

**Description of the certification procedure based on the applicable certification system
ISCC EU / ISCC PLUS / REDcert EU / REDcert²**

Certification

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If you should require any further information then please do not hesitate to contact us. We will be please to help you.

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Preliminary remarks: The applicable certification system is the certification system named on Page 1 of the offer/proposal.

1 CERTIFICATION PROCEDURE

1.1 Audit Preparation

Audit preparation consists of preliminary review and assessment of the documentation and other information submitted by the economic operator for certifiability in relation to the requirements of the applicable certification system. A risk assessment of the economic operator is carried out by the certification body based on the applicable certification system. If any non-conformities are identified, if the risk assessment reveals higher risks or if the review of the documentation is negative, the Client is informed in order to agree upon the corrective actions to be carried out by the Client and also the procedural aspects.

The detailed planning of the audit is carried out based on the results of the audit preparation.

1.2 Audit process

The inspection of the economic operator is carried out by the certification body in accordance with the requirements of the applicable certification system. (certification conditions and conditions of use).

The checklists approved by the certification body are used for the inspection. Following the end of the audit these are signed as an acknowledgement of correctness by the auditor and the person named as responsible on the Client's side.

1.3 Audit follow-up

The risk assessment carried out during the audit preparation is updated after the audit. The auditor writes an Audit Report for the certification system in accordance with the requirements of the applicable certification system.

1.4 Certification

Following the review of the audit documentation and the release by the certification body of TÜV NORD CERT GmbH:

- a certificate is issued in accordance with the applicable certification system,
- registration in the interface register of the certification body is undertaken and
- the certificate is sent to the Client and the applicable certification system.

2 SURVEILLANCE AUDIT

Surveillance audits are not applicable for this type of certification. The validity period of an issued certificate is limited to 12 months. After this time period the validity of the certificate will be expired and the economic operator is free to decide on the conducting the subsequent (re-) certification.

3 RECERTIFICATION AUDIT

The validity period of an issued certificate is limited to 12 months. After this time period the validity of the certificate will be expired and the economic operator is free to decide on the conducting the subsequent (re-) certification.

4 EXTENSION OF SCOPE AUDIT

In case the economic operator wants to extend the scope of the audit he should forward his request to his contact person.

4.1 Short Notice Audits

Short Notice audits are not applicable for this type of certification.

5 TRANSFER OF CERTIFICATION FROM OTHER CERTIFICATION BODIES

Transfer of certification from other certification bodies is not applicable.

6 CERTIFICATION OF COMPANIES WITH MULTIPLE LOCATIONS (MULTI-SITE)

The certification is always site specific. Therefore, the certification audit is conducted separately for every site of the company with multiple locations.

7 MANAGEMENT OF NON-CONFORMITIES

A certificate can only be issued if an audit has been conducted, all applicable certification system requirements are fulfilled and if corrective measures have been implemented within 40 days, in case nonconformities were detected during the audit.