



## MANAGEMENT SYSTEM CERTIFICATION

### RSPO SUPPLY CHAIN PRE-CERTIFICATION CONTRACT

1. Name of Company : \_\_\_\_\_
2. Company Address : \_\_\_\_\_
3. Contact Person : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Fax : \_\_\_\_\_  
Email : \_\_\_\_\_
4. RSPO Membership No. : \_\_\_\_\_
5. Scope of certification : \_\_\_\_\_  
\_\_\_\_\_
6. Model of the supply chain used:  
 Identity Preserved (IP)  Segregated (SG)  Mass Balance(MB)  Book and Claim (BC)
7. Date of Audit and Duration : \_\_\_\_\_
8. Cost of RSPO Supply Chain Certification – as per the agreed quotation in Appendix 1.
9. Declaration and Undertaking:  
*I hereby declare and agree:*
  - (a) that the information provided in the Request for Information (RFI) previously submitted is still valid;
  - (b) to abide by the Terms and Conditions on RSPO Supply Chain Audit in Appendix 2;
  - (c) to the processes involved in the conduct of RSPO Supply Chain Certification by SIRIM QAS International Sdn. Bhd. and we may object to the audit processes with justification;
  - (d) I hereby undertake to pay all fees/costs connected to this RSPO Supply Chain Certification;
  - (e) I shall never make any claims concerning certification unless we receive written confirmation on the certification registration and its expiry date from SIRIM QAS International Sdn. Bhd.; and
  - (f) I understand that further questions concerning the RSPO shall be directed to the RSPO Secretariat.
10. I enclose herewith a cheque (No. \_\_\_\_\_ dated \_\_\_\_\_ for RM \_\_\_\_\_)  
made payable to SIRIM QAS International Sdn. Bhd. being the application fee as quoted in quotation



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Signature of the Company's authorized representative:

Company Stamp:

\_\_\_\_\_  
Name :

Position :

Date :

Please return a duly completed application form to:	For SIRIM QAS International's use only
<p><b>Head</b> <b>Food, Agriculture and Forestry Section</b> <b>Management System Certification Department</b> <b>SIRIM QAS International Sdn. Bhd.</b>(199601037981 (410334-X)) <b>Building 4, SIRIM Complex</b> <b>No. 1, Persiaran Dato' Menteri</b> <b>40700 Shah Alam</b> <b>Selangor Darul Ehsan, Malaysia</b> <b>Tel: 603-5544 6493/6347</b> <b>Email: <a href="mailto:syazwani@sirim.my">syazwani@sirim.my</a> / <a href="mailto:pkloong@sirim.my">pkloong@sirim.my</a></b></p>	<p><b>Received by:</b> _____ <b>Name:</b> <b>Date:</b></p> <p><b>Verified by:</b> _____ <b>Name:</b> <b>Date:</b></p>

**TERMS AND CONDITIONS ON RSPO SUPPLY CHAIN AUDIT**

**1.0 RIGHTS AND OBLIGATIONS OF COMPANY**

1.1 The Company agrees to:

- 1.1.1 comply at all times with all the statutory requirements applicable to its scope of operation;
- 1.1.2 comply at all times with the Terms and Conditions of this Contract;
- 1.1.3 document and maintain a RSPO Supply Chain system in accordance with the requirements of the standard to which it is certified; including implementing appropriate changes when they are communicated by the scheme owner and/or the certification body;
- 1.1.4 make available copies of all or any part of documents related to the management and operations of the RSPO Supply Chain system including details and certification reports of any and all other certifications that are held by the Company (e.g. food safety, quality etc.) including the contact details for any and all other certification bodies involved with the Company for use by SIRIM QAS International representative(s) during audits and shall provide the same to SIRIM QAS International whenever required for reference purposes; and the documents shall be reproduced in their entirety or as specified in the certification scheme.
- 1.1.5 notify SIRIM QAS International within two (2) months from its occurrence of any changes of information contained in the above documentation in Clause 1.1.1 to Clause 1.1.4 including but not limited to change in legal, commercial or ownership status, name, address or location of facilities of the Company, scope of products, operations and model used under certification;
- 1.1.6 keep and make available records of all complaints in relation to the compliance of the certification requirements to the certification body when requested and the corrective actions taken relating to the activities and deficiencies found in products that are covered under the Scope of Certification;
- 1.1.7 permit representatives of SIRIM QAS International and the Accreditation Body to access the premises, as well as documents and records deemed necessary during working hours of an audit and/or witness assessment;
- 1.1.8 accept the right of SIRIM QAS International to conduct unannounced audit (due to complaint);
- 1.1.9 accept the right of the Accreditation Body to conduct witness assessment, compliance assessment, unannounced assessment, or any other special short notice assessment.

1.2 The Company has the right to appeal in relation to SIRIM QAS International assessment process including decision making with justification.



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#### 2.0 RIGHTS AND OBLIGATIONS OF SIRIM QAS INTERNATIONAL

##### 2.1 SIRIM QAS International shall:

- 2.1.1 provide all necessary information concerning the RSPO as a whole, RSPO Supply Chain Certification Systems, RSPO Guidelines on Communications and Claims including information on SIRIM QAS International's procedures relating to the conduct of RSPO Supply Chain Certification to the Company upon request;
- 2.1.2 review all submitted documentation by the Company to ensure that all elements of the respective Supply Chain Systems are addressed satisfactorily and fully meets the intent of the RSPO Supply Chain Certification Systems;
- 2.1.3 comply at all times with the ISO 17065:2012 accreditation requirements applicable to its scope of certification;
- 2.1.4 clarify areas of concern with the Company and proceed to conduct an onsite audit only when the organizational, management and operational systems fully meet the intent and all provisions of the RSPO Supply Chain Certification Systems;
- 2.1.5 conduct the on-site RSPO Supply Chain audit based on the requirements stipulated in the RSPO Supply Chain Certification Systems;
- 2.1.6 provide document and on site audit reports on the certification process against the RSPO Supply Chain Certification Systems; and
- 2.1.7 ensure that all non-conformities raised during the on-site audit are satisfactorily resolved before granting RSPO Supply Chain Certification.

#### 3.0 CONFIDENTIALITY

- 3.1 SIRIM QAS International shall not without the Company's written consent voluntarily disclose the Company's information obtained in confidence in the course of a RSPO Supply Chain audit.

#### 4.0 CONFLICT OF INTEREST

- 4.1 SIRIM QAS International shall implement provisions including legal arrangements to ensure that the RSPO Supply Chain auditors do not carry out any activities which may affect their independence or impartiality including imposing a requirement that the auditors shall not be assigned to audit the companies in which they have worked as an employee or advisor within the three (3) year period preceding the assignment.

#### 5.0 PAYMENT

- 5.1 The Company shall pay to SIRIM QAS International an application fee, annual fee all related costs for all audits undertaken by SIRIM QAS International with regard to the RSPO Supply Chain Certification of the Company and any additional costs incurred during the conduct of the RSPO Supply Chain audit including verification of corrective and/or preventive actions taken by the Company to address the non-conformities raised in the on-site audit.

**END OF CONTRACT**