



**RULES FOR THE ISSUE OF CERTIFICATION OF SUSTAINABILITY  
OF BIOFUELS, BIOLIQUIDS, BIOMASS FUELS, NON-BIOLOGICAL  
RENEWABLE MATERIALS AND RECYCLED CARBON-BASED  
MATERIALS, SUSTAINABLE AVIATION FUELS, 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, bioliquids, biomass fuels, non-biological renewable materials and recycled carbon-based materials to Organisations 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);
  - 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 “2BS Biomass Biofuels Sustainability” (in the following 2BS).
- **the Certificate of Compliance of the sustainability of aviation fuels, to Organisations adhering to:**
  - a) the voluntary scheme ISCC CORSIA system managed by ISCC System GmbH (in the following ISCC CORSIA)
- **the Certificate of Compliance of the sustainability of food and feed products, technical/chemical applications and applications in the bioenergy sector to Organisations adhering to:**
  - a) the ISCC PLUS system, managed by ISCC System GmbH (in the following ISCC PLUS).

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

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define how Organisations can apply for obtain, maintain and renew certification as well as how it may be suspended, withdrawn, renounced and transferred.

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 web site.

### 1.2 Certificate of Compliance and reference criteria

#### INS, ISCC EU, 2BS

The Certificate of Compliance guarantees the reliability of the information which Organisations are required to provide to demonstrate compliance with the sustainability criteria, according to what is established in the following European regulatory and legislative framework:

- DIRECTIVE (EU) 2018/2001 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2018 on the promotion of the use of energy from renewable sources (RED II)

#### ISCC CORSIA

The Certificate of Compliance guarantees the reliability of the information which Organisations belonging to the chain of sustainable aviation fuels are required to provide to demonstrate compliance with the sustainability criteria, according to Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) was developed by the International Civil Aviation Organization (ICAO).

ISCC offers two options for ISCC CORSIA Certification: ISCC CORSIA and CORSIA PLUS. The systems differ in their sustainability requirements for biomass production.

#### ISCC PLUS

The Certificate of Compliance guarantees the reliability of the information which Organisations 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](http://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 CORSIA, 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](http://www.iscc-system.org)).

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

### **2BS**

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 2BS requirements for certification, available from the 2BS web site ([www.2BS.org](http://www.2BS.org)).

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

### **1.3 Access to certification**

Access to certification is open to all Organisations 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 Organisations 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 Organisations 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 criteria for the Organisation**

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 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” (for all biofuels and bioliquids except biomethane) 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 sistema di equilibrio di massa”.

Note:

Italy transposed the DIRECTIVE (EU) 2018/2001 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2018 on the promotion of the use of energy from renewable sources (RED II) with Legislative Decree no. 199 of 8 November 2021 (hereinafter referred to as Dlgs. 199), published in the Official Journal no. 285 of 30/11/2021.

Legislative Decree 199 entered into force on 15 December 2021.

The current version of Italian National Scheme is set by the Decree 14 November 2019 that is based on Legislative Decree no. 28 dated 3 March 2011, transposal of Directive 2009/28/EC (RED Directive) on the promotion of the use of energy from renewable sources.

The Legislative Decree no. 199 sets that the Decree 14 November 2019 will be updated within 180 days from the date of entry into force of the Dlgs. 199 (13 June 2022).

The current version of Decree 14 November 2019 will continue to apply for provisions that do not conflict with Legislative Decree 199.

### **ISCC EU**

The Organisation must demonstrate that its products/applications comply with the criteria defined in the ISCC EU documents available from the [www.iscc-system.org](http://www.iscc-system.org) site.

### **ISCC CORSIA**

The Organisation must demonstrate that its products/applications comply with the criteria defined in the ISCC CORSIA documents available from the [www.iscc-system.org](http://www.iscc-system.org) site.

### **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](http://www.iscc-system.org) site.

## 2BS

The Organisation must demonstrate that its products/applications comply with the criteria defined in the 2BS documents available from the <https://www.2bsvs.org/>.

## 2.2 Application

Organisations 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 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 offer

If the Organisation accepts the offer, it makes its acceptance by sending RINA the specific form "request" enclosed with the quotation.

On receipt of the "request" and the relative annexes, and having checked they're complete, RINA sends the Organisation written confirmation 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.

The offer issued for organisations certifying for the first time shall include at least the surveillance of the first year of validity of the certificate, when applicable.

## ISCC EU, ISCC CORSIA, ISCC PLUS

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

## 2.3 Documents required to undertake the certification process

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 CO<sub>2</sub>eq emissions and calculation spreadsheet with visible formula (for ISCC PLUS only if agreed Add on GHG);
- Mass balance report(s);
- List of external warehouses, if available.

RINA may also request, at its discretion, other documents for review, in support of the information previously received, considered important for the purposes of the certification in question.

## ISCC EU

In addition in case of an organisation 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.

## INS

In addition in case of an organisation meeting the requirements of art. 18 of the Decree of 14 November 2019 list of restaurants or other facilities producing used vegetable oils.

## 2.4 Compliance verification activities

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 Organisation's certificate of conformity,

- annual surveillances starting from the issuance date of the Organisation's certificate of conformity,
- recertification audit to be carried out in the 6 months before the expiry of the certificate.

#### **2BS**

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

#### **ISCC EU, ISCC CORSIA, ISCC PLUS:**

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

#### **ISCC EU, 2BS**

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. 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 Organisations.

#### **INS, ISCC EU, ISCC CORSIA, ISCC PLUS, 2BS**

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.

### **2.5 Initial Audit**

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 Organisations in the group.

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

#### **INS**

For Organizations already operating, 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 CORSIA, ISCC PLUS**

The Organisation will receive the ISCC signed and filled in audit report(s) and the “Non-conformity List”, if necessary.

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

### **2BS**

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

### **INS, ISCC EU, ISCC CORSIA, ISCC PLUS, 2BS**

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/measures 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 Organisations 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.

## **2.6 Management of non conformities**

### **ISCC EU, ISCC CORSIA, ISCC PLUS, 2BS**

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

### **INS**

If major non conformities<sup>1</sup> 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.

Should the above 90 day deadline be exceeded,

<sup>1</sup> 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 CO<sub>2</sub>eq saving, such as to compromise the truthfulness of the sustainability declaration/ sustainability certificates issued;
- non compliance with one or more requirements of these Rules.

the aforementioned checks are to be carried out again within six months of the date of the finding.

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<sup>2</sup>, 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.

## **2.7 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.

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 CORSIA, ISCC PLUS**

Following the satisfactory completion of the audit, based on the ISCC 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 1 year.

On successful audit completion, RINA submits the Certificate of Compliance and the documents requested by the scheme to ISCC GmbH:

All certificates are published on the ISCC web site.

<sup>2</sup> 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.

If the audit is unsuccessful, RINA only sends the the documents requested by the scheme to ISCC GmbH to ISCC GmbH.

## **2BS**

Following the satisfactory completion of the audit, based on the 2BS 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 uploads on 2BS website(reserved area) the Certificate of Compliance and the documents requested by the scheme.

All certificates are published on the [www.2BS.org](http://www.2BS.org) web site.

## **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 2.5, 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 CORSIA, ISCC PLUS, 2BS**

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

## **INS**

In the case of major non-conformities, RINA may request a supplementary audit within the time limits established by RINA, aimed at verifying the effectiveness of the corrections and corrective actions proposed or it may notify the organisation that certification has been suspended or revoked.

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 can 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 Organisations 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, ISCC CORSIA, 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 2BS), every year (in the case of ISCC EU, ISCC CORSIA, 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.

The recertification audit date, agreed with the Organisation sufficiently in advance, is officially confirmed to the Organisation in writing.

### INS, 2BS

In the case of INS and 2BS, the Organisation is to send an updated copy of the Informative Questionnaire, completed in all its parts.

### ISCC EU, ISCC CORSIA, ISCC PLUS

In the case of ISCC EU, ISCC CORSIA, ISISCC 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.

### 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.

### 4.2 Management of non conformities

#### ISCC EU, ISCC CORSIA, ISCC PLUS, 2BS

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

## INS

In the case of major non-conformities, RINA may request a supplementary audit within the time limits established by RINA, aimed at verifying the effectiveness of the corrections and corrective actions proposed or it may notify the organisation that certification has been suspended or revoked.

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.

### 4.3 Issue of the certificate

The same procedures as defined in paragraph 2.6 are followed.

The recertification process must necessarily be positively concluded prior to the expiry date on the certificate, which cannot be extended by RINA.

## 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.

## **2BS**

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).

## **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:

- the unique certificate number;
- the business name and address of the certificate holder;
- the field of application of the certificate;
- the certification system;
- the date of issue;
- the validity and expiry date;

- the signature of the authorised person;
- for ISCC PLUS the chain of custody option;
- 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.

## **6. CHANGES TO THE CERTIFICATE**

### **6.1 Request to amend the certificate**

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

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

The certificate may be suspended, withdrawn or

surrendered.

### 9.1 Suspension of the certificate

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;
- For INS If major non-conformities are found during maintenance audits;
- If minor non conformities not been resolved by the dates stipulated by RINA;
- 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
- In addition for ISCC EU, ISCC CORSIA, ISCC PLUS, 2BS, reference shall be made to the requirements of the different schemes.

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

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

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.

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 the non-conformities that led to the suspension have not been resolved during the period of suspension;
- 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;
- In addition for ISCC EU, ISCC CORSIA, ISCC PLUS, 2BS, reference shall be made to the requirements of the different schemes.

### 9.4 Communication of certificate status

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

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. TRANSFER OF CERTIFICATE (APPLICABLE FOR INS ONLY)

If an organisation with a valid certificate issued by another Certification Body wishes to transfer its certification to RINA, it must send RINA the "Informative Questionnaire" as per point 2.2, and copy of the of management system certificate.

RINA, after verifying that:

- the certificate is valid;
- the certificate has been issued by ACCREDIA or by a body meeting the requirements of Article 5 of the Decree of 14 November 2019 "Establishment of the National Certification System for the sustainability of biofuels and bioliquids";
- the certificate is not suspended;
- - the Certification Body which issued the certificate is not suspended;
- the organisation's certified activities fall within the accredited scope of RINA.

issue an offer for the transfer of certification.

If it accepts the economic offer, the organisation must send RINA the "Certification request" together with the following documents:

- copy of the certification audit report or the last recertification audit report and of the subsequent surveillance audit reports;
- evidence of the corrective action taken related to the non-conformities issued during the

previous audit, or the evidence of the review, acceptance and verification of the effectiveness by the previous Certification Body;

- the type and date of the next audit planned by the previous Certification Body;
- list of any complaints received and the relevant actions taken;
- the reasons for the certification transfer request;
- any observations or reports by national or local authorities.

The check of the above documentation usually includes an audit to the Organization requesting transfer of its certificate.

The contract between RINA and the applicant is managed as indicated in paragraph 2.2, depending on the scope of the auditing activities.

After the satisfactory completion of the above activities, a Certificate of Conformity is issued which generally maintains the deadline established by the body which issued the previous certificate.

In the case where the conditions for the transfer are not met, the transfer process can not be applied; if the organization intends to continue with the certification process will be evaluated using the criteria set out in paragraph 2.5.

## **12. CONTRACTUAL CONDITIONS**

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".

