

# RSPO SCCS LEAD AUDITOR

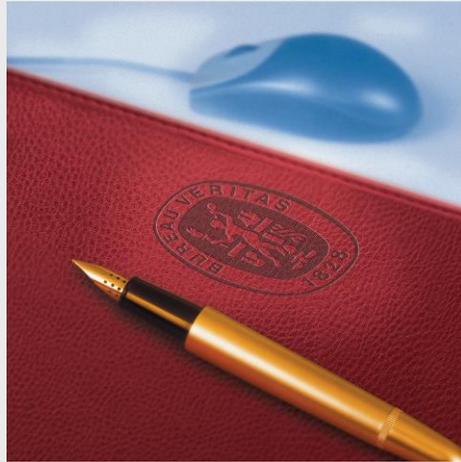
## TRAINING COURSE

**3rd and 4th March 2016**

**Shanghai**

**Huang Pu District**

**No 1288, Waima Road**



### Roundtable on Sustainable Palm Oil

#### Overview

For many years, consumers in Europe and the USA have required companies to ensure and demonstrate that their operations do not result in any negative social and environmental impact.

The Roundtable on Sustainable Palm Oil was established in 2004 with the vision to transform markets to make sustainable palm oil the norm and to promote the production and use of sustainable palm oil for the people, the Planet and prosperity.

Today, market requirements regarding the origin of sustainable palm oil are becoming stricter especially in consuming countries in Europe, the USA and Australia, and the global demand for vegetable oil from sustainable origin is growing fast. As of late 2012, 14% of palm oil globally was certified under the RSPO certification scheme and this continues to grow fast.

To show their commitment towards sustainable development, environmental and social issues, and to improve the reputation of their organisation, owners and managers of palm oil companies can choose to engage in the RSPO certification process and produce certified palm oil.

**BUREAU VERITAS RSPO Supply Chain Training Course has been officially approved by the RSPO and is recognised training course for RSPO Supply Chain Auditors. Upon successful completion of the training course and assessment, an official RSPO Training.**

### RSPO Supply Chain Certification

#### Overview

In order to achieve RSPO Supply Chain certification, companies will need to establish a chain of custody system to track the certified palm oil throughout their production process, from their suppliers to their customers. The RSPO has developed a number of different options for companies who want to become RSPO certified in order to trade and promote RSPO certified sustainable palm oil.

This BUREAU VERITAS RSPO Supply Chain training course has been designed for participants to gain a thorough understanding of:

- Context of the Palm Oil sector and how it operates,
- Key sustainability challenges faced by the Palm Oil Industry,
- The Palm Oil supply chain from the plantation to the end user
- RSPO supply chain certification requirements,
- RSPO Principles and Criteria
- RSPO supply chain standards, including the different supply chain models
- RSPO Unit of Certification
- RSPO trademark requirements,
- RSPO RED requirements,
- RSPO supply chain auditing procedures and certification process,
- Practical examples and exercises.

**To comply with RSPO requirements, to participate to BUREAU VERITAS RSPO Supply Chain Training Course all candidates shall demonstrate compliance with RSPO prerequisite to receive BUREAU VERITAS RSPO Supply Chain Auditor Certificate upon successful completion of the course.**

### **ADMINISTRATION**

**Bureau Veritas Certification (Beijing) Ltd  
No 1288, Waima Road, Huang Pu District, Shanghai, People's Republic of China.  
SHANGHAI 200011**

Refreshments are provided throughout the training course.

**No 1288, Waima Road, Huang Pu District, Shanghai, People's Republic of China.**

**BUREAU VERITAS  
Bureau Veritas Certification Learning Centre  
Call us at + 86 21 23190001**



**BUREAU**  
**VERITAS**

# Training Course Programme

*2 days training course*

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## **COURSE PREREQUISITE FOR RSPO SCC LEAD AUDITORS**

A 2 day course designed for auditors and all companies in the supply chain; from palm oil mills to retailers; who purchase, process, manufacture and sell products containing palm oil and palm kernel oil and their derivatives. It is applicable for all sizes of business, managers at all levels, internal auditors, third party auditors and certification body personnel.

It is an RSPO requirements that RSPO SCC lead auditors have the following qualifications prior to attending the 2 day course:

- Successful completion of a recognized lead auditor course e.g. a ISO 9000/19011 lead auditor course.
- Field working experience in similar supply chains, or equivalent related to and as necessary for the certification process.
- A supervised period of training in practical auditing by a qualified lead auditor with at least 15 days audit experience in similar certification schemes (i.e. including traceability), achieving a minimum of 2 audits at different organizations.

## **COURSE LEADER**

YANG Jiaming (Bureau Veritas Certification Technical Manager of COC Forestry Certifications Greater China)

## **COURSE OBJECTIVES & LEARNING OUTCOMES**

The participants to the **BUREAU VERITAS Training for RSPO SCCS LEAD AUDITOR** will be based on a detailed presentation of all RSPO SCCS lead auditor certification requirements and related procedures.

By the end of this training, participants will achieve a thorough understanding of the context in which the palm oil sector operates as well as the following topics:

- Understanding the origins of palm and kernel oil and the complete supply chain.
- Understanding accreditation, certification and auditor qualifications.
- Understanding the supply chain models and associated modules.
- Understanding the audit requirements for each model.
- RSPO claims and the use of the RSPO Trademark and Logo.
- Document templates and audit reports.

By the end of the training, all participants should achieve a thorough understanding of the different RSPO requirements and related certification process, as well as the context in which these certification requirements and procedures have to be implemented.

Finally, at the end of the training participants will need to demonstrate their understanding of RSPO certification through a written examination. Candidates who successfully pass this examination will be awarded a Bureau Veritas RSPO SCC Lead Auditors Certificate.

**BUREAU VERITAS RSPO SUPPLY CHAIN TRAINING AGENDA**

| <b>Day 1</b>   | <b>Start</b> | <b>Finish</b> |
|--|--------------|---------------|
| Registration of participants   | 08:30        | 09:00         |
| Agenda & Objectives of <b>Bureau Veritas RSPO Supply Chain Training Course</b> (Overview of the course; Content, Outcomes, Examination)  | 09:00        | 09:30         |
| Introduction to Palm Oil industry, including palm oil plantations, palm oil processing, palm oil transportation and use  | 09:30        | 10:30         |
| <b>Coffee Break</b>  | 10:30        | 10:45         |
| Palm Oil Supply chain, including the mill and associated refinery, shipper, product refiner, end product manufacturer and retailer   | 10:45        | 12:30         |
| <b>LUNCH BREAK</b>   | 12:30        | 13:30         |
| RSPO Certification including market trend for RSPO certified products, RSPO Principles and Criteria, RSPO Supply Chain, RSPO RED   | 13:30        | 15:00         |
| <b>Break</b>   | 15:00        | 15:30         |
| RSPO Unit of Certification including the following topics: <ul style="list-style-type: none"> <li>- RSPO Identity preserved</li> <li>- RSPO Segregation</li> <li>- RSPO Mass Balance</li> <li>- RSPO Book and Claim</li> <li>- RSPO Certification requirements for the different RSPO Supply Chain models</li> <li>- RSPO Group certification</li> <li>- RSPO multisite certification</li> </ul> | 15:30        | 17:30         |
| RSPO Trademark including the following topics: <ul style="list-style-type: none"> <li>- Use of RSPO Trademark</li> <li>- Guidelines on communications and claims</li> <li>- RSPO Complaint procedure</li> </ul>  | 17:30        | 18:30         |

| <b>Day 2</b>  | <b>Start</b> | <b>Finish</b> |
|---|--------------|---------------|
| Principles of auditing including the following topics: <ul style="list-style-type: none"> <li>- Bureau Veritas Code of Ethics and requirements for auditors</li> <li>- Integrity</li> <li>- Fair presentation and due professional care</li> <li>- Confidentiality</li> <li>- Independence and evidence based approach</li> <li>- Impartiality and openness</li> <li>- Competence and responsibility</li> <li>- Management of complaints</li> </ul> | 08:30        | 9:00          |
| RSPO audit management program including the following topics: <ul style="list-style-type: none"> <li>- Establishing the audit programme</li> <li>- Initial and onsite audits</li> </ul>   | 9:00         | 10:00         |
| <b>Coffee Break</b>   | 10:00        | 10:15         |
| RSPO audit management program including the following topics: <ul style="list-style-type: none"> <li>- Surveillance audits</li> <li>- Recertification audits</li> </ul>   | 10:15        | 10:45         |
| Audit activities including the following topics: <ul style="list-style-type: none"> <li>- Acting as a RSPO audit team leader</li> <li>- Initiating the audit (opening meeting)</li> <li>- Preparing audit activities</li> <li>- Conducting the audit activities</li> <li>- Using technical experts</li> </ul>   | 10:45        | 12:30         |
| <b>LUNCH BREAK</b>  | 12:30        | 13:30         |
| Audit activities including the following topics: <ul style="list-style-type: none"> <li>- Practical exercise</li> </ul>   | 13:30        | 15:00         |
| <b>Break</b>  | 15:00        | 15:30         |
| Report writing including the following topics: <ul style="list-style-type: none"> <li>- Report content and its format</li> <li>- Report review process</li> <li>- Preparation and distribution of the audit report</li> </ul>   | 15:30        | 16:30         |
| Course Assessment/Examination   | 16:30        | 18:30         |

# Registration Form

Bureau Veritas Training Course  
RSPO SCC Lead Auditors

Please write / print the particulars clearly to facilitate registration:

Name:

Organisation:

Postal Address:

Tel:

Fax:

Email:

## SEMINAR NOMINATION

We would like to request you to provide full name of nominated participant(s) and specify the title: Mr / Ms / Mrs / Dr / Other

|         |          |     |       |
|---------|----------|-----|-------|
| 1. Name | Position | H/P | Email |
| 2. Name | Position | H/P | Email |
| 3. Name | Position | H/P | Email |

▶ kindly attach a separate list if the space is insufficient / photocopy of form is acceptable.

### Seminar Registration

Please tick ( ) the session you would like to attend:

RSPO SCC LEAD AUDITORS TRAINING

Register via email scanned Registration Form with authorized signature to [jiaming.yang@cn.bureauveritas.com](mailto:jiaming.yang@cn.bureauveritas.com)