



TRADER

- 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/user-guide/>
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 4 and 5](#) and [SBP Instruction documents 5E](#) – you can find them on SBP website
- 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, energy data collection if applicable, 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) **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
- 5) **SREG document** – at least a demo version with a specific case of your supply where you are responsible for transport and/or storage and your client request such information. As you are not yet certified, you can't have a real case but would be good to evaluate your ability to fill in this document on a theoretical basis. The templates can be found [here](#).
- 6) **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
- 7) **Audit date** – it depends on how fast you can have all the documentation in place. Usually you would need at least 2 weeks for that.
- 8) **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.