

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: \_\_\_\_\_

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 REDcert<sup>2</sup> biomass-balanced products

Ergebnis der Kontrolle

Inspection result	Classification	Measures
100%	<input type="checkbox"/> <b>No non-conformities</b> REDcert requirements are completely satisfied	No corrective measures required
75 - 99%	<input type="checkbox"/> <b>Minor non-conformities</b> REDcert requirements are largely satisfied	Routine documentation, agree on corrective measures, check implementation
< 75 % or KO	<input type="checkbox"/> <b>Major non-conformities</b> REDcert requirements are not fulfilled	Send inspection report to REDcert (within 24 h 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

<b>Checklist for the inspection of interfaces, operating sites and suppliers</b>			
<b>1. Information about the operation</b>			
Company			
<b>2. Scope of application</b>			
103 - point of origin	<input type="checkbox"/>		
202 - collector of waste/residues	<input type="checkbox"/>		
501 - supplier before the last interface	<input type="checkbox"/>		
502 - supplier after the last interface nach der letzten Schnittstelle	<input type="checkbox"/>		
601 - conversion unit	<input type="checkbox"/>		
901 - upstream conversion unit	<input type="checkbox"/>		
902 - downstream conversion unit	<input type="checkbox"/>		
<b>3. Date of initial operating:</b>			
<b>4. Number of affiliated warehouses/silos/operating sites :</b>			
<b>Inspected as part of the random inspection (square root of sites):</b>			
Sites visited (operating site and inspection date) Expand list if necessary or attach as an enclosure!	1	<b>Name, Street, Post code, city</b>	<b>Inspection date</b>
	2		
	3		
	4		
	5		
	6		
	7		
	8		

5. Number of waste producers supplying biomass:				
Inspected as part of the random inspection (square root of waste producers):				
Waste producers visited (waste producers and inspection date) Expand list if necessary or attach as an enclosure!		<b>Farm Name, Street, Post code, city</b>	<b>Inspection date</b>	
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
13				
6. Amount of the used mass of solid, liquid or gaseous biomass or biomass-balanced products of the previous two calendar half-years				
Biomass REDcert <sup>2</sup> Expand list if necessary oer attach as an enclosure!		<b>type</b>	<b>amount</b>	<b>unit</b>
	1			
	2			
	3			
	4			
<b>Note: All fields are mandatory!</b>				

<b>Key:</b> 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.		Score					Comments/description of the inspected documents/records/certificates
		A	B	C	D/KO	N/A	
<b>1</b>	<b>System principles</b>						
<b>1.1</b>	<b>General system requirements</b>						
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 and dedicated products.						
1.1.7	All products to be certified are clearly identified.						

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 duties?					
1.2.3	Has the operation appointed someone responsible for implementing and maintaining the QM system for REDcert <sup>2</sup> ?					
1.3 Staff qualification and training						
1.3.1	Is it ensured that the people affected are aware of the REDcert <sup>2</sup> 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 and account management system						
1.4.1	Has the operation introduced a suitable mass balance system that guarantees that the REDcert <sup>2</sup> requirements are satisfied?					
1.4.2	Does balancing of biomass-balanced chemical products 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 supplied biomass-balanced chemical products?					
1.4.4	The operating sites included in the balancing period are located at the same location without third parties.					
1.4.5	The operating sites included in the balancing period are located at different sites and are connected by dedicated pipelines without any supply to or from external parties.					
1.4.6	The operating sites included in the balancing period 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 railway or a certain number of trucks to transfer the transports for the relevant chemicals/materials from a specified location A to location B).					
1.4.7	The operating sites included in the balancing period are third parties that are physically connected to the operating sites of the integrated site and are under the operational management of the company.					

1.4.8	A valid process is in place to determine the need for sustainable biomass and to continuously monitor and ensure adequate availability of BRUs.					
1.4.9	MB equivalents are used for balancing. The conversion to MB equivalents is based on the standard.					
1.4.10	MB equivalents are managed in an account management system.					
1.4.11	For bio-based sustainable intermediates from dedicated production, proof of the mass balance of sustainable biomass is available.					
1.4.12	For intermediate products from integrated production, certificates that comply with this standard or an equivalent standard are available.					
1.4.13	Book entries are made after physical transfer to the balancing period and only if use for material purposes is ensured.					
1.4.14	Booking out take place depending on the balancing period on the basis of the mass balance equivalence calculation.					
1.4.15	The account management system is suitable for ruling out the possibility of double counting.					
1.4.16	When communicating a total amount of sustainably used biomass, the impression is not created that every product sold contains a corresponding percentage of sustainably certified biomass.					
1.4.17	Additional sustainable biomass is used for the production of mass-balanced products.					
1.4.18	The material flows of the biomass used are continuously documented up to the certified end product.					
1.4.19	MB equivalents are valid for 12 months. For longer validity, a corresponding storage capacity is documented.					
1.4.20	Entries are corrected once a year by actual data.					

1.5		Calculation of mass balance equivalents for raw materials according to Annex 2 a)				
1.5.1	The mass balance equivalent for a raw material in accordance with Annex 2 a) is based on the lower heating value and is calculated accordingly standardised to a clearly defined product, e.g. methane.					
1.6		Calculation of mass balance equivalents for intermediate products (substances not listed in Annex 2 a))				
1.6.1	The MB equivalents are calculated based on the actual calculation or, if necessary, a base formulation.					
1.6.2	Waste and exhaust gas flows are included in the calculation basis (actual or base formulation).					
1.6.3	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.					
1.6.4	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 substances in relation to the sum of all output substances as the quantity required for each output substance.					
1.6.5	Conservative assumptions are made to prevent the required quantities of renewable raw materials to be underestimated with reasonable certainty.					
1.6.6	Quantities of sustainable biomass used for dedicated products are not included in the balance.					
1.6.7	If mass-balanced or dedicated intermediate products have a renewable share of < 99%, the non-renewable share is calculated according to the standard.					
1.6.8	If fossil-based intermediate products and aggregates > 1% are used, the required amount of MB equivalents is calculated according to the standard.					
1.6.9	Individual aggregates which are of organic origin and less than 1% by mass of the end product and do not exceed 5% in total are included according to the standard.					
1.7		Requirements for raw materials				
1.7.1	The biomass used is certified as sustainable.					
1.7.2	If waste is used, proof of the waste property must be provided.					
1.7.3	The origin of the sustainable biomass is completely documented by a mass balance system.					

1.8		Documentation				
1.8.1	Are the necessary records checked to ensure that they are up-to-date and complete and kept in a safe place?					
1.8.2	Are the records clearly legible and is there a transparent link between the biomass-balanced chemical products and the records?					
1.8.3	Are the records kept in line with the valid inspection intervals and can they be provided?					
1.8.4	The document system is part of the quality management system.					
1.8.5	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.					
1.9		Dealing with non-conformities				
1.9.1	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?					
1.10		Reporting and passing on information				
1.10.1	Are the recipients of sustainable biomass-balanced chemical products provided with all required data and information?					
1.10.2	Is it guaranteed that this data is handled confidentially when passing on sensitive company-related information to downstream operations?					
1.11		Requirements for certified products				
1.11.1	The minimum percentage of 20% was adhered to.					
1.11.2	Base formulations are available for all certified products.					
1.11.3	Base formulations are determined within the framework of an existing system.					
1.11.4	The process for determining base formulations is defined in quality management.					
1.11.5	At least once a year, base formulations are checked for accuracy. The annual check is to be archived.					
1.11.6	The deviation of the annual inspection is documented (5 years / 3 years).					
1.11.7	For all base formulations used, the deviation is < 5%. In the case of higher deviations, the maximum deviation is used.					
1.11.8	In the case of product innovations, a conservative base formulation was defined. This is checked on a quarterly basis.					

<b>2</b>	<b>Process step-specific requirements</b>				
<b>2.1</b>	<b>General requirements</b>				
2.1.1	Has the operation identified, defined and documented the sequence of processes in its own scope of application?				
<b>2.2</b>	<b>Incoming biomass</b>				
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 system - the type of sustainable biomass received - the quantity of sustainable biomass - the date the sustainable biomass was received - country of cultivation or origin of the biomass				
2.2.3	Are there purchasing contracts or other standard industry documents or documents similar to purchasing contracts available?				
<b>2.3</b>	<b>Internal processes (processing and mixing)</b>				
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 in tank storage, etc.) - quantity of sustainable biomass input to the process - quantity of biomass-balanced chemical products output from the process				
<b>2.4</b>	<b>Outgoing goods</b>				
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 biomass-balanced chemical products - date biomass-balanced chemical products were supplied - quantity of biomass-balanced 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 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	Advertising claims contain information about the inorganic content.					
3.1.4	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					
Inspections 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)						

Action plan

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