



Company Description

The undersigned _____

Born in _____ Prov. _____ (date) _____

Fiscal code/Id _____

Legal representative of the company _____

With its legal office in _____ address no. _____

City _____ Country _____

Company VAT code _____

Phone _____ Fax _____ Mobile _____

Web _____ Mail _____

Company RSPO membership number:

(without the RSPO Member Number it is not possible, for ICEA, to undergo with the RSPO certification).

Requests the following RSPO certification level, pursuant to “RSPO Supply Chain Certification System (SCCS), ver. 2017”, as amended:

- Identity Preservation**
- Segregation**
- Mass Balance**

As regards the following activities (certification scope):

And the following products:

N° (1)	Denomination
1	
2	
3	
4	
5	

The operator declares to use for his processing activities, also the following structures, as described in the table below

N°	Full address of the structures used (both, own structures and subcontractors)	Processing line (or for what is the structure used)	Are the structures subcontractors? (Yes/No)	Name of the subcontractor
1				
2				
3				
4				

Additionally, the operator declares

- to have been informed about the Rules/Standards concerned the services required and commit myself to comply with the ICEA Certification Rules in force
- to accept the ICEA's price list for the services required.

Other certifications (es. ISO 9000, ISO 22000, SA 8000, BRC, IFS, ecc.):

Type	Certification Body	From (date)	to

Languages to be preferable used during the audit (note that all related forms will be issued in English, the official RSPO language):

Date

Signature of the Operator

Document to be attached

	DOCUMENTS TO BE SENT BEFORE AUDIT	ICEA CHECK (yes/no, approval, notes)
<input type="checkbox"/>	ICEA contract	
<input type="checkbox"/>	ICEA fees	
<input type="checkbox"/>	Company RSPO procedure and related attachments	
<input type="checkbox"/>	Quality Control Plan (with particular reference to the manual section regarding the fluxes diagrams, NC and complains procedures, management review, internal audits)	
<input type="checkbox"/>	Products recipes (with specific reference to the RSPO raw material percentage)	
<input type="checkbox"/>	Owner/ Legal Representative ID *	
<input type="checkbox"/>	Preparation Units maps	
<input type="checkbox"/>	Preventive RSPO route cleaning form (in case of IP and SG)	
<input type="checkbox"/>	Traceability procedures (if not yet included in RSPO procedure)	
<input type="checkbox"/>	Labelling tests for RSPO certified products (package unit and/or colour label for pallet unit) – not compulsory	
<input type="checkbox"/>	List of qualified RSPO suppliers and their supply chain certificates	
<input type="checkbox"/>	RSPO training and attendants form	
<input type="checkbox"/>	Other certificates (ISO, BRC, IFS, etc)	
<input type="checkbox"/>	Other	