



BIOMASS PRODUCER WITHOUT SBE

- 1) **DTS** – you should get familiar with Data Transfer system prior the audit.
You can find DTS 1.0 user manual here: <https://sbp-cert.org/data-transfer-system/data-transfer-system-v1-0/>
And I would very much recommend you to go through of the training sessions which is available here: <https://sbp-cert.org/data-transfer-system/dts-webinar-training-sessions>
Also here are same Q&A-s: <https://sbp-cert.org/data-transfer-system/dts-faqs> if needed
- 2) **SBP standards** – the scope of the evaluation will contain [SBP standards 2, 4 and 5](#) and [SBP Instruction documents 5E](#) – you can find them on SBP website. In Standard 2 only section 5, 6, 7, 15, 19 and 20 (+ Instruction note 2C)
- 3) **SBP Procedure** - You would need to provide us with SBP procedure prior or during the audit. The procedure can be join FSC / PEFC / SBP procedure and should cover the above mentioned standards. At least you should cover origin identification, energy data collection, Supply Base Report development and update, input and output material recoding, DTS, management of energy data, EUTR and complaints. This document shall be written in the language commonly used in the organization (to assure everybody can understand it)
- 4) **Supply Base Report (SBR)** – This document needs to be provided prior the audit. You should fill in the sections 1, 2 (2.1 – 2.5), 3 just explanation, 11 and 12. The Annex 1 is not applicable for you. SBR will need to be published on your website and it shall be both in local language and in English. Template can be found [here](#).
- 5) **Trademark license agreement** – prior the audit you will need to sign this agreement with SBP – we will provide this agreement once the proposal is accepted
- 6) **SAR** – all energy data need to be recorded in this document which we would like to receive prior the onsite audit. The data recorded shall be covering defined reporting period which is 12 months for which you already have the data about the energy (electricity, diesel, natural gas etc.) consumption. Template can be found [here](#).
- 7) **FSC / PEFC** – you would need to be FSC or PEFC CoC certified and the certificate need to cover the processes and products as SBP certificate
- 8) **Audit date** – it depends on how fast you can have all the documentation in place. The date of the assessment can take place 1 month after we sign the contract as we need to contact stakeholders and give them one month to provide feedback.
- 9) **After the audit** – the audit report needs to be reviewed internally before the final decision on certification is taken, this would take between 2 – 4 weeks.