

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

Please enter all information legibly!!!

Company/operating site:
(Stamp if applicable)

Company name: _____

Address: _____

Person responsible: _____

Inspection information

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

Inspection type: Scheduled scheme inspection Follow-up inspection

Name of the inspector _____

Scope of application REDcert² chem. industry

Material flows Biobased Biomass-balanced Chemically recycled Mechanically recycled

Inspection result	Classification	Measures
100%	<input type="checkbox"/> No non-conformities REDcert requirements are completely satisfied	No corrective measures required
75 - 99%	<input type="checkbox"/> Minor non-conformities REDcert requirements are largely satisfied	Routine documentation, agree on corrective measures, check implementation
< 75% or KO	<input type="checkbox"/> 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 inspection 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	
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2. Scope of application

501 - Supplier before the last interface	<input type="checkbox"/>
502 - Supplier after the last interface	<input type="checkbox"/>
701 - Upstream conversion plant/integrated manufacturing sites and plants	<input type="checkbox"/>
801 - Conversion plant/integrated manufacturing sites and plants	<input type="checkbox"/>
901 - Downstream conversion plant/integrated manufacturing sites and plants	<input type="checkbox"/>

3. Number of affiliated warehouses/silos/operating sites:

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The following operating sites were inspected with identical farm structures in the random sample (1/5 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. Number of waste producers/collection points supplying biomass:

The following waste producers/collection points were inspected as part of the random sample (square root of the total number of sites):

Waste producers/collection points visited (enter waste producer/collection point and inspection date) Expand list if necessary!		Waste producer/collection points Name, street, post code, city	Inspection date
		1	
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

5. Number of fossil-based recycled materials supplied by the waste producers/collection points:

The following waste producers/collection points were inspected as part of the random inspection (risk-based):

Waste producers/collection points visited (enter waste producer/collection point and inspection date) Expand list if necessary!		Waste producer/collection point Name, street, post code, city	Inspection date
		1	
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

6. Quantity of sustainable liquid or gaseous material flows used in the previous calendar year

REDcert ² sustainable material flows Expand list if necessary!		Type	Quantity	Unit
	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 written pledge to comply with the scheme requirements in the scope of application? (e.g. in the form of a certificate or contract with REDcert)						
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	Documentation is available for dedicated production if new raw materials are used for both biomass-balanced/recycling-based and dedicated products.						
1.1.7	All products to be certified are clearly identified.						
1.1.8	Are the prerequisites for group certification fulfilled?						
1.2	Organisation and administration of the group (only when the prerequisites for group certification are met!)						<input type="checkbox"/> 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)?						
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 Mass balance and account management system						
1.5.1	Has the operation introduced a suitable mass balance system that guarantees that the REDcert ² requirements are satisfied?					
1.5.2	Does balancing of biomass-balanced chemical products/recycled products occur at permissible intervals defined by the operation?					
1.5.3	Is balancing of sustainable material flows documented and does it include the records necessary for the supplied material flows which have been changed in the internal process and the supplied biomass-balanced chemical products/recycled products?					
1.5.4	The operating sites included in the balancing scope are located at the same location without third parties.					
1.5.5	The operating sites included in the balancing scope are located at different operating sites and are connected by dedicated pipelines without any supply to or from external parties.					
1.5.6	The operating sites included in the balancing scope are located at different sites and are connected by dedicated transport routes (other than pipelines) without any supply to or from external parties (e.g. a certain number of freight cars or a certain number of trucks to transfer the transports for the relevant chemicals/materials from a specified location A to location B).					
1.5.7	The operating sites included in the balancing scope are third parties that are physically connected to the operating sites of the integrated site and are under the operational management of the company.					
1.5.8	The operating sites included in the balance scope are found at geographically different locations and meet all the requirements for applying an extended mass balance (EMB).					

1.5.9	A valid process is in place to determine the need for sustainable material flows and to continuously monitor and ensure adequate availability of MBUs.					
1.5.10	MB equivalents are used for balancing. The conversion to MB equivalents is based on the standard.					
1.5.11	MB equivalents are managed in an account management system.					
1.5.12	For bio-based/recycling-based sustainable intermediate products from dedicated production, proof of the mass balance of sustainable biomass is available.					
1.5.13	For intermediate products from integrated production, certificates that comply with this standard or an equivalent standard are available.					
1.5.14	Entries are made after physical transfer to the balancing scope and only if use for material purposes is ensured.					
1.5.15	Removals take place depending on the balancing period on the basis of the mass balance equivalence calculation.					
1.5.16	The account management system is suitable for ruling out the possibility of double counting.					
1.5.17	When communicating a total amount of sustainably used material flows, the impression is not created that every product sold contains a corresponding percentage of sustainably certified biomass.					
1.5.18	Additional sustainable material flows are used for the production of mass-balanced products.					
1.5.19	The sustainable material flows are fully documented starting from use all the way to the certified end product.					
1.5.20	MB equivalents are valid for 12 months. For longer validity, a corresponding storage capacity is documented.					
1.5.21	Entries are corrected once a year by actual data.					
1.6	Calculation of mass balance equivalents for raw materials according to Annex 2 a)					
1.6.1	The mass balance equivalent for a raw material in accordance with Annex 2 a) is based on the net calorific value and is calculated accordingly standardised to a clearly defined product, e.g. methane.					

1.7		Calculation of mass balance equivalents for intermediate products (materials not listed in Annex 2 a))				
1.7.1	The MB equivalents are calculated based on the actual costing or, if necessary, a bill of materials.					
1.7.2	Waste and exhaust gas flows from the process are included in the calculation basis (actual costing or bill of materials).					
1.7.3	When determining the amount of the credit for co-products that are not required for the manufacture of certified products, waste and exhaust gas flows are taken into account in the further processing chain of the co-product.					
1.7.4	The sustainable property does not have to be tied to the specific raw materials or intermediate products. This means that their identity as a sustainable product is no longer given. The balancing of complex processes/operating sites considers the sum of all input materials in relation to the sum of all output materials as the quantity required for each output material.					
1.7.5	Conservative assumptions are made to prevent the required quantities of renewable raw materials to be underestimated with reasonable certainty.					
1.7.6	Quantities of sustainable material flows used for dedicated products are not included in the balance.					
1.7.7	If mass-balanced or dedicated intermediate products have a renewable share of <99%, the non-renewable share is calculated according to the standard.					
1.7.8	If fossil-based intermediate products and aggregates > 1% are used, the required amount of MB equivalents is calculated according to the standard.					
1.7.9	Non-certified aggregates with an organic content greater than or equal to 1% by mass of the end product and less than or equal to 5% by total mass must be compensated using a higher percentage of MB equivalents.					
1.8		Requirements for raw materials				
1.8.1	The material flows used are certified as sustainable.					
1.8.2	If waste is used, proof of the waste property must be provided.					
1.8.3	The origin of the sustainable material flows are completely documented by a mass balance system.					

1.9		Documentation				
1.9.1	Are the necessary records checked to ensure that they are up-to-date and complete and kept in a safe place?					
1.9.2	Are the records legible and is there a transparent link between the products and the records?					
1.9.3	Are the records kept in line with the valid inspection intervals and can they be provided?					
1.9.4	The document system is part of the quality management system.					
1.9.5	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.					
1.10		Dealing with non-conformities				
1.10.1	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?					
1.11		Reporting and passing on information				
1.11.1	Are the recipients of products made from sustainable material flows provided with all required data and information?					
1.11.2	Is it guaranteed that this data is handled confidentially when passing on sensitive company-related information to downstream operations?					
1.12		Requirements for certified products				
1.12.1	The minimum percentage of 20% was adhered to.					
1.12.2	Bill of materials are available for all certified products.					
1.12.3	Bill of materials are determined within the framework of an existing system.					
1.12.4	The process for determining bill of materials is defined in quality management.					
1.12.5	At least once a year, bill of materials are checked for accuracy. The annual check is to be archived.					
1.12.6	The deviation of the annual inspection is documented (5 years / 3 years).					
1.12.7	For all bill of materials used, the deviation is < 5%. In the case of higher deviations, the maximum deviation is used.					
1.12.8	In the case of product innovations, a conservative bill of materials was defined. This is checked on an annual basis.					

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 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 mass balance system?				
2.3.2	Is the following data recorded: - type of internal process - quantity of sustainable material flows input to the process - quantity of biomass-balanced chemical products output 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 - date sustainable chemical products were supplied - quantity of sustainable chemical products																
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							Communication and use of advertising claims										
3.1.1	The advertising claims defined in the standard are used.																
3.1.2	The advertising claims used refer to the inspected production system.																
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 evaluations)							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)																	

Action plan

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

The scope of application includes the following products:

	Product name
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