



Process Document

SBP Work Instruction Document: CB Peer Review SBP/WID/003

Sustainable Biomass Program
sbp-cert.org



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In the case of inconsistency between translations, the official English language version shall always take precedence.

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1 Terms of reference for peer reviewers

The purpose of the peer review is to ensure the quality of certification decisions, certificates issued and consistency across certificates.

A peer reviewer should be provided with all relevant information to enable them to provide adequately informed comment.

The review should encompass all areas of the audit and the certification decision processes such that the reviewer should be able to recommend certification.

Peer reviewers may comment on any aspect of the certification decision process, including (but not limited to) those specified in ISO 17065 under 'Resource requirements' and 'Process requirements'.

The peer review is to be completed after the CB considers that a positive certification decision can be made in compliance with ISO/IEC 17065:2012 clause 7.6.2, including section 7.5 Review. As such the peer review does not qualify for meeting the requirements of 7.5 and is additional to that review.

2 Peer review competencies

Peer reviewers are expected to demonstrate a solid understanding of the SBP certification system, including requirements and application of a Supply Base Evaluation. Additionally, peer reviewers will have demonstrated competence in ensuring the credibility of sustainable certification schemes at a senior level. Peer reviewers will be formally approved by the SBP Chief Executive Officer.

3 Peer review personnel

Initially, peer reviewers will be drawn from the existing SBP Technical Committee. Stakeholders will be encouraged to recommend competent individuals for consideration as peer reviewers.

4 Fees and contractual relationship

Peer reviewers are permitted to charge between Euro 500 and Euro 800 per day. A peer review is expected to take between 0.5 and 1 day.

Peer reviewers are contracted to and paid by CBs.