Participant no.	**Certification body**	**Internal inspection report no. of the certification body**

Please enter all information legibly!!!

Company/operating site:
(Stamp if applicable)

Company name: _____

Address: _____

_____

Person responsible: _____

Audit information

Inspection date: ..... of ..... a.m./p.m. to ..... a.m./p.m.

Inspection type: ☐ Scheduled scheme audit ☐ Follow-up audit

Name of the inspector _____

Scope of application REDcert² chem. industry - requirements for the mechanical processing of products

Material flows ☐ biobased ☐ biomass-balanced ☐ chemically recycled ☐ mechanically recycled

Material flow specification ☐ organic ☐ inorganic ☐ renewable energy

Audit result	**Classification**	**Measures**
100%	☐ **No non-conformities** REDcert requirements are completely satisfied	No corrective measures required
75 - 99%	☐ **Minor non-conformities** REDcert requirements are largely satisfied	Routine documentation, agree on corrective measures, check implementation
< 75% **or** **KO**	☐ **Major non-conformity/non-conformities** REDcert requirements are not fulfilled	Send inspection report to REDcert (within 24h after the inspection) **Follow-up inspection required**

Follow-up audit required? No ☐ Yes ☐ Proposed date: .....

☐ Copy received

_____ _____

Signature of the inspector Signature of scheme participant (person responsible)

For accuracy:

_____ _____

Date Signature of the person responsible at the certification body

Checklist for the inspection of interfaces, operating sites and suppliers

1. Information about the company

Companies	

2. Scope of application

501 - Supplier before the last interface	☐
502 - Supplier after the last interface	☐
902 - Downstream mechanical processing plant	☐

3. Number of affiliated warehouses/operating sites:

The following operating sites were audited as part of the random sample inspections (⅓ of the total number of sites):

		Company Name, street, post code, city	Inspection date
Operating sites visited (enter operating site and inspection date) Expand list if necessary!	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

4. Quantity of sustainable material flows flows used in the previous calendar year

		Type	Quantity	Unit
REDcert² sustainable material flows Expand list if necessary!	1			
	2			
	3			
	4			

Important: All fields are mandatory, if applicable!

Key: A=Complete compliance; B=Almost complete compliance, C=Scheme requirements only partially satisfied, D=Scheme requirements not satisfied, N/A=Scheme requirements not applicable							
Name of the		**Inspection date:**					
No.		**Number of points**					**Comments/description of the inspected documents/records/certificates**
		A	**B**	**C**	**D/KO**	**N/A**	
1	**Scheme principles**						
1.1	**General scheme requirements**						
1.1.1	Is there a valid scheme contract between REDcert and the company?						
1.1.2	The scope of certification has been documented in writing and is attached to the application for certification.						
1.1.3	Is the scope specified consistent with the scope entered in the REDcert database?						
1.1.4	All companies, external service providers, operating sites and production units involved in the implementation of the standard have been identified and documented. All relevant information is shown in accordance with the standard.						
1.1.5	Are there contracts with third parties (sub-contractors, external service providers, brokers) that ensure that all of the information necessary to meet the requirements has been passed on?						

1.1.6	All products to be certified are clearly identified.						
1.1.7	Are the prerequisites for group certification fulfilled?						
1.2	**Organisation and administration of the group (only when the prerequisites for group certification are met!)**					☐ **N/A**	
1.2.1	Is there a central group administrative office responsible for the organisation and internal monitoring of the group members?						
1.2.2	Is the group comprised of operating sites that are part of the company (legally and organisationally) or is there a scheme-compliant tolling agreement with the operating site(s)?						
1.2.3	Is there an up-to-date and complete directory of operating sites in the group?						
1.2.4	Is the group homogeneous? Do the group members have uniform production systems and products?						
1.2.5	Are the flows of goods traceable in the ERP system on the basis of contracts/invoices?						
1.2.6	Has the central group administration office set up a company-wide ERP system?						

1.2.7	Is an internal inspection carried out to determine whether new operating sites satisfy the scheme requirements before they can join the group?						
1.3	**Organisational structure**						
1.3.1	Are the rights and duties clearly regulated and documented in writing?						
1.3.2	Are the people affected aware of their duties?						
1.3.3	Has the operation appointed someone responsible for implementing and maintaining the QM system for REDcert^2?						
1.4	**Staff qualification and training**						
1.4.1	Is it ensured that the people affected are aware of the REDcert^2 requirements and have the knowledge (qualification) necessary to fulfil these requirements?						
1.4.2	Have the employees received the appropriate training (verification)?						
1.5	**Balancing system - segregation (SG), controlled blending (CB) or mass balance (MB)**						
1.5.1	Has the operation introduced a suitable balancing system that guarantees that the REDcert^2 requirements are satisfied?						
1.5.2	Does balancing carried out at the necessary or permissible intervals defined by the company?						

1.5.3	Is balancing of sustainable material flows documented and does it include the necessary records of the material delivered, changed in the internal process and the supplied certified sustainable products?						
1.5.4	Are certified sustainable materials correctly entered in the balancing system according to their substitution degree?						
1.5.5	If multiple balancing systems are used:is multiple accounting of sustainable material rules out?						
1.5.6	Was the accounting process complete and correct?						
1.6	**Requirements for incoming sustainable material flows**						
1.6.1	Are the sustainable material flows used certified sustainable according to REDcert² or, under certain conditions, recognized as equivalent?						
1.6.2	Is the origin of the sustainable material flows fully documented by a balancing system and is the substitution degree specified?						

1.7	**Documentation**						
1.7.1	Are the necessary records checked to ensure that they are up-to-date and complete and kept in a safe place?						
1.7.2	Are the records legible and is there a transparent link between the products and the records?						
1.7.3	Are the records kept in line with the valid inspection intervals and can they be provided?						
1.7.4	The document system is part of the quality management system.						
1.7.5	The requirements for and compliance with the measurement system are documented in the company's quality management system. It includes plausibility checks and measures that are initiated in the event of non-conformities in quality management.						
1.8	**Dealing with non-conformities**						
1.8.1	Is there a documented procedure for dealing with non-conformities and is it followed? Are corrective measures undertaken as quickly as possible? Are preventative measures formulated and implemented to prevent future non-conformities from occurring?						

1.9	**Reporting and passing on information**						
1.9.1	Are the recipients of products made from sustainable material flows provided with all required data and information?						
1.9.2	Is it guaranteed that this data is handled confidentially when passing on sensitive company-related information to downstream operations?						
1.10	**Requirements for certified products**						
1.10.1	The minimum percentage of 20% was adhered to.						
1.10.2	Bill of materials are available for all certified products.						
1.10.3	Are bill of materials determined within the framework of an existing system defined in quality management processes?						
1.10.4	Are the bill of materials checked for accuracy at least once a year and are the checks and any deviations found documented?						
1.10.5	For all bill of materials used, the deviation is < 5%. In the case of higher deviations, the maximum deviation is used.						
1.10.6	In the case of product innovations, a conservative bill of materials was defined.						

1.11	**GHG calculation (optional)**					☐	**N/A**
1.11.1	Are all required documents up-to date and complete?						
1.11.2	Does the GHG calculation method correspond to the method specified in the REDcert-EU scheme document "Scope and basic scheme requirements" or to the requirements of ISO 14040:2006, 14044:2006 or ISO 14067:2018?						
1.11.3	Were the required calculations carried out completly and correctly and are plausible?						
1.12	**Use of renewable energy (optional)**					☐	**N/A**
1.12.1	Are the quantities of electricity $E_{product}$, $E_{intermediates}$ and E_{other} required for the respective product defined for each process and doocumented accordingly?						
1.12.2	Can the amount of renewable energy used in the production process be proven without a doubt (e.g. GOs or by using own renewable electricity)?						
1.12.3	Does the origin meet the requirements for consideration of renewable energy sources (renewability, regionality, time correlation, additionality)?						
1.12.4	Can double counting of renewable energy used be eliminated?						

1.12.5	Does an EAC register exist in the country? If not, is there a corresponding proof from an independent certifier?						
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?						
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 certificate number and name of the certification scheme - the type of sustainable material flows received - the quantity of sustainable material flows - the substitution degree of fossil ressources - the date the sustainable material flows were received - country of cultivation or origin of sustainable material flows						

2.2.3	Are there purchasing contracts or other standard industry documents or documents similar to purchasing contracts available?						
2.3	**Internal processes (processing and mixing)**						
2.3.1	Is every newly produced quantity of sustainable material flows from internal processes recorded in a balancing system?						
2.3.2	Is the following data recorded: - type of internal process - quantity of sustainable material flows input to the process - quantity of certified sustainable products from the process						
2.4	**Outgoing goods**						
2.4.1	Is the following data recorded at a minimum and passed on to the downstream company: - certificate number and name of the relevant certification scheme - type of sustainable chemical products - the substitution degree of fossil ressources - quantity of certified sustainable product - delivery date						
2.4.2	Do these records make it possible to establish a connection to the documented incoming sustainable material flows?						
2.4.3	Are the incoming and outgoing quantities plausible?						

3	Communication and use of advertising claims						
3.1.1	The advertising claims defined in the standard or individual claims approved by REDcert are used.						
3.1.2	Do the advertising claims used refer to the audited production system and are they consistent with the balancing system used?						
3.1.3	The respective permitted balancing period was applied.						

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			0			
Inspection results as a %						
No. 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)						

		Number of points			Inspection of implementation of the corrective measures by the inspector				
No.	Criterion/ requirement	B	C	D/KO	Comments	Agreed corrective measures	Deadline for implementation	Date	Result (fulfilled / not fulfilled)

The scope of application includes the following products:		product acronym: **BP** (biomass-balanced), **RP** (recycled), **BRP** (combination)				
	Product name	**Product type**	**advertising claim 1**	**advertising claim 2**	**advertising claim 3**	**Comment**
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