

**RSB – ROUNDTABLE ON SUSTAINABLE BIOMATERIALS**

**RSB Reactive Guidance on  
Scope Changes**

**RSB-STD-30-001  
RSB-STD-11-001-30-001**

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## 1. Objective

The objective of this document is to provide guidance to auditors, certification bodies and participating operators on how to deal with changes to the certification scope that are requested by a certificate holder after a certificate has been issued. Most of the requested scope changes are scope extensions. Scope extensions may include:

- additional sites or operators;
- additional products;
- additional RSB certification standards;

Other changes to the certification scope include a change of the participating operator name and/or ownership.

## 2. Relevant standard references:

- RSB Standard for Participating Operators (Global: RSB-STD-30-001, EU RED: RSB-STD-11-001-30-001)

*“1.3 you shall define the certification scope, including at least the following information:*

*1.3.1 The name and details of the management representative who has overall responsibility for compliance with all of RSB standards that apply*

*1.3.2 The details of all the operation sites, subsidiaries, branch offices, individuals and supply chain structures where RSB-compliant products are produced, processed, acquired, handled or forwarded*

*[...]*

*1.3.2.6 Description of the production/processing steps, including conversion factors and product characteristics*

*1.3.2.7 Types of RSB-compliant product produced, processed, acquired, handled or forwarded. This will include relevant product characteristics, product classification, product documentation, product groups and product types*

*1.3.2.8 The RSB standards and procedures that apply*

*1.3.2.9 The ‘chain of custody’ tracking models which apply”*

- **ISO/IEC 17065: 2012**

*“07.10.2 The certification body shall consider other changes affecting certification, including changes initiated by the client, and shall decide upon the appropriate action.*

*07.10.3 The action to implement changes affecting certification shall include, if required, the following*

- *evaluation (see 7.4);*
- *review (see 7.5);*
- *decision (see 7.6);*
- *issuance of revised formal certification documentation (see 7.7) to extend or reduce the scope of certification;*
- *issuance of certification documentation of revised surveillance activities*

*These actions shall be completed in accordance with applicable parts of 7.4, 7.5., 7.6, 7.7, and 7.8. Records (see 7.12) shall include the rationale for excluding any of the above activities.”*

### **3. Process for scope changes**

- Whenever a certified operator requests an extension to the scope of a valid certificate, the Certification Body should follow the activities as outlined in ISO/IEC 17065 clause 07.10.3.
- For the evaluation of the scope changes, the assigned auditor shall at least review the following documents:
  - The updated certification scope, in line with clause 1.3 of RSB-STD-30-001 or RSB-STD-11-001-30-001
  - The updated self-risk assessment in line with clause 1.6 of RSB-STD-30-001 or RSB-STD-11-001-30-001
  - The updated self-evaluation in line with clause 2.8 of RSB-STD-30-001 or RSB-STD-11-001-30-001
  - If applicable, the updated ESMP, in line with criterion 2a of the RSB Principles & Criteria
  - If applicable, the updated screening tool in line with criterion 2a of the RSB Principles & Criteria
  - The updated GHG calculation in line with criterion 3b of the RSB Principles & Criteria
- The certification body shall determine the type of the evaluation (i.e. whether an on-site audit has to be carried out or a document review is sufficient) based on the requirements listed in RSB-PRO-70-001, H1.5 (Extent of the audit):
  - Scope extensions for industrial facilities: The evaluation shall be carried out through an on-site audit
  - Scope extensions for biomass production: The evaluation may be carried out through a document review provided that:
    - A representative sample of farms has been audited in the preceding audit, and
    - The farms to be added to the scope of certification are similar to the farms that were subject to the previous audit in terms of production (i.e. same type

- of crop or biomass, same management system) and context (i.e. no additional specialist studies identified in the screening tool, same jurisdiction, same previous land use), and
    - The review of the documents stated above did not result in any indications that the requirements of the RSB standard are not met.
- First collectors of wastes or residues under RSB EU RED: The evaluation shall be carried out through an on-site audit
- First collectors of end-of-life products or residues under RSB Global: The evaluation may be carried out through a document review provided that:
  - A representative sample of first collectors has been audited in the preceding audit, and
  - The first collectors to be added to the scope of certification are similar to the first collectors that were subject to the previous audit in terms of management and context, and
  - The review of the documents stated above did not result in any indications that the requirements of the RSB standard are not met.
- Scope extensions for Points of origin (RSB Global and RSB EU RED): The evaluation may be carried out through a document review provided that:
  - A representative sample of points of origin have been audited in the preceding audit, and
  - The points of origin to be added to the scope of certification are similar to the points of origin that were subject to the previous audit in terms of type (e.g. restaurant, industry, landfill), material and location (i.e. geographic region), and
  - The review of the documents stated above did not result in any indications that the requirements of the RSB standard are not met.