	
	ISO 17021, 9.2.2	Audit team selection and assignments	
	ISO 17021, 9.2.2.1.1 (first half)	5.4.1 The certification body shall have a process for selecting and appointing the audit team, following ISO 19011, including the audit team leader and technical experts as necessary, taking into account the competence needed to achieve the objectives of the audit and requirements for impartiality.	

		5.4.1.1 For audits against STD 1 and/or ID2D, the audit team shall include a member with a minimum of three (3) years' full time experience in the forestry sector in the Supply Base region.	Accreditation sub-group language
	ISO 17021, 9.2.2.1.1 (second half)	5.4.2 If there is only one auditor, the auditor shall have the competence to perform the duties of an audit team leader applicable for that audit. The audit team shall have the totality of the competences identified by the certification body for the audit.	
	ISO 17021, 9.2.2.1.2	5.4.3 In deciding the size and composition of the audit team, consideration shall be given to the following: <ul style="list-style-type: none"> a. audit objectives, scope, criteria and estimated audit time; b. whether the audit is a combined, joint or integrated; c. the overall competence of the audit team needed to achieve the objectives of the audit as per table A; 	
	ISO 17021, 9.2.2.1.3 Accreditation sub-group	5.4.4 The necessary knowledge and skills of the audit team leader and auditors may be supplemented by technical experts, translators and interpreters who shall operate under the direction of an auditor. <i>A technical expert shall not act as an auditor in the audit team. The technical experts shall be accompanied by an auditor.</i> 5.4.5 NOTE Technical experts are particularly useful for providing geographical competence. The criteria for the selection of technical experts are determined on a case-by-case basis by the needs of the audit team and the scope of the audit.	Accreditation sub-group added text in italics
	Accreditation sub-group	5.5 Determining audit time	
	Accreditation sub-group	5.5.1 The CB shall have documented procedures for determining audit time. For each client the CB shall determine the time needed to plan and accomplish a complete and effective audit of the client's management system.	

	<p>Accreditation sub-group</p>	<p>5.5.2 In determining the audit time, the certification body shall consider, among other things, the following aspects:</p> <ol style="list-style-type: none"> a. the requirements of the relevant management system standard (example: how many SBP Standards and Instructions documents apply); b. complexity of the client and its management system; c. technological context (example: producing chips vs pellets); d. any outsourcing of any activities included in the scope of the management system; e. the results of any prior audits; f. size and number of sites, their geographical locations and multi-site considerations; g. the risks associated with the products, processes or activities of the organisation; h. whether audits are combined, joint or integrated. <p>NOTE: Time spent travelling to and from audited sites is not included in the calculation of the duration of the management system audit days.</p>	
	<p>Accreditation sub-group</p>	<p>5.5.3 The onsite duration of an audit of a BP shall depend on:</p> <ul style="list-style-type: none"> • The applicability of SBP Standard 1, • The area and diversity of the Supply Base for which an SBE has been carried out, • The existence of an approved RRA, • The results of the SBE (i.e., # indicators evaluated as unspecified risk), • The type of feedstock (primary and/or secondary), • The # of FMUs and active suppliers in the BP’s supply chain, • The # of mitigation measures and where these are enforced (example: at mill gate, in the FMU). 	

	Accreditation sub-group	5.5.4	The onsite duration of the audit of a BP should be a minimum of 1 day (8 working hours). In case the duration of an audit of a BP is less than 1 day (8 working hours), the auditor shall justify this reduction based on 5.5.2, 5.5.3 and 5.5.5.	
	Accreditation sub-group	5.5.5	Audit duration shall be sufficient to evaluate effectiveness of any mitigation measures that have been defined, in compliance with the sampling requirements defined below.	
		Sampling		
	ISO 17021, 9.1.5	5.5.6	Where sampling is used for the audit of a client's management system covering the same activity in various geographical locations, the CB shall develop a sampling programme to ensure proper audit of the management system. The rationale for the sampling plan shall be documented for each client.	
		Multiple certification systems or entities		
	ISO 17021, 9.1.6	5.5.7	When <i>certification to several certification systems (example: SBP, FSC, PEFC)</i> is being provided by the CB, the planning for the audit shall ensure adequate on-site auditing to provide confidence in the certification.	Accreditation Sub-group added text in italics
	Accreditation sub-group	5.5.8	The same applies to audits of different legal entities under common ownership that are being audited simultaneously. Although the same evidence may be relevant for more than one legal entity (for example if the SBE is identical for all legal entities), planning shall ensure adequate on-site auditing to provide confidence in the certification decision for each legal entity.	

	<p>SBP Interpretation</p>	<p><i>Informative: SBP only allows one biomass producer (BP) site to be included in a single certificate. A single pellet mill is considered to be a BP. Multi-site approaches may only extend to multiple operational locations within the scope of one BP, e.g. a pellet mill operating two port facilities.</i></p> <p>5.5.9 In such cases as described above, the operational locations shall be subject to the conditions specified in IAF MD1 and each BP shall be audited on-site annually.</p>	<p>Rewrote current interpretation into standard requirement</p>
	<p>SBP Interpretation</p>	<p>5.5.10 Logistic sites shall be considered as temporary sites for application of IAF MD1, and thus do not need to be sampled.</p>	<p>Rewrote interpretation into standard requirement</p> <p>Definition to be added to glossary:</p> <p><i>A “logistics site” is characterised by being a temporary storage as a part of a logistics process, e.g., pellets arrive on wagons or trucks, are put in a temporary heap in the port, before being loaded onto the boat. The storage is provided by the transporter or the harbour on an ad hoc basis. Stocks in this type of facilities are often “floating stocks” in ERP systems.</i></p>
	<p>SBP Interpretation document</p>	<p>5.5.11 Storage sites shall be considered as permanent sites, and thus need to be sampled according to the IAF MD1 rules.</p>	<p>Definition to be added to glossary:</p> <p><i>A “storage site” is a facility (warehouse), where stocks are kept under legal ownership on a more or less</i></p>

			<i>permanent basis, in order to be able to fill orders. Typically, these sites will also have a storage location in an ERP system.</i>
	SBP Interpretation	5.5.12	When the SBP scope covers storage, logistics and/or port facilities, the CB Public Summary Report shall both categorise the sites and, where relevant, justify the sampling methodology.
	Accreditation sub-group	5.5.13	When auditing of risk evaluation and/or mitigation measures needs to take place at FMU and/or supplier level, the sample of the FMUs and/or suppliers to be audited shall be calculated using the following formula: Y=0,8 SQR X (main audits) OR Y=0,6 SQR X (annual audits)
		5.5.14	where X= # FMUs or suppliers. If both are applicable, the largest number prevails.
	Accreditation sub-group	5.5.15	Selection of the actual FMUs and/or suppliers to audit shall be justified in the audit report, and shall be random or be carried out according to an sampling plan with no significant bias.
	ISO 17065, 7.4	5.6	Initial and re-evaluations
	ISO 17065, 7.4.1	5.6.1	All requirements of ISO/IEC 17065:2012, clause 7.4.1-7.4.4 apply.
			Note: All clauses relating to outsourcing, subcontracting, internal and external personnel will be reviewed for consistency across SBP Standards 1-6
	REDII, 7.2	5.6.2	For new applicants, the CB shall conduct an initial evaluation before issuing a certificate to the organisation.

	REDII Assessment Protocol, 7.2	5.6.3	Initial evaluations shall always be conducted onsite.	
	REDII, 7.2	5.6.4	The CB shall ensure that a re-evaluation is conducted prior to the expiration date of the certification for any organisation seeking to maintain their certification status beyond the expiration date.	
	ISO 17065, 7.4.5	5.6.5	All requirements of ISO/IEC 17065:2012, clause 7.4.5 apply.	4.3.4 The CB shall only rely on evaluation results related to certification completed prior to the application for certification, where it takes responsibility for the results and satisfies itself that the body that performed the evaluation fulfils the requirements contained in 6.2.2 and those specified by SBP.
	REDII	5.6.6	Audits for clients seeking conformance with REDII need to establish at least a “limited assurance level”.	REDII normative interpretations Add to Glossary: Def: “limited assurance level” implies a reduction in risk to an acceptable level as the basis for a negative form of expression by the auditor such as “based on our assessment nothing has come to our attention to cause us to believe that there are errors in the evidence”.

	REDII	5.6.7 For an initial certification audit, before participation in a scheme, the auditor shall check the existence and set-up of the mass balance system.	
	REDII	5.6.8 When auditing processing residues or waste feedstock, the auditor shall check at least the following: <ul style="list-style-type: none"> a. Documentation for the origin of the feedstock b. Classification of the feedstock as a processing residue or waste c. Information on feedstock suppliers d. The systems used by Biomass Producers are accurate, reliable and protected against fraud, including verification ensuring that materials are not intentionally modified or discarded so that the consignment or part thereof could become a waste or residue. 	
		Stakeholder engagement verification	
	SBP Accreditation sub-group stakeholder consultation draft doc	5.6.9 For initial and re-certification audits, the CB shall provide the following information to SBP, at least one month prior to the start of the audit, for posting to the SBP website: details on the entity or entities to be assessed, their location, the dates of the audit and contact details for both the company and the CB (to facilitate comments from stakeholders to the CB). This information shall be provided to SBP in English and other relevant languages where appropriate.	Draft language from Stakeholder Engagement sub-group.
	SBP Accreditation sub-group stakeholder consultation draft doc	5.6.10 The CB shall review available stakeholder comments for evidence of conformance or potential non-conformance with relevant requirements before the evaluation takes place.	

	SBP Accreditation sub-group stakeholder consultation draft doc	5.6.11	Information gathering shall include information provided by SBP (database / Regional Risk Assessment, the engagement plan from the BP and actively collected stakeholder comments which are linked to specific questions and risks identified in the SBE.	
	SBP Accreditation sub-group stakeholder consultation draft doc	5.6.12	The results of the information gathering must inform the audit topics, intensity and sample sites.	
	SBP Accreditation sub-group stakeholder consultation draft doc	5.6.13	Relevant comments/data shall be uploaded to the SBP stakeholder consultation database within 90 days of the closing meeting of the audit.	
		5.7	Nonconformities	
	ISO 17065, 7.4.6	5.7.1	All requirements of ISO/IEC 17065:2012, clause 7.4.6 apply.	

15	SBP Std 3, IN3D, 1.1-1.12	<p>5.7.2 CBs shall make certification decisions based on their evaluation of the operation's compliance with each applicable requirement, as specified in the relevant SBP certification Standard(s).</p> <p>5.7.3 All non-compliances with the applicable requirements of the relevant SBP certification Standard(s) that are identified by the CB during main or surveillance audits shall be recorded in the evaluation report or associated checklists.</p> <p>5.7.4 The CB shall identify and evaluate each non-compliance to determine whether it constitutes a minor or major non-compliance. Non-compliances shall result in corrective action requests, and, in some cases, suspension or withdrawal of the certificate.</p> <p>5.7.5 The auditor may also identify emerging issues, which, if not addressed by the client, may lead to future non-compliances. Such issues shall be recorded in the main evaluation or surveillance audit report as 'observations' for the benefit of the client.</p> <p>5.7.6 A non-compliance may be considered minor if:</p> <ul style="list-style-type: none"> a. It is a temporary lapse OR b. It is unusual/non-systemic OR c. The impacts of the non-compliance are limited in their scale and duration AND d. It does not result in failure to meet the relevant requirement. <p>5.7.7 A non-compliance shall be considered major if, either alone or in combination with further non-compliances, it results in, or is likely to result in, a fundamental failure to meet the relevant requirement(s) for operation(s) within the scope of the evaluation.</p> <p>5.7.7.1 Such failure shall be indicated by non-compliance(s) which:</p> <ul style="list-style-type: none"> a. Continue over a long period of time, OR b. Are repeated or systematic, OR c. Affect a wide range of the production, OR 	
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		<p>d. Are not corrected or adequately addressed by the responsible managers, once they have been identified.</p> <p>5.7.8 The CB shall consider the impact of a non-compliance on the integrity of the affected SBP-certified products and the credibility of the SBP trademarks, when evaluating whether a non-compliance results in, or is likely to result in, a fundamental failure to meet the relevant requirement.</p> <p>5.7.9 The CB shall determine whether the impact of multiple minor non-compliances is sufficient to demonstrate 'systemic' failure (i.e. failure of management systems). In such situations, these minor non-compliances shall constitute a major non-compliance.</p> <p>5.7.10 Corrective action requests shall adhere to the following timeframes:</p> <ul style="list-style-type: none"> a. Minor non-compliances shall be corrected within one year (under exceptional circumstances, within two years). b. Major non-compliance shall be corrected within three months (under exceptional circumstances, within six months). <p>5.7.11 Action(s) to correct a major non-compliance may take more than three months to complete, but sufficient action shall be taken within the specified period (i.e. three months, or six months in exceptional circumstances), to prevent new instances of non-compliance within the scope of the certification.</p> <p>5.7.12 Corrective action request timelines commence from the moment when they are formally presented to the auditee and no later than three months from the audit closing date.</p> <p>5.7.13 The CB shall determine whether the corrective action has been appropriately implemented within its timeframe. If the action taken is not considered adequate, then:</p> <ul style="list-style-type: none"> a. Minor non-compliances shall be re-categorised as major non-compliances, which shall be corrected within a maximum period of three months (or in exceptional circumstances, six months). b. Major non-compliances shall lead to immediate suspension of the certificate. 	
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		<p>c. Major non-compliances shall not be downgraded to minor non-compliances.</p> <p>5.7.14 The occurrence of five or more major non-compliances in a surveillance audit shall be considered as a breakdown of the company's system and the certificate shall be suspended immediately.</p> <p>5.7.15 The CB shall not issue or re-issue a certificate to a company if there is a major non-compliance with the requirements of the applicable SBP Standard(s).</p> <p>5.7.16 Corrective action shall be taken by the company and approved by the CB before a certificate is re-issued.</p>	
	ISO 17065, 7.4.7	5.7.17 All requirements of ISO/IEC 17065:2012, clause 7.4.7 apply.	
	ISO 17065, 7.4.8	5.7.17.1 All requirements of ISO/IEC 17065:2012, clause 7.4.8 apply.	
	CB reporting	5.8 Reporting requirements	
	SBP Std 3, 10.1		See SBP Std 3, IN3E Where a certificate is issued to a BP, the CB shall make available a public summary of its audit of the BP. Additional requirements are included in Instruction Note 3E in this Standard.
	SBP Std 3, 10.2	5.8.1 The CB shall use the SBP Audit Portal for preparing initial audit, surveillance audit and re-certification audit reports.	
	SBP Std 3, 10.3	5.8.2 Main evaluation reports, surveillance reports, public summary reports and updates shall be submitted to SBP no later than ninety (90) days after the closing meeting at the end of a CB audit.	on-site

	SBP Std 3, 10.4	5.8.3 The CB shall enter and update the basic quantitative information for each certificate at each evaluation as specified in the SBP Audit Portal User Guide.	
	SBP Std 3, IN3E, 1	Public Summary Reports for BPs	
	SBP Std 3, IN3E, 1.1	5.8.4 The CB shall prepare a public summary report for each BP to which a certificate is issued in accordance with the requirements specified in SBP Audit Portal User Guide, section 8.	
	SBP Std 3, IN3E, 2.1	Informative: The CB public summary report will be published on the SBP website.	
	SBP Std 3, IN3E, 2.2		Repeating Main evaluation reports, public summary reports and annual updates shall be submitted to the SBP no later than ninety (90) days after the on-site closing meeting at the end of a CB audit.
	SBP Std 3, IN3E, 4.1	5.8.5 The CB shall provide SBP with an update of the public summary report in the SBP audit portal within ninety (90) days after the last field day of each surveillance evaluation.	
	ISO 17065, 7.5	5.9 Review and certification decision	
	ISO 17065, 7.6.2	5.9.1 All requirements of ISO/IEC 17065:2012, clause 7.6.2 apply.	
		Review	
	ISO 17065, 7.4.9	5.9.2 All requirements of ISO/IEC 17065:2012, clause 7.4.9 apply.	
	ISO 17065, 7.5.1	5.9.3 All requirements of ISO/IEC 17065:2012, clause 7.5.1 apply.	

	ISO 17065, 7.5.2	5.9.4 All requirements of ISO/IEC 17065:2012, clause 7.5.2 apply.	
	ISO 17065, 7.6	Certification decision	
	ISO 17065, 7.6.1	5.9.5 All requirements of ISO/IEC 17065:2012, clause 7.6.1-7.6.6 apply.	
	SBP ID3H	5.10 Peer Review	
	SBP ID3H, 1.1	The purpose of the peer review is to ensure the quality of certification decisions, certificates issued and consistency across certificates.	Intent statement
		General Requirements	
	SBP ID3H, 2.1	<p>5.10.1 Prior to making a certification decision, the CB shall submit the draft certification report to a formal peer review process, for the following audit scopes:</p> <ul style="list-style-type: none"> • Main and re-assessment of Biomass Producers (BPs) against Standard 1, that is, BPs with Supply Base Evaluation;; • Extension of scope of the Supply Base Evaluation;; and • First assessment at re-instatement of any suspended SBP BP certificate with Supply Base Evaluation. <p>Note: A CB may apply to SBP to waive the peer review where waiving of the peer review would not affect the quality of the audit or reporting. An example might include where suspension has resulted from non- payment of CB fees.</p>	
	SBP ID3H, 3	Selecting and contracting a peer reviewer	
	SBP ID3H, 3.1	5.10.2 Peer reviewers shall be selected from a list of SBP-approved peer reviewers.	

	SBP ID3H, 3.2	5.10.3 Peer reviewer(s) shall not have been otherwise contracted by the CB during the last two (2) years. The CB shall require that peer reviewers disclose any prior association with the BP or auditee, and be subject to the same requirements relating to independence and confidentiality as other personnel with input to the certification decision.	
	SBP ID3H, 4.6	5.10.4 Peer reviewers' confidentiality contracts with CBs shall not extend to providing information to SBP or ASI and peer reviewers shall have the right to inform SBP and ASI if they consider the CB has not met SBP's requirements in issuing the certificate.	
	SBP ID3H, 4	Peer review process requirements	
	SBP ID3H, 4.1, 4.4	5.10.5 The CB report shall be reviewed by at least one (1) independent peer reviewer from the SBP-approved list of peer reviewers. Note: The CB may engage additional reviewers (for example, with specialist knowledge concerning indigenous peoples rights or high conservation values) where necessary.	Combined 4.1 and 4.4
	FSC-STD-20.001 V4-0, 4.4.4 c)	5.10.6 The peer reviewer(s) shall operate according to clear terms of reference (including response times), which include the requirement to comment explicitly on: <ul style="list-style-type: none"> a. The adequacy of the field work as the basis for making a certification decision; b. The clarity of presentation of the observations as the basis for a certification decision, and; c. Whether the proposed certification decision is justified by the observations presented. 	
	SBP ID3H, 4.2	5.10.7 Peer reviewers may comment on any aspect of the certification decision process, including (but not limited to) those specified in Resource requirements and Process requirements.	ISO 17065 under 'Resource requirements' and 'Process requirements'

	FSC-STD-20.001 V4-0, 4.4.4 e)	5.10.8 The peer reviewer shall take account of the local and national context with regards to the Supply Base, and shall consider environmental, social and economic perspectives.	
	SBP ID3H, 4.3	5.10.9 The peer review is to be conducted after the CB considers that a positive certification decision can be made in compliance with ISO/IEC 17065:2012 clause 7.6.2 (Fehler! Verweisquelle konnte nicht gefunden werden. in this document), including section 7.5 Review (Fehler! Verweisquelle konnte nicht gefunden werden. in this document). As such the peer review does not qualify for meeting the requirements of 7.5 and is additional to that review.	
	SBP ID3H, 4.5	<p>5.10.10 The review shall encompass all areas of the audit and the certification decision processes such that the reviewer should be able to concur with the certification decision.</p> <p>5.10.11 The peer reviewer shall be provided with all relevant information to enable them to provide adequately informed comment.</p> <p>5.10.12 The peer reviewer may request re-submission of revised documentation or additional evidence to make a positive certification recommendation.</p> <p>5.10.13 The CB may decline to provide the peer reviewer with the requested additional information or revised documentation, but must justify such action in the response to the peer reviewer.</p> <p>Note: In the event of a difference of opinion between the CB and the peer reviewer SBP may provide guidance.</p>	
	SBP ID3H, 5	Peer review process outcomes	
	SBP ID3H, 5.1	<p>5.10.14 The peer reviewer shall operate according to clear terms of reference (including response times), which include the requirement to comment explicitly on:</p> <p>i. The adequacy of the field work as the basis for making a certification decision;</p>	

		<p>ii. The clarity of presentation of the observations as the basis for a certification decision; and</p> <p>iii. Whether the proposed certification decision is justified by the observations presented.</p>	
	SBP ID3H, 5.2	5.10.15 The peer reviewer shall take account of the local and national context with regards to the Supply Base, and shall consider environmental, social and economic perspectives.	
	SBP ID3H, 5.3	5.10.16 The comments of the peer reviewer shall be attributed and documented.	
	SBP ID3H, 5.4	5.10.17 The CB shall respond in writing to the peer reviewer's comments identifying what, if any, changes were made to address the comments, and provide the peer reviewer with a copy of its response.	
	SBP ID3H, 6	Records and reporting	
	SBP ID3H, 6.1	5.10.18 The CB shall maintain and implement documented policies and procedures for maintenance of confidentiality, including a written confidentiality agreement to be signed by all peer reviewers. The CB shall maintain accurate and complete records including peer review comments and CB responses which shall be readily available, including for evaluation by ASI.	
	SBP ID3H, 6.2	5.10.19 The CB shall maintain and implement documented policies and procedures for maintenance of confidentiality, including a written confidentiality agreement to be signed by all peer reviewers. The CB shall maintain accurate and complete records including peer review comments and CB responses which shall be readily available, including for evaluation by ASI.	
	SBP ID3F, 1	5.11 Requirements for certified organisation certificates	

	SBP ID3F, 1	5.11.1 The CB shall provide the certified organisation with formal certification documentation.	
	SBP ID3F, 2	<p>5.11.2 The formal certification documentation shall clearly convey or permit identification of the following:</p> <ul style="list-style-type: none"> a. SBP logo; b. Name and address of CB; c. CB 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 Program Framework of Standards can be found at: https://sbp-cert.org/; g. Approval Standards against which the CB'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 client. Note: the Certification Body may add additional '0' (zero) values in 	

		<p>front of the 'XX' and 'YY' values where this facilitates integration with existing data systems;</p> <ul style="list-style-type: none"> 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. m) CB signature, either company name or individual according to house style. 	
	SBP ID3F, 3	5.11.3 The CB should consider the use of the default SBP layout provided on the SBP website.	
	SBP ID3F, 4	5.11.4 Certification documentation template shall be approved in writing by SBP before use by the CB.	
	SBP ID3F, 5	5.11.5 Any changes made to the format or layout of the certificate template following initial approval by SBP shall be approved in writing by SBP before use by the CB.	
	SBP ID3F, 6	<p>5.11.6 Formal certification documentation shall only be issued after the following:</p> <ul style="list-style-type: none"> 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. 	
	SBP ID3F, 7	5.11.7 The CB shall ensure that SBP is informed of all information listed in Fehler! Verweisquelle konnte nicht gefunden werden. prior to issuing a certificate.	of this Instruction Note

	SBP ID3F, 8	5.11.8 In the event of any changes to the certification, including changes to scope or if the CB suspends or withdraws a certificate, the CB shall ensure that SBP is informed of the changes within three (3) business days of the change in certification.	
	ISO 17065. 7.7		Certification documentation
	ISO 17065. 7.7.1	All requirements of ISO/IEC 17065:2012, clause 7.7.1-7.7.3 apply.	<p>The CB shall provide the client with formal certification documentation that clearly conveys</p> <p>, or permits identification of the following:</p> <p>the name and address of the CB;</p> <p>the date certification is granted (the date shall not precede the date on which the certification decision was completed);</p> <p>the name and address of the client;</p> <p>the scope of certification (see 3.10);</p> <p>the term or expiry date of certification, if certification expires after an established period;</p>
	SBP Std 3, 11		<p>Replaced STD3, 11 with ID3F, 2i</p> <p>The CB shall issue certificates using the latest version of the SBP certificate template. This</p>

			<p>is available for downloading from the SBP website.</p> <p>Certificates shall be numbered using the form:</p> <p>SBP-XX-YY</p> <p>Where:</p> <p>SBP does not change</p> <p>XX is a 2 digit number allocated to the CB by SBP</p> <p>YY is a unique 2 digit integer specific to the certificate holder.</p> <p>Note: The CB may add additional '0' (zero) values in front of the 'XX' and 'YY' values where this facilitates integration with existing data systems.</p>
	<p>SBP Std 3, IN3D, 1.13</p>	<p>5.11.9 The CB shall issue a letter of notification to companies whose certificate has expired, or has been terminated, suspended or withdrawn. The notification letter shall include:</p> <ul style="list-style-type: none"> a. A clear statement about the invalid status of the certificate (expired, suspended, withdrawn or terminated) b. The official date from which the certification becomes invalid c. The rationale for invalidating the certification which shall include, but is not limited to, an explanation for any breach of the certification contract and the nature of the relevant non-compliance with SBP certification standard(s) (including name, version number and date) 	

		<ul style="list-style-type: none"> d. In case of expired certification, or certification having been terminated voluntarily, a reference to the voluntary decision of the company or the agreement between the company and the CB e. A requirement to refrain from using any and all SBP trademarks. f. A statement requiring the company to provide acknowledge in writing of receipt of the letter of notification, its acceptance of its conditions and that it understands the invalidation of its certification. 	
	SBP Std 3, IN3D, 1.14	5.11.10 The CB shall keep records of all letters of notification sent to companies and the respective letters acknowledging receipt and understanding of the conditions.	
	SBP ID3G, 5.1	5.11.11 Where a CB issues an SBP certificate to a new client at any time after the withdrawal or termination of the client's previous certificate with another CB, and the main evaluation is conducted within twelve (12) months from the expiry or termination of the previous certificate, the new CB shall consider any major or minor non-conformities which had not been closed at the time of withdrawal or termination.	
	ISO 17065, 7.8	5.12 All requirements of ISO/IEC 17065:2012, clause 7.8 apply.	To include or reference any SBP-specific requirements regarding info provided to SBP for their database
	ISO 17065, 7.9	5.13 Surveillance	
	ISO 17065, 7.9 .1	5.13.1 All requirements of ISO/IEC 17065:2012, clause 7.9.1 apply.	If surveillance is required by the certification scheme, or as specified in 7.9.3 or 7.9.4, The certification body shall initiate surveillance of the product(s) covered by the certification

			<p>decision in accordance with the certification scheme.</p> <p>NOTE 1 ISO/IEC 17067 provides examples of surveillance activities in certification schemes.</p> <p>NOTE 2 The criteria and process for surveillance activities are defined by each certification scheme.</p> <p>Inserted SBP instruction notes for surveillance audits</p>
	IN3A-C	General requirements for surveillance audits	<p>Note:</p> <p>changes for this section turned off due to technical issues. This section is a re-organisation of IN3a-c. There shouldn't be anything new. It's organised into 3 sections: general, BP/Std1&2 and CoC/Std4, without repetition or unnecessary differences in wording between them.</p>
		<p>5.13.2 The CB shall carry out a surveillance evaluation to monitor the client's continued conformance with applicable certification requirements, at least annually (i.e. every 12 months), or more frequently, depending on factors such as:</p> <ul style="list-style-type: none"> a. The scale of the operation (e.g. the area of the SB, the quantity of material manufactured, or the value and/or volume of material traded) b. The intensity of resource management in the case of a SB (e.g. the frequency and level of timber harvesting) 	

		<ul style="list-style-type: none"> c. The complexity of the CoC control system d. The ecological sensitivity of the SB to management intervention e. The experience and performance record of the personnel involved (e.g. managers, staff, contractors) f. The number and nature of any non-conformances identified by the CB g. The number and nature of any complaints submitted by stakeholders. 	
		<p>5.13.3 Surveillance evaluations shall follow clear, documented procedures which address the elements specified in this Standard, and shall include in particular:</p> <ul style="list-style-type: none"> a. Evaluation of the client's compliance with all conditions and subsequent corrective actions, on which certification is based b. Review of any complaints or allegations of non-compliance with any aspect of the applicable SBP Standards c. Evaluation of an adequate and appropriate sample of sites and records, and interviews with a sufficient number of affected stakeholders, in order to verify that management systems (documented or undocumented) are working effectively and consistently, under the full range of conditions present in the area under evaluation. 	
		<p>5.13.4 During annual surveillance evaluations, the CB may focus on specific elements of the applicable SBP Standards, including particular SBP principles or aspects of management, thereby reducing the duration and cost of surveillance. However, all aspects of the SBP Standards shall be monitored during the period of validity of the certificate.</p>	

		<p>5.13.5 The CB shall review at a minimum:</p> <ul style="list-style-type: none"> a. Changes to the client's management system b. Records of complaints and resolution procedures c. Training records d. Use of the SBP trademarks (in transport and delivery documentation and promotional materials) 	
		<p>5.13.6 Documentation and records covering the period since the previous evaluation may be submitted to the CB for review, prior to a site visit.</p>	
		<p>Standard 1 and/or 2 Surveillance</p>	
		<p>5.13.7 For certificates with a duration of five years, at least four on-site surveillance evaluations shall take place before the certificate expires.</p>	<p>5.13.7 – 5.13.9 applicable for surveillance evaluations against Standards 1 and/or 2.</p>
		<p>5.13.8 The CB shall review at a minimum:</p> <ul style="list-style-type: none"> a. Any changes to the area included in the scope of the SBE, including additions, exclusions, or SB area changes b. Operational plan(s) for the next 12 months c. Feedstock supply records d. Records of sales of SBP-certified products (copies of invoices, bills, shipping documents) e. Records of the RA, SVP and monitoring carried out f. Records of any mitigation measures and their subsequent monitoring 	

		5.13.9 The CB shall specifically assess the capacity of the client's management system to manage any change in scope of the certificate, including any increase in the number of suppliers, and in the size, number or complexity of the SB within the scope of the certificate.	
		Standard 4 Surveillance	5.13.10 – 5.13.20 applicable for surveillance evaluations against Standard 4.
		5.13.10 For a certificate that has a five-year duration, at least four surveillance evaluations shall take place before the certificate expires, unless clause 1.2.1 applies.	
		5.13.11 The auditor(s) shall visit the physical site(s) of each operation selected for evaluation in order to observe the applicable CoC system, unless the conditions for a remote audit are met (see). This is to verify that there has been compliance with the requirements of the specific SBP certification Standard(s) under evaluation at that site.	
		5.13.12 The CB shall review at a minimum: <ul style="list-style-type: none"> a. Any changes to the scope of the certificate, including new CoC procedures, operations and changes in activities b. Inventory records c. Purchasing and sales documentation for feedstock and biomass (invoices, bills, transport documents, sales contracts) d. Confirmation that inputs described as SBP-certified were covered by a valid SBP CoC certificate and supplied with the appropriate certification codes e. Calculations of credits and/or input percentages for each product group within the scope of the certificate 	

		<ul style="list-style-type: none"> f. A sample of records of certified outputs, and confirmation that these can be traced to certified inputs 	
	REDII normative interpretations	<p>5.13.13 The CB shall check at least the following with regards to mass balance systems:</p> <ul style="list-style-type: none"> a. List of all sites that are under the scope of certification. Each site shall have its own mass balance records. b. List of all inputs per site, including description of materials and details of all suppliers. c. List of all outputs per site, including description of materials and details of all customers. d. Conversion factors applied (especially in the case of processing residues to ensure that the process is not being modified to produce more waste or residue material). e. Mass balance timeframe should be transparent, documented, and consistent, and an appropriate period of time. f. Inputs, outputs and balances carried forward should be in balance and should be audited and checked against the bookkeeping system. 	
	REDII normative interpretations	<p>5.13.14 Inputs and outputs should be accompanied, where relevant, by a set of sustainability characteristics. Auditors should check that sustainability characteristics have been allocated appropriately. At the end of the mass balance period, the sustainability data carried forward should be equivalent to the physical stock.</p>	
		Remote audits	Remote audits are only applicable for Std 4 audits, not Standard 1 and/or 2 audits.

		5.13.15 Remote audits may be carried out, without the need for on-site visits, for operations that do not take physical possession of SBP-certified materials or products in their own or rented facilities, and do not label, alter, store or re-package the products (e.g. sales offices or agents).	
		Waived audits	Waived audits are only applicable for Std 4 audits, not Standard 1 and/or 2 audits.
		5.13.16 Surveillance evaluations may be waived for operations that have not produced, labelled or sold any biomass with an SBP-claim since the previous audit.	
		5.13.17 The CB has the authority to waive a surveillance evaluation on the grounds described above. The CB may still require a surveillance evaluation to be carried out on-site or remotely, if this is considered necessary to ensure confidence in the certificate.	
		5.13.18 Under the circumstances described in (1st clause of Waived audits), the CB shall require the client to sign a declaration stating that no biomass has been produced, labelled or sold with an SBP-claim since the last audit. The declaration shall contain a commitment by the client to contact the CB before commencing the production, labelling or sale of material with an SBP-claim. The declaration shall also contain a commitment to maintaining the client's CoC system during the period in question.	
		5.13.19 During the next surveillance evaluation, the CB shall review all records dating back to the previous on-site audit, to ensure that the CoC system has been maintained, and that no biomass has been produced, labelled or sold with an SBP-claim.	
		5.13.20 CBs shall not waive more than two consecutive surveillance evaluations.	

	ISO 17065, 7.10	5.14	Changes affecting certification	
	ISO 17065, 7.10.1		All requirements of ISO/IEC 17065:2012, clause 7.10.1-7.10.3 apply.	
	ISO 17065, 7.11	5.15	Termination, reduction, suspension or withdrawal of certification	
	SBP Std 3, IN3A, 2	5.15.1	The CB shall assign one or more persons who were independent of the audit to decide whether or not to continue, suspend or withdraw certification based on their review of surveillance activities.	
	ISO 17065, 7.11.1	5.15.2	All requirements of ISO/IEC 17065:2012, clause 7.11.1-7.11.2 apply.	
	SBP Std 3, 13.7	5.15.3	In the event that the CB suspends, terminates or withdraws a certificate, it shall promptly (and in any event within three (3) business days of the suspension or withdrawal or termination) notify SBP in writing of the same and such notification shall state the action taken and the effective date and reason of suspension or withdrawal or termination.	
	ISO 17065, 7.11.4	5.15.4	All requirements of ISO/IEC 17065:2012, clause 7.11.4-7.11.6 apply.	
	ISO 17065, 8	6	Management system requirements	
	ISO 17065, 8.2	6.1	General management system documentation	
	ISO 17065, 8.2.1	6.1.1	All requirements of ISO/IEC 17065:2012, clause 8.2.1-8.2.5 apply.	
	ISO 17065, 8.3	6.2	Control of documents	

	ISO 17065, 8.3.1	6.2.1	All requirements of ISO/IEC 17065:2012, clause 8.3.1-8.3.2 apply.	
	ISO 17065, 8.4	6.3	Control of records	
	ISO 17065, 8.4.2	6.3.1	All requirements of ISO/IEC 17065:2012, clause 8.4.1-8.4.2 apply.	
	ISO 17065, 8.5	6.4	Management review	
	ISO 17065, 8.5.1	General		
	ISO 17065, 8.5.1.1	6.4.1	All requirements of ISO/IEC 17065:2012, clause 8.5.1.1-8.5.1.2 apply.	
	ISO 17065, 8.5.2	Review inputs		
	ISO 17065, 8.5.2	6.4.2	All requirements of ISO/IEC 17065:2012, clause 8.5.2 apply.	
	ISO 17065, 8.5.3	Review outputs		
	ISO 17065, 8.5.3	6.4.3	All requirements of ISO/IEC 17065:2012, clause 8.5.3 apply.	
	ISO 17065, 8.6	6.5	Internal audits	
	ISO 17065, 8.6.1	6.5.1	All requirements of ISO/IEC 17065:2012, clause 8.6.apply.	
	ISO 17065, 8.7	6.6	Corrective actions	
	ISO 17065, 8.7.1	6.6.1	All requirements of ISO/IEC 17065:2012, clause 8.7.1-8.7.4 apply.	
	ISO 17065, 8.8	6.7	Preventive actions	
	ISO 17065, 8.8.1	6.7.1	All requirements of ISO/IEC 17065:2012, clause 8.8.1-8.8.3 apply.	
	ISO 17065, 7.12	6.8	Records	

	ISO 17065, 7.12.1	6.8.1	All requirements of ISO/IEC 17065:2012, clause 7.12.1-7.12.3 apply.	
	ISO 17065, 7.13	6.9	Complaints and appeals	
	ISO 17065, 7.13.1	6.9.1	All requirements of ISO/IEC 17065:2012, clause 7.13.1-7.13.9 apply.	
	FSC-STD-20-001 V-0, 1.9.9	6.9.2	<p>The certification body has the duty of seeking a timely resolution of complaints and appeals, in particular to:</p> <ul style="list-style-type: none"> a. acknowledge receipt of a complaint or appeal; b. provide an initial response, including an outline of the certification body's proposed course of action to follow up on the complaint or appeal, within two (2) weeks of receiving a complaint or appeal; c. keep the complainant(s)/ appellant(s) informed of progress in evaluating the complaint/ appeal; d. investigate the allegations and specify all its proposed actions in conclusion to the complaint or appeal within three (3) months of receiving the complaint or appeal; e. e) notify the complainant when the complaint is considered to be closed, meaning that the certification body has gathered and verified all necessary information, investigated the allegations, taken a decision on the complaint and responded to the complainant. 	
			Annex	
	SBP ID3G	1	Certificate Transfers	
	SBP ID3G, 1	1.1	General requirements of the transfer process	
		1.1.1	A Certificate Holder may request to transfer their certificate to a new CB. In such cases, the following process shall be applied:	

	SBP ID3G, 1.1	1.1.2	The Certificate Holder informs their current CB that they are applying for a certificate transfer to a new Certification Body.	
	SBP ID3G, 1.2	1.1.3	The Certificate Holder contacts the new CB and completes the application process for that Certification Body.	
	SBP ID3G, 1.3	1.1.4	The new Certification Body requests from the previous Certification Body that all relevant documentation about the Certificate Holder (including history of non-conformities) is made available, including all outcomes from an ASI surveillance assessment or spot audit regarding compliance of the Certificate Holder to certification requirements.	
	SBP ID3G, 1.4	1.1.5	The Certificate Holder's previous Certification Body shall send a record of non-conformities to the new Certification Body within two (2) weeks of the request.	
	SBP ID3G, 1.5	1.1.6	The new Certification Body shall confirm there are no pending major non-conformities.	
	SBP ID3G, 1.6	1.1.7	The new Certification Body proposes a transfer date to the previous Certification Body and the Certificate Holder, on which all rights and obligations shall be transferred.	
	SBP ID3G, 1.7	1.1.8	The new Certification Body shall inform SBP of all relevant information regarding the transfer, including transfer date.	
	SBP ID3G, 1.8	1.1.9	<p>The new Certification Body shall conduct a transfer audit within three (3) months of the agreed transfer date according to the requirements for a surveillance evaluation. The audit shall include a review of all pending non-conformities which were issued by the previous Certification Body.</p> <p>Note: Certification Bodies will need to terminate / create Business Relationships in the DTS as appropriate.</p>	

	SBP ID3G, 2	1.1.10	A SBP certificate cannot be transferred under the following circumstances:	
	SBP ID3G, 2.1	a.	If the SBP certificate has been transferred previously within the five (5) year period of the certificate's validity, unless a full SBP evaluation audit is undertaken.	
	SBP ID3G, 2.2	b.	The SBP certificate is suspended.	
	SBP ID3G, 2.3	c.	All parties (new Certification Body, previous Certification Body, Certificate Holder) are unable to agree a transfer date.	
	SBP ID3G, 2.4	d.	There are outstanding major non-conformities against the Certificate Holder;; these must be closed to the satisfaction of the previous Certification Body before the transfer process may continue.	
	SBP ID3G, 2.5	e.	All relevant documentation about the Certificate Holder (records, history of CARs) is not made available to the new Certification Body.	
	SBP ID3G, 3	1.2	Status of the SBP certificate	
	SBP ID3G, 3.1	1.2.1	The period of validity of an SBP certificate shall not exceed five (5) years. As such a transferred certificate shall retain the same expiry date as the previous certificate.	
	SBP ID3G, 3.2	1.2.2	The scope of the transferred SBP certificate shall be retained. Where a Certificate Holder requests a change or extension in scope this shall be evaluated by the new Certification Body in line with the relevant requirements after the date of transfer.	
	SBP ID3G, 3.3	1.2.3	All minor non-conformities that are applicable to the previous certificate shall remain applicable to the succeeding certificate, and shall be evaluated by the new Certification Body according to the defined timelines.	
	SBP ID3G, 4	1.3	Updates to the SBP website and SBP Data Transfer System (DTS)	

	SBP ID3G, 4	<p>1.3.1 The new Certification Body shall undertake the following activities:</p> <ol style="list-style-type: none"> a. Ten (10) working days before the transfer date, the new Certification Body shall submit to SBP an updated Certificate Holder Information form with the new Certificate Number for the transferred Certificate Holder and other updates as necessary. b. Within three (3) days from the date of transfer the new Certification Body shall send a copy of the new certificate to SBP. c. After the date of transfer the new Certification Body shall check the SBP website entry for correctness and completeness. 	
		<p>Informative: SBP shall undertake the following activities:</p> <ol style="list-style-type: none"> a. On the date of transfer (or next available working day) the SBP website Certificate Information shall include the following changes, at minimum: <ul style="list-style-type: none"> • A change to the Certification Body. • A change to the Certificate Number. • A reference to the previous Certificate Number. • A date of issue – which will be the agreed Transfer Date (to ensure that the five (5) year audit cycle is maintained). b. Within three (3) days from the date of the transfer the DTS system will be updated with the new SBP Certificate code. 	Changed from numbered clause to informative paragraph
	SBP ID3I	<p>1 SBP Requirements for CBs auditing SBP Group Schemes</p>	Keeping as a separate Instruction Document for now. Otherwise, could be added as an annex at the end of the Standard.

