



Roundtable on  
Sustainable Biomaterials

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**RSB – ROUNDTABLE ON SUSTAINABLE BIOMATERIALS**

## **RSB Procedure for Registry Book & Claim Recognition**

Version 1.0

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## Introduction

RSB - Roundtable on Sustainable Biomaterials Association (RSB) is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy – based on our best-in-class sustainability Standard. We are frequently noted as industry leaders in navigating the complexities of supply chain sustainability and take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials and shipping, among others.

RSB has been leading the development of a credible and effective book and claim mechanism that aims to expand the outreach of sustainable fuels and accelerate the decarbonisation of hard to abate sectors such as aviation and shipping.

The *RSB Book & Claim System* includes the *RSB Book & Claim Manual* (normative procedure), the *RSB Book & Claim Registry* (digital data storage system), and the *RSB Book & Claim Recognition* (normative procedure for a registry ecosystem).

The *RSB Book & Claim Recognition* procedure, which is outlined in this document, describes the requirements and the process that an independent book and claim registry operator must fulfil to demonstrate compliance with principles outlined in the *RSB Book & Claim Manual*. RSB standards and procedures reflect input from stakeholders and is regularly tested across pilots.

A list of benefits of the *RSB Book & Claim Recognition* are:

- Drive coordination and adoption of the book and claim ecosystem for hard to abate sectors.
- Increase credibility, foster data harmonisation and build confidence among users of independent book and claim registries.
- Provide confidence that claims from different registry partners are based on the same, credible and robust standards.
- Mitigate double counting risks among registries.
- Set the foundations for future interoperability between recognised registries.

Any party can make comments on the procedures described in this document by writing to the RSB Secretariat ([bookandclaim@rsb.org](mailto:bookandclaim@rsb.org)). The Secretariat will apply a continuous improvement (CI) process to the document, which includes planning, implementing, monitoring, and correcting on a regular basis, or whenever deemed necessary by the RSB Secretariat or RSB Board. The review shall take into account any comments received, the actual working practices of the Secretariat, and any changes to the ISEAL Code of Good Practice.

### Revision table

Date	Version name	Description
24-03-26	RSB-PRO-20-001-002 Procedure for Registry Book & Claim Recognition 1.0	Initial version

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## A. The Aim of this Procedure

The *RSB Book & Claim Recognition* procedure aims to promote an ecosystem approach to the growing market of independent registries offering book and claim transactions in the hard to abate sectors. The procedure ensures that recognised registries adhere to common principles of sustainability, information collection, robust chain of custody, additionality, and avoidance of double counting, such as double issuance, double use or double claiming.

The *RSB Book & Claim Recognition* procedure provides a robust and transparent approach to ensure that an operator's registry meets sustainability, independence, technical and chain-of-custody requirements, in so doing driving reliable sustainability impacts from the use of alternative fuels, such as sustainable aviation fuel (SAF) or sustainable marine fuel (SMF).

Book and claim registry operators may follow the procedure outlined in this document and apply for *RSB Book & Claim Recognition*.

## B. Scope of this Procedure

This version of the *RSB Book & Claim Recognition* procedure has been developed with consultation and feedback primarily from the aviation sector, and is subject to extension to other sectors. It covers the requirements for book and claim registry operators to comply with:

- *RSB Book & Claim Manual*<sup>1</sup> [RSB-PRO-20-001-001] requirements,
- Technical system requirements,
- Registry eco-system harmonisation for sustainability accountability efforts, and
- Application process including auditing and change management.

The technical focus of the *RSB Book & Claim Recognition* procedure is how data changes are recorded, to help reduce the risk that the registration, transaction, or retirement of a book and claim unit could be made in error or forged, and how this process can be audited in a practical way.

Sustainable fuel instruments may have different names, such as SAF credit, SAF certificate, Declaration of Environmental Attributes (DEA), or similar. The *RSB Book & Claim Recognition* procedure follows the naming convention of the *RSB Book & Claim Manual* refers to these SAF instruments as Book & Claim Units (hereinafter "BCUs"). One BCU corresponds to one tonne<sup>2</sup> of neat, certified product. For example, 1 SAF BCU corresponds to 1 tonne of neat, certified SAF, and 1 SMF BCU corresponds to 1 tonne of neat, certified sustainable marine fuel.

BCUs connect with the physical chain of custody tracking of a constant quantity, which is why the unit of measurement is fuel mass, as opposed to an environmental attribute such as CO<sub>2</sub> reduction.

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<sup>1</sup> The latest version of the RSB Book & Claim Manual can be found here: <https://rsb.org/wp-content/uploads/2023/04/RSB-PRO-20-001-001-RSB-Book-and-Claim-Manual-3.0.pdf>

<sup>2</sup> 1 tonne is equal to 1 Metric Ton (MT) or 1,000 kg

An operator must ensure that its registry protects users from data breaches or any other form of cyber-attack. It is not part of the *RSB Book & Claim Recognition* procedure to define all the rules necessary to ensure a secure operation. This is the sole responsibility of the registry operator, who should conduct regular system stress and penetration testing. After all, a book and claim registry enables exchange of BCUs and the security of the system must always be guaranteed.

It is important to note that the *RSB Book & Claim Recognition* does NOT affect other forms of RSB certification (e.g., production facility, trader, etc.) and claims.

## C. Version and Effective Date

Version 1.0 of this *RSB Book & Claim Recognition* procedure is effective from 26 March 2024.

Following RSB's Procedure for Development and Modification of RSB Standards, RSB Procedures and RSB Guidance [RSB-PRO-15-001], the RSB Secretariat conducted iterative stakeholder consultations to validate the *RSB Book & Claim Recognition* procedure, representing the consensus among major book and claim initiatives and registry operators. The outcome is a widely embraced process outlining the fundamental rules for registry operators.

## D. Using this Procedure

The methods outlined in the *RSB Book & Claim Recognition* procedure are normative with respect to its aim, scope, effective date, notes on usage, references, terms, definitions, requirements, and annexes except when otherwise indicated.

## E. Terms and Definitions

### **Additionality**

Additionality as a product or project property refers to the determination of whether an intervention, such as increased demand for a product or the creation of a new project, has an effect (i.e., increased impact) when compared to the baseline (i.e., absence of such demand or project). In the context of book and claim, additionality refers to the capacity of increased demand for SAF or sustainable marine fuels unlocked by book & claim to causally result into increased production and, consequently, into increased fossil displacement, greenhouse gas emission reductions and a positive impact on climate change.

The Greenhouse Gas Protocol defines additionality as a criterion for assessing whether a project has resulted in greenhouse gas emission reductions or removals in addition to what would have occurred in the project's absence<sup>3</sup>.

### **Audit**

Systematic, independent, and documented process to obtain and evaluate audit evidence objectively to determine the extent of audit criteria fulfilment (Source: ISO 19011:2011).

### **Batch**

Specific quantity of a product intended to have uniform characteristics and qualities.

### **Book**

Generation of Book & Claim Units (BCU) corresponding to the exact quantity of certified material with specified characteristics.

### **Book and Claim**

Chain-of-custody model in which the administrative record flow does not necessarily connect to the physical flow of material or product throughout the supply chain (Source: ISO 22095:2020).

### **Book & Claim Unit (BCU)**

Unit representing the right to a claim through retirement and corresponding to an immutable set of sustainability benefits related to one (1) metric tonne of a particular neat, certified, final product. For example, 1 MT of SAF corresponds to 1 SAF Book & Claim Units (BCUs), or 1,35 MT of SAF to 1,35 SAF BCUs.

### **Claim**

Declared information regarding the specified characteristics of a material or product that is attributed to the claimant through retirement and, in the case of an emission reduction claim, is to be accounted in its emissions inventory (Amended based on ISO 22095:2020).

### **Double counting**

Double counting refers to the risk for emissions reductions to be counted more than once towards a climate change mitigation effort. Double counting could occur in the following ways: (1) if more than one unit is issued for the same emissions reduction, referred to as 'double issuance'; (2) if the same unit is used twice, for example in two separate registries, referred to as 'double use'; (3) if the same unit is used to simultaneously meet both domestic and international targets, referred to as 'double claiming'.<sup>4</sup> Please note that, the RSB Book & Claim System, allows for all organisations mentioned in the retirement statement to report and claim the environmental benefit, i.e., the GHG

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<sup>3</sup> Source: GHG Protocol, Corporate Value Chain (Scope 3) Accounting and Reporting Standard, <https://ghgprotocol.org/standards/scope-3-standard>

<sup>4</sup> Source: ICAO Document "CORSIA Emission Unit Eligibility Criteria" accessible on: [https://www.icao.int/environmental-protection/CORSIA/Documents/ICAO\\_Document\\_09.pdf](https://www.icao.int/environmental-protection/CORSIA/Documents/ICAO_Document_09.pdf)

emission reduction, related to the same BCU provided that no double claiming occurs within the same GHG scope (i.e., an airline shall report within Scope 1, and the corporate partner within Scope 3) and according to the requirements of this manual.

### **Emission categories (Scope 1, 2, and 3)**

Following the principles established by the Greenhouse Gas Protocol, emissions are classified into three categories:

- *Scope 1* emissions include the direct emissions from assets that are owned or controlled by the reporting company. This includes the combustion of solid or liquid fuels purchased to produce energy, heat or steam for use in stationary or mobile equipment (e.g. vehicles, vessels, aircraft, locomotives, generators) and/or buildings associated with logistics sites (e.g. warehouses).
- *Scope 2* emissions are indirect emissions from the production and distribution of electricity, heat and steam purchased by the reporting company for use in its own logistics sites, electric vehicles or other owned asset requiring electricity.
- *Scope 3* emissions are indirect emissions from the reporting company's supply chain. Most notably, this includes transportation emissions required to move goods from suppliers to the reporting company and from the reporting company to the end customer. Scope 3 also covers the production and distribution of fuels burned in Scope 1, transport emissions embedded within purchased goods and services, product use and end-of-life.

### **Independence**

The registry operator shall avoid any real or perceived conflict of interest. Objectivity in operating a registry shall not be impaired and no individual or organisation shall have an unfair competitive advantage. Specifically, registry operators cannot be obligated parties to reduce emissions from the same value chain that they manage within the registry.

### **Supplier**

A registry allows authorised organisations to register and issue BCUs. The organisation can be of different nature depending on its role in the supply chain (e.g., supplier, blender, distributor, etc.). The general term for an organisation issuing BCUs on a registry is referred to as a supplier.

### **Proof of Sustainability (PoS)**

A Proof of Sustainability is documentation that demonstrates the compliance with a defined set of sustainability requirements, often linked to a voluntary certification scheme. The PoS is included in the documentation that is forwarded from the seller to the buyer of a certified product. To reduce the potential for double counting the PoS is surrendered to the registry operator when a BCU is issued.

### **Proof of Compliance (PoC)**

If the Proof of Sustainability (PoS) is not available because it has already been surrendered earlier in the value chain, i.e., against a national incentive or obligation, a Proof of Compliance (PoC) can be used and surrendered instead when issuing a BCU on a registry.

**Registry**

An electronic data system for the purpose of issuance, holding, transfer, and retirement of Book & Claim Units (BCUs).

**Registry Operator**

A Registry Operator is an organisation that maintains a database to store all records of ownership, transfers, and other related transactions.

**Specified Characteristics**

Set of product characteristics, production characteristics, or both that the chain of custody shall maintain (Source: ISO 22095:2020).

**System User**

Organisation who holds an account in the RSB Book & Claim Registry or an RSB-recognised Book & Claim Registry as a result of an approved application.

**Trader**

Organisation that applies for certification for a specific activity that includes buying and selling of materials or products, including raw materials, intermediates and final products. Examples of traders are first collectors, blenders, wholesale and retail companies (including companies selling to end-consumers) as well as airlines or shipping companies selling transport services to their clients.

**Transfer**

Transfer of legal and physical control of certified material in the supply chain. In the context of book and claim, transfer of legal control of certified material registered as a Book & Claim Unit (BCU) from one System User to another System User.

**Transport Service Provider**

Any party, person, agent, or carrier that provides freight, household goods, or passenger transportation or related services.

Please also refer to the terms and definitions given in RSB Glossary of Terms [RSB-STD-02-002].

## F. Contact Details

The RSB is a multi-stakeholder organisation developing collaborative solutions. The *RSB Book & Claim Recognition* procedure has been carefully developed with partners and we welcome any feedback and suggestions for further improvements.

Organisations interested in achieving *RSB Book & Claim Recognition*, or with any other enquiries, please contact using the details below.

For more information visit: <https://rsb.org/programmes/book-and-claim/>

Or email us at: [bookandclaim@rsb.org](mailto:bookandclaim@rsb.org)



## G. Compliance and Requirements

To attain *RSB Book & Claim Recognition*, registry operators shall adhere to selected *RSB Book & Claim Manual* requirements, and a set of system requirements detailed in the subsequent sections of this procedure.

### G.1. Requirements related to the RSB Book & Claim Manual

An operator shall comply with the *RSB Book & Claim Manual* requirements set out below to become RSB recognised. Relevant sections of the ***RSB B&C Manual V3.0*** [RSB-PRO-20-001-001] are referenced:

#### Requirements related to product eligibility for registration

G.1.1. A registry operator shall ensure that the SAF they register is certified against accepted sustainability certification schemes and that suppliers registering BCUs are certified as RSB Traders.

**Reference:** 2.1. Applicable certification schemes

**Reference:** 2.2. Valid Chain of Custody (Trader) certification with book and claim scope.

**Note:** Recognised registries may achieve *RSB Book & Claim Recognition* despite allowing SAF transactions that don't comply with *RSB B&C Manual* Section 2.1. (e.g. SAF certified against a non-accepted sustainability scheme). However, such transactions are not covered by this procedure and therefore the registry operator must explicitly state that they don't carry any RSB claim.

#### Requirements related to product registration

G.1.2. A registry operator's BCU issuances shall comply with the following requirements:

**Reference:** 2.4. BCU neat amount clarification

**Reference:** 2.7. Merging of batches

**Reference:** 2.8. BCU registration after blending or certification as drop-in (2.8.1)

**Reference:** 2.9. LCA for product delivery

**Reference:** 2.10. BCU registration document requirements

**Note:** The PoS, PoC or other documents proving ownership shall be stored on the registry and made available during the audit. These documents provide a reference to the data submitted and that the blended fuel was in the possession of the supplier at the time of BCU registration, and it is not required that they are shared with registry users.

**Reference:** 2.11. Proof of Sustainability (PoS) data integrity

**Reference:** 2.12. Proof of Sustainability (PoS) information

**Reference:** 2.13. Proof of Sustainability (PoS) information for CORSIA eligible SAF

**Reference:** 2.14. Proof of Compliance (PoC) information

### Requirements related to inventory balancing

G.1.3. The registry operator shall incorporate the following requirements into the registry's terms of conditions (T&Cs) or terms of use (ToU):

- Reference:** 2.15. Mass balance system withdrawal
- Reference:** 2.16. Inventory recordings
- Reference:** 2.17. Incoming certified and forwarded certified product inventory
- Reference:** 2.18. Balance monitoring of certified material
- Reference:** 2.19. Avoidance of double counting using different CoCs
- Reference:** 2.20. Avoidance of certified material deficits

### Requirements for the transferring of product units

G.1.4. A registry operator shall assure that BCU transfers comply with the following requirements:

- Reference:** 3.2. BCU uniformity
- Reference:** 3.4. Transfer of BCUs limited to other system users

### Requirements for the retiring of product units

G.1.5. A registry operator shall assure that BCU retirements comply with the following requirements:

- Reference:** 4.1. No negative account balance
- Reference:** 4.2. BCU retirement request

**Note:** An "application" may also refer to a request, including an automated confirmation process, by the system user to register, transfer, and retire BCUs. This only applies to system users that may act independently on a recognised registry. For example, if the retirement of the BCU is connected with the transfer of the BCU initiated by the registry operator, the "application" requirement can be neglected.

- Reference:** 4.3. BCU retirement expiration period

**Note:** BCUs shall be retired within a maximum of 24 calendar months from the date of registration. However, this does not preclude a recognised registry from being recognised by the RSB if it sets different expiry dates, as long as it does not exceed 24 calendar months.

- Reference:** 4.4. BCU retirement by transport service provider
- Reference:** 4.5. BCU retirement by non-transport service provider

**Note:** Based on the operating procedure of the recognised registry, BCUs do not need to be owned by a Transport Service Provider (e.g., an airline) to declare a Scope 1 emitter. However, the registry operator must ensure that the Scope 1 emitter is declared before the BCU is retired.

- Reference:** 4.6. Merging of BCU batches into one retirement statement
- Reference:** 4.7. Minimum information on retirement statement

**Note:** The registry operator is free to issue a retirement statement using a different name and template. However, the minimum data requirements set out in the referenced RSB Book & Claim Manual shall be included.

**Reference:** 4.9. Public availability of retirement statement

**Reference:** 4.10. BCU trading restriction after retirement

### Requirements related to Double Counting and Claiming

G.1.6. A registry operator shall assure mitigation of double counting risk and comply with the following requirement:

**Reference:** 6.3. National mandate or incentive declaration

## G.2. Public Information Requirements

Public information requirements necessitate the transparent disclosure of pertinent data within the registry to ensure accessibility and accountability.

G.2.1. RSB-recognised operators shall make retirement statements publicly available to inform the relevant authorities and the public and to prevent double counting.

G.2.2. If a certified product has received a national incentive or has been used to meet a national mandate, this shall be accurately declared in the product registration and in the retirement statements. In addition, retirement statements shall include the following minimum information:

Description	Value	Comment
Retirement statement ID	char	unique identification number
BCU ID	char	split amount BCU ID if available
Date of issue	date	moment of BCU retirement
Product type	text	from BCU registration
Amount BCUs	real	split amounts allowed
Tonnes of CO <sub>2</sub> eq	real	absolute GHG emission reduction
Amount of product in megajoules (MJ)	real	refers to neat product
Amount of product in tonnes (MT)	real	refers to neat product
Scope 1 emitter	text	account name
Scope 3 emitter	text	if applicable: anonymised or account name
Sustainability certification	text	information from PoS
Feedstock	text	information from PoS
Feedstock country of origin	text	information from PoS
GHG Core LCA value (gCO <sub>2</sub> eq/MJ)	real	information from PoS
Fossil Baseline of reference (gCO <sub>2</sub> eq/MJ)	real	information from PoS
% GHG emission reduction to fossil baseline	real	% of emission reduction
Year of SAF production	int	refers to SAF blending year
Declaration of SAF incentives and tax credits	text	if applicable: details about scheme
Country of SAF blending	text	if applicable: provided by airline
Airport where SAF is delivered (optional)	text	ICAO airport code
Country where SAF BCU will be claimed	text	provided by Scope 1 emitter

### G.3. Data Integrity

Transactions, including the registration and retirement of BCUs on a book and claim registry, must be reproducible at all times. Regardless of the architecture of the registry, it is the responsibility of the operator to ensure that the data changes are recorded at any time.

G.3.1. The registry operator shall ensure that:

- Registry data, including BCU registration and user data, are protected from unwanted manipulation
- All authorised changes are documented
- Inconsistencies are prevented and that a backup of the latest registration status exists
- Each transaction shall be recorded in a log file

G.3.2. The submission of accurate data is the responsibility of the system user (data owner), while the proper verification, storage and management of the data is the responsibility of the registry operator (metadata owner).

G.3.3. In the event of an audit, the full trail from BCU registration to retirement shall be available for all transactions and changes, including the following details:

Description	Value	Comment
Date	date	if applicable: submission & approval
Time	time	including seconds
System User IDs	char	IDs from seller and buyer
BCU ID	char	if applicable: BCU split ID
BCU amount	real	minimum 3 decimals precision
Action	text	registration, transfer, retirement, etc.

### G.4. System Requirements

The *RSB Book & Claim Registry Recognition* procedure does not impose an architecture or technology stack for a digital book and claim registry application. However, the system application must meet minimum industry standards and may include features that enhance the overall solution.

The following requirements must be checked and validated by a third-party auditor:

G.4.1. The registry shall be operated independently to avoid systemic risk that could jeopardise public confidence. The registry operator must avoid real or perceived conflicts of interest.

G.4.1.1. The registry operator shall have regulatory independence from legal requirements to reduce emissions from the same value chain.

G.4.1.2. The registry operator shall be commercially independent and shall not participate in any market they serve without adequate protections to ensure the integrity of that market, that market abuse is avoided, and that access is fair and open to all.

**Note:** Commercial independence shall be achieved within eighteen (18) months of the initial audit. The registry operator has six (6) months to submit a plan to become independent and a further twelve (12) months to implement the plan.

G.4.2. The registry shall capture ownership evidence to ensure accountable and transparent record-keeping.

- G.4.2.1. To ensure account ownership, the registry shall reliably collect and store evidence or implement a secure and reliable external solution.
  - G.4.2.2. The registry operator shall verify the identity, suitability and risks of organisations using an appropriate Know Your Customer (KYC) or Know Your Business (KYB) process.
  - G.4.2.3. The registry operator shall ensure that the information provided by organisations using the registry is accurate and up-to-date.
  - G.4.2.4. Every company, including parties mentioned on the retirement statement, shall hold a registry account, or at least verify its identity and I agree to the terms and conditions directly with the registry operator.
- G.4.3. The registry shall have a robust authentication mechanism to securely verify the identities of users.
- G.4.3.1. The registry has a robust authentication procedure during registration or login.
  - G.4.3.2. Only authorised users can access registry account profiles.
  - G.4.3.3. Multi-factor authentication is implemented.
- G.4.4. The registry shall enforce proper authorization mechanisms to ensure that only authorised users have access to specific functionalities and data.
- G.4.4.1. The registry has role-based registration and access control.
  - G.4.4.2. Different privileges are granted to users based on their roles and responsibilities.
  - G.4.4.3. The registry verifies a valid product and trader certification for the supplier during BCU registration.
  - G.4.4.4. The registry provides certification body auditors an access to account data and log files if requested.
- G.4.5. The registry shall establish a robust and scalable database infrastructure to efficiently manage and store registry-related data.
- G.4.5.1. The registry operator has implemented robust security measures to protect the data it holds from unauthorised access, alteration or loss.
  - G.4.5.2. The registry tracks the complete history of transactions (registration, transfer, and retirement) of BCUs and split units.
  - G.4.5.3. The registry stores complete records of account information and ownership.
- G.4.6. Data encryption shall be implemented to safeguard sensitive information within the registry, ensuring secure transmission and storage of user data.
- G.4.6.1. The registry encrypts all sensitive data - any information that, if disclosed, accessed, or compromised, could result in harm, privacy violations, financial loss, or damage to individuals or organisations - using industry best practices.

- G.4.6.2. User credentials and BCU transaction details are treated as sensitive data.
- G.4.7. The registry shall maintain data integrity through regular validation and error-checking mechanisms to ensure the accuracy and reliability of stored information.
  - G.4.7.1. The registry implements measures to prevent data tampering, including data hashing and digital signatures.
  - G.4.7.2. The registry checks the status of underlying certification at issuance of a BCU.
  - G.4.7.3. The registry ensures the accuracy of data, such as account balances.
  - G.4.7.4. Automated checks prevent double spending of BCUs to ensure that BCUs that have been issued can be only retired ones.
  - G.4.7.5. The registry records the minimum required data fields according to Section G.3. of the *RSB Book & Claim Recognition* procedure.
  - G.4.7.6. Retirement statements or any other form of minimum required data are available on a public website.
- G.4.8. Logging and auditing mechanisms shall be integrated into the registry facilitating transparency, accountability, and issue resolution.
  - G.4.8.1. The registry maintains an event log file about network traffic and usage, such as login attempts, failed password attempts, and application events of all user activities and transactions for auditing purposes.
  - G.4.8.2. The logs are secure and tamper-evident.
- G.4.9. The registry shall adhere to established security standards and best practices to ensure the confidentiality, integrity, and availability of sensitive information.
  - G.4.9.1. The registry complies with relevant security and data standards, including information security in accordance with the practices described in ISO 27001 (not necessarily certified), the *Payment Card Industry Data Security Standard* (PCI DSS), and the *General Data Protection Regulation* (GDPR) or other equivalent international standards, where applicable.
  - G.4.9.2. The registry has a suspension function to prevent either individual accounts or all accounts from further registrations or transactions in the event of an emergency or accident.
  - G.4.9.3. The registry operator has put in place and published Terms & Conditions that system users must agree to comply with.
- G.4.10. Regular security updates shall be consistently applied to the registry's infrastructure and software to mitigate vulnerabilities and enhance overall system protection.
  - G.4.10.1. The registry operator has a process in place to conduct regular penetration tests to identify potential vulnerabilities.

- G.4.10.2. The registry operator has a well-defined code deployment process as part of their overall system maintenance, ensuring the regular and systematic update of the system with the latest security patches and updates.
- G.4.10.3. The registry operator has put in place an IT Security Policy.
- G.4.11. The registry shall be prepared for disaster recovery to minimise downtime and data loss in the event of unforeseen disruptions.
  - G.4.11.1. The registry operator has put in place a disaster recovery plan.
  - G.4.11.2. Data backup and recovery are ensured in the event of a system failure or disaster.
  - G.4.11.3. The registry operator is able to reproduce all transactions from backup files.
- G.4.12. The registry shall offer robust user support services to assist users in navigating the system, resolving issues, and optimizing their experience.
  - G.4.12.1. Users are provided with support or documentation on security best practices.
  - G.4.12.2. Users are provided with support to resolve any queries or problems.
  - G.4.12.3. Users are provided with documentation (e.g. rulebook) that enables a clear understanding of the user journey and traceability service including information on account and unit types, and transaction and retirement procedures.

**Note:** The system should have a clear and intuitive user interface<sup>5</sup> for easy navigation, avoidance of mishaps and a functional experience. The listed system requirements are summarized in the third-party auditor checklist form available in Annex II.

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<sup>5</sup> General principles for interaction design: <https://www.nngroup.com/articles/ten-usability-heuristics/>

## G.5. Process Harmonisation

Ecosystem harmonisation and collaboration are essential elements to reduce non-compliance and reputational risks. The following sections will cover collaborative areas in an effort to work towards interoperability.

G.5.1. To foster harmonisation among registry operators and create confidence for regulators and end-clients, registry operator should aim to harmonise data fields in:

- Account registration and user data
- BCU issuance, transfer, and retirement data
- BCU retirement statement data
- Pick list values (e.g., feedstock, conversion process, reporting schemes)

See the table in Annex V, which provides a normative basis for data treatment for registry operators to adopt and further develop in cooperation with the RSB Secretariat and stakeholders.

**Note:** Future efforts will include details on data classification by data type and a corresponding data management process, as well as the development of an interface and database to exchange information on BCU issuances and their underlying certification to reduce the risk of double counting.

G.5.2. Legal harmonisation of recognised registries is a future endeavour and not part of the current *RSB Book & Claim Recognition* procedure requirements. However, issues that need to be evaluated and discussed among stakeholders to establish a legal foundation for a registry ecosystem include

- Legal ownership and transfer of BCUs
- Commercial agreements and claims
- Registry account roles and responsibilities
- Compliance with national and international regulatory bodies
- Treatment of certification non-compliance scenarios
- Data treatment and confidentiality
- Intellectual property
- Data retention policy

## G.6. Recognition Application

The following sections outline the formal procedure to apply for the *RSB Book & Claim Recognition*.

G.6.1. Attaining *RSB Book & Claim Recognition*, a cornerstone of impartial credibility, does not mandate RSB membership initially. As the recognition procedure evolves, the RSB will evaluate the appropriateness of membership requirements in accordance with its [Articles of Association](#) and operator profiles. Operators have the option, at this stage, to [apply for membership](#), offering them privileged access to RSB initiatives and engagement in current stakeholder discussions concerning targeted use case requirements and implementation.

G.6.2. Applying for *RSB Book & Claim Recognition* requires sending a formal request to the contact details specified in Section F.



- G.6.2.1. The RSB Secretariat and the applying registry operator shall sign an NDA for mutual protection during and after the recognition process.
- G.6.2.2. Any application submitted for consideration shall include the completed application information (see Annex III). Upon approval, the RSB Secretariat will commence the agreement signing process and issue an invoice for the application fee (see Section 0). After payment of the fee, the application proceeds to stakeholder consultation.
- G.6.2.3. The applying operator has six (6) months from the date of signing the agreement to become recognised and to submit the third-party audit report. The RSB Secretariat will only grant one (1) resubmission (in total two submissions) to meet minimum requirements set out in the *RSB Book & Claim Recognition* procedure. If those timelines cannot be met, no paid fees will be reimbursed, and a new application to receive *RSB Book & Claim Recognition* must be submitted.
- G.6.3. Stakeholders will support in identifying risks associated with new registry operator joining the ecosystem.
  - G.6.3.1. Upon applying for *RSB Book & Claim Recognition*, stakeholders from the Book & Claim Platform and recognised registries can anonymously provide feedback in a call for comments within two (2) weeks of the consultation request to highlight risks related to reputation, operations, and maturity.
  - G.6.3.2. The RSB Secretariat will collate feedback and engage in comprehensive deliberations to further discuss and validate highlighted issues.
  - G.6.3.3. The RSB Secretariat shall then submit the application to the RSB Board for approval, which shall decide whether to reject the application or to proceed with the subsequent procedures.
- G.6.4. Registry operators applying for *RSB Book & Claim Registry Recognition* must comply with the latest published versions of the *RSB Book & Claim Manual* and *RSB Book & Claim Registry Recognition* procedure system requirements. The third-party auditor shall use any and all effort necessary to evaluate compliance or non-compliance and submit a report.
  - G.6.4.1. The third-party auditor validates compliance with the *RSB Book & Claim Manual* checklist (see Annex I).
  - G.6.4.2. The third-party auditor validates compliance with the *RSB Book & Claim Registry Recognition* procedure system requirements checklist (see Annex II) against the most recent registry version information.
  - G.6.4.3. The registry operator shall provide the third-party auditor with the evidence requested to assess all recognition requirements. A list of examples of information expected to be available for the audit can be found in Annex IV.
  - G.6.4.4. The third-party auditor report includes the information of the start and end date of the audit, all identified non-compliances, proposed corrective actions, address where the audit was conducted, audit participants and list of audited information.

**Note:** The RSB Secretariat will furnish contact details for an accredited third-party auditor possessing requisite experience set out in *Procedure CBs and Auditors [RSB-PRO-70]*. It is advisable for the applying

registry operator to promptly seek a quote and ascertain the third-party auditor's availability to prevent process delays.

- G.6.5. The operator is accountable for granting the third-party auditor and technical specialists access to the registry upon request, encompassing all necessary data for checklist validation and report compilation. A single report, submitted to the RSB Secretariat, should detail the extent of fulfilment for each checklist item, along with comments, evidence sources and concerns.
- G.6.6. Areas where the registry operator does not meet the requirements of the *RSB Book & Claim Recognition* procedure shall be defined by the third-party auditor as either:
- Observations: no action required
  - Minor non-compliance: six (6) months to resolve the issue
  - Major non-compliance: must be closed before recognition
- G.6.6.1. If one or more major non-conformities are found, recognition cannot be granted and the third-party auditor shall elucidate the cause of each non-compliance. The registry operator shall provide additional evidence to the same third-party auditor who completed the initial audit report to rectify all non-conformities. The auditor shall repeat the audit and resubmit a new audit report, or an addendum to the original report detailing corrective actions (see Section G.6.2.3. for timelines).
- G.6.6.2. In case of minor non-conformities, subject to RSB Board's approval, the registry operator receives provisional *RSB Book & Claim Registry Recognition*. Within twelve (6) months, evidence of minor non-compliance resolution must be provided, along with the third-party surveillance audit report (see Section G.6.10.) addressing these. Successful resolution leads to full recognition. Failure to submit the report by the deadline results in loss of provisional recognition without fee refund.
- G.6.7. For any audit (main audit or surveillance audit), the third-party auditor shall submit the following documents to the RSB Secretariat:
- Public summary report
  - Audit report including audit checklists
  - Addendum to original audit report detailing corrective actions, if applicable

**Note:** The RSB Secretariat will revise *Procedure CBs and Auditors [RSB-PRO-70]* to reflect specific requirements set out by the recognition procedure.

- G.6.8. After receipt of the third-party audit report by the RSB Secretariat, a final check of completeness will be conducted to ascertain compliance. The RSB Secretariat will respond latest within 1 (one) month including next steps, such as submitting the application for approval to RSB Board or requesting resubmission of the audit report with resolved non-conformities.
- G.6.8.1. The RSB Secretariat will submit a recommendation to the RSB Board for recognition of the operator's registry.
- G.6.8.2. The RSB Board meets on a quarterly basis and will grant *RSB Book & Claim Recognition* if the majority of votes are in favour.
- G.6.8.3. If the RSB Board fails to reach a majority and denies *RSB Book & Claim Recognition*, the reasons for the decision shall be transparently articulated. The RSB Secretariat shall communicate these concerns to the registry operator. The registry operator retains the right to contest the decision by formally responding to the reasons presented. The RSB Board will then review the appeal and reconsider the application for recognition.
- G.6.9. *RSB Book & Claim Recognition* is given for two (2) years.
- G.6.9.1. The *RSB Book & Claim Recognition* process initiates with the registry operator's application (see Section G.6.2.) to the RSB Secretariat and concludes upon RSB Board's approval. Successful completion leads to official recognition, confirmed by a formal response from the RSB Secretariat. Following this, an invoice for the first year's recognition fee will be issued, due within one (1) month from the invoice date.
- Note:** *RSB Book & Claim Recognition* is based on an actual state of the operator's registry. Please refer to Section G.8. highlighting the registry operator's reporting requirements when updating or modifying the system.
- G.6.9.2. The public summary report will be made available on the RSB website.
- G.6.9.3. It is the right of the RSB Board, by majority vote, to withdraw recognition if the registry operator fails to comply with the requirements or acts against the interest and purpose of the *RSB Book & Claim Recognition*. It is the role of the RSB Secretariat to assess and bring to the attention of the RSB Board any concerns that may not necessarily be raised during the audit.
- G.6.9.4. The recognised registry operator may make claims as defined in Section I.
- G.6.10. The surveillance audit is an intermediate and limited evaluation after six (6) months, and another twelve (12) months before renewal of recognition is required (see Section G.7.). The third-party auditor shall use any and all effort necessary to evaluate compliance or non-compliance and submit a report within one (1) month of the surveillance audit periods.
- G.6.10.1. Based on system changes made by the registry operator since the last audit, previously identified minor non-compliances to be addressed and rapidly evolving information and security standards, the third-party auditor shall perform a limited evaluation of the requirements set out in Section G.6.4.
- G.6.10.2. The surveillance audit report shall include:
- The information required in Section G.6.4.4.

- A summary of system changes made since the last audit.
- A summary of the BCU registration volume for the previous two (2) years.

G.6.10.3. If the registry operator fails to submit the surveillance audit reports to the RSB Secretariat within one (1) month, their *RSB Book & Claim Recognition* will be suspended. In special cases, the registry operator can seek a deadline extension from the RSB Secretariat. It is solely up to the discretion of the RSB Secretariat to grant such an extension. In addition, the registry operator may resubmit the reports once, in case information was missing or incorrectly reported.

G.6.10.4. In case of non-compliance the ruling from Section G.6.6. shall apply.

G.6.10.5. In the absence of any reported non-compliance, the RSB Secretariat will provide a formal response and issue an invoice for the second year's recognition fee. This invoice must be settled within one (1) month from the date of issuance.

**Note:** When changes or updates are introduced to the recognised registry, Section G.8. outlines the necessary steps for the operator and the associated reporting requirements.

## G.7. Recognition Renewal

The validity of *RSB Book & Claim Recognition* is two (2) years. The registry operator shall apply for renewal before the end of the validity period to avoid any interruption of the recognition.

The RSB Secretariat will send a notification to the registry operator approximately two (2) months before the end of the recognition period. The registry operator shall send a response to the RSB Secretariat regarding its intention to continue to hold *RSB Book & Claim Recognition*.

**Note:** Unless explicitly described in this section, the guidelines in Section G.6. shall apply.

G.7.1. If the registry operator intends to maintain the *RSB Book & Claim Recognition*, the registry operator has one (1) month after the two (2) year *RSB Book & Claim Recognition* period to submit the following documentation to the RSB Secretariat:

- A signed agreement confirming the intention to maintain recognised book and claim registry status, including acceptance of recognition fees.
- Submission of the third-party audit report, encompassing completed and validated checklists, and BCU registration volume for the initial twelve (12) month period of the recognition and the subsequent twelve (12) month period to the end of the previous recognition period (24 months in total).

G.7.2. With a positive audit report (no major non-compliances) and receipt of all required documentation by the RSB Secretariat, no further approval by the RSB Board is required to extend the *RSB Book & Claim Recognition* period of two (2) years and will be confirmed by a formal response from the RSB Secretariat. Following this, an invoice will be issued for the next year's recognition fee, due within one (1) month of the invoice date.

- G.7.3. The registry operator shall keep all records necessary for the third-party auditor to verify information relating to the previous two (2) year recognition period including change management activities (see Section G.8.) or audit information (see Section G.6.4. and G.6.10.) communicated to the RSB Secretariat.

## G.8. Change Management

A structured approach is important to help recognised registries to transition from an outdated state to an actual state. It involves planning, implementing, and monitoring changes, as well as communicating with stakeholders to ensure that desired outcomes are achieved.

### G.8.1. *RSB Book & Claim Recognition* procedure changes

In case of changes to the *RSB Book & Claim Recognition* procedure, the following shall apply:

- G.8.1.1. The applicable *RSB Book & Claim Manual* version of the *RSB Book & Claim Recognition* is referenced in Section G.1. The RSB Secretariat will inform recognised registry operators of changes to the *RSB Book & Claim Manual* upon public release.

**Note:** Recognised registry operators are likely to be aware of the changes from stakeholder consultations and are encouraged to participate actively in the process.

- G.8.1.2. With each new version of the *RSB Book & Claim Manual*, the *RSB Book & Claim Recognition* procedure will be revised if recognition requirements are affected.
- G.8.1.3. Major revisions of the *RSB Book & Claim Recognition* procedure that change the definition of a term or the content, interpretation or implementation require the approval of the RSB Board.
- G.8.1.4. Minor modifications of the *RSB Book & Claim Recognition* procedure that improve or clarify the language or provide guidance notes that do not fundamentally change the content of a requirement may be done on the sole discretion of the RSB Secretariat.
- G.8.1.5. The RSB Secretariat will inform recognised registries of changes to the *RSB Book & Claim Recognition* procedure after publication. Registry operators have six (6) months to implement new requirements. Recognised registry operators are advised to incorporate changes for an upcoming audit, even if the date precedes the end of the implementation period.
- G.8.1.6. New applications from registry operators seeking recognition, or current recognition holders in their audit, shall always refer to the latest version of the *RSB Book & Claim Manual* and the *RSB Book & Claim Recognition* procedure.

## G.8.2. RSB Recognised registry system changes

A book and claim registry is an application that may receive technical updates on a regular basis. This is common and there are no restrictions as long as all conditions of the *RSB Book & Claim Recognition* procedure continue to be met. In the event of a recognised registry update (beyond minor bug fixes), the following procedure shall apply to operators:

- G.8.2.1. The registry operator shall check against the checklists in Annex I and Annex II to ensure that all requirements of the *RSB Book & Claim Recognition* procedure are still met before releasing the updated registry.
- G.8.2.2. Should point G.8.2.1 requirements remain unmet, the registry operator can make the necessary corrections before releasing the updated registry or notify the RSB Secretariat of the non-compliance prior to release, resulting in withdrawal of the recognition. No recognition fees will be refunded for the current recognition period.
- G.8.2.3. A recognised registry operator may opt for an early audit, e.g., after significant updates ensuring compliance with the *RSB Book & Claim Recognition* procedure. The remainder of the current recognition period will be credited pro rata towards the new recognition period. All other fees as defined in Section 0 shall continue to apply.
- G.8.2.4. If during an audit a non-compliance is discovered due to a registry update introduced after the previous audit, the third-party auditor shall report the non-compliance to the RSB Secretariat.
- G.8.2.5. In case of one or more major non-compliances the following course of correction shall apply to meet the recognition requirements within ninety (90) days of the audit closing meeting:
  - The registry operator shall determine the root cause of the non-compliance.
  - The registry operator shall define corrective actions.
  - The registry operator shall define the timeline for implementing the corrective actions.
  - The third-party auditor shall monitor and collect evidence that the major non-compliance has been resolved.
  - The third-party auditor shall submit all documentation according Section G.6.4.
- G.8.2.6. In case of minor non-compliances, the ruling of Section G.6.6.2. applies.
- G.8.2.7. In case the registry operator fails to comply with the requirements to resolve the non-compliance, the registry operator will lose its recognition status and must re-apply for recognition (see Section G.6). No paid fees will be refunded.
- G.8.2.8. The registry operator shall maintain a change log of all registry system updates.

## G.9. Recognition Withdrawal

Holding *RSB Book & Claim Recognition* signals confidence in compliance with RSB's robust procedures and standards. Recognition may be withdrawn voluntarily by the registry operator or involuntarily by the RSB.

G.9.1. No further claims shall be made by the registry operator or its users if recognition is withdrawn.

G.9.1.1. If the registry operator wishes to withdraw or suspend *RSB Book & Claim Recognition*, the registry operator shall immediately inform the RSB Secretariat.

G.9.1.2. When losing *RSB Book & Claim Recognition*, the registry operator shall

- immediately stop using communication claims defined in Section I
- immediately stop using any of the RSB trademarks,
- not carry out any activities related to RSB recognition,
- identify all user and external third-parties affected and notify them of the suspension of its recognition within three (3) business days

**Note:** No paid fees will be refunded after withdrawal or suspension.

G.9.2. The *RSB Book & Claim Recognition* procedure will continue to evolve. Registry operators will be excluded from all technical consultations, and solutions that have been put in place to overcome book and claim system challenges.

## H. Fee Structure

With the official application (see Section G.6.2.) to achieve *RSB Book & Claim Recognition*, the applying registry operator accepts the fees outlined in this section.

The renewal of the *RSB Book & Claim Recognition* occurs after twenty-four (24) months.

The application fee includes maximum two (2) audit (see Section G.6.2.3.) and two (3) surveillance audit (see Section G.6.10.) report submissions per application. Any additional audit or surveillance audit report review by the RSB Secretariat will incur additional fees.

The recognition year runs from 1 January through to 31 December of the same year. New registries that achieve *RSB Book & Claim Recognition* pay a pro-rated recognition fee based on the number of quarters, or partial quarters of active recognition during the first year. For example, a registry becoming recognised in March would pay full recognition dues whereas a registry becoming recognised in April would pay 75%.

Fees are due within one (1) month of receipt of the invoice. If the recognition fee is not paid by the end of the recognition year at the latest, the registry recognition will be revoked.

### Recognition Admin Fees

Application	once	\$	3,500
Renewal	once	\$	2,500
Additional audit review	each submission	\$	1,000
Third-party audit	not included and to be requested from auditor directly		

### Annual Registry Recognition Fee\*

BCU registrations	annual volume < 20,000 t	\$	10,000
BCU registrations	annual volume 20,000 t - 100,000 t	\$	20,000
BCU registrations	annual volume > 100,000 t	\$	35,000

\* referring to registered neat SAF & SMF volumes of the previous year

**Note:** If no BCU registrations were performed in the previous year, the smallest recognition fee applies.



## I. Claims

Holding *RSB Book & Claim Recognition* does not confer any sustainability claims for products traded within a book and claim system. Rather, it is intended to signal confidence in compliance with RSB's robust processes and standards by reducing systematic risks such as double issuance, double use and double claiming.

Participating operators carrying *RSB Book & Claim Recognition* (excluding those still in the application process) may use the RSB trademarks for **aviation sector related communications** (e.g. internet, email signature, signboards, corporate documents, brochures, leaflets, etc.) as follows:

- a) Recognised registry operator: Registry operators may put the RSB Recognised logo on their retirement statement (only with reasonable assurance level of underlying certification) and the following claim in their communication and documentation related to the *RSB Book & Claim Recognition*:

**“RSB-recognised book and claim registry operator.”**

**“Achieving RSB's Book & Claim Recognition verifies compliance with operational, systematic and technical standards to advance registry harmonisation and credible claims.”**

- b) Recognised registry account holders: Companies and their users that have an account with an RSB recognised registry may use the following claim in their communication:

**“Account holder of an RSB-recognised book and claim registry” or “Conducting transactions using an RSB-recognised book and claim registry.”**

- c) RSB approved registry auditor: Registry auditors auditing the requirements of the *RSB Book & Claim Recognition* may use the RSB main logo together with one of the following claims in their communication:

**“Supporting RSB's Book & Claim Recognition by auditing minimum procedural, systematic, and technical standards for book and claim to evolve registry harmonisation and credible claims.”**

Approved registry auditors may use an equivalent claim of their choice upon prior written agreement by the RSB Secretariat.

**RSB Book & Claim Recognition logo suggestion (logo to be requested from RSB Secretariat):**



**Note:** The RSB uses the term “book and claim” (lower case, no ampersand) in a general context and “Book & Claim” or “B&C” (capitalised, used of ampersand) in conjunction with an RSB term, such as *RSB B&C Manual* or *RSB Book & Claim System*.

**Note:** Documentation and use of RSB trademarks in the book and claim chain-of-custody model will be transferred to *Procedure for Claims [RSB-PRO-50-001]* in one of the next revisions.

## Annex I. RSB Book & Claim Manual Checklist

RSB Book & Claim Manual reference: RSB-PRO-20-001-001 RSB Book and Claim Manual V3.0			
Audited registry version reference:			
Reference Section (RSB Manual)	Requirement	Evaluation (C/NC/NA)	Comments / description of evidence (documents, records, etc.)
<b>G.1.1. Requirements Related to Products Eligible for Registration</b>			
2.1.	Applicable certification schemes		
2.2.	Valid Chain of Custody (Trader) certification with book and claim scope		
<b>G.1.2. Requirements Related to Product Registration</b>			
2.4.	BCU neat amount clarification		
2.7.	Merging of batches		
2.8.	BCU registration after blending or certification as drop-in (2.8.1)		
2.9.	LCA for product delivery		
2.10.	BCU registration document requirements		
2.11.	Proof of Sustainability (PoS) data integrity		
2.12.	Proof of Sustainability (PoS) information		
2.13.	Proof of Sustainability (PoS) information for CORSIA eligible SAF		
2.14.	Proof of Compliance (PoC) information		
<b>G.1.3. Requirements Related to Inventory Balancing as being part of the registry operator's T&amp;Cs</b>			
2.15.	Mass balance system withdrawal		
2.16.	Inventory recordings		
2.17.	Incoming certified and forwarded certified product inventory		
2.18.	Balance monitoring of certified material		
2.19.	Avoidance of double counting using different CoCs		
2.20.	Avoidance of certified material deficits		
<b>G.1.4. Requirements for the Transferring of Product Units</b>			
3.2.	BCU uniformity		
3.4.	Transfer of BCUs limited to other system users		
<b>G.1.5. Requirements for the Retiring of Product Units</b>			
4.1.	No negative account balance		
4.2.	BCU retirement request		
4.3.	BCU retirement expiration period		
4.4.	BCU retirement by transport service provider		
4.5.	BCU retirement by non-transport service provider		
4.6.	Merging of BCU batches into one retirement statement		
4.7.	Minimum information on retirement statement		
4.9.	Public availability of retirement statement		
4.10.	BCU trading restriction after retirement		
<b>G.1.6. Requirements related to Double Counting and Claiming</b>			
6.3.	National incentive declaration		

## Annex II. System Audit Checklist

RSB Book & Claim Recognition reference: RSB-PRO-20-001-002 RSB Book and Claim Recognition V1.0			
Audited registry version reference:			
Reference Section (RSB Recognition)	Requirement	Evaluation (C/NC/NA)	Comments / description of evidence (documents, records, etc.)
<b>Independence</b>			
G.4.1.1.	The registry operator shall have regulatory independence from legal requirements to reduce emissions from the same value chain.		
G.4.1.2.	The registry operator shall be commercially independent and shall not participate in any market they serve without adequate protections to ensure the integrity of that market, that market abuse is avoided, and that access is fair and open to all.		
<b>Accountability</b>			
G.4.2.1.	To ensure account ownership, the registry shall reliably collect and store evidence or implement a secure and reliable external solution.		
G.4.2.2.	The registry operator shall verify the identity, suitability and risks of organisations using an appropriate Know Your Customer (KYC) or Know Your Business (KYB) process that checks information such as a valid bank account, company registration number, tax identification number, trade register number, address, etc.		
G.4.2.3.	The registry operator shall ensure that the information provided by organisations using the registry is accurate and up-to-date.		
G.4.2.4.	Every company, including parties mentioned on the retirement statement, shall hold a registry account or at least verify its identity and I agree to the terms and conditions directly with the registry operator.		
<b>Authentication</b>			
G.4.3.1.	The registry has a robust authentication procedure during registration or login.		
G.4.3.2.	Only authorised users can access registry account profiles.		
G.4.3.3.	Multi-factor authentication is implemented.		
<b>Authorization</b>			
G.4.4.1.	The registry has role-based registration and access control.		
G.4.4.2.	Different privileges are granted to users based on their roles and responsibilities.		
G.4.4.3.	The registry verifies a valid product and trader certification for the supplier during BCU registration.		
G.4.4.4.	The registry provides certification body auditors an access to account data and log files if requested.		
<b>Database</b>			
G.4.5.1.	The registry operator has implemented robust security measures to protect the data it holds from unauthorised access, alteration or loss.		
G.4.5.2.	The registry tracks the complete history of transactions (registration, transfer, and retirement) of BCUs and split units.		
G.4.5.3.	The registry stores complete records of account information and ownership.		
<b>Data encryption</b>			
G.4.6.1.	The registry encrypts all sensitive data - any information that, if disclosed, accessed, or compromised, could result in harm, privacy violations, financial loss, or damage to individuals or organisations - using industry best practices.		
G.4.6.2.	User credentials and BCU transaction details are treated as sensitive data.		
<b>Data integrity</b>			
G.4.7.1.	The registry implements measures to prevent data tampering, including data hashing and digital signatures.		
G.4.7.2.	The registry checks the status of underlying certification at issuance of a BCU.		
G.4.7.3.	The registry ensures the accuracy of data, such as account balances.		
G.4.7.4.	Automated checks prevent double spending of BCUs to ensure that BCUs that have been issued can be only retired ones.		
G.4.7.5.	The registry records the minimum required data fields according to Section 3 of the RSB B&C Recognition.		
G.4.7.6.	Retirement statements or any other form of minimum required data are available on a public website.		
<b>Logging and auditing</b>			
G.4.8.1.	The registry maintains an event log file about network traffic and usage, such as login attempts, failed password attempts, and application events of all user activities and transactions for auditing purposes.		
G.4.8.2.	The logs are secure and tamper-evident.		
<b>Compliance with security standards</b>			
G.4.9.1.	The registry complies with relevant security and data standards, including information security in accordance with the practices described in ISO 27001 (not necessarily certified), the Payment Card Industry Data Security Standard (PCI DSS), and the General Data Protection Regulation (GDPR) or other equivalent international standards, where applicable.		
G.4.9.2.	The registry has a suspension function to prevent either individual accounts or all accounts from further registrations or transactions in the event of an emergency or accident.		
G.4.9.3.	The registry operator has put in place and published Terms & Conditions that system users must agree to comply with.		
<b>Regular security updates</b>			
G.4.10.1.	The registry operator has a process in place to conduct regular penetration tests to identify potential vulnerabilities.		
G.4.10.2.	The registry operator has a well-defined code deployment process as part of their overall system maintenance, ensuring the regular and systematic update of the system with the latest security patches and updates.		
G.4.10.3.	The registry operator has put in place an IT Security Policy.		
<b>Disaster recovery</b>			
G.4.11.1.	The registry operator has put in place a disaster recovery plan.		
G.4.11.2.	Data backup and recovery are ensured in the event of a system failure or disaster.		
G.4.11.3.	The registry operator is able to reproduce all transactions from backup files.		
<b>User support</b>			
G.4.12.1.	Users are provided with support or documentation on security best practices.		
G.4.12.2.	Users are provided with support to resolve any queries or problems.		
G.4.12.3.	Users are provided with documentation (e.g. rulebook) that enables a clear understanding of the user journey and traceability service including information on account and unit types, and transaction and retirement procedures.		

## Annex III. Application Information & Evidence

An application to achieve *RSB Book & Claim Recognition* shall include the following information:

- Cover letter
- Brief description of the organisation and registry
  - Type of system users and account roles
  - Supported certification
  - Last year's BCU issuance volume if applicable
- Details of the legal entity registering with RSB
  - Organisation name
  - Organisation website
  - Mailing address (street, city, postal code, country, state/province)
  - Billing address, if different
- Primary contact on behalf of the legal entity
  - First name
  - Last name
  - Job title
  - Email
- Technical contact, if different from other contacts
- Billing contact to whom RSB will send invoices, if different from other contacts
- Communications & Marketing contact, if different from other contacts
- Acceptance of the conditions outlined in the *RSB Book & Claim Recognition* procedure

All information shall be submitted to the email listed in Section F.

## Annex IV. Registry Documentation

Related information that can provide evidence to comply with of *RSB Book & Claim Recognition* procedure requirements:

- Description of the registry structure
- Diagram of the registry modules and components and how each module relates to the requirements
- List of parameters used and how are those parameters entered in the system and controlled
- Internal procedures for changes, corrections, approvals, etc.
- Internal responsibility structure and management control systems
- Stakeholder communication channels and expected timelines,
- Internal procedures to comply with all requirements.

## **Annex V. Data fields**

see file “23-08-09 RSB Recognition - Data Book.xlsx”