

## **Group for Sustainable Palm Oil. (Europe).**

### **RSPO SUPPLY CHAIN CERTIFICATION.**

#### **GSPO Group Rules.**

##### **1. Mission and Objectives of the Group.**

- *To provide a pragmatic and affordable route to RSPO Supply Chain Certification for small and medium sized enterprises within the geographical area defined by the Group Manager.*
- *To comply with the requirements of the RSPO Supply Chain Group Certification Scheme and all associated documents.*

##### **2. Responsibilities of the Group Members.**

###### **2.1 Membership criteria:**

- Members must be an independent legal entity or an individual acting as a legal entity.
- Membership is for a 5 year period but may be terminated in accordance with the rules of this group.
- Membership is restricted to those companies that use up to 500 mt of oil palm derivatives over a 12 month period.
- Membership is only applicable for SMEs (Small & Medium Enterprises) stipulated by the EC regulation by the definition of the European Commission for SMEs.
- Should the use of oil palm derivatives be expected to exceed 500 mt over a 12 month period after acceptance as a member of this group, then the group member will inform the Group Manager and that member must make arrangements for individual certification by an RSPO SCC accredited certification body before the next anniversary of group membership.

###### **2.2 Group rules:**

- All members are provided with these rules and agree to abide by these rules by completing the application form for membership.

###### **2.3 Application procedure.**

- Applicants are provided with the following documents:
  - Introduction to the Group for Sustainable Palm Oil.
  - Application for membership.
- The application form is reviewed in accordance with procedures laid out in document 2.2 and membership criteria are confirmed prior to an offer being made for membership.
- Once accepted, the signed offer is returned.
- The applicants details are registered in the Members Records excel spreadsheet.

###### **2.4 Group manual.**

- All accepted applicants are provided with a Group Manual in electronic format which contains:
  - The Rules of the Group.
  - RSPO SCC summary of the Supply Chain Models.
  - Group compliance procedures.
  - A unique sub-code is allocated to the applicant, which is appended to the Group Certificate number awarded by the certification body. The unique code may comprise the initials of the applicant and may be a combination of letters and numbers up to 5 digits in length.

###### **2.5 Approval procedure for membership.**

- An initial audit and training is conducted in accordance with the procedures laid out in document 2.2

- A group membership certificate is awarded upon satisfactory completion of the initial audit which includes the individual sub-code.
- The certificate shows a validity of 5 years but is only fully valid for the duration of the group certificate awarded by the certification body.

## **2.6 Maintain records.**

Members will maintain the following records:

- Updated contact details.
- Details and annual quantities of palm oil derivatives used.
- Details of the RSPO products sold with annual quantities.
- Any uses of the RSPO Logo and / or Trademark and will send samples of use to the group Manager.

### **2.6.1 Annual return of information to the group manager.**

The above information will be sent to the Group Manager upon request and in any case at least once a year by completing form 1.3 GSPO Members Annual Return, prior to one month of the anniversary of group membership.

## **2.7 Termination of membership by the group manager.**

Termination of membership will not be taken lightly and will only be as the result of a decision of the Group Manager following due consideration, deliberation and consultation. The following conditions will apply:

- Documented evidence indicates that the member is not complying with the Mission and Objectives of the group and so puts the integrity of the whole group at risk.
- The group members' use of oil palm derivatives exceeds 500 mt over a 12 month period.
- The member persistently fails to close out any corrective action requests raised for non-compliance as detailed below.
- The member fails to pay annual membership fees and associated costs in a timely manner. (See Trading Terms and Conditions).
- On termination of membership the RSPO Logo and / or Trademark may no longer be used and all certificates and group documents are to be returned to the group manager.
- The (ex) group member will advise all companies who are potentially affected.

## **2.8 Termination of membership by the member.**

Group membership is for a five year period but may be terminated by a member under the following conditions:

- Force majeure.
- Notification that the use of oil palm derivatives exceeds 500 mt over a 12 month period.
- One month written notice of termination.

## **2.9 Group members shall:**

- Abide by these group rules and any amendments as may be necessary from time to time to be in compliance with any changes to the RSPO Supply Chain Certification requirements.
- Complete an application form prior to initial audit.
- Allow un-limited access by the Group Manager, any auditor appointed by the Group manager and by the Certification Body and their Accreditation Body to their premises and documents relating to the RSPO SCC requirements.
- Abide by the audit findings and implement any actions required to close out non-compliances as directed by the Group Manager or the auditor appointed by the Group Manager.
- Pay annual administration fees to the Group Entity as agreed and directed by the Group manager.
- Pay fees to the Group Entity as agreed with and as directed by the Group manager.

Lut Draye.  
Group Manager.  
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