

Participant no.	Inspection organisation	Internal inspection report no. of the inspection organisation

Please enter all information legibly !!!

Operation/operating site (hereinafter referred to as operation):
(Stamp if applicable)

Company name: _____

Address: _____

Person responsible: _____

Country ▼

Inspection information

Inspection date: _____ from _____ o'clock to _____ o'clock

Inspection type: Scheduled system inspection Follow-up inspection to inspect _____

Name of the inspector: _____

inspection scope EU REDcert² EU + REDcert²

Result of the inspection

Inspection result	Classification	Measures
100%	<input type="checkbox"/> <u>No non-conformities</u> REDcert requirements are completely satisfied	No corrective measures required
75 - 99%	<input type="checkbox"/> <u>Minor non-conformities</u> REDcert requirements are largely satisfied	Routine documentation, agree on corrective measures, check implementation
< 75 % oder KO	<input type="checkbox"/> <u>Major non-conformity(ies)</u> REDcert requirements are not fulfilled	Send inspection report to REDcert and BLE (within 24h after the inspection) Follow-up inspection required

Follow-up inspection required? No Yes Proposed date: _____

Copy received

Signature of the inspector

Signature of the system participant
(person responsible)

For accuracy:	
Date	Signature of the person responsible at the certification body

Checklist for the inspection of interfaces, storage facilities and suppliers

1. Information about the operation	
Company	
Group certification of warehouses/silos (sites) (please also fill out 4!)	<input type="checkbox"/>
Group certification of farms (please also fill out 5!)	<input type="checkbox"/>
2. Scope of application	
102 - farm	<input type="checkbox"/>
103 - point of origin	<input type="checkbox"/>
201 - first gathering point	<input type="checkbox"/>
202 - collector of waste/residues	<input type="checkbox"/>
301 - oil mill	<input type="checkbox"/>
302 - sugar mill	<input type="checkbox"/>
303 - biogas plant	<input type="checkbox"/>
304 - waste oil/fat treatment plant / fat melting plant	<input type="checkbox"/>
305 - bioethanol plant - no fuel quality	<input type="checkbox"/>
306 - waste recycling plant	<input type="checkbox"/>
308 - pulp factory - thin liquor	<input type="checkbox"/>
401 - oil mill/fat refinery (pure fuel / bioliquid)	<input type="checkbox"/>
403 - esterification plant	<input type="checkbox"/>
404 - hydrogenation unit	<input type="checkbox"/>
405 - bioethanol plant	<input type="checkbox"/>
406 - biogas plant (REA)	<input type="checkbox"/>
407 - biogas upgrading plant	<input type="checkbox"/>
409 - biomethanol unit	<input type="checkbox"/>
408 - pulp factory	<input type="checkbox"/>
501 - supplier before the last interface	<input type="checkbox"/>
502 - supplier after the last interface	<input type="checkbox"/>
503 - ETBE-plant	<input type="checkbox"/>
504 - MTBE-plant	<input type="checkbox"/>
505 - TAEE-plant	<input type="checkbox"/>

3. Date of initial operating:				
4. Number of affiliated warehouses/silos/sites :				
Inspected as part of the random inspection (square root of sites):				
Sites visited (operating site and inspection date) Expand list if necessary or attach as an enclosure!		Name, Street, Post code, city	Inspection date	
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
5. Number of farms supplying biomass / waste producers:				
Inspected as part of the random inspection (square root of farms / waste producers):				
Farms / waste producers visited (farm / waste producers and inspection date) Expand list if necessary or attach as an enclosure!		Farm Name, Street, Post code, city	Inspection date	
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
13				
6. Amount of the mass of solid, liquid or gaseous biomass or biofuel delivered as sustainable of the previous two calendar half-years				
biomass REDcert-EU Expand list if necessary or attach as an enclosure!		type	amount	unit
	1			
	2			
	3			
	4			
Note: All fields are mandatory!				

Key: A=Complete compliance; B=Almost complete compliance, C=System requirements only partially satisfied, D=System requirements not satisfied, N/A=System requirements not applicable							
Name of the operation:			Inspection date:				
Consec. no.	Criterion/requirement	Score					Comments/description of the inspected documents/records/certificates
		A	B	C	D/KO	N/A	
1	System principles						
1.1	General system requirements						
1.1.1	Is there a written pledge to comply with the system requirements in the scope of application? (e.g. in the form of a certificate or contract with REDcert)						
1.1.2	Is the given interface consistent with the reported in the REDcert database?						
1.1.3	Are there contracts with third parties (sub-contractors, external service providers, intermediaries) that ensure that all of the information necessary to meet the requirements has been passed on?						
1.1.4	In case of use of transfer sites for waste and residues, was the status as a transfer site checked on-site at least once by the responsible certification body?						
1.1.5	Do no activities take place at the relevant transfer site (waste and residues), which would classify it as an operational unit (warehouse,/silo)? (N/A in case the transfer site was verifiably checked already in an earlier audit)						
1.2	Organisational structure						
1.2.1	Are the rights and duties clearly regulated and documented in writing?						
1.2.2	Are the people affected aware of their responsibilities?						
1.2.3	Has the operation appointed someone responsible for implementing and maintaining the QM system in relation to REDcert?						

Consec. no.	Criterion/requirement	Score					Comments/description of the inspected documents/records/certificates
		A	B	C	D/KO	N/A	
1.3	Staff qualification and training						
1.3.1	Is it ensured that the people affected are aware of the legal requirements (requirements of Directive 2009/28/EC and the REDcert requirements) and have the knowledge (qualification) necessary to fulfil these requirements?						
1.3.2	Have the employees received the appropriate training (verification)?						
1.4	Mass balance system						
1.4.1	Has the operation introduced a suitable mass balance system that guarantees that the requirements of Directive 2009/28/EC are satisfied?						
1.4.2	Does balancing of sustainable biomass occur at permissible intervals defined by the operation?						
1.4.3	Is balancing of sustainable biomass documented and does it include the records necessary for the supplied biomass which has been changed in the internal process and forwarded?						
1.5	GHG calculation						
1.5.1	Are all required documents up-to-date and complete? The information about the actual GHG emissions is listed consistently for all elements of the formula in accordance with 2009/28/EC						
1.5.2	Is the GHG calculation method consistent with the method specified in the scheme principles for GHG calculation?						
1.5.3	Are the GHG calculations complete and transparent? (for individual GHG calculation: reference result of the greenhouse gas balance evaluated prior to this)						
1.6	Documentation						
1.6.1	Are the necessary records checked that they are up-to-date and complete and kept in a safe place?						
1.6.2	Are the records legible and is there a transparent link between the biomass and the records?						
1.6.3	Are the records kept in line with the valid inspection intervals and can they be provided?						

Consec. no.	Criterion/requirement	Score					Comments/description of the inspected documents/records/certificates
		A	B	C	D/KO	N/A	
1.7	Dealing with non-conformities						
1.7.1	Is there a documented procedure for dealing with non-conformities and is it followed? Are corrective measures undertaken as quickly as possible?						
1.7.2	Are preventative measures formulated and implemented to prevent future non-conformities from occurring?						
1.8	Reporting and passing on information						
1.8.1	Are the purchasers of sustainable biomass provided with all required data and information?						
1.8.2	Is it guaranteed that this data is handled confidentially when passing on sensitive company-related information to downstream operations?						
1.9	Group organisation and group administration (Only if the prerequisites for group certification are fulfilled!)						<input type="checkbox"/> N/A
1.9.1	Is there a central group administration responsible for the organisation and internal inspection of the group members?						
1.9.2	Is there an up-to-date and complete site registry?						
1.9.3	Is the group homogenous? Do the group members have similar production systems and products?						
1.9.4	Are the supply relationships transparent through agreements/contracts/invoices?						
1.9.5	Is an internal check performed to determine whether new members fulfil system requirements before they can join the group?						
2	Process step-specific requirements						
2.1	General requirements						
2.1.1	Has the operation identified/defined and documented the sequence of processes in its own scope of application?						

Consec. no.	Criterion/requirement	Score					Comments/description of the inspected documents/records/certificates
		A	B	C	D/KO	N/A	
2.2	Incoming biomass						
2.2.1	Is it clear from the records who conducted the inspection and verified the data and quantities upon receipt of sustainable biomass in the operation?						
2.2.2	Do the delivery documents contain the following for every quantity of sustainable biomass: - the name and address of the supplier/upstream operation - the certification number and the name of the certification scheme - the type of sustainable biomass received - the quantity of sustainable biomass - the date the sustainable biomass was received - the GHG emissions in grams of carbon dioxide equivalents per kilogram of dry matter of the sustainable biomass received (in the case of individual calculation or if requested by the recipient of the biomass) OR the information about which disaggregated or default values are to be applied to the sustainable biomass received - country of cultivation or origin of the biomass						
2.2.3	Are there purchasing contracts or other industry-relevant documents or documents similar to purchasing contracts?						
2.3	Internal processes (processing and mixing)						
2.3.1	Is every newly produced quantity of biomass from internal processes recorded in a mass balance system?						
2.3.2	Is the following data recorded: - type of internal process (e.g. pressing, refining, mixing of the sustainable biomass in tank storage, etc.) - quantity of sustainable biomass that went into the process - quantity of sustainable biomass that went out of the process - process and facility-specific conversion rates/conversion factors(kg/kg)/losses for intermediate products - process and facility-specific conversion rates/conversion factors (MJ/MJ)/ losses for end products - upstream emissions - allocation of the GHG emissions - GHG emissions after allocation?						

Consec. no.	Criterion/requirement	Score					Comments/description of the inspected documents/records/certificates
		A	B	C	D/KO	N/A	
2.4	Outgoing biomass						
2.4.1	Is the following data recorded at a minimum and passed on to the downstream operation: - the certificate number and name of the relevant certification scheme - the type of sustainable biomass supplied - the date the sustainable biomass was supplied - quantity of sustainable biomass - the GHG emissions in grams of carbon dioxide equivalents per kilogram of dry matter of the sustainable biomass (in the case of individual calculation or if requested by the recipient of the biomass) OR the information about which disaggregated or default values are to be applied to the sustainable biomass - country of cultivation or origin of the biomass						
2.4.2	Do these records make it possible to establish a connection to the documented incoming biomass?						
2.4.3	Are the incoming and outgoing quantities of biomass plausible?						
3	Step-specific requirements						
3.1	First gathering point / collection point waste and residues <input type="checkbox"/> N/A						
3.1.1	Were the self-declarations of the farms checked by the farms/waste producers for plausibility and completeness? If NUTS 2 values were used, they are to be specified for the dry matter per kg of outgoing biomass						
3.1.2	Is the assignment from the biomass to the respective farm / waste producers transparent?						
3.1.3	When the biomass is delivered from a farm, is the respective location of cultivation of the biomass documented?						
3.1.4	Does delivery from private households only take place under supervision through trained employees?						
3.1.5	Are the amounts collected from private households documented and are they plausible?						
3.1.6	Is it ensured in exclusive mechanical processing of wastes/residues, that the waste declaration (waste code, AVV-No.) is identical for incoming and outgoing biomass?						

Consec. no.	Criterion/requirement	Score					Comments/description of the inspected documents/records/certificates
		A	B	C	D/KO	N/A	
3.2	Other interfaces (oil mills, esterification facility, hydrogenation or co-hydrogenation facility, bioethanol/biogas plants)						<input type="checkbox"/> N/A
3.2.1	Are the system requirements satisfied when sustainability certificates are issued?						
3.2.2	Are the certificates issued complete and correct? Do they correspond to the predefined template?						
3.2.3	Are the sustainability certificates and the documents required for their issuance kept for at least 10 years?						
3.2.4	Does the last interface calculate the greenhouse gas emission saving? Are the calculations complete and transparent? Are all required records available upon request? The last interface supplying biofuel or bioliquid provides information on whether the biofuel or bioliquid was produced in an installation that was in operation on or before 5 October 2015.						
3.3	Suppliers after the last interface						<input type="checkbox"/> N/A
3.3.1	Is a partial sustainability certificate issued for every delivery of biomass after the last interface?						
3.3.2	Does the mass balance system of the supplier ensure that the information from the sustainability certificates received is correctly transferred when issuing partial sustainability certificates (both when biomass is divided up into smaller quantities as well as mixed)?						
Evaluation of the inspection results							
		A	B	C	D	N/A	KO (no certificate)
	Number of evaluations	0	0	0	0	0	0
	Total of all evaluations (not including N/A evaluations)	0					
Inspection results as a %							
	Number of points (A=20 pts, B=15 pts, C=5 pts, D=0 pts, N/A=0 pts, KO = no certificate)	0	0	0	0	0	
	Total of all points	0					
	Max. number of points	0					
	Inspection result as a % (total of all points divided by the max. number of points * 100)						

In case of emissions from processing e_p the inputs (energy, chemicals etc..) can be neglected if each input

Additives are not applicable for the calculation of processing e_p

Fossil Additives can not be a part of the amount declared in the proof of sustainability

Documentation inspection report

Which GHG options are applicable and used for each formula element according to RED, annex V?

In case of actual values the value after allocation must be declared

for feedstocks or intermediate products: e_{ec} , e_l , e_p , e_{td} and e_{ee}

for endproducts: e_{ccr} , e_{ccs} , e_{sca}

Declaration of default value e.g.:

"Use of total default value"

"Use of disaggregated default value e_{td} "

Is there lack of information in the GHG calculation and therefore the default value must be used if applicable?

Documentation for each of the formula element according to RED, annex V

In case of lack of information to use the actual value --> usage of default value

Declaration of the date of initial operating only from the last interface

Is the GHG value below 10% under the typical disaggregated default value? (s. RED, Anhang V)

Value

Reason

Are there alternative standard values e.g. lower heating value, emission factors?

Reason

Source

Are there any other GHG relevant inputs that have something to do with the production of biofuel/bioliquid

Heat for consistency stability

Chemicals that blocks unwanted reactions

ible?

it of standard values provided by the EU-COM :

equate justification

[/Standard%20values%20v.1.0.xlsx](#)

stream emissions for the first stage of conversion unit

om processing, including crude glycerine (glycerine that is not refined), shall be considered to have zero life-cycle greenh

ula element according to RED, annex V for:

to the biofuel feedstock factor

ount of mass (not only the dry matter content)

l from REDcert case by case

name principles for GHG calculation