RULES FOR THE ISSUE OF CERTIFICATION OF SUSTAINABILITY OF BIOFUELS AND BIOLIQUIDS, FOOD AND FEED, TECHNICAL/CHEMICAL AND BIOENERGY APPLICATIONS

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1. GENERAL

1.1 Aim
These Rules define the procedures applied by RINA Services S.p.A. (RINA) for the issue of:

- the Certificate of Compliance of the sustainability of biofuels and bioliquids, to Companies adhering to:
  a) the Italian National System of biofuel and bioliquid sustainability certification, defined by Decree dated 14 November 2019 “National certification system for biofuels and bioliquids” issued by the Minister of the Environment and for Protection of the Land and Sea, in conjunction with the Minister for Economic Development and the Minister for Agricultural, Food and Forestry Policies (in the following INS)¹;
  b) the voluntary scheme ISCC EU system “Sustainability International & Carbon Certification” managed by ISCC System GmbH (in the following ISCC EU)
  c) the voluntary scheme “2BSvs Biomass Biofuels Sustainability” (in the following 2BSvs).
- the Certificate of Compliance of the sustainability of food and feed products, technical/chemical applications and applications in the bioenergy sector to Companies adhering to:
  d) the ISCC PLUS system, managed by ISCC System GmbH (in the following ISCC PLUS).

¹ For organizations already certified according to the Ministerial Decree of 23 January 2012, a transitional period is applicable for the following requirements:
- for the purpose of recognizing the increases in the energy contribution of biofuels provided for under the support schemes for the use of renewable sources in transport pursuant to art. 33 of Legislative Decree 3 March 2001, n. 28, and articles 6 and 7 of the Ministerial Decree of 2 March 2018, all economic operators belonging to the delivery chain must adhere to the national certification system.
- the sustainability declarations / certificates must be prepared according to the format defined by the Decree of 14 November 2019.

The adjustment must take place during the first planned annual surveillance audit and in any case no later than one year from the entry into force of the Decree of 14 November 2019 (29 September 2020).

The Ministerial Decree of 23 January 2012 is revoked one year after the entry into force of the Decree of 14 November 2019 (29 September 2020).

For each paragraph that follows, the applicable scheme is specified.

These Rules also define how Companies can apply for obtain, maintain and renew certification as well as how it may be suspended, withdrawn or renounced.

For any matters not covered by these Rules, reference is to be made to the “GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION”, available from the RINA website.

1.2 Certificate of Compliance and reference legislation

INS, ISCC EU, 2BSvs
The Certificate of Compliance guarantees the reliability of the information which Companies belonging to the chain of biofuels and bioliquids are required to provide to demonstrate compliance with the sustainability criteria, according to what is established in the following European regulatory and legislative framework:


ISCC PLUS
The Certificate of Compliance guarantees the reliability of the information which Companies of the chain of food and feed products, of technical and chemical applications and applications in the bioenergy sector are required to provide to demonstrate compliance with the sustainability criteria, chain of custody, specific sustainability requirements established in the ISCC PLUS documents available from the www.iscc-system.org site.

**INS**

RINA issues the certificate as per these Rules, in accordance with the requirements of the UNI CEI EN ISO/IEC 17065 Standard “Conformity assessment – Requirements for bodies certifying products, processes and services” and in accordance with the requirements of the ACCREDIA RT31 Technical Rules “Requirements for accreditation of bodies which issue certificates of compliance in relation to the National Certification System of the sustainability of biofuels and bioliquids” available from the ACCREDIA web site.

The Certificate of Compliance is valid for 5 years from the date of issuance and is dependent on the satisfactory outcome of the subsequent periodic maintenance audits.

**ISCC EU, ISCC PLUS**

RINA issues the certificate as per these Rules, in accordance with the requirements of the UNI CEI EN ISO/IEC 17065 Standard “Conformity assessment – Requirements for bodies certifying products, processes and services” and in accordance with the ISCC requirements for certification, available from the ISCC GmbH web site (www.iscc-system.org).

The Certificate of Compliance is valid for 1 year from the date of issue.

**2BSvs**

RINA issues the certificate as per these Rules, in accordance with the requirements of the UNI CEI EN ISO/IEC 17065 Standard “Conformity assessment – Requirements for bodies certifying products, processes and services” and in accordance with the 2BSvs requirements for certification, available from the 2BSvs web site (www.2bsvs.org).

The Certificate of Compliance is valid for 5 years from the date of issue.

**1.3 Access to certification**

INS, ISCC EU, ISCC PLUS, 2BSvs

Access to certification is open to all Companies and does not depend on whether they belong to any association or group.

For the certification activities, RINA applies its current fees, guaranteeing fairness and uniformity of application.

RINA may legitimately refuse certification requests from Companies subject to, or whose production or activities are subject to restriction, suspension or proscription by a public authority.

Should RINA refuse a certification request, the reason for the refusal will be communicated to the applicant Organisation.

The certificate issued by RINA refers exclusively to a single Organisation, where Organisation means a group, organisation, business, body or institution, or their parts or combinations, whether associated or not, public or private, which has its own functional and administrative structure.

For Companies with more than one operational unit, each operational unit can be defined as an Organisation.

**2. ISSUE OF THE CERTIFICATE OF COMPLIANCE**

**2.1 Reference legislation for the Organisation**

INS, ISCC EU, ISCC PLUS, 2BSvs

To obtain the Certificate of Compliance, a organisation must meet the criteria/requirements contained in the agreed system and any additional elements required by the accreditation body or by the supervisory body of the system.
INS
The Organisation must demonstrate that its products comply with the sustainability criteria defined in Article 17 of Directive 2009/28/EC (paragraphs 2 to 5) and in Article 1, point 6 of Directive 2009/30/EC, using an internal management system set up for the purpose of sustainability (Sustainability management system) which includes a traceability system based on Decree dated 14 November 2019 “National certification system for biofuels and bioliquids” and UNI/TS 11429 “Qualificazione degli operatori economici della filiera di produzione di biocarburanti e bioliquidi” and for biomethane UNI/TS 11567 “Linee guida per la qualificazione degli operatori economici (organizzazioni) della filiera di produzione del biometano ai fini della tracciabilità e del bilancio di massa”.

ISCC EU
The Organisation must demonstrate that its products comply with the sustainability criteria defined in Article 17 of Directive 2009/28/EC (paragraphs 2 to 5) and in Article 1, point 6 of Directive 2009/30/EC, using an internal management system set up for the purpose of sustainability (Sustainability management system) which includes a mass balance system and a traceability system. The criteria/requirements of the ISCC are available on the web site of the ISCC GmbH.

ISCC PLUS
The Organisation must demonstrate that its products/applications comply with the criteria defined in the ISCC PLUS documents available from the www.iscc-system.org site.

2BSvs
The Organisation must demonstrate that its products comply with the sustainability criteria defined in Article 17 of Directive 2009/28/EC (paragraphs 2 to 5) and in Article 1, point 6 of Directive 2009/30/EC, using an internal management system set up for the purpose of sustainability (Sustainability management system) which includes a mass balance system and a traceability system. The criteria/requirements of the 2BSvs are available on the web site of the 2BS Consortium.

2.2 Certification request

INS, ISCC EU, ISCC PLUS, 2BSvs
Companies which wish to obtain the Certificate of Compliance must provide RINA with the main data of their Organisation and of the service required, activities carried out, related products and other technical information, by filling in the “Informative Questionnaire” in all its parts, available from the RINA web site, and sending it to RINA.
In the case of group certification, the Organisation which is the coordinator of the group is to provide all the information of interest relevant to all the members in the group.

In case of certification requested signing framework agreement, the organization that acts as the contact person shall provide all information of interest related to each organization for which certification is requested.

The purpose of the information required in the Informative Questionnaire is to enable RINA to check in advance the implementation of some requirements of the regulatory reference documents and to prepare a suitable quotation
If the Organisation accepts the quotation, it makes its application for certification official by sending RINA the specific form enclosed with the quotation. On receipt of the application for certification and the relative annexes, and having checked they’re complete, RINA sends the Organisation written acceptance of its request.
The Organisation’s request, which makes specific mention of these Rules, and its acceptance by RINA, contractually formalise the relationship between RINA and the Organisation and the applicability of these Rules.

ISCC EU, ISCC PLUS
The Organisation is to fill in the registration form, available from the ISCC web site. ISC will send a confirmation of registration e-mail, informing the
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Organisation and RINA of the “registration number” assigned to the Organisation.

2.3 Documents required to undertake the certification process

**INS, ISCC EU, ISCC PLUS, 2BSvs**

The Organisation is to make available to RINA, together with the certification request or immediately after, the following documentation:

- Chamber of Commerce registration (or equivalent document) up to date and, in any case, less than six months old;
- Descriptive document of the Sustainability Management System (Manual or Procedure);
- Facsimile of the sustainability declaration and/or certificate;
- List of internal procedures which are important from the point of view of correct application of the regulatory reference documentation (i.e. warehouse management, procurement, process control, final control, sampling, delivery);
- Calculation methodology of CO2eq emissions and calculation spreadsheet with visible formula;
- Mass balance report(s);
- List of external warehouses, if available;
- For ISCC EU, ISCC PLUS and organizations classified as “Collecting Point” list of points of origin of waste and residues, which signed the ISCC self-declaration, accompanied by precise address, geo-coordinates, website if available, telephone number of a reference person and with the information whether some of them provide more than 10 t / month or 120 t / year.

2.4 Compliance verification activities

**INS, ISCC EU, ISCC PLUS, 2BSvs**

Compliance of the Organisation is checked by RINA by means of an audit programme which includes the following periodicity according to specific scheme.

**INS**

- initial audit before the certification,
- the first surveillance, within 90 days from the issuance of the first sustainability declaration or sustainability certificate, and in any case no further than 6 months after the issuance of company’s certificate of conformity,
- annual surveillances starting from the issuance date of the company’s certificate of conformity,
- recertification audit to be carried out in the 6 months before the expiry of the certificate.

**2BSvs**

- initial audit before the certification,
- annual surveillance,
- recertification audit to be carried out prior to the expiry date of the certificate.

**ISCC EU, ISCC PLUS:**

initial audit before certification,
recertification audit to be carried out prior to the expiry date of the certificate.

**ISCC EU**

If a new organisation belongs to a high-risk supply chain (collecting, processing, storing or trading materials, which are or may be eligible for extra incentives in individual EU member states e.g. double-counting, such as waste and residues or waste and residue-based products), a six months surveillance audit after the first certification is necessary. This surveillance audit may be conducted remotely if a risk assessment for the individual system user has demonstrated a regular risk. If the risk assessment has shown a risk higher than regular, the surveillance audit shall be conducted on-site. For organizations classified as “Collecting Point” and “Traders” that are dealing with both, waste and residues and with virgin vegetable oils the surveillance audit shall be conducted three months after the first certification (covering the first mass balance period). This surveillance audit shall be
conducted in addition to the audit that takes place six months after the first certification and shall follow the same risk-based approach.

In the case of group certification, the above audits can be carried out on a representative sample of Companies.

RINA informs the Organisation of the names of the technical personnel who will perform the initial audit for the purpose of issuing the Certificate of Compliance; the Organisation may object to the appointment of these auditors, giving its reasons.

In order to perform the audits, the RINA technical personnel are to be given free access, also without notice, during normal working hours, to the premises and archives of the Organisation's site(s).

The appointed technical personnel agree with the Organisation, sufficiently in advance, on a date for the initial audit and send the audit plan to the Organisation in advance.

The initial audit consists in examining the information provided by the Organisation, the internal procedures which are important from the point of view of correct implementation of the reference regulatory documentation, the records, the greenhouse gas emission calculations made on the basis of the methodology chosen and correspondence between the documentation and on-site observations.

The above checks are made in accordance with the requirements of the reference regulatory documentation.

The above checks include verification of the truthfulness and completeness of the sustainability declarations and sustainability certificates and also, where applicable, of the availability of the social and environmental information. In the case of group certification, the checks cover all the Companies in the group.

At the end of the audit, the Organisation will receive a report as follows:

**INS**

For Organizations already operating in the biofuel production chain, which pass from another certification body or from a voluntary certification scheme, the initial audit is also aimed at ascertaining the positive outcome of the last audit carried out by the previous body certification or according to the voluntary certification scheme.

The Organisation will receive a RINA report containing the information required by the Decree dated 14 November 2019 “National certification system for biofuels and bioliquids” and the ACCREDIA RT 31 Rules, including any non conformities found and/or recommendations.

The Organisation may indicate any reservations or observations it has concerning the non conformities or findings identified by the RINA auditors.

The contents of this report may subsequently be confirmed by RINA in writing.

If there is no written communication from RINA, the report is considered confirmed three working days after its delivery to the Organisation.

**ISCC EU, ISCC PLUS**

The Organisation will receive the ISCC signed and filled in audit procedures and the "Non-conformity List", if necessary.

The "Non-conformity List" must be countersigned by the person responsible in the Organisation.

**2BSvs**

The Organisation will receive a RINA report, including any non conformities found and/or recommendations. Report must be countersigned by the Organisation.

**INS, ISCC EU, ISCC PLUS, 2BSvs**

Having analysed the causes of any non conformities indicated in the above report, the Organisation is to propose to RINA, by the date stated in the report, the necessary treatment of the non conformities, as well as the necessary corrective actions/measure and the time required for their implementation.

In the case of group certification, the corrective actions are to apply (if and to the extent applicable) to all the Companies covered by the certificate.

Acceptance of these proposals and of the time required for their implementation will be
communicated to the Organisation in writing by RINA.

2.5 Management of non conformities

**ISCC EU, ISCC PLUS, 2BSvs**

Reference shall be made to the requirements of the different schemes.

**INS**

If major non conformities are found, the certification process is suspended. Major non conformities are to be resolved – with evidence of resolution – within a maximum of 90 days from the end of the audit. RINA may carry out a supplementary audit to check that the corrective actions proposed have been properly implemented. Following the successful outcome of this audit, the certification process will be resumed.

If the audit is not successfully concluded within the above six-month period, RINA can consider the certification file closed and will charge the time and expenses incurred until that moment.

In such cases, if the Organisation wishes to pursue RINA certification, it must submit a new request and repeat the certification process.

The above deadlines may, in particular cases, be changed following a justified request, in the opinion of RINA, from the Organisation.

In the case of minor non conformities, the maximum time allowed to implement the corrective actions is 60 days.

In the opinion of the audit team, correct and effective implementation of the corrective actions may also be performed on a documental basis, depending on the type of corrective action to be checked.

If the non conformities are not resolved within the above period, the certificate of compliance will be suspended.

### 2.6 Issue of the certificate

**INS**

Following the satisfactory completion of the audit, examination by an independent technical reviewer as well as approval by the person in charge, the Organisation is issued a Certificate of Compliance valid for five years and the programme of periodic maintenance audits.

In the case of group certification, the Certificate of Compliance includes the information on the Head of the Chain and on the other Companies belonging to the group.

This programme may be modified by RINA on the basis of the results of the previous periodic audits. The frequency of the maintenance audits will be established and implemented on the basis of the risk associated with the probability, for the operator, of producing and placing on the market non-compliant products.

Prior to expiry, another audit is to be performed in order to guarantee continuity and maintain the same certificate number.

For details concerning the management and validity of the certificates of compliance issued by RINA, see chapter 5 below.

**ISCC EU, ISCC PLUS**

Following the satisfactory completion of the audit, based on the ISCC System standards and related documents, examination by an independent

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2. Major non conformities means:
- total non implementation of one or more requirements of the regulatory/legislative reference documentation;
- a situation such as to lead to delivery of a non compliant product;
- a situation such as to cause a serious deficiency in the Sustainability management system;
- mistakes in calculating the emissions or in the value of CO2eq saving, such as to compromise the truthfulness of the sustainability declaration/s sustainability certificates issued;
- non compliance with one or more requirements of these Rules.

Minor non conformities means:
- situations, such as those mentioned above for major non conformities, considered not particularly important in terms of compliance of the Sustainability management system.

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3 The criteria to determine the risk associated with the different phases of the production chain are contained in the ACCREDIA RT31 technical rules "Requirements for accreditation of bodies which issue certificates of compliance in relation to the National Certification System of the sustainability of biofuels and bioliquids" available from the ACCREDIA web site.
technical reviewer as well as approval by the person in charge, the Organisation is issued a Certificate of Compliance valid for 1 year. On successful audit completion, RINA submits the following documents to ISCC GmbH:

- the signed and filled in procedures for the Organisation;
- the signed and filled in procedures for the farms, if applicable;
- the signed and filled in procedures for the sampled Organisation;
- the “Summary Audit Report” for the Organisation;
- the certificate for the Organisation;
- the list of associated warehouses, if applicable;
- the list of farms, if applicable;
- the GHG calculation.

All certificates are published on the ISCC web site.

If the audit is unsuccessful, RINA only sends the signed and filled in procedures to ISCC GmbH.

2BSvs

Following the satisfactory completion of the audit, based on the 2BSvs System standards and related documents, examination by an independent technical reviewer as well as approval by the person in charge, the Organisation is issued a Certificate of Compliance valid for 5 years. On successful audit completion, RINA submits the following documents to 2BSvs (Technical Advisor):

- the signed and filled in reports;
- the certificate;
- the list of associated warehouses, if applicable.

All certificates are published on the www.2bsvs.org web site.

A verification certificate is valid for a period of 5 years from the date it is issued. A temporary extension of up to 6 months can be granted during the recertification process at the end of the 5 years.

3. MAINTENANCE OF CERTIFICATION

3.1 Maintenance audits

During the period of validity of the Certificate of Compliance, the Organisation must maintain unchanged the conditions according to which certification was granted.

For this purpose, RINA undertakes periodic maintenance audits, as indicated in the following paragraphs and informs the Organisation of the audit outcome as stated in chapter 2, as applicable.

During the periodic maintenance audits, in addition to the checks as per paragraph 2.4, also the actions taken following the identification of non conformities during the previous audit will be reviewed and also how the Organisation communicates its certification.

The appointed technical personnel agree with the Organisation, sufficiently in advance, on a date for the periodic maintenance audit and send the audit plan to the Organisation at least one week in advance.

The outcome of the audit will be communicated according to chapter 2 above. The validity of the certificate is confirmed following the positive outcome of the maintenance activities. The certificate is updated stating the date of the audit carried out.

INS

During the periodic maintenance audits, the completeness of all the elements present in the sustainability declarations, in the sustainability certificate, and in all the declarations referable to them will be checked based on a sample, as well as, limited to the producer of raw materials destined for the production of biofuels and bioliquids, the completeness of the social and environmental information provided in the sustainability declarations.

The minimum quantity of material to be checked is established with a risk-based methodology and depends on the quantity of material managed since the last audit.

For this purpose, the Organization must provide RINA with records relating to the quantity of product / s managed both inbound and outbound, regardless of the certification system being audited.
3.2 Management of non conformities
ISCC EU, ISCC PLUS. 2BSvs
Reference shall be made to the requirements of the different schemes.

INS
In the case of major non conformities RINA notifies the Organisation that the certificate has been withdrawn;
In the case of minor non conformities the maximum time allowed to implement the corrective actions is 60 days.
In the opinion of the audit team, correct and effective implementation of the corrective actions may also be performed on a documental basis, depending on the type of corrective action to be checked.
If the non conformities are not made good within the above period, the certificate of compliance will be suspended.

3.3 Supplementary audits
RINA also reserves the right to perform additional checks and/or controls, compared to those established in the five-year programme, whether announced or unannounced, at the Organisation:
• if it receives complaints or reports, considered to be particularly important, related to compliance of the Organisation and/or of the product with the requirements of the reference standard and of these Rules;
• in relation to changes which have occurred in the Organisation;
• to verify critical situations, such as the cessation of activities before maintenance audits;
• concerning Companies whose certificate has been suspended.
If the Organisation refuses, without a valid reason, RINA may begin the certificate suspension procedure.
If RINA considers the complaints and reports to be justified, the cost of performing the additional audit will be charged to the Organisation.
The Organisation is to keep a record of any complaints related to the products covered by certification and of the pertinent corrective actions taken and is to make them available to RINA together with the corrective actions taken during the periodic audits, where and as far as applicable. All expenses related to any supplementary audits will be charged to the Organisation.

4. RECERTIFICATION
This chapter also applies to certification in compliance with the ISCC EU and ISCC PLUS schemes only if the Organisation has stipulated a contract with RINA which also includes the recertification audit. On the occasion of the recertification (renewal) audit, performed every five years (in the case of INS and 2BSvs), every year (in the case of ISCC EU, ISCC PLUS), the Organisation will contact RINA in advance before the date indicated in the audit programme, in order to be able to plan the audit and agree on the recertification audit date.
In the case of INS and 2BSvs, the Organisation is to send an updated copy of the Informative Questionnaire, completed in all its parts.
In the case of ISCC EU, ISCC PLUS, the Organisation is to inform RINA of any changes made since the previous audit.
If the previous contract is no longer valid, the contract between RINA and the applicant will be managed as described in paragraph 2.2.
The recertification audit date, agreed with the Organisation sufficiently in advance, is officially confirmed to the Organisation in writing.

4.1 Recertification audit
The purpose of the recertification audit is to confirm maintenance of compliance and is essentially based on an on-site audit, to be performed, generally, using the same criteria as for the maintenance audit.
The names of the qualified auditors appointed to perform the audit will be notified in advance by RINA to the Organisation, which may object to the appointments, giving its reasons.

4.2 Management of non conformities
ISCC EU, ISCC PLUS. 2BSvs
Reference shall be made to the requirements of the different schemes.

**INS**

In the case of major non conformities, RINA notifies the Organisation that the certificate has been withdrawn.

In the case of minor non conformities, the maximum time allowed to implement the corrective actions is 60 days. The Organisation must effectively carry out the pertinent treatment and corrective action prior to the certificate’s expiry date.

**INS, ISCC EU, ISCC PLUS**

Following the satisfactory completion of the audit, examination by an independent technical reviewer and approval by the person in charge, the Certificate of Compliance is reissued for a further five years (in the case of INS and 2BSvs), for a further year (in the case of ISCC EU, ISCC PLUS) together with the programme of periodic audits. RINA will confirm approval of recertification and consequent issue of the certificate to the Organisation in writing.

For details concerning management and validity of certificates of compliance issued by RINA, reference is to be made to chapter 5 below.

The recertification process must necessarily be positively concluded prior to the expiry date on the certificate, which cannot be extended by RINA. Consequently, the recertification audit must be positively concluded sufficiently in advance to allow RINA to approve recertification and reissue the certificate by the above date (at least one month before the certificate’s expiry date).

For 2BSvs a temporary extension of up to 6 months can be granted during the certification process at the end of the 5 years.

If the Organisation does not meet the above deadlines and does not obtain reissue of the certificate prior to the certificate’s expiry, the certificate will be considered as having expired the day after the expiry date established on the certificate.

If the Organisation wishes to re-obtain certification, after its certificate has expired, it is to submit another request, following in general the initial certification process.

## 5. MANAGEMENT OF CERTIFICATES OF COMPLIANCE

### 5.1 Issue of the certificate

**INS**

The Certificate of Compliance issued by RINA in Italian and in English is valid for five years starting from the date of issue and contains at least the following information:

- the unique certificate number (which corresponds to the identification code of the organization);
- the business name and address of the certificate holder;
- the address of the operative sites;
- the field of application of the certificate;
  - activities that the organization is capable of carrying out
  - all products that can be managed
  - in case of traders and warehouses and only the macro-categories traded: cultivated raw materials, vegetable oils, waste, by-products, intermediate products.
- if the organization produces waste in Europe, the CER code attributed to the waste;
- if the organization produces waste outside Europe, an explicit indication of the positive outcome of the audit aimed at ascertaining the compliance of the waste with the provisions of Directive 2008/98/EC,
- if the organization produce by-products, also an explicit indication of the qualification as a by-product pursuant to art. 184-bis of the legislative decree 3 April 2006, n. 152;
- the product category in case the Organisation produces materials classifiable within one of the categories listed in Annex 1, part 2-bis, of Legislative Decree 3 March 2011 no. 28;
• if the activity carried out leads to the cessation of the qualification of waste, the explicit indication of the details of the authorization;
• the RINA Code (002B);
• the certification system;
• the date of issue;
• the validity and expiry date;
• the date of the last audit.
• the signature of the authorised person.

**2BSvs**
The Certificate of Compliance issued by RINA is valid for five years starting from the date of issue and contains at least the following information:
• the unique certificate number;
• name and address of the legal entity that has been verified for conformity,
• the applicable standard used for the verification (STD 01/STD02/STD01, STD02),
• the activity(ies) covered by the scope of the verification,
• the covered product(s) with the address of the legal entity
• date of the last day of verification follow-up audit

The annex to the Certificate of Conformity shall specify:
• the verification scope, site(s) with location and/or address(es).

When RINA issues the certificate, both the certificate and the pertinent five-year audit programme will be made available to the Organisation in the Member Area of the RINA web site (www.rina.org). Therefore, the Organisation can access and download these documents from the above RINA site.

If the Organisation is unable to access internet, it may request a paper copy from the pertinent RINA office.

In case of 2BSvs, within 2 working days, RINA will send a formal notification, together with the original copy of the Certificate of Conformity, addressed to the Technical Advisor.

**ISCC EU, ISCC PLUS**
The Certificate of Compliance issued by RINA is valid for one year starting from the date of issue and contains at least the following information:
• a) the unique certificate number;
• b) the business name and address of the certificate holder;
• c) the field of application of the certificate;
• d) the certification system;
• e) the date of issue;
• f) the validity and expiry date;
• g) the signature of the authorised person;
• h) for ISCC PLUS the chain of custody option
• i) the revision

Depending on the type of activity, that is the field of application, the certificate is also to include the following annexes:
• Annex containing the sustainable products managed on entering/leaving the certified site;
• Annex containing the warehouses/first gathering point the certified site makes use of.

5.2 Certificate suspension, withdrawal and renunciation

**INS, ISCC EU, ISCC PLUS**
The certificate may be suspended, withdrawn or surrendered in accordance with the requirements established in Chapters 9 and 10 below.

5.3 Publication of certification

**INS, ISCC EU, ISCC PLUS**
RINA publishes and keeps updated on its web site www.rina.org the list of certified Companies;

6. CHANGES TO THE CERTIFICATE

6.1 Request to amend the certificate

**INS, ISCC EU, ISCC PLUS, 2BSvs**
A Organisation can ask to have its Certificate of Compliance amended or extended by submitting a new “Informative Questionnaire”, filled in as appropriate.

RINA reserves the right to examine the request, on
a case by case basis, and to decide the audit method for the purpose of issuing a new Certificate of Compliance.
The Organisation is to promptly inform RINA of any changes related to aspects which may influence compliance of the product and of the Organisation. This requirement concerns, for example, changes relevant to:
- the legal, commercial, Organisation or ownership status;
- the Organisation and management, (for example key managers or technical personnel; decision-making process);
- the sites;
  - the origin of the raw materials, intermediate products or finished products;
  - the field of application of the activities covered by certification;
  - significant modifications to the traceability system and to the processes.
RINA reserves the right to make additional checks at the Organisation if the changes communicated are considered particularly important in relation to maintaining compliance with the requirements of the reference regulatory documentation and of these Rules or to review the economic terms and conditions due to possible amendment of the contract.

7. PRODUCT CHANGES

7.1 Certification following product changes

INS, ISCC and 2BSvs
The Organisation is to promptly inform RINA of all significant changes it intends to make to the products for which it has obtained the Certificate of Compliance, to the production and control processes or to the applicable traceability system adopted.
Following an assessment of the influence the proposed changes have on compliance of the product with the reference regulatory documentation, RINA may require all the initial checks, as per Chapter 2, to be repeated in full or in part.
After the above checks have been carried out, RINA may extend the validity of the pertinent certification to the modified products.
The Organisation is not allowed to use certificates of compliance for modified products until it has received written approval from RINA.
RINA undertakes to inform the Organisation in writing of its decisions within 30 days of notification of the proposed changes.

8. CHANGES TO REFERENCE STANDARDS AND/OR TECHNICAL SPECIFICATIONS

8.1 Management following amendments to reference standards
RINA will inform the Organisation of any changes made to the reference regulatory documentation. Having considered the implications of the changes and bearing in mind the need to avoid inadvertently favouring, from a commercial point of view, a particular Organisation or product, RINA will establish the date by which the Organisation is to meet the new requirements.
The changes considered necessary by RINA will be audited by the established date to check the Organisation meets the new requirements, as applicable.
Following the positive outcome of the checks, RINA will issue a new Certificate of Compliance, amended as appropriate to make reference to the new regulatory document.
If the Organisation does not comply with the new regulatory requirements by the established date, the Certificate of Compliance will be withdrawn.

9. SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF CERTIFICATES

9.1 Suspension of the certificate

INS, ISCC EU, ISCC PLUS, 2BSvs
The validity of the certificate issued may be suspended according to what is stated in the “GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION” and in the following specific cases:
• If the Organisation does not allow the periodic maintenance or recertification audits to be carried out at the required times;
• If minor non-conformities are found which have not been resolved by the dates stipulated by RINA;
• (only for 2BSvs) if a critical non-conformity is identified during a surveillance audit;
• If the Organisation has not complied with the deadlines established to communicate the corrective actions, following non-conformities contained in the audit report;
• If the Organisation has undertaken major internal site restructuring, moves to another site(s) without informing RINA of such changes;
• In the case of significant changes to the certified products and/or to the production and control methods and/or to the applicable Sustainability management system, which have not been communicated to and accepted by RINA;
  • If the Organisation refuses or hinders participation in the audits of observers from accreditation bodies and/or of reference for the certification scheme;
  • Any serious complaints received by RINA;
  • Any other circumstance which, in the opinion of RINA, has a negative influence on compliance of the Organisation and the products certified.

Suspension will be communicated to the Organisation in writing, establishing the conditions for reinstatement of certification and the date by which these conditions are to be met.

During the period of suspension of the Certificate of Compliance, no statements of conformity or sustainability certificates may be issued for the products sold. The statements of conformity and the sustainability certificates issued by the operator prior to certificate suspension remain valid.

9.2 Reinstatement of the certificate

INS, ISCC EU, ISCC PLUS, 2BSvs

If suspension is due to the negative outcome of the audit, reinstatement of the certificate is subject to verification that the deficiencies which led to suspension have been made good through a supplementary audit, carried out within 30 days maximum of the suspension and with a positive outcome.

If the reasons for the suspension are not eliminated within the above period, the certificate will be withdrawn.

9.3 Withdrawal of the certificate

INS, ISCC EU, ISCC PLUS, 2BSvs

Withdrawal of the certificate of compliance leads to immediate prohibition, for the operator, to use the certificate as well as prohibition to issue the statements of conformity and sustainability certificates. The statements of conformity and sustainability certificates issued by the operator prior to suspension and withdrawal of the certificate remain valid.

INS, 2BSvs

The validity of the certificate issued may be withdrawn according to what is stated in the “GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION” and in the following specific cases:
• When situations arise, such as those mentioned in 9.1 for suspension, which are considered particularly serious;
• If major non-conformities are found during the periodic maintenance audits;
• If the economic operator improperly or misleadingly uses or advertises the certificate obtained;
• If the outcome of the supplementary audit to reinstate the certificate is negative and the non-conformities have not been resolved;
• In any other circumstance established by ACCREDIA and/or indicated by them.

ISCC EU, ISCC PLUS

RINA may withdraw the certificate in the case of serious violation of ISCC requirements.
9.4 Communication of certificate status

**INS, ISCC EU, ISCC PLUS, 2BSvs**

The decision to suspend, reinstate and withdraw certificates and the pertinent reasons are communicated to the Organisation, to the accreditation or supervisory body and, in the case of INS, to the Competent National Authorities and to GSE.

10. SURRENDERING THE CERTIFICATE

**INS, ISCC EU, ISCC PLUS, 2BSvs**

An Organisation may submit a request to RINA to surrender its certificate(s) for some or all of the products for which it had obtained certification if the product(s) is/are no longer produced or for other reasons.

On receipt of this request, RINA initiates the procedure to render the certificate invalid.

In the case of partial surrender, RINA will update the certificate issued, eliminating the products for which the certificate is being surrendered and, if pertinent, establish any actions which the Organisation is to take.

In the case of surrender for all products covered by the certificate, what is stated in the previous paragraph applies. In general, RINA updates the validity status of the certificate within one month of the date of receipt of the above request.

11. CONTRACTUAL CONDITIONS

**INS, ISCC EU, ISCC PLUS, 2BSvs**

With regard to the contractual conditions, reference is to be made to the edition in force of the RINA Rules "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION".