Participant no.	Inspection organisation	Internal inspection report no. of the inspection organisation

Please enter all information legibly !!!

Operation/operating site (hereinafter referred to as operation):
(Stamp if applicable)

Company name: _____

Address: _____

_____

Person responsible: _____

Country: _____

Inspection information

Inspection date: _____ from _____ o'clock to _____ o'clock

Inspection type: ☐ Scheduled system inspection ☐ Follow-up inspection to inspect _____

Name of the inspector: _____

inspection scope EU☐ REDcert² ☐ EU + REDcert² ☐

Result of the inspection

Inspection result	Classification	Measures
100%	☐ **No non-conformities** REDcert requirements are completely satisfied	No corrective measures required
75 - 99%	☐ **Minor non-conformities** REDcert requirements are largely satisfied	Routine documentation, agree on corrective measures, check implementation
< 75 % or KO	☐ **Major non-conformity(ies)** REDcert requirements are not fulfilled	Send inspection report to REDcert and BLE (within 24h after the inspection) Follow-up inspection required

Follow-up inspection required? No ☐ Yes ☐ Proposed date: _____

☑ Proposed date:

_____ _____

Signature of the inspector

Signature of the system participant (person responsible)

For accuracy:

_____ _____

Date

Signature of the person responsible at the certification body

Lista kontrolna dotycząca konroli jednostek łącznikowych, magazynów i dostawców

numer uczestnika	nazwa organizacji kontrolnej	numer wewnętrzny raportu kontrolnego organizacji kontroli

Wszystkie dane prosimy wpisać czytelnie !!!

Przedsiębiorstwo / zakład (zwany dalej przedsiębiorstwem):
(lub pieczęć)

nazwa firmy: _____

adres: _____

_____

osoba odpowiedzialna: _____

Informacje na temat kontroli:

data kontroli: ..... od ..... godziny do ..... godzny

rodzaj kontroli: ☐ planowa kontrola systemowa ☐ kontrola dodatkowa .....

nazwisko kontrolera: _____

Wynik kontroli:

wynik kontroli	zaklasyfikowanie	działania
100%	☐ **bez odstępstw** Wymagania REDcert zrealizowano całkowicie.	Brak konieczności działań korygujących.
75 - 99%	☐ **niewielkie odstępstwa** Wymagania REDcert zreliozowano w znacznym stopniu	rutynowa dokumentacja, ustalenie działań korygujących, sprawdzenie ich realizacji
< 75 % lub KO	☐ **poważne odstępstwo (odstępstwa)** Nie zrealizowano wymagań REDcert	Przekazać raport kontrolny do REDCert oraz do Instytutu Rolnictwa i Wyżywienia (w terminie 24h od zakończenia kontroli) **Konieczność dodatkowej kontroli**

Konieczność dodatkowej kontroli? nie ☐ tak ☐ propozycja terminu: .....

☐ kopię otrzymano

_____ _____

podpis kontrolera

podpis uczestnika systemu
(osoba odpowiedzialna)

za zgodność:

_____ _____

data

podpis osoby odpowiedzialnej w jednostce certyfikującej

Checklist for the inspection of interfaces, storage facilities and suppliers

1. Information about the operation	
Company	
Group certification of warehouses/silos (sites) **(please also fill out 4!)**	☐
Group certification of farms **(please also fill out 5!)**	☐

2. Scope of application		
	EU	**REDcert²**
102 - farm	☐	
103 - point of origin	☐	☐
201 - first gathering point	☐	☐
202 - collector of waste/residues	☐	
301 - oil mill	☐	
302 - sugar mill	☐	
303 - biogas plant	☐	
304 - waste oil/fat treatment plant / fat melting plant	☐	
305 - bioethanol plant - no fuel quality	☐	
306 - waste recycling plant	☐	
308 - pulp factory - thin liquor	☐	
401 - oil mill/fat refinery (pure fuel / bioliquid)	☐	
403 - esterification plant	☐	
404 - hydrogenation unit	☐	
405 - bioethanol plant	☐	
406 - biogas plant (REA)	☐	
407 - biogas upgrading plant	☐	
409 - biomethanol unit	☐	
408 - pulp factory	☐	
601 - conversion unit		☐
501 - supplier before the last interface	☐	☐
502 - supplier after the last interface	☐	☐

503 - ETBE-plant	☐	
504 - MTBE-plant	☐	
505 - TAEE-plant	☐	

3. Date of initial operating:			
4. Number of affiliated warehouses/silos/sites :			
Inspected as part of the random inspection (square root of sites):			
		Name, Street, Post code, city	**Inspection date**
Sites visited (operating site and inspection date) Expand list if necessary or attach as an enclosure!	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
5. Number of farms supplying biomass / waste producers:			
Inspected as part of the random inspection (square root of farms / waste producers):			
		Farm Name, Street, Post code, city	**Inspection date**
Farms / waste producers visited (farm / waste producers and inspection date) Expand list if necessary or attach as an enclosure!	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		

6. Amount of the mass of solid, liquid or gaseous biomass or biofuel delivered as sustainable of the previous two calendar half-years				
		type	**amount**	**unit**
biomass Expand list if necessary or attach as an enclosure!	1			
	2			
	3			
	4			

Note: All fields are mandatory!

Key:
A=Complete compliance; B=Almost complete compliance, C=System requirements only partially satisfied,
D=System requirements not satisfied, N/A=System requirements not applicable

Name of the operation:		**Inspection date:**					
Consec. no.	**Criterion/requirement**	**Score**					**Comments/description of the inspected documents/records/certificates**
		A	**B**	**C**	**D/KO**	**N/A**	
1	**System principles**						
1.1	**General system requirements**						
1.1.1	Is there a written pledge to comply with the system requirements in the scope of application? (e.g. in the form of a certificate or contract with REDcert)						
1.1.2	Is the given interface consistent with the reported in the REDcert database?						
1.1.3	Are there contracts with third parties (sub-contractors, external service providers, intermediaries) that ensure that all of the information necessary to meet the requirements has been passed on?						
1.1.4	In case of use of transfer sites for waste and residues, was the status as a transfer site checked on-site at least once by the responsible certification body?						
1.1.5	Do no activities take place at the relevant transfer site (waste and residues), which would classify it as an operational unit (warehouse,/silo)? (N/A in case the transfer site was verifiably checked already in an earlier audit)						
1.2	**Organisational structure**						
1.2.1	Are the rights and duties clearly regulated and documented in writing?						
1.2.2	Are the people affected aware of their responsibilities?						
1.2.3	Has the operation appointed someone responsible for implementing and maintaining the QM system in relation to REDcert?						
1.3	**Staff qualification and training**						
1.3.1	Is it ensured that the people affected are aware of the legal requirements (requirements of Directive 2009/28/EC and the REDcert requirements) and have the knowledge (qualification) necessary to fulfil these requirements?						
1.3.2	Have the employees received the appropriate training (verification)?						

1.4	**Mass balance system**						
1.4.1	Has the operation introduced a suitable mass balance system that guarantees that the requirements of Directive 2009/28/EC and/or REDcert^2 are satisfied?						
1.4.2	Does balancing of sustainable biomass occur at permissible intervals defined by the operation?						
1.4.3	Is balancing of sustainable biomass documented and does it include the records necessary for the supplied biomass which has been changed in the internal process and forwarded?						
1.4.4	Is it ensured that in the mass balance system REDcert2 and REDcert-EU biomass is considered separately?						
1.5	**GHG calculation**						
1.5.1	Are all required documents up-to-date and complete? - The information about the actual GHG emissions is listed consistently for all elements of the formula in accordance with 2009/28/EC						
1.5.2	Is the GHG calculation method consistent with the method specified in the scheme principles for GHG calculation?						
1.5.3	Are the GHG calculations complete and transparent? (for individual GHG calculation: reference result of the greenhouse gas balance evaluated prior to this)						
1.6	**Documentation**						
1.6.1	Are the necessary records checked that they are up-to-date and complete and kept in a safe place?						
1.6.2	Are the records legible and is there a transparent link between the biomass and the records?						
1.6.3	Are the records kept in line with the valid inspection intervals and can they be provided?						
1.7	**Dealing with non-conformities**						
1.7.1	Is there a documented procedure for dealing with non-conformities and is it followed? Are corrective measures undertaken as quickly as possible?						
1.7.2	Are preventative measures formulated and implemented to prevent future non-conformities from occurring?						

1.8	**Reporting and passing on information**						
1.8.1	Are the purchasers of sustainable biomass provided with all required data and information?						
1.8.2	Is it guaranteed that this data is handled confidentially when passing on sensitive company-related information to downstream operations?						
1.9	**Group organisation and group administration (Only if the prerequisites for group certification are fulfilled!)**					☐ **N/A**	
1.9.1	Is there a central group administration responsible for the organisation and internal inspection of the group members?						
1.9.2	Is there an up-to-date and complete site registry?						
1.9.3	Is the group homogenous? Do the group members have similar production systems and products?						
1.9.4	Are the supply relationships transparent through agreements/ contracts/invoices?						
1.9.5	Is an internal check performed to determine whether new members fulfil system requirements before they can join the group?						
2	**Process step-specific requirements**						
2.1	**General requirements**						
2.1.1	Has the operation identified/defined and documented the sequence of processes in its own scope of application?						

2.2	**Incoming biomass**						
2.2.1	Is it clear from the records who conducted the inspection and verified the data and quantities upon receipt of sustainable biomass in the operation?						
2.2.2	Do the delivery documents contain the following for every quantity of sustainable biomass: - the name and address of the supplier/upstream operation - the certification number and the name of the certification scheme - the type of sustainable biomass received - the quantity of sustainable biomass - the date the sustainable biomass was received - the GHG emissions in grams of carbon dioxide equivalents per kilogram of dry matter of the sustainable biomass received (in the case of individual calculation or if requested by the recipient of the biomass) OR the information about which disaggregated or default values are to be applied to the sustainable biomass received - country of cultivation or origin of the biomass						
2.2.3	Are there purchasing contracts or other industry-relevant documents or documents similar to purchasing contracts?						
2.3	**Internal processes (processing and mixing)**						
2.3.1	Is every newly produced quantity of biomass from internal processes recorded in a mass balance system?						
2.3.2	Is the following data recorded: - type of internal process (e.g. pressing, refining, mixing of the sustainable biomass in tank storage, etc.) - quantity of sustainable biomass that went into the process - quantity of sustainable biomass that went out of the process - process and facility-specific conversion rates/conversion factors(kg/kg)/losses for intermediate products - process and facility-specific conversion rates/conversion factors (MJ/MJ)/ losses for end products - upstream emissions - allocation of the GHG emissions? - GHG emissions after allocation						

2.4	**Outgoing biomass**						
2.4.1	Is the following data recorded at a minimum and passed on to the downstream operation: - the certificate number and name of the relevant certification scheme - the type of sustainable biomass supplied - the date the sustainable biomass was supplied - quantity of sustainable biomass - the GHG emissions in grams of carbon dioxide equivalents per kilogram of dry matter of the sustainable biomass (in the case of individual calculation or if requested by the recipient of the biomass) OR the information about which disaggregated or default values are to be applied to the sustainable biomass - country of cultivation or origin of the biomass						
2.4.2	Do these records make it possible to establish a connection to the documented incoming biomass?						
2.4.3	Are the incoming and outgoing quantities of biomass plausible?						
3	**Step-specific requirements**						
3.1	**First gathering point / collection point waste and residues** ☐ **N/A**						
3.1.1	Were the self-declarations of the farms checked by the farms/waste producers for plausibility and completeness? If NUTS 2 values were used, they are to be specified for the dry matter per kg of outgoing biomass						
3.1.2	Is the assignment from the biomass to the respective farm / waste producers transparent?						
3.1.3	When the biomass is delivered from a farm, is the respective location of cultivation of the biomass documented?						
3.1.4	Does delivery from private households only take place under supervision through trained employees?						
3.1.5	Are the amounts collected from private households documented and are they plausible?						
3.1.6	Is it ensured in exclusive mechanical processing of wastes/residues, that the waste declaration (waste code, AVV-No.) is identical for incoming and outgoing biomass?						

3.2	**Other interfaces (oil mills, esterification facility, hydrogenation or co-hydrogenation facility, bioethanol/biogas plants**						☐ **N/A**
3.2.1	Are the system requirements satisfied when sustainability certificates are issued?						
3.2.2	Are the certificates issued complete and correct? Do they correspond to the predefined template?						
3.2.3	Are the sustainability certificates and the documents required for their issuance kept for at least 10 years?						
3.2.4	Does the last interface calculate the greenhouse gas emission saving? Are the calculations complete and transparent? Are all required records available upon request? The last interface supplying biofuel or bioliquid provides information on whether the biofuel or bioliquid was produced in an installation that was in operation on or before 5 October 2015.						
3.3	**Suppliers after the last interface**						☐ **N/A**
3.3.1	Is a partial sustainability certificate issued for every delivery of biomass after the last interface?						
3.3.2	Does the mass balance system of the supplier ensure that the information from the sustainability certificates received is correctly transferred when issuing partial sustainability certificates (both when biomass is divided up into smaller quantities as well as mixed)?						

Evaluation of the inspection results	**A**	**B**	**C**	**D**	**N/A**	**KO (no certificate)**
Number of evaluations	**0**	**0**	**0**	**0**	**0**	**0**
Total of all evaluations (not including N/A evaluations)			**0**			
Inspection results as a %						
Number of points (A=20 pts, B=15 pts, C=5 pts, D=0 pts, N/A=0 pts, KO = no certificate)	**0**	**0**	**0**	**0**	**0**	
Total of all points			**0**			
Max. number of points			**0**			
Inspection result as a % (total of all points divided by the max. number of points * 100)						

		Score			Inspection of implementation of the corrective measures by the auditor				
No.	Criterion/ requirement	B	C	D/KO	Comments	Agreed corrective measures	Deadline for implementation	Date	Result (fulfilled / not fulfilled)

GHG methodology:

Exist all the information to relevant formula elements according to RED Annex V, part C and are they plausible?
- GHG options (default value, actual value, NUTS 2 value, combination)
- System boundary
- Timeframe
- Sources
- Products
- Process

For calculation the standard values (emission factor, transport efficiency etc.) should be taken from the list of standard values provided by the EU-COM :
- https://ec.europa.eu/energy/sites/ener/files/documents/Standard%20values%20v.1.0.xlsx
- Alternatively, a scientific literature source or scientifically recognized database can be used, with adequate justification

For the calculation of upstream emissions and interface emissions on the basis of dry matter content

Calculation of emissions from nitrious oxide via http://gnoc.jrc.ec.europa.eu/

Use of aggregated values for individual calculation for cultivation can be applied if:
- Consideration of regional differences (region more fine grained than NUTS 2)
- Official or statistical data is available
- Kind and amount of fertiliser that is typical for the region
- Source of emission factors if applicable here: https://ec.europa.eu/energy/sites/ener/files/documents/Standard%20values%20v.1.0.xlsx

Calculation of direct land use change only if land use change is possible!
- in gCO_2eq/kg dry matter (crop productivity)
- Land use change e_l must be calculated individually

Emission for transport (e_{td}) is not applicable for the cultivation (transport from first gathering point --> upstream emissions for the first stage of conversion unit

Drying/purification is no conversion and included in disaggregated default value

Wastes, agricultural crop residues, including straw, bagasse, husks, cobs and nut shells, and residues from processing, including crude glycerine (glycerine that is not refined), shall be considered to have zero life-cycle greenhouse gas emissions up to the process of collection of those materials
- If the waste code changes --> conversion and then calculation of e_p if applicable!

Adaption of upstream emissions via the feedstock factor/biofuel feedstock factor for every applicable formula element according to RED, annex V for:
- Intermediate products (kg/kg) dry matter
- Endproducts (MJ/MJ) dry matter
- Adaption from kg to MJ endproducts the lower heating value only considers the dry mass respective to the biofuel feedstock factor

Is the processing unit in the EU?
- Yes --> EU elextricity mix
- No --> country specific elextricity mix
- Please also consider the voltage!

emission factor for electricity zero?
- Is that sufficient plausible?
- Certificates of green electricity or guarantees of origin are not applicable!

Feedstock and allocation factor respective to the dry matter content

For calculating the energy content in case of allocation factor it must always be considered the whole amount of mass (not only the dry matter content)

No allocation possible in case of:
- Waste
- Processing residues
- Heat
- Co-products with a negative lower heating value

Consider system boundary in case of determination the allocation frame (see process of refining)

Application of disaggregated default value for transport (e_{td}) for other groups of product must be validated from REDcert case by case
- Wheat|rye|triticals
- Free fatty acids|vegetable oil

Electricity emissions at the fuel depot/filling station also need to be included, please see annex I in the Scheme principles for GHG calculation
- Default values for electricity
- Determination possible via Biograce oder Enzo2

CHP applicable if:
- Extra Supply of electricity in the external grid
- CHP plant is powered by fossil energy, bioenergy(no co-product) or agricultural residues

In case of emissions from processing e_p the inputs (energy, chemicals etc..) can be neglected if each input is lower than 0,5% of the sum of the inputs

Additives are not applicable for the calculation of processing e_p
- Fossile Additives can not be a part of the amount declared in the proof of sustainability

Documentation inspection report

Which GHG options are applicable and used for each formula element according to RED, annex V?

In case of actual values the value after allocation must be declared
- for feedstocks or intermediate products: e_{ec}, e_l, e_p, e_{td} and e_{ee}
- for endproducts: $e_{ccr,}$ $e_{ccs,}$ e_{sca}

Declaration of default value e.g.:
- "Use of total default value"
- "Use of disaggregated default value e_{td}"

Is there lack of information in the GHG calculation and therefore the default value must be used if applicable?
- Documentation for each of the formula element according to RED, annex V

In case of lack of information to use the actual value --> usage of default value

Declaration of the date of initial operating only from the last interface

Is the GHG value below 10% under the typical disaggregated default value? (s. RED, Anhang V)
- Value
- Reason

Are there alternative standard values e.g. lower heating value, emission factors?
- Reason
- Source

Are there any other GHG relevant inputs that have something to do with the production of biofuel/bioliquid? E.g.:
- Heat for consistency stability
- Chemicals that blocks unwanted reactions