

RPP certification Procedure

for a peat production location



Initial certification		
Application		
WHO/WHAT	ACTION	TIMING
Company: Application for RPP certification	Collecting and sending information <ol style="list-style-type: none"> 1. Company applies for certification. An application form is available on the RPP website. 2. Company receives login and password for RPP portal. The link to the RPP portal is available in the menu of the website: http://www.responsiblyproducedpeat.org. 3. Company downloads Checklist from RPP portal. 4. Recording GEOdata: <ul style="list-style-type: none"> – GPS coordinates peat bog entrance – License boundaries as KML/KMZ- file 	
Company: Completion of the checklist	<ol style="list-style-type: none"> 5. Company completes checklist to the actual RPP-certification scheme (digital). 6. Company collects documents which are relevant for the application. When this information is not available in English, <u>relevant information</u> should be summarized in English. 7. Company uploads the completed checklist and applicable documents (as required in checklist) to the RPP-portal and informs the secretariat by mail kuenen@responsiblyproducedpeat.org. 	
Secretariat: Processing of information	<ol style="list-style-type: none"> 8. Secretariat checks if everything is complete and may ask for additional information (when applicable). 9. The secretariat notifies the Certification Body (CB) for the assessment. 	Checklist and documents are available to secretariat, CB and CoE*.

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Inspection		
<p>CB:</p> <p>Verification of information</p>	<p>I. Desk assessment + report</p> <p>10. Inspector performs a desk assessment and makes reporting of criteria completed and possible non-conformities.</p> <p>11. Inspector makes an appointment with company for site inspection.</p> <p>II. Site inspection + report</p> <p>12. Inspector verifies checklist and documentation.</p> <p>13. Inspector verifies accuracy of GEOdata.</p> <p>14. Inspector makes reporting of inspection results.</p> <p><i>Uncertainties regarding the scheme will be submitted to the Committee of Experts for binding advise*.</i></p>	<p>Reports are made available on the portal within 1 month after completion of assessments and are always presented to company and secretariat.</p>
<p>Company:</p> <p>Adjustments</p>	<p>The company has time for comments and/or other actions to solve non-conformities</p> <p>15. Company takes action where needed.</p> <p>16. Company uploads documents of evidence to RPP portal and notifies secretariat and inspector.</p>	<p>I. between desk assessment and site inspection.</p> <p>II. preferably within 6 weeks after site inspection report.</p>
<p>CB:</p> <p>Verification of information</p>	<p>III. Final report</p> <p>17. When applicable, the inspector checks additional documentation from company, required to solve observed non-conformities, and makes the final inspection report.</p>	
<p>CB:</p> <p>Evaluation of inspection</p>	<p>18. The CB evaluates the final inspection report and formulates an advice for certification</p> <p><i>Uncertainties regarding the scheme will be submitted to CoE for further binding advise*.</i></p>	<p>Within 4 weeks, an advice is given by the CB to the secretariat. The secretariat informs the company. In case of major non-conformities, the company has 6 weeks to respond.</p>
<p>Secretariat/CB:</p> <p>Revision (In case of non-conformities at step 18 or 21b)</p>	<p>IV. Possibly an addition to the final report</p> <p>19. The secretariat checks required additional documentation from company and communicates with the inspector.</p> <p>20. The inspector of the CB makes revised final report.</p>	

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Decision on certification		
Secretariat Six weeks period for comment	21. Secretariat sends a notification about the intended decision for certification of the <i>company and peat bog</i> to defined stakeholders (standard list) including the CoE. The intended decision is also put on the RPP website.	During 6 weeks the intended decision for certification is available for information and objection by relevant stakeholders.
	a) No comments are received from relevant stakeholders.	Max. 3 weeks after comment period the secretariat notifies company, CB and inspector, CoE and Board.
	b) In case comments by relevant stakeholders give reason to define (new) <i>major</i> non-conformities, the intended decision for certification will be put on hold until the requirements are met. <i>When needed the CoE can be involved for interpretation and advice*.</i>	The secretariat answers within 3 weeks to objecting party and the company, and informs the CB, the CoE and the Board.
Secretariat	V. Final decision on certification 22. The secretariat notifies company, CoE and Board that requirements for certification are fulfilled. 23. The secretariat issues the certificate to company (digital and hard copy). 24. Secretariat publishes certified company and peat bog on RPP website and periodically evaluates the certification procedure with the CB.	

Follow-up certification

After initial certification, the following procedures will be followed:

1. A yearly up-date by means of a self-declaration of the company regarding
 - a. legality and governance.
 - b. possible minor non conformities that need to be settled.
 - c. Results of possible monitoring requirements.
 - d. Other relevant changes concerning company or peat bog.

A 5-yearly inspection of certified production sites and other obligations;

After-use

After production has ceased (location abandoned), the after-use phase starts. The company will supply periodical information to the Foundation on results of implementing the after-use. The progress in the fulfilment of the after-use plan will be published on the website of Responsibly Produced Peat (public accountability).

When company believes it has complied with the after-use obligation;

1. the company will inform the secretariat with substantiated arguments (confirmed by stakeholders).
2. depending on the situation, desk- or site inspection will take place to confirm if the after-use obligations have been met.

* Committee of Experts: evaluation of information

1. CoE can be asked to evaluate documents and formulate advice to the Certification Body
 1. Bernd Hofer
 2. Ron Bleijswijk
 3. Sabine Jordan
 4. Silke Kumar
 5. Nerijus Zableckis
2. CoE evaluates data and does its utmost to formulate an unanimous decision or advise. An advice requires approval of at least 2/3 of the members present. When necessary, the secretariat arranges a meeting or conference call.