

# Getting Ready for Your RSB Audit

## Introduction

The purpose of this document is to help you prepare for your RSB audit. It includes a list of the RSB Standards you can use and tools to help you gather required evidence to demonstrate your compliance with RSB Principles and Criteria.

## What Standard do I Use?

There is a choice of RSB Standards to which you can be certified, described below. RSB is happy to advise you on the best standard for your operation.

- For biofuel producers in the EU, or selling into the EU, RSB EU RED standard is the appropriate choice.
- For biofuel producers in other regions, the RSB Global standard may be a better fit.
- For producers of bio-based materials, or bio-chemicals, then the RSB Bio-products standard should be used.
- For smallholders, the RSB Smallholder standard can be used.

## Getting Started

To start your RSB application, register on the [RSB website](#), and accept the terms and conditions.

You then contact an [RSB approved auditor](#) and arrange your audit. The auditor will need time to prepare for the audit and carry out a stakeholder consultation. In the meantime, you can complete your audit preparation as outlined below.

## What is Required?

Whichever standard you choose, there are different requirements for each category of operator, as indicated in the table below. Please keep in mind you may also use your own tools, business systems and documentation to demonstrate compliance.

Operator Type	Required Evidence					
	Self Risk Assessment	Screening Exercise	GHG Calculation	ESMP (Environmental and Social Management Plan)	Chain of Custody and	Claims Procedure
<b>Feedstock Producer</b> e.g. small farmers, estate operators, plantation owners	✓	✓	✓	✓	✓	✓
<b>Feedstock Processor</b> e.g. crushing or extraction plants, shredding facilities	✓	✓	✓	✓	✓	✓
<b>Biofuel/Bio-product Producer</b> e.g. producers of ethanol, biodiesel, bio-chemicals, bio-based polymers	✓	✓	✓	✓	✓	✓
<b>Biofuel/Bio-product Blender</b> e.g. Fossil and biofuel blending plants, biopolymer compounding facilities				✓		✓
<b>Traders</b>						✓
<b>Storage and tank operators</b>						✓

## Preparing for Your Audit

The tools described below have been created by RSB to facilitate your audit preparation and help you gather documentation and evidence needed for certification. They are meant to help you if you don't already have equivalent tools to gather documentation and evidence through your own business systems. Please consult your auditor or RSB contact person with any questions regarding these tools.

Please refer to the table on the previous page to see which of these are required for your specific operator type.

- [Self-Risk Assessment](#) – This online questionnaire gives you an initial risk class, which will determine your audit frequency. The results will be helpful for your ESMP, described below.
- [Screening Exercise](#) – This online tool tells you if additional environmental or social impact assessments need to be carried out, for example if you are in a food insecure region. The screening exercise results will also be helpful to complete your ESMP, described below.
- [Greenhouse Gas Calculation](#) -Biofuels are required to demonstrate a minimum 50% reduction on GHG from fossil fuels. This GHG value should be included in the ESMP, described below. RSB has a [free online calculator](#) to obtain your GHG value. Alternatively, you can use other options [as described on our website](#).
- [ESMP](#) - The ESMP (Environmental and Social Management Plan) is a central document that describes how you will adhere to the environmental and social objectives of the [RSB Principles & Criteria](#) and all activities currently being undertaken to ensure such compliance. An ESMP template is provided for you [downloadable here](#).
- [Chain of Custody Outline of Procedure](#)- A chain of custody procedure describes how you track material through your facilities. To help you develop this procedure, RSB has an outline that you can adapt to your needs.
- [RSB Claims Outline of Procedure](#) - When you have received your RSB certificate, you can make claims about your product being compliant, based on an RSB claims procedure. RSB developed an outline of a procedure that you can adapt, or fit into your existing product labeling/dispatch procedure to describe how you will do this.

## Supporting Evidence and Documents

This is a list of supporting evidence to demonstrate compliance that auditors typically ask for, but it is not exhaustive as the auditor may ask for additional evidence.

If you are a farmer or biomass producer, agricultural production information may be needed. You can use this [farmer questionnaire](#) to help gather such information.

If you are a farmer/biomass producer, then the history of the land used is very important. In particular, the status of the land on 1<sup>st</sup> January 2008 (RSB EU RED) or 1<sup>st</sup> January 2009 (RSB Global) needs to be established. There are certain categories of land that cannot have been converted to biomass production after these dates. Evidence of historical land use, include:

- Aerial photographs
- Satellite images
- Government records
- Interviews with local people

You may need to provide evidence that you have agreement to use the land for biomass production and have obtained permission of the land owners. Useful documents include:

- Legal title or ownership of the land

- Leases and rental agreements
- Contracts with land owners

The auditor is likely to ask about your employees. Useful information to have on hand includes:

- Employee records
- Salary records
- Training information
- Diversity information

If you are a processor, or handling chemicals, then the auditor might want to look at information related to safety such as:

- Operating procedures
- Safety manuals
- Chemical storage information

The auditor will like to know that your operation is in compliance with all applicable laws and regulations. Useful information for you to show the auditor is:

- Evidence of legal compliance (e.g. permits, licenses, concessions)
- Legal register or equivalent system that includes all relevant applicable laws and regulations

The auditor will likely look at the records of your stakeholder consultations:

- List of stakeholders that were consulted ([download a generic list of stakeholders here](#))
- Records of outreach to stakeholders
- Stakeholder comments
- How comments were considered

## Contact Us

If you have questions as you prepare for your audit, feel free to contact your auditor or your RSB representative. You may also reach us at [applications@rsb.org](mailto:applications@rsb.org) with your questions.