



## **SCC 251 Requirements on Certification Bodies**

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***ISCC 11-01-14***  
***V 1.16 11-01-14***

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**Document title:** ISCC 251  
Requirements on Certification Bodies

**Approved by:** **Date:**

**Issue date:**

**Application date:**

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## 1 Introduction

The competences of certification bodies and of the appointed auditors are key factors for the success of the certification system. Trainings will acquaint them with the requirements of the ISCC standard.

Know-how about no-go-areas, traceability, mass balance calculation and greenhouse gas calculation is a crucial element of the qualification. In these respective areas the auditors have to bring with them some basic knowledge.

## 2 Scope

The requirements described hereafter are applied in certification of sustainable farming as well as within the certification of the subsequent elements in the chain of custody

## 3 Normative references

As a basic principal, all relevant ISCC documents are valid for the scope of application. The normative references display the documents whose contents are linked and have to be considered as conjoint points.

Relevant references:

ISCC	201	System Basics
ISCC	202	Sustainability Requirements – Requirements for the Production of Biomass
ISCC	203	Requirements for Traceability
ISCC	204	Mass Balance Calculation Methodology
ISCC	205	GHG Calculation Methodology and GHG Audit
ISCC	206	Regulations to issue Proofs of Compliance with Sustainability Requirements
ISCC	207	Risk Management
ISCC	208	Requirements for the Logo Use
ISCC	252	Regulations to carry out Audits
ISCC	300	Country-specific Advice and Guidelines
ISCC		Audit Procedures

## 4 Requirements and tasks for certification bodies

### 4.1 Requirements

#### 4.1.1 Requirements on certification bodies

Certification bodies have to fulfil the following requirements

- (1) Recognition by the competent authority in Germany
- (2) Conduct of audits according the requirements of ISO 19011
- (3) Signed Cooperation Agreement with the ISCC system
- (4) Appointment of competent employees in terms of the requirements in this document.

#### 4.1.2 Requirements on auditors

First of all, independent of their operational area, all auditors have to meet some general requirements. Depending on whether they conduct audits on farms or in subsequent elements of the supply chain they have to meet some additional specific requirements.

##### 4.1.2.1 General requirements

- (1) At least 2 years work experience in the relevant work area, all in all, at least 3 years work experience.
- (2) At least 40 h audit training (e.g. according to ISO 19011).
- (3) 4 complete audits for a total of at least 20 days of audit experience as an auditor-in-training under the direction and guidance of an auditor competent as an audit team leader. The audits should be completed within the last three consecutive years.
- (4) At least 20 days of audit experience as a trainee under the direction and guidance of an auditor competent as an audit team leader. The audits should be completed within the last three consecutive years.
- (5) Three complete audits for a total of at least 15 days of audit experience acting in the role of an audit team leader under the direction and guidance of an auditor competent as an audit team leader. The audits should be completed within the last two consecutive years.
- (6) Personal aptitude in sense of ISO 19011:2002.
- (7) One-time participation in an ISCC basic training and regular participation in training courses under the direction of ISCC.

Besides the basic training and the regular training courses ISCC offers training modules for new auditors with regard to the requested topics. If auditors are not able to show their competences in the single topics, they can get them by participating in these trainings.

#### **4.1.2.2 Requirements on auditors on farms**

In addition to the general requirements in section 4.1.2.1 auditors appointed on farms, shall at least have competences in one of the following areas:

- (1) Knowledge in handling and evaluation of data sources
- (2) Knowledge in agriculture
- (3) Pedological knowledge
- (4) Biological and ecological knowledge
- (5) Knowledge in GHG accounting.

Evidence of competence can be completed studies at a university or a technical college or a comparable qualification in one of the following areas (areas with a comparable content are also allowed):

Ad (1): Geography, geographical sciences, geoinformatics, geo sciences, life sciences, et al..

Ad (2): agriculture, agricultural economics

Ad (3): Agrology, geology, geological sciences, geoecology, landscape ecology, life sciences, et al..

Ad (4): Biology, botany, ecology, landscape ecology, natural sciences, life sciences et al..

Ad (5): process technology, energy management, environmental engineering, environmental engineer, environmental and quality management, environmental orientated process engineering, renewable energies, GHG training

#### **4.1.2.2 Requirements on auditors in the Chain of Custody**

In addition to the general requirements in section 4.1.2.1 auditors, appointed in the chain of custody, shall at least have competences in one of the following areas:

- (1) Knowledge in GHG accounting
- (2) Knowledge in mass balance methodology and traceability

Evidence of competence can be completed studies at a university or a technical college or a comparable qualification in one of the following areas (areas with a comparable content are also allowed):

Ad (1): process technology, energy management, environmental engineering, environmental engineer, environmental and quality management, environmental orientated process engineering, renewable energies, GHG training

Ad (2): Mass balance methodology and traceability, traceability, logistics, logistics management

## **4.2 Tasks of certification bodies**

### **4.2.1 Overview**

In the context of the ISCC certification system certification bodies perform the following work:

- (1) Risk evaluation
- (2) Conduct of audits (inspections)
- (3) Issuance of certificates and declarations of conformity
- (4) To run a register of participants
- (5) Transmission of data to the competent authority (copy of the Proofs of Compliance with Sustainability Requirements, preparation of further reports and communications)
- (6) Storage and handling of information

### **4.2.2 The tasks in detail**

#### **4.2.2.1 Risk evaluation**

The certification body has to carry out a risk evaluation before starting with the first audit for every relevant element of the supply chain.

The results of the risk evaluation influence the intensity of the audit.

The explanation report regarding risk management is in document ISCC 207 risk management.

#### **4.2.2.2 Conduct of audits**

Certification bodies conduct certification audits and surveillance audits. Within these audits all elements of the supply chain, which participate in the certification system, are considered.

Audit reports shall be prepared.

Requirements regarding content and process flow of audits as well as requirements for the documentation are described in document ISCC 252 Regulations to carry out audits.

#### **4.2.2.3 Issuance of certificates and statements of conformity**

After a positive audit certification bodies issue certificates or statements of conformity.

Certificates are issued to all interfaces of the value chain that were audited successfully.

Statements of conformity are issued to agricultural companies/ sites that voluntarily apply for an audit or are part of the random sample at the first gathering point as well as to companies, sites/ plants that are no interfaces according to the sustainability ordinances.

#### **4.2.2.4 Running of a register of certificates**

Certification bodies shall run a register of all elements of the supply chain, to which they have issued certificates or a statements of conformity. In each case, such a register must contain

at least the names, addresses and registration numbers of the element of the supply chain. Certification bodies must update their register on an ongoing basis.<sup>1</sup>

#### **4.2.2.5 Data transfer to the competent authority (preparation of further reports and communications)**

##### **4.2.2.5.1 Data transfer without delay**

Certification bodies must electronically transmit to the competent authority, without delay, copies of all of the following proofs:

- (1) The audit report, if an audit has shown that the relevant element of the supply chain<sup>2</sup> has not fulfilled the requirements pursuant to the certification system,
- (2) Proofs of Compliance with Sustainability Requirements for all elements of the supply chain they have certified
- (3) Additions to Proofs of Compliance with Sustainability Requirements
- (4) Certificates issued by the certification body

A certification body may delegate, to the interface, the obligation to transmit copies of Proofs of Compliance with Sustainability Requirements to the competent authority. Independently of this, certification bodies must make sure that all proofs of sustainability that they have issued in the context of the German Sustainability Ordinances are transmitted to them without delay by those elements of the supply chain that they have certified (last interface).

##### **4.2.2.5.2 Rotational data transfer**

Certification bodies must electronically transmit to the competent authority the following information for each calendar year, by February 28 of the following calendar year, and, otherwise, upon request, the following reports and information:

- (1) An excerpt of the certificate register<sup>3</sup>
- (2) A list of all inspections of interfaces, companies and suppliers that they have carried out in the calendar year, broken down by certification systems, with the exception of inspections that have been reported on pursuant to Art. 52 sentence 2 of the German sustainability ordinances
- (3) A report on their experience with the ISCC certification systems must include all facts that could be of importance for assessment of whether the ISCC certification system continues to fulfil the conditions for recognition by the competent authority.

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<sup>1</sup> The register shall allow the differentiation between interfaces and operations and companies they engage, either directly or indirectly, for production or transport and distribution (delivery) of biomass.

<sup>2</sup> In terms of the Sustainability Ordinances this applies for interfaces, the companies or the suppliers.

<sup>3</sup> The excerpt shall demonstrate if it is about an interface. The excerpt shall also demonstrate the interfaces, the companies or the suppliers audited by the certification body according to another certification system.



#### 4.2.2.6 Archiving and handling of Information

Certification bodies must archive results of inspections, and copies of all certificates that they issue on the basis of this Ordinance, for a period of at least ten years.

Where certification bodies carry out tasks under the German Sustainability Ordinances, they shall be considered as agencies required to provide information pursuant to Art. 2 para. 1 no 2 of the Environmental Information Act (Umweltinformationsgesetz) of December 22, 2004 (Federal Law Gazette I p. 3704), within the scope of application of the Environmental Information Act (Umweltinformationsgesetz).