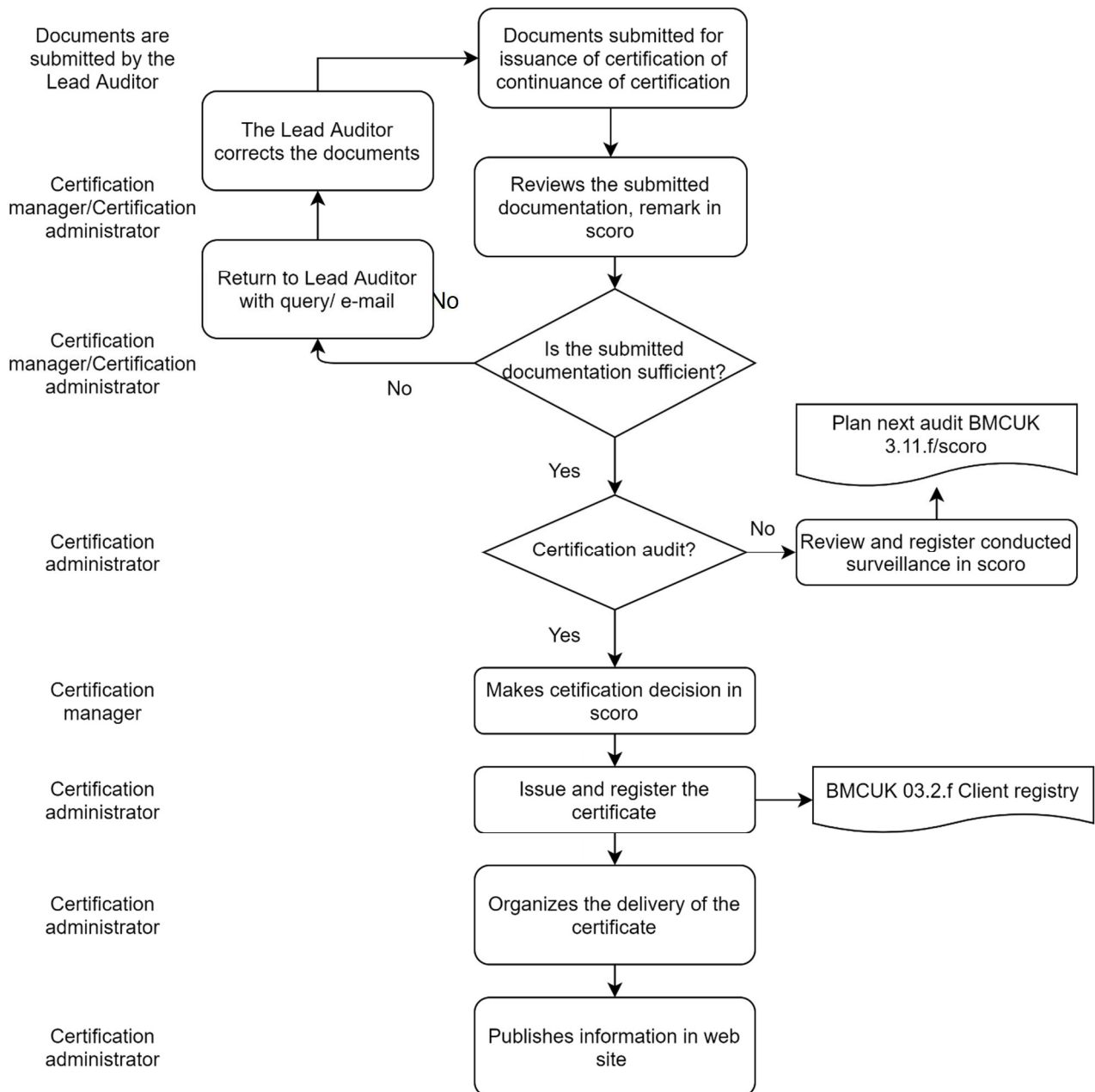


BMCUK06 Certification Decision and certificate issuance

This procedure reflects the way a certification and surveillance decision is made and information about a monitoring visit is registered as well as process of ISCC CORISA certificate issuance.



Certification manager makes decision on the audit, taking into account the documentation submitted after the conduction of an audit following a specific scheme, in accordance with BMCUK12 2f Registry of Certification Forms and Reports.

Received audit pack initially is reviewed by Certification administrator and records settled in score on correct documentation used, audit days settled, auditor allocated. If this information is insufficient, Certification administrator returns audit pack with query back to the Auditor. Then the audit pack is reviewed by Technical Reviewer that checks the content of audit pack, non-conformities issued and evidences. If the information is insufficient, Technical Reviewer returns audit pack with query/e-mail back to the Auditor. When Auditor corrects documents and Technical reviewer accepts amendments and gives recommendation to Certification manager. Certification Manager review audit documents, taking in account the recommendation of technical reviewer and make decision in score. Certification Manager reviews Technical reviewer recommendation and closed non-conformities. If information is not sufficient, Certification Manager issues query to auditor regarding audit pack content. Auditor shall review and respond query on audit pack content and respond to query. When sufficient information received, Certification Manager makes decision on certificate issue in score. Based on Certification Manager decision Certification administrator issues certificate.

If Certification manager is a lead auditor, then audit pack shall be reviewed by Accreditation Manager. Accreditation manager might allocate Technical Reviewer for audit report/checklist review if is not competent on particular standard or area.

Certification / surveillance audit pack review by reviewer and decision making by certification manager shall be finalized within 20 working days after submitted audit report. Auditor shall support certification manager/reviewer with supplied answers and explanations of queries raised not later than within 5 business days from date when query has been raised.

Addition to ISCC CORSIA scheme:

ISCC provides templates for ISCC CORSIA certificates which must be applied at all times. If a BM Certification UK intends to adjust the layout of the template (e.g. due to safety paper with watermarks), the adjustment of the layout must be approved by ISCC. Depending on the type of operation of the certified System User, the certificate will be issued together with an annex specifying the sustainable material relevant at the certified site or a list of sites covered by the certificate.

The certificate may only be issued based on the information available at that time in the ISCC database, as confirmed within the ISCC registration of the System User.

After a positive certification decision, BM Certification UK will issue a certificate using the latest version of the respective certificate template. A certificate can only be issued if an audit has been conducted, all applicable ISCC CORSIA requirements are fulfilled and corrective measures have been implemented within 40 days, in case nonconformities were detected during the audit. A certificate can only be issued to System Users who have signed and accepted the latest applicable version of the ISCC Terms of Use, who have a valid registration with ISCC and who are not suspended from certification either by ISCC or by another recognised certification system.

The BM Certification UK must issue a certificate no later than 60 calendar days after the audit of the System User registered for certification was conducted. This period already includes the 40-day period for the implementation of corrective measures in case non-conformities were detected during the audit. The BM Certification UK may issue a certificate up to seven calendar days prior to the starting date of the validity period. This allows BM Certification UK to issue a certificate e.g. prior to a public holiday or to a non-workday, ensuring that there is no gap between two

certificates. In this case, the issuance date of the certificate differs from the date the certificate becomes valid (up to seven days later than the date of issuance). The validity period of a certificate must not start before the certificate is issued, i.e. prior to the date of issuance of the certificate. BM Certification UK is responsible for the correctness of a certificate it has issued until the certificate expires, is terminated (voluntarily) by the System User or withdrawn by BM Certification UK.

Change history

| Version | Summary of changes | Issue date |
|---------|-------------------------------|-------------|
| V3 | Change history | 16.09.2021. |
| V4 | Change of logo | 15.11.2021. |
| V5 | Change of logo | 21.12.2021. |
| V6 | Adding of ISCC CORSIA section | 15.04.2022. |