

Company name	Participant no.	Certification body	Internal unique report no. of the Certification body

**Please enter all information legibly !!!**

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

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Coordinates:                      Latitude: \_\_\_\_\_                      Longitude: \_\_\_\_\_

Person responsible: \_\_\_\_\_

Country (origin of the biomass) \_\_\_\_\_

Audit information

Audit scope:                      EU                       REDcert<sup>2</sup>                       EU + REDcert<sup>2</sup>

Audit type:                      Initial audit

Method & Date:    on-site ..... from ..... a.m./p.m. to ..... a.m./p.m.  
                          on-site ..... from ..... a.m./p.m. to ..... a.m./p.m.  
                          on-site ..... from ..... a.m./p.m. to ..... a.m./p.m.  
                          on-site ..... from ..... a.m./p.m. to ..... a.m./p.m.

Total audit time on site (h): ..... Total time pre-/post processing (h): .....

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 Name lead auditor                      Name(s) co-auditor (s)                      Name(s) trainee (s)

Result of the audit

Audit result	Classification	Measures
<b>100%</b>	<input type="checkbox"/> <b><u>COMPLIANT</u></b> REDcert requirements are completely satisfied	No corrective measures required
<b>75 - 99%</b>	<input type="checkbox"/> <b><u>PARTIALLY COMPLIANT</u></b> REDcert requirements are largely satisfied	Routine documentation, agree on corrective measures, check implementation
<b>&lt; 75 % or KO (knock-out)</b>	<input type="checkbox"/> <b><u>NON-COMPLIANT</u></b> REDcert requirements are <b>NOT</b> satisfied	Send audit report to REDcert and BLE (within 24h after the inspection) <b>Follow-up audit required</b>

Follow-up audit required?     No                       Yes                       Copy received                      Proposed date: .....

\_\_\_\_\_  
 Signature of the auditor                      Signature (person responsible)

For accuracy:

\_\_\_\_\_  
 Date                      Signature of the person responsible at the certification body

### Certification body & risk assessment

Name of Certification Body		<i>Logo of Certification Body</i>
Registration number REDcert		
Name of accrediting body		
Accredited scope(s)		
Date of accreditation		

### Contact details of the certification body

Address: \_\_\_\_\_  
\_\_\_\_\_

Country: \_\_\_\_\_

Person responsible: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

### Risk assessment

The audit was conducted based on the following risk assessment:

Name of risk assessment (file)	
Date of the assessment	
Result (e.g. low, standard, high)	
Comment	

### Other voluntary schemes

N/A

The economic operator has or had a certificate of (an) other voluntary scheme(s) recognized under Directive (EU) 2018/2001 art. 30 (4) or (6) (*expand list if necessary*)

Name of the voluntary scheme	
ID-Number of certificate	
Scope of the certificate	
Current status of certificate (e.g. valid, suspended, withdrawn, terminated)	
Valid until	

**Important: All fields are mandatory!**

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**Checklist for the audit of interfaces, storage facilities and suppliers - REDcert-EU + REDcert<sup>2</sup>**

**1. Information about the operation**

Company name (name of the operation)	
104 - Group certification of points of origin (please also fill out 6!)	<input type="checkbox"/>
101 - Group certification of farms	<input type="checkbox"/>

**2. Scope of application**

	EU	REDcert <sup>2</sup>
102 - Farm	<input type="checkbox"/>	<input type="checkbox"/>
103 - Point of origin	<input type="checkbox"/>	
201 - First gathering point (please also fill out 5!)	<input type="checkbox"/>	<input type="checkbox"/>
202 - Collector of waste/residues (please also fill out 5!)	<input type="checkbox"/>	
301 - Oil mill	<input type="checkbox"/>	
302 - Sugar mill	<input type="checkbox"/>	
303 - Biogas plant	<input type="checkbox"/>	
304 - Waste oil / fat treatment plant / fat melting plant	<input type="checkbox"/>	
305 - Bioethanol plant - no fuel quality	<input type="checkbox"/>	
306 - Waste recycling plant	<input type="checkbox"/>	
308 - Pulp factory - thin liquor	<input type="checkbox"/>	
401 - Oil mill / fat refinery (pure fuel / bioliquid)	<input type="checkbox"/>	
403 - Esterification plant	<input type="checkbox"/>	
404 - Hydrogenation unit	<input type="checkbox"/>	
405 - Bioethanol plant	<input type="checkbox"/>	
406 - Biogas plant (REA)	<input type="checkbox"/>	
407 - Biogas upgrading plant	<input type="checkbox"/>	
408 - Pulp factory	<input type="checkbox"/>	
409 - Biomethanol unit	<input type="checkbox"/>	
410 - Co-process hydrogenation plant	<input type="checkbox"/>	
411 - Biomethane liquefaction plant	<input type="checkbox"/>	
412 - Bio-LPG-plant	<input type="checkbox"/>	
416 - Bio-gasoline hydrogenation plant	<input type="checkbox"/>	
417 - Bio-naphtha hydrogenation plant	<input type="checkbox"/>	
418 - Co-process hydrogenation plant Bio-Naphtha	<input type="checkbox"/>	
420 - Plant for the production of biogenic hydrogen	<input type="checkbox"/>	
421 - Plant for the production of SAF (HEFA)	<input type="checkbox"/>	
422 - Pulp mill - tall oil	<input type="checkbox"/>	
423 - Pulp mill - tall oil pitch	<input type="checkbox"/>	
424 - Plant for the production of BTL fuel	<input type="checkbox"/>	
425 - Plant for production of full animal fat raffinate	<input type="checkbox"/>	
426 - Plant for the production of UCO as pure fuel	<input type="checkbox"/>	
427 - Re-gasification plant Bio-LNG	<input type="checkbox"/>	

601 - Conversion unit		<input type="checkbox"/>	
501 - Supplier (dealer/warehouse/logistic center - before the last interface)	<input type="checkbox"/>	<input type="checkbox"/>	
502 - Supplier (dealer/warehouse/logistic center - after the last interface)	<input type="checkbox"/>	<input type="checkbox"/>	
503 - ETBE plant	<input type="checkbox"/>		
504 - MTBE plant	<input type="checkbox"/>		
505 - TAEE plant	<input type="checkbox"/>		
<b>3. Last Interface</b>		<input type="checkbox"/> <b>N/A</b>	
Start of operation:			
annual production capacity			
Expand list if necessary or attach as an enclosure!	Product 1		
	Product 2		
	Product 3		
<b>4. Information on GHG data</b>			
Type of greenhouse gas data (multiple options possible)	<input type="checkbox"/> default values <input type="checkbox"/> NUTS 2	<input type="checkbox"/> disaggregated <input type="checkbox"/> actual values	
<b>5. Number of dependend/non-autonomous storage facilities and, in the case of collectors, logistic services</b>		<input type="checkbox"/> <b>N/A</b>	
<b>Inspected as part of the audit of the first gathering point / collector</b>			
Sites inspected (operating site and inspection date)  Expand list if necessary or attach as an enclosure!		<b>Name, Street, Post code, City</b>	<b>Inspection date</b>
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
<b>6. Number of farms supplying biomass / waste producers:</b>		<input type="checkbox"/> <b>N/A</b>	
<b>Inspected as part of the random inspection (square root of farms / waste producers):</b>			
Farms / waste producers inspected (farm / waste producers and inspection date)  Expand list if necessary or attach as an enclosure!		<b>Farm / Waste producer Name, Street, Post code, City</b>	<b>Inspection date</b>
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
<b>Note: All fields are mandatory!</b>		© REDcert	

**1. Information on type and amount of sustainable biomass and/or (non-final) renewable fuel (before or after the last interface)**  N/A

Estimated and actual quantity of outgoing sustainable biomass and/or (non-final) renewable fuel  <i>Expand list if necessary!</i>		Type of sustainable biomass or (non-final) renewable fuel	<u>Estimated annual amount of sustainable biomass or (non-final) renewable fuel that could be harvested/collected/used/delivered annually</u>	<u>Actual amount of sustainable biomass or (non-final) renewable fuel that was harvested/collected/used/delivered in the previous calendar year</u>	Category	Unit tons [t], only for biogas or biomethane in tons [t] or cubic meter [m³]
	1					
	2					
	3					
	4					
	5					

**2. Information on type and amount of sustainable biomass and/or (non-final) renewable fuel used by the final fuel producer (last interface)**  N/A

Estimated and actual quantity of sustainable biomass and/or non-final renewable fuel used to produce a renewable fuel  <i>Expand list if necessary!</i>		Type of sustainable biomass or non-final renewable fuel	<u>Estimated annual amount of sustainable biomass or non-final renewable fuel that could be used annually</u>	<u>Actual amount of sustainable biomass or non-final renewable fuel that was used in the previous calendar year</u>	Category	Unit tons [t], only for biogas in tons [t] or cubic meter [m³]
	1					
	2					
	3					
	4					
	5					

**3. Information on type and quantity of final renewable fuel produced (last interface)**  N/A

Estimated and actual quantity of renewable fuel produced  <i>Expand list if necessary!</i>		Type of renewable fuel	<u>Estimated annual amount of renewable fuel that could be produced annually</u>	<u>Actual amount of renewable fuel produced in the previous calendar year</u>	Category	Unit tons [t], only for biomethane in tons [t] or cubic meter [m³]
	1					
	2					
	3					
	4					
	5					

Additional guidance on the column "Category": please indicate under which of the following categories the material can be categorised  
 AGRI (agricultural biomass e.g. rapeseed or other energy crops produced on farm land)  
 Annex IX Part A (biomass listed under Annex IX part A of Directive (EU) 2018/2001)\*  
 Annex IX Part B (biomass listed under Annex IX part B of Directive (EU) 2018/2001)\*  
 WaR (other waste or residues not listed under Annex IX of Directive (EU) 2018/2001)  
 Intermediates (non-final fuels produced by economic operators certified according to scopes 301 to 308 e.g. Biogas, vegetable oil, etc.)  
 Final fuel (fuels produced by the last interface e.g. Biomethane, Bioethanol, FAME, etc.)

\*in addition to Annex IX of Directive (EU) 2018/2001, Annex IV of Implementing Regulation (EU) 2022/996 provides a non-exhaustive list of waste and residues currently covered by Annex IX to Directive (EU) 2018/2001.

**Key:**

Conform = full compliance

Minor NC = imited, isolated, temporary, not systematic

Major NC = potentially reversible, repeated and systematic

Critical NC / KO = intentional, irreversible, jeopardising integrity

N/A = Scheme requirement is not applicable

= Input field

= Input field with KO evaluation

= Input not possible

**Legend (to shorten the comments):** MMS= merchandise management system, SD=self-declaration, FA=farmer, IG=incoming goods, OG=outgoing goods, MB=mass balance, MBS=massbalance system, WI=work instruction, PI=procedure instruction, E=employee, P=participant, CM=corrective measure, CAP=corrective action plan, OS=operating site/warehouse

Company name:							Audit date:
No.	Criterion/requirement	Evaluation					Comments / description of the inspected documents / records / certificates
		CONFORM	MINOR	MAJOR	CRITICAL / KO	NOT APPLICABLE (N/A)	
1	<b>System principles</b>						
1.1	<b>General system requirements</b>						
1.1.1	Is there a written commitment to comply with the scheme requirements within the scope of application? (e.g. in the form of a certificate or contract with REDcert)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.2	Is the scope specified consistent with the scope entered in the REDcert database?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.3	Is the information in the REDcert database up-to-date (e.g. contact persons, e-mail addresses, operating sites, etc.)?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.4	Are the requirements for using the Union Database (UDB) met?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.5	Is the information in the Union database (UDB) correct (e.g. VAT-ID, legal form, contact details)?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.6	Do the data recorded in the Union Database (UDB) match the data in the REDcert data base?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.7	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?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.8	If transshipment points are used, was their status as transshipment points verified on site at least once by the certification body responsible?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.1.9	Are only activities performed at the designated transshipment points (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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.2	<b>Organisational structure</b>						
1.2.1	Are the responsibilities and duties of the employees clearly stipulated and documented in writing?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.2.2	Are the people affected aware of their duties?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.2.3	Has the operation appointed someone responsible for implementing and maintaining the QM system according to the REDcert requirements?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.3	<b>Staff qualification and training</b>						
1.3.1	Are the employees responsible in the company aware of the requirements of Directive (EU) 2018/2001 and the REDcert/REDcert <sup>2</sup> requirements and do they have the necessary knowledge (qualification) to meet them?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.3.2	Are the employees verifiably trained to fulfil their duties or can their qualifications be plausibly proven otherwise?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

<b>1.4</b>	<b>Mass balance system</b>						
1.4.1	Has the operation introduced a suitable mass balance system that guarantees that the requirements of Directive (EU) 2018/2001 and / or REDcert <sup>2</sup> 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 necessary records of the biomass received, changed in the operating process and delivered?						
1.4.4	Is it ensured that in the mass balance system REDcert <sup>2</sup> and REDcert-EU biomass is considered separately?						
1.4.5	Does the operation have appropriate technical equipment or procedures to carry out the mass balance accurately and properly?						
1.4.6	Was the accounting process complete and correct?						
1.4.7	Are the registered quantities, transaction and mass balance periods in the UDB correct and plausible (including all sites)?						
<b>1.5</b>	<b>GHG calculation</b>						
1.5.1	Are the requirements for the use of (disaggregated) default values - if applicable - met in accordance with the Directive (EU) 2018/2001 and are they applied correctly?						
1.5.2	Is the methodology for reporting or calculating GHG emissions based on actual values - if applicable - understood and correctly applied in accordance with the Directive (EU) 2018/2001?						
1.5.3	Are the required calculations carried out complete and plausible?						
1.5.4	Are all required information and data used documented, up-to-date and complete?						
<b>1.6</b>	<b>Documentation</b>						
1.6.1	Are the necessary documents and records checked to ensure that they are up-to-date and complete and kept in a safe place?						
1.6.2	Are the documents and records legible and is there a transparent link between the biomass and the records?						
1.6.3	Are the documents and records kept in line with the valid audit intervals and can they be provided?						
1.6.4	The self-declaration(s) submitted to the Groupmanager is/are legible, complete and correct.						
1.6.5	Are all consignments to or services for other economic operators contractually defined and is the respective flow of goods documented?						
1.6.6	Are the scheme requirements satisfied when proofs of sustainability are issued?						
1.6.7	Are the issued proofs of sustainability complete, correct and consistent (e.g. REDcert template, national databases like Nabisy, Union Database (UDB))?						
1.6.8	Are the proofs of sustainabilities and the documents required for their issuance kept for at least 10 years?						
<b>1.7</b>	<b>Dealing with non-conformities</b>						
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 e.g. in form of risk management scheme formulated and implemented to prevent future non-conformities from occurring?						
<b>1.8</b>	<b>Reporting and passing on information</b>						
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?						



<b>1.9</b>	<b>Group organisation and group administration (Only if the prerequisites for group certification are fulfilled!)</b>						<input type="checkbox"/> N/A
1.9.1	Is there a central group administrative office responsible for the organisation and internal monitoring of the group members?						
1.9.2	Is there an up-to-date and complete site registry?						
1.9.3	Is the group homogeneous? Do the group members have -comparable production systems and products? -near adjacent areas? -similar characteristics? -similar waste characteristics?						
1.9.4	Are there valid contracts/invoices between the individual operations and the group management regulating their relationship?						
1.9.5	Is an internal audit carried out to determine whether new members satisfy the scheme requirements before they can join the group?						
<b>2</b>	<b>Process step-specific requirements</b>						
<b>2.1</b>	<b>General requirements</b>						
2.1.1	Has the operation identified / defined and documented the sequence of processes in its own scope of application?						
<b>2.2</b>	<b>Incoming biomass</b>						
2.2.1	Is it clear from the records who conducted the audit 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 certificate 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?						
<b>2.3</b>	<b>Internal processes (processing and mixing)</b>						
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: - emissions factors and standard values applied (with reference sources) - GHG emissions saving credits (esca, eccr, eccs) - 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?						
2.3.3	Are pre-emissions and resulting GHG emissions recorded in internal processes and are GHG emissions allocated?						
2.3.4	Do the records show who has carried out the control and verification of the information on the internal process in the establishment?						

<b>2.4</b>	<b>Outgoing biomass</b>						
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	In the records of incoming biomass, are the - GHG emissions provided in gCO <sub>2</sub> /kg dry matter (for individual calculation or when requested by the biomass recipient) OR - is it indicated which disaggregated / default values are to be applied to the incoming sustainable biomass and, if relevant, transmitted to the downstream company?						
2.4.3	Do these records make it possible to establish a connection to the documented incoming biomass?						
2.4.4	Are the incoming and outgoing quantities of biomass plausible?						
<b>3</b>	<b>Step-specific requirements</b>						
<b>3.1</b>	<b>First gathering point / collection point waste and residues</b> <input type="checkbox"/> N/A						
3.1.1	Were the declarations of the farms / waste producers checked for plausibility and completeness by the first gathering point (e.g. the declaration of NUTS 2 values in kg of dry matter for outgoing biomass)?						
3.1.2	Is the biomass transparently assigned to the respective farm / waste producer?						
3.1.3	When the biomass is delivered from a farm, is the respective location of cultivation of the biomass documented?						
3.1.4	Are there records for the quantities of biomass designated of collected private households and are they plausible?						
3.1.5	Are the quantities collected from private households documented and are they plausible?						
3.1.6	For collectors: Is it ensured that the waste declaration (e.g. waste code) in the incoming and outgoing biomass is identical?						
<b>3.2</b>	<b>Other interfaces</b> <input type="checkbox"/> N/A <i>(oil mills, esterification facility, hydrogenation or co-hydrogenation facility, bioethanol/biogas plants)</i>						
3.2.1	Does the last interface calculate the greenhouse gas emission savings?						
3.2.2	Are the calculations complete and transparent?						
3.2.3	Are all required records available upon request? The last interface supplying biofuel, bioliquids or biomass fuels provides information on the date the installation became operational.						
3.2.4	Are the requirements for greenhouse gas emission savings met?						

3.3 Suppliers after the last interface		<input type="checkbox"/> N/A				
3.3.1	Is a (partial) proof of sustainability 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 (partial) proof of sustainability received is correctly transferred when issuing (partial) proof of sustainability (both when biomass is divided up into smaller quantities as well as mixed)?					
<b>Evaluation of the audit results</b>		<b>COMPLIANT</b>	<b>MINOR</b>	<b>MAJOR</b>	<b>CRITICAL / KO</b>	<b>NOT APPLICABLE (N/A)</b>
Number of evaluations		0	0	0	0	0
Total of all evaluations (not including N/A evaluations)		0				
<b>Audit results as a %</b>						
Number of points ( COMPLIANT=20 pts, MINOR=15 pts, MAJOR=5 pts, CRITICAL / KO=0 pts, NOT APPLICABLE (N/A)=0 pts, KO = no certificate)		0	0	0	0	0
Total of all points		0				
Max. number of points		0				
Audit result as a % (total of all points divided by the max. number of points * 100)						

