

## Procedure for certification of a RPP-location

### Company: collecting and sending information

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 will be available on <http://www.responsiblyproducedpeat.org>
3. Company downloads Checklist from RPP portal
4. Recording GEOdata:
  - GPS coordinates
  - Satellite images and interpretation
5. Company completes checklist (digital)
6. Company collects documents which are relevant for the application. When this information is not available in English, relevant information should be summarized in English.
7. Company uploads to RPP portal completed checklist and applicable documents (as required in checklist) and notifies secretariat by mail [info@responsibleproducedpeat.org](mailto:info@responsibleproducedpeat.org)
8. Company receives invoice for certification fee.

### Secretariat: processing of information

9. Secretariat reviews received documents and asks, if necessary, for additional information (when applicable)
10. Secretariat supplies unique coding for the location and puts relevant information in RPP database. (In development and currently not implemented)
11. Secretariat sends documents and checklist to inspector, in accordance with the Certification Body, for site inspection including additional information (geo-data, comments, questions)

### Inspector: verification of information (on the spot)

12. Inspector makes appointment with Company for site inspection
13. Inspector verifies received checklist and documentation
14. Inspector verifies accuracy of GEOdata
15. Inspector makes reporting of inspection results
16. Inspector uploads all findings to RPP portal
17. Secretariat documents information in RPP-database
18. Secretariat informs CoE for assessment (with link to data on RPP-portal)

### Committee of Experts: evaluation of information

19. CoE assesses documents and formulates binding advice to Board
  1. Bernd Hofer
  2. Ron Bleijswijk
  3. Jack Rieley
  4. Silke Kumar
  5. Liene Aunina
20. Secretariat arranges meeting or conference call. 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. (minimum number of members required?)
21. Secretariat puts intended decision for certification of the *company and peat bog* on the RPP-website. During 6 weeks the intended decision for certification is available for information and objection by relevant stakeholders.
22. After the objection period the CoE endorses its binding advice, unless the complaints procedure has to be followed.

## Procedure for certification of a RPP-location

### **Board: confirmation of decision**

23. Board endorses certification, taking into account possible objections and comments by stakeholders.
24. Secretariat issues the certificate.
25. Secretariat publishes certified company and peat bog on RPP website and evaluates the certification procedure with the CB.

## Follow-up certification

After initial certification, the following procedures will be followed:

26. A yearly up-date by means of a self-declaration of the company regarding legality and governance.
27. A 5-yearly inspection of certified production sites and other obligations;

### **Inspector: verification of information (on the spot)**

28. Inspector makes appointment with Company for site inspection
29. Inspector verifies received checklist and documentation
30. Inspector verifies accuracy of GEOdata
31. Inspector makes reporting of inspection results
32. Inspector uploads all findings to RPP portal
33. Secretariat documents information in RPP-database
34. Secretariat informs CoE for assessment (with link to data on RPP-portal)

### **Committee of Experts: evaluation of information**

35. Secretariat arranges meeting or conference call. 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. (minimum number of members required?)
36. CoE formulates binding advice for continuation of certification to the Board

### **Board: confirmation of decision**

37. Board endorses continuation of certification
38. Secretariat issues the renewed certificate.
39. Secretariat updates data on RPP website and evaluates the certification procedure with the CB.

## After-use

40. 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).