

Certification Evaluation Report

Roundtable on Sustainable Biomaterials

Biomass Supplies Pvt Ltd

SCS Certificate Code-SCS-RSB/PC-0017

165/6, Park Road, Colombo 5, Sri Lanka

Ms. Piumi Lakchani Denagamage

www.biomass-grou.com

CERTIFIED	EXPIRATION
August 26, 2015	August 25, 2020

DATE(S) OF AUDIT
September 19-20, 2018
DATE OF LAST UPDATE
December 27, 2018

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FOREWORD

SCS Global Services (SCS) is a certification body accredited by the Roundtable on Sustainable Biomaterials (RSB) to conduct evaluations of biofuel operators. Under the RSB/SCS certification system, participating operators meeting international standards of biofuel production can be certified as “sustainable,” thereby permitting the Operator’s use of the RSB endorsement and logo in the marketplace subject to regular RSB/SCS oversight.

SCS deploys interdisciplinary teams of natural resource specialists and other experts all over the world to conduct evaluations of biofuel operations. SCS evaluation teams collect and analyze written materials, conduct interviews with Participating Operator’s staff and key stakeholders, and complete field and office audits of the operation(s) identified in the certification scope. Upon completion of the fact-finding phase of all evaluations, SCS teams determine compliance to the RSB Principles and Criteria.

Please Note: An RSB certificate itself does not constitute evidence that a particular product supplied by the certificate holder is certified to RSB standards. Products offered, shipped or sold by the certificate holder can only be considered covered by the scope of this certificate when the required RSB claim is clearly stated on-product. For more information about the RSB, visit their website at www.rsb.org.

Organization of the Report

This report of the results of our evaluation is divided into two sections. Section A provides the public summary and background information that is required by the Roundtable on Sustainable Biomaterials. This section is made available to the general public and is intended to provide an overview of the evaluation process, the management programs, and policies applied to the Participating Operator, and the results of the evaluation. Section A will be posted on the RSB Participating Operators Database (<http://rsb.org/certification/participating-operators/>). Section B contains more detailed results and information for use by the Participating Operator.

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SECTION A – PUBLIC SUMMARY

1.0 GENERAL INFORMATION

1.1 Operator Information

1.1.1 Name and Contact Information

Organization name	Biomass Supplies (Pvt.) Limited		
Operator Number	1327		
Contact person	Piumi Lakchani Denagamage		
Address	165/6, Park Road, Colombo 5, Sri Lanka	Telephone	+94 (0) 114 545 050 Mobile: +94 (0) 76 3599 242
		Fax	
		e-mail	piumi@biomass-group.com
		Website	www.biomass-group.com

1.2 Scope of Certificate

Please select one:	<input type="checkbox"/> RSB EU RED	<input checked="" type="checkbox"/> RSB Global
Please select boxes that apply:	<input type="checkbox"/> Pre-assessment	<input type="checkbox"/> 1st Annual Surveillance
	<input type="checkbox"/> Initial Assessment	<input type="checkbox"/> 2nd Annual Surveillance
	<input type="checkbox"/> Re-certification	<input checked="" type="checkbox"/> 3rd Annual Surveillance
	<input type="checkbox"/> Follow-Up to NCs	<input type="checkbox"/> 4th Annual Surveillance
The scope assessment agrees with the scope under which the operator applied	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain:	N/A	
<i>Note: If the scope is different, please contact SCS.</i>		
Total workers covered by scope of certification:	55	
Number of women workers	22	

AGRICULTURAL SITES OR FEEDSTOCK PRODUCTION SITES		
Site Type	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Forestry
	<input type="checkbox"/> Biomass Production	<input checked="" type="checkbox"/> Other: Live fence residue
Feedstock Produced:	Gliricidia sticks	
Current Land Use	Prior Land Use	

<input type="checkbox"/> Biomass Production	<input type="checkbox"/> Biomass Production			
<input type="checkbox"/> Agriculture	<input checked="" type="checkbox"/> Agriculture			
<input checked="" type="checkbox"/> Other: Material is an agricultural residue, no land use change	<input type="checkbox"/> Other:			
Current Employment on Site	Prior Employment on Site			
<input checked="" type="checkbox"/> Negligible	<input checked="" type="checkbox"/> Negligible			
<input type="checkbox"/> Local Average	<input type="checkbox"/> Local Average			
<input type="checkbox"/> Above Local Average	<input type="checkbox"/> Above Local Average			
<input type="checkbox"/> Full	<input type="checkbox"/> Full			
Owned/Controlled By:	Various sites controlled by numerous farmers			
Location/City:	Colombo, Sri Lanka			
Total farms included in certification scope	34 – however, farms are residue suppliers rather than crop suppliers. Geographic locations are being collected in an electronic database as the company grows, and the database is planned to be populated by end 2019.			
Geographic location:	Farm/Entity	Location (Lat. - Long.)	Area (ha)	Area Planted (ha)
NEW Please request shapefiles of all farms				
Were shapefiles of farms requested?	Yes			
Did Operator provide shapefiles of farms included in scope of certification?	No – the operator is in the process of dramatically scaling up its operations and is implementing a new IT system for managing documentation including shape files			
Total Area (ha)	N/A – biomass is residue rather than primary crop. Gliricidia is a long-term live fencing solution for farms.			
Total Planted Area (ha)	Not directly calculated – Gliricidia is not planted for the purpose of biomass production at this time, it is a fencing and soil remediation plant already in use.			
Total area set aside for conservation purposes (ha)	N/A			
Annual Feedstock Production Volume (please specify unit of measurement)	53,050 kg (2017Q3 – 2018 H1)			
Amount sold as RSB certified in last calendar year (tons)	53.05 tons			

1.3 Standards Used

1.3.1 Applicable RSB-Accredited Standards

Title	Version
RSB Principles and Criteria	RSB-STD-01-001 3.0
RSB Chain of Custody	RSB-STD-20-001 V3.1
RSB Standard for Participating Operators	RSB-STD-30-001 V3.1
RSB Risk Management	RSB-STD-60-001 V3.1
RSB Procedure on Communication and Claims	RSB-PRO-50-001 V3.2
RSB By-products and Residues	RSB-STD-01-010 V2.0
All standards employed are available on the websites of the Roundtable on Sustainable Biomaterials (http://rsb.org/sustainability/rsb-sustainability-standards/). Standards are also available, upon request, from SCS Global Services (http://www.scsglobalservices.com/).	

2.0 EVALUATION PLANNING & PROCESS

2.1 Documentation Submitted by Operator

Self Evaluation Report_7_1	Chain of Custody_v3_7_1
Risk Management System_v.1	Self Risk Assessment Form
Biomass SOP	Sales Details
Quality Assurance Doc	Draft Forward Supply Contract_Gliricidia
Invoice_template	ESMP
Land Tenure General Descriptions	Budget 201819
Shop and Office Employees Act	Draft HR Policy
Social Impact Assessment	Farmer Database
Coordinates of the current farmer base	GHG Calculate Raw Data
Brief SOP for Employees	Field Officer Training PPTd – Certifications
Field Officer Training PPT – Certifications (2)	RSB Certificate_2017
GHG Calculation_Transport_Toolv2_6	[Staff] appointment letter
Farmer Declarations (scans)	Business Registration – BS PV 76480
Permit_Forest Dept_2017	Delivery notes (Records of CoC System)
Records_Weighing Slips_2015	Training documents

2.2 Audit Type and Determination

The following table summarizes the audit types for RSB Audits:

	Low risk class	Medium risk class	High risk class
Certificate validity	5 years	3 years	2 year
Main audit	Every 5 years	Every 3 years	Every 2 year
Surveillance audit	Annual	Annual	Annual

2.3 Audit Team

2.3.1 Determination of Audit Team

- Desk audits shall always be conducted by at minimum one (1) international lead auditor. The lead auditor appointed may include additional auditors and/or technical experts in the audit team if this is required by the extent of the audit.
- Field audits shall always be led by one (1) international lead auditor.
- The lead auditor appointed shall include at minimum one (1) local auditor in the audit team. The lead auditor appointed may include additional auditors and/or technical experts in the audit team if this is required by the extent of the audit.
- For field audits of participating operators in High Risk class shall always the lead auditor appointed shall appoint at minimum
 - one (1) local auditor and
 - one (1) technical expert on social issues to evaluate compliance with social requirements and the risk of non-compliance due to social issues and
 - one (1) technical expert on environmental issues to evaluate compliance with environmental requirements and the risk of non-compliance due to environmental issues.
 - The lead auditor appointed may include additional auditors and/or technical experts in the audit team if this is required by the extent of the audit.

2.3.2 Audit Team

Auditor Name:	Robert Earley	Auditor role:	Lead Auditor
Qualifications: Robert Earley is an auditor of RSB and ISCC certifications and has been trained in ISO 9001:2015 auditing. Additionally, he is currently an expert consultant on UN, EU, charitable foundation and NGO projects focused on sustainable transportation and air pollution. Prior to becoming a consultant, Robert was the Transport Program Manager of Manila-based Clean Air Asia, promoting clean and efficient freight and logistics across Asia, and before that was the Director of the Clean Transportation Program at the Innovation Center for Energy and Transportation (iCET), which developed standards for lifecycle GHG emissions assessment for biofuels in China, and which became the first member of the RSB in China. He is currently on the board of the Beijing Energy Network as well as the China Carbon Forum. Mr. Earley, who has lived in China since 2005 and is fluent in Mandarin Chinese, studied environmental science at the University of Calgary and Urban and Regional Planning at the University of Waterloo in Canada. His coursework at the University of Calgary included impacts of agriculture and conservation in agricultural areas in southern Alberta.			

2.4 Evaluation Schedule and Extent of Audit

2.4.1 Determination of Extent of Audit

Total number of subsidiaries, branch offices, affiliated entities, external third parties contracted or	No subsidiaries, but 34 farms are under the control of Biomass Supplies. Additionally 2
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otherwise engaged, operational structures, sites, facilities, processing and production units, and supply chain structures	<p>transport/collectors sign a declaration on ethical labor practices. Field Officers (working in respective areas) present in whole chain of custody process monitor the transport.</p> <p>The farms are collecting what is considered a waste/residue and each farmer signs a guarantee of sustainability for each transaction. The transport company runs under contract and supervision of Biomass Supplies, delivering biomass from farms to weigh station to client. The biomass is not stored within the scope of the certificate.</p>
Participating Operator Risk Class	Low
Disputes or prior Non-compliances	None
Changes in scope since last evaluation	None
Total number of compliance claims	0

2.4.2 Evaluation Itinerary and Activities

Time	Element/Activity	Personnel Involved
19 September 2018	Remote Desk Audit – Telephone or Skype	
9:00	<p>Opening Meeting</p> <ul style="list-style-type: none"> - Introductions of audit team and Biomass Supplies representatives; overview of desk review certification program and assessment process to Biomass Supplies staff - Confirmation of scope of certification - Confirmation of scheduled activities, communications, and resources - Closing meeting time to be on Friday at 9:00a.m. - Confidentiality - Availability and roles of guides - Methods of reporting and types of findings and communication of these - Audit team responsible for executing the audit plan and documenting evidence - Sampling procedures - Working languages - SCS appeal policy - Questions and discussion 	Management
9:30	<p>Review of Participating Operator Requirements (RSB-STD-30-001*) * NOTE: Please review “Checklist for PO and RSB Global_v3_Biomass_Suppliers.xlsx”</p>	Management

	<p>Please provide relevant documents electronically in advance of the audit</p> <ul style="list-style-type: none"> - Review of scope, definition of waste/residue, Determination of Economic Value Ratio for determination of residues and byproducts - General requirements - Training requirements - Grievance process and records 	
10:30	<p>Principles and Criteria, v. 3.0* * NOTE: Please review “Checklist for PO and RSB Global_v3_Biomass_Suppliers.xlsx” P&C Surveillance tab</p> <ul style="list-style-type: none"> - 1. Legality <ul style="list-style-type: none"> o Legal register or system, anti-bribery, current licenses and permits related to operations - 2. Planning, monitoring, and continuous improvement <ul style="list-style-type: none"> o Results of screening exercise, ESMP, FPIC, dispute resolution o Evidence that ESMP is being implemented - 4. Human and labour rights <ul style="list-style-type: none"> o Slave/forced labour, child labour, non-discrimination, wages and working conditions, occupational health and safety, training, emergency procedures, PPE, contracted labour, grievance mechanism 	Management
11:30	<p>Human Resources</p> <ul style="list-style-type: none"> - Review contracts, policies, training plans, and grievance process - Review occupational health and safety training records - Review piece work and living wage practices; equality issues - Review performance with respect to freedom of association mechanism - Please specify number of workers, and number of female workers 	HR representative if available
12:30	<p>Lunch</p>	
13:30	<p>Procedure on communication and claims (RSB-PRO-50-001)</p> <ul style="list-style-type: none"> - Review ABT procedures and records - Use of RSB claims and trademarks 	Management
14:00	<p>Risk Management</p> <ul style="list-style-type: none"> - Presentation of evidence of a risk management approach based on ISO 31000:2009 taking into account: <ul style="list-style-type: none"> o The context of the organization - Risk identification, risk analysis, risk evaluation, and risk treatment 	Risk management representative
14:30	<p>Principles and Criteria, v. 3.0* * NOTE: Please review “Checklist for PO and RSB Global P&C Indicators.xlsx”</p> <ul style="list-style-type: none"> - 9. Water <ul style="list-style-type: none"> o Review the results of water resource analysis, water management plan - 10. Air <ul style="list-style-type: none"> o Review air management plan and application of best available technology 	Management

	<ul style="list-style-type: none"> ○ Review emissions of major air pollutants identified in Principle 10 - 11. Technology <ul style="list-style-type: none"> ○ Review waste and by-product management plan - Review the use of Annex III Rotterdam Convention chemicals, presence of pollutants on the Stockholm Convention of Persistent Organic Pollutants, and Montreal Protocol chemicals 	
15:00	<p>Chain-of-custody system (RSB-STD-20-001, v. 3.1)* * NOTE: See RSB (Global) Checklist for Participating Operators (P.O.)</p> <ul style="list-style-type: none"> - General requirements (evidence of system, etc.) - Records (see especially P.O. checklist 6.2.2 and 6.2.3, 6.3.1, 6.3.2) <p>Requirements for handling certified material (see P.O. checklist sec. 8)</p>	
16:00	<p>Auditor debriefing on results of first day's audit</p> <ul style="list-style-type: none"> - Discuss potential non-compliances and opportunities for improvement - Discuss any needed adjustments to the audit schedule 	Management

Time	Element/Activity	Personnel Involved
Thursday, 20 September		
2:00 p.m.	<ul style="list-style-type: none"> - Review of GHG calculations 	Management
3:00 p.m.	<p>Chain of custody audit of records</p> <ul style="list-style-type: none"> - Auditor will sample production records and records of outgoing material - Auditor will review other outstanding documents 	Management
3:45	Auditor Summary Writing	
4:30 p.m.	<p>Closing meeting</p> <ul style="list-style-type: none"> - Present overall conclusions from audit findings - Present details of non-compliances and opportunities for improvement - Fix timetables for corrective actions - Reiterate SCS appeal policy <p>Respond to questions</p>	Management

2.5 Evaluation of Management System

2.5.1 Methodology and Strategies Employed

SCS deployed one international auditor with expertise in agriculture audits to assess an Operator’s compliance to RSB standards and policies. Evaluation methods include document and record review, and observation of implementation of management plans and policies.

2.5.2 Capacity of the participating operator to implement its management systems

Note: include an overall evaluation of the participating operator’s responsiveness and ability to consistently and effectively implement its management system based on the financial, technical, and human resources available.

Include overall evaluation of management system implementation here or fill in the table in Appendix 2 (the details of the observations and substantiating evidence collected during evaluation of the central management office and management systems of the participating operator)

2.5.3 Evaluation of RSB compliance claims and use of RSB trademarks

Type (compliance claim, trademark use)	Description	Findings
Compliance Claim	Logo, short claim and relevant information on invoice to customer	All required information present in invoice template
Trademark use	Logo on website, www.biomass-group.com	Compliant

2.6 Stakeholder Consultation Process (for Main audits)

In accordance with SCS and RSB protocols, consultation with key stakeholders is an integral component of the evaluation process. Stakeholder consultation takes place prior to, concurrent with, and following field evaluations. The primary purpose of such consultation is to solicit input from affected parties as to the strengths and weaknesses of the Participating Operator’s management system and operations, relative to the standard, and the nature of the interaction between the company and the surrounding communities.

Principal stakeholder groups are identified based upon the certification scope of the participating operator.

Stakeholder consultation activities are organized according to the requirements of the RSB. The table below summarizes the major comments received from stakeholders and the assessment team’s response. Where a stakeholder comment has triggered a subsequent investigation during the evaluation, the corresponding follow-up action and conclusions from SCS are noted below.

2.6.1 Summary of Stakeholder Comments and Responses from the Team, (for Main audits)

No stakeholder consultation conducted for surveillance audit

3.0 RISK ASSESSMENT RESULTS

Based on the most recent self-risk assessment (no older than 3 months from the audit date) the PO's risk assessment results are:	Corresponding risk class (low, medium, high):
4	Low
The level of risk from the PO's self risk assessment corresponds with the level of risk assessed by the auditor during the audit.	

4.0 RESULTS OF THE EVALUATION

4.1 Process of Determining Compliance

4.1.1 Structure of Standard and Degrees of Non-Compliance

RSB-accredited biofuel standards consist of a three-level hierarchy: the principle, the criteria that correspond to that principle, and then the performance indicators that elaborate upon each criterion. Consistent with SCS Sustainable Biofuels Program evaluation protocols, the team collectively determines whether or not the subject operation is in compliance with every applicable indicator of the relevant sustainable biofuel standard. Each non-compliance must be evaluated to determine whether it constitutes a major or minor non-compliance at the level of the associated criterion or sub-criterion. Not all indicators are equally important, and there is no simple numerical formula to determine whether an operation is in non-compliance. The team therefore must use their collective judgment to assess each criterion and determine if the Operator is in compliance. If the Operator is determined to be in non-compliance at the criterion level, then at least one of the applicable indicators must be in major non-compliance.

4.1.2 Interpretations of Major and Minor Non-compliances

Major Non-compliances, either alone or in combination with non-compliances of other applicable indicators, result (or are likely to result) in a fundamental failure to achieve the objectives of the relevant RSB Criterion. These non-compliances must be resolved or closed out before a certificate can be awarded. If Major NCs arise after an operation is certified, the timeframe for correcting these non-compliances is typically no more than three months. Certification is contingent on the operator's response to the NCs within the stipulated time frame.

Minor Non-compliances are typically limited in scale or can be characterized as an unusual lapse in the system. Most minor NCs are the result of a non-conformance at the indicator-level. Non-compliances must be closed out within a specified time period of award of the certificate.

4.1.3 Major Non-compliances

<input type="checkbox"/>	No major NCs were issued to the Operator during the evaluation. Any minor CARs from previous surveillance audits have been reviewed and closed prior to the issuance of a certificate.
<input checked="" type="checkbox"/>	Major NCs were issued to the Operator during the evaluation, which have all been closed to the satisfaction of the audit team and meet the requirements of the standards. Any minor CARs from previous surveillance audits have been reviewed and closed prior to the issuance of a certificate.
<input type="checkbox"/>	Major NCs were issued to the Operator during the evaluation and the Operator has not yet satisfactorily closed all major NCs.

4.1.4 Non-compliances and Current Status

Instructions:

- Initial certification audit: list all Non-conformities and Opportunities for Improvement issued during this audit.
- Surveillance/Recertification: list status of minor NCs that were not closed in previous audit, then list new NCs/OFIs issued during this audit.

Summary of Non-compliances and Current Status				
Non-compliance Number	Type of Non-compliance	Relevant RSB Standard & Indicator No.	Summary of Finding and Evidence Collected	Status of Non-compliance (Open/Closed)
1	Major	RSB Standard for Risk Management: Para 1.3: You shall provide the name and details of the management representative who has overall responsibility of developing and implementing the risk management approach	No management representative for overall responsibility of the risk management system was identified. The company currently has an acting CEO (no full time appointed CEO as yet), but this person is not identified as responsible for the risk management system in documentation	Closed
2	Major	RSB-STD-20-001 Standard for Traceability. Para 4.1 Any and all forwarding of RSB Certified Material shall be based on a contractual agreement between you and your customer.	No contract with the customer was presented at the time of the audit	Closed

3	Major	RSB-STD-20-001 Standard for Traceability. Annex 1: For Outgoing Certified RSB Material: country of origin and GHG intensity	Country of origin is missing in all invoices to customer; GHG Intensity is missing in some invoices, e.g. Invoice 106, 107, 108.	Closed
4	Major	Principle 2.a.6: The Environmental and Social Management Plan (ESMP), in accordance with the RSB ESMP Guidelines (RSB-GUI-01-002-05), shall be developed by all operations and shall ensure compliance with all RSB Principles & Criteria. Where there are progress requirements, they shall be detailed	The ESMP is out of date and updates have not been tracked.	Closed
5	Major	RSB-STD-30-001 Standard for P.O. Para 1.1. You shall accept the Terms and Conditions on the RSB website P.O. Checklist 1.1	Evidence of acceptance of the Terms and Conditions was not presented at the time of the audit	Closed
6	Minor	RSB Standard for P.O.s: Para 1.4.2: You shall have contracts with all the groups, people and structures listed in 1.3.2, including The commitment to put in place and comply with RSB standards and procedures shall include a commitment to provide unrestricted access to any of the groups, people and places listed in 1.3.2 above.	Sustainability agreements with farmers do not indicate that farmers agree for land to be accessible to auditors. P.O. is currently implementing an IT system that will include this information in the future.	Open
7	Minor	Principle 1: The operator shall implement a register containing all evidence of legal compliance (e.g. permits, licenses, evidence of lease, concessions, etc.)	Firewood transport license for 2017 has expired and the 2018 license was not available at the time of audit, applied for but not yet approved.	Open

		and a system ensuring that auxiliary conditions are met.		
8	OFI	RSB Standard for Traceability 3.3.3 Calculate the average greenhouse gas (GHG) intensity of the mix when RSB Certified Materials with different GHG intensities are mixed together	Average of multiple batches over time is calculated at time of audit and used on invoicing.	Closed
9	OFI	RSB-STD-30-001 Standard for P.O. para 1.2.3 You shall provide and keep updated a documented profile of all activities and operations under your control. Your profile should include: ...management systems including policies, procedures and controlling systems.	Risk Management System v1 updated June 2018 (no date on document); most documents do not have update dates, version numbers or approvals	Open

5.0 CERTIFICATION DECISION

Certification Recommendation	
For Initial and Re-certifications: Operator to be awarded RSB certification subject to the minor non-compliances stated in Section 4.2.5.	Yes <input type="checkbox"/> No <input type="checkbox"/>
For Surveillance Audits: Operator is to continue as an RSB certified Participating Operator subject to the minor non-compliances stated in Section 4.2.5.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The SCS evaluation team makes the above recommendation for certification based on the full and proper execution of the SCS Responsible Biofuels Program evaluation protocols. If certification is recommended, the Operator has satisfactorily demonstrated the following without exception:	
Operator has addressed any Major NC(s) assigned during the evaluation.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Major NCs issued <input type="checkbox"/>
Operator has demonstrated that their system of management is capable of ensuring that all of the requirements of the applicable standards are met over the sites and facilities covered by the scope of the evaluation.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Operator has demonstrated that the described system of management is being implemented consistently over the sites and facilities covered by the scope of the certificate.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Comments and/or details of any issue which was difficult and/or impossible to evaluate:	The Operator is in the process of rapidly expanding the area for Gliricidia sticks to be collected, and in the future may even find that farmers are planting more Gliricidia than is necessary for live fencing. There was no evidence of this occurring in the current batch of farmers, but the operator is aware of this situation and is updating its management system to accommodate certified and non-certified materials.
To be completed by Certification Decision-Making Entity	Technical Review by: If different to decision-maker
	Certification decision:
	Certification decision by:
	Date of decision: For initial or continued certification
	Surveillance schedule:
Notes:	