



GreenPalm Membership Programme

Audit Checklist

Checklist for GreenPalm Programme Membership Scheme

Organisation:			
Site Address:		RSPO SUPPLY CHAIN NUMBER (IF APPROPRIATE) :	
Auditor & Qualifications:		Inspection Date:	
		RSPO Membership No:	
Person responsible for reconciling claims with GreenPalm certificates purchased:		Description of business (refinery, food manufacturer etc):	

1. Management Responsibility

- Verify Operational control of systems and processes, including the following elements:
 - Person with overall responsibility for managing the GreenPalm process
 - Management authority and commitment
 - Technical and management understanding of the GreenPalm system and responsibilities
 - Competence of all staff involved in the management, supervision or operation of the company's GreenPalm process.

2. Purchase / Sale of GreenPalm certificates –	
2.1 . Describe how the company maintains its records for the purchase and redemption of GreenPalm certificates:	
Identify the period under review (Calendar year):	
2.2 Volume of palm oil purchased split by type covered by GreenPalm certificates (PO, PKO, Olein, Stearin etc)	
2.3 Total volume of GreenPalm certificates purchased:	
2.4 Total volume of GreenPalm certificates sold:	

<p>2.5 Total number of GreenPalm certificates redeemed</p> <p>Notified to GreenPalm?</p>	
<p>2.6 Total number of GreenPalm certificates cancelled by GreenPalm (if appropriate):</p> <p>Reason for cancellation?</p>	
<p>3. Redemption Claims</p>	
<p>3.1 What claims has the company made in connection with the use of sustainable palm oil or derivatives?</p>	
<p>3.2 List the claims that have been made:</p> <p>Note: examples of market claims are as follows:</p> <ul style="list-style-type: none"> ○ Within a Company's Web site ○ Within published Corporate Responsibility documentation or Environmental Policy statements ○ Within marketing information, On product, In about product information (specifications etc) ○ In inter-company correspondence ○ Provision of services in relation or products containing quantities of palm oil or its derivatives 	

3.3 How has the company identified the volume of palm products used within the claimed product range?	
3.4 What evidence is there of over- claiming?	
4. Retailer claims (this section applies to Retailer members only)	
4.1 List the products that the Retailer Member has made a claim against:	
4.2 Has the Retailer member obtained written confirmation from the supplier of that product that they have bought and redeemed GreenPalm certificates in respect of that product?	

5. Use of the GreenPalm Trademark (See Schedule 2- GreenPalm membership rules).	
5.1 Where does the company use the GreenPalm trademark?	
<p>5.2 Is the use of the GreenPalm trademark in accordance with the Condition applied under section 2, Schedule 2 “Authorised Use” namely:</p> <ul style="list-style-type: none"> • The processing of quantities of Sustainable Palm Products equivalent to the number of GreenPalm certificates which the member has redeemed under the GreenPalm programme. • The manufacture or sale of products containing quantities of palm oil or palm kernel oil or palm kernel expellers equivalent to the number of GreenPalm certificates which the member has redeemed under the GreenPalm programme • The provision of services to products containing quantities of palm oil or palm kernel oil or palm kernel expellers equivalent to the number of GreenPalm certificates which the member has redeemed under the GreenPalm programme or: • In the case of a member which is a Retailer, a Retail Claim in respect of the sale by that member to Consumers of products which include palm oil, palm kernel oil or palm kernel expellers as an ingredient and which have been produced by a member which has bought and redeemed GreenPalm certificates in relation to those products. 	

<p>5.3 Are all uses of the GreenPalm trademark accompanied by a wording to show that it is a trademark of GreenPalm?</p>	
<p>5.4 Is there evidence of the use of the GreenPalm trademark or public claims in relation to the redemption of GreenPalm certificates in a previous calendar year?</p>	

6. Audit Conclusion:

Audit outcomes: Has the company demonstrated that it is fully in compliance with all aspects of the Green palm programme membership rules?: if not please identify areas of non-conformance below:

Auditor:	
Signed:	
Date:	

6. 1 Audit finding report(s) – Areas of non conformance

Section 1. Audit finding detail – To be completed by the auditor at the audit				
Audit		Date of issue		NCR type
Process/		Clause Ref:		
Audit finding detail				
Agreed response date:				
Section 2. Correction & corrective action response				
Correction (Remedial action & timescale)				
Root cause analysis (How / why did this happen)				

Corrective action (To prevent recurrence)			
Date of		Response completed by:	
Section 3. Acceptance & verification of correction and corrective action(s)			
Date of acceptance of (planned) correction and corrective action stated above			
Nonconformity status			
To be completed by the Auditor once the Audit Finding correction and corrective action is verified and the NCR closed			
Audit Team Leader		Date of NCR	