


**MANAGEMENT SYSTEM CERTIFICATION**
**ADDITIONAL REQUEST FOR INFORMATION (RFI)  
RSPO SUPPLY CHAIN CERTIFICATION SCHEME**
**1. CUSTOMERS & SUPPLIERS**

 Are you member of RSPO?  Yes  No

RSPO Membership No. : \_\_\_\_\_

Organization : \_\_\_\_\_

Name the supplier(s) and membership number(s)

Supplier(s)	Membership No.	Location	Product(s)

**2. INFORMATION ABOUT SITE(S) SEEKING CERTIFICATION**

2.1 Please specify the entity seeking RSPO Supply Chain Certification. (If more than one site, please provide a separate list.)

(a) Name of Entity : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Activity : \_\_\_\_\_  
 Site Built-up Area : \_\_\_\_\_  
 No. of Employees : \_\_\_\_\_  
 Type of manufacturing : Mill / Crusher / Refinery / Biodiesel plant / Primary Oleochemical manufacturer / Secondary Oleochemical manufacturer / End product manufacturer / Food service company (to delete whichever not applicable)

(b) Name of Entity : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Activity : \_\_\_\_\_  
 Site Built-up Area : \_\_\_\_\_  
 No. of Employees : \_\_\_\_\_  
 Type of manufacturing : Mill / Crusher / Refinery / Biodiesel plant / Primary Oleochemical manufacturer / Secondary Oleochemical manufacturer / End product manufacturer / Food service company (to delete whichever not applicable)

2.2 Model of the supply chain used (and claim):

 Identity Preserved (IP)  Segregated (SG)  Mass Balance (MB)  Book and Claim (BC)

2.3 Type of certification/audit:

 Single site (individual processing facility with own supply chain management)  Multisite (similar processing facilities with one supply chain management)


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2.4 Has the facility purchased or has carried out transactions in RSPO certified oil palm products?  Yes  No

2.5 Is the facility physically handling the RSPO certified oil palm products?  Yes  No

2.6 Applicable to multisite operations

(a) Is there a single management organization controlling the processing facilities (sites) – Central Office?  Yes  No

If yes, please state the name and address of the organization:

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(b) Number and list of all processing facilities (sites):  
(Please provide list as attachment.)

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(c) Is the supply chain management (e.g. SOPs) similar at each of the processing facilities (sites)?  Yes  No

(d) The issuance of purchase and sales-related documents is by?

Single management organization (control office)  Individual processing facility

**3. INFORMATION ON PRODUCT/PROCESS TO BE CERTIFIED**

3.1 Describe the scope of your company's activity for which certification is sought. (Indicate the final product(s)/ process(es) for which supply chain is applied for). In the case of multisite operations, please indicate the scope at each group of processing facility.

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3.2 List range of products/processes to be covered by the certification and attach the process flow chart for the products involved. In the case of multisite operations, please provide the information at each grouping of processing facility.

No.	Product	Process


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3.3 Does the facility use outsourced activities and/or conduct trading?

		If Yes, please specify
Trading activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Model used: _____
Outsourcing activity	<input type="checkbox"/> Yes <input type="checkbox"/> No	Model used: _____ Type of outsource activity: <input type="checkbox"/> Tolling <input type="checkbox"/> Transportation <input type="checkbox"/> Warehousing <input type="checkbox"/> Storage <input type="checkbox"/> Packaging <input type="checkbox"/> Others: _____ _____

3.4 Have any of the outsourced activities been certified to RSPO Supply Chain Certification Scheme?

No.	Product/Activity	Name and Address of Sub-Contractor	Agreement/Certification (Yes/No)

3.5 Input or raw material used (for example CPO, etc.)

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3.6 Source of certified raw material

(a) Domestic Source (Provide names and certificate numbers):

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(b) Imported Source (Provide names and certificate numbers):

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#### 4. OTHER INFORMATION

4.1 (a) Target date for Document Review Audit : \_\_\_\_\_

(b) Target date for On-Site Audit : \_\_\_\_\_

4.2 Traveling mode, time and distance to the site from the nearest airport:

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**Thank you for your co-operation in completing this RFI. Please ensure that all information requested have been provided to expedite the processing.**