


System Certyfikacji




KZR INiG

KZR INiG System/9

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Requirements for Certification Bodies

By The Oil and Gas Institute-National Research Institute

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1. Introduction

Control of activities related to the certification system of sustainable biofuels, biomass fuels and bioliquids production are carried out solely by independent certification bodies authorised by the KZR INiG System's Administrator. The task of the certification bodies is to assess the operation of System participants with regard to conformity with the sustainability criteria specified by KZR INiG. All certification bodies participating in the certification system must meet the requirements defined in this document.

2. Scope

This document presents the general requirements for certification bodies participating in the KZR INiG System certification procedure. Compliance with defined criteria aims to ensure that the certification bodies operate as an independent third party in the auditing and certification system.

3. Normative references

The normative references, covering all aspects of the KZR INiG System, are the following linked documents, which should be read in conjunction.

KZR INiG System /1/ Description of KZR INiG System – general rules

KZR INiG System /2/ Definitions

KZR INiG System /3/ Reference with national legislation

KZR INiG System /4/ Land use for raw materials production – lands with high carbon stock

KZR INiG System /5/ Land use for raw materials production – biodiversity

KZR INiG System /6/ Land use for raw materials production – agricultural and environmental requirements and standards

KZR INiG System /7/ Guidance for proper functioning of mass balance system

KZR INiG System /8/ Guidelines for the determination of the life cycle per unit values of GHG emissions for biofuels, biomass fuels and bioliquids

KZR INiG System /9/ Requirements for certification bodies

KZR INiG System /10/ Guidelines for auditor and conduct of audit

KZR INiG System /11/ Forest biomass


4. Definitions

KZR INiG System/2/ Definitions

5. Description and requirements

5.1. General requirements for the certification body (CB)


A certification body performing the audits must:

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- ✓ be legally recognised.
- ✓ have accreditation of conformity with the ISO/IEC 17065 standard (issued by the national accreditation body, which needs to be affiliated with the IAF) and to ISO 14065 where it performs audits on actual GHG values. KZR INiG recognises ISO/IEC 17065 and ISO 14065 accreditations granted to the headquarter of the CB provided that they are subject to the same QMS;
- ✓ be accredited by a national accreditation body and in accordance with Regulation (EC) No 765/2008 or recognised by a competent authority to cover the scope of Directive (EU) 2018/2001 or the KZR INiG voluntary scheme. Where no use of such accreditation or recognition is made, Member States may allow KZR INiG to use a system of independent oversight that covers the scope of Directive (EU) 2018/2001 or the specific scope of the voluntary scheme, for the territory of that Member State. Certification bodies which are accredited by KZR INiG on January 1, 2024, are obliged to submit to KZR INiG exhaustive information on the stage of the process of accreditation/recognition by a competent authority. KZR INiG is entitled to suspend the authorisation if they are indications that the process may not be completed within a reasonable time.
- ✓ carry out audits according to the requirements of the ISO 19011 standard;
- ✓ have access to auditors with competencies as specified by the *System KZR INiG/10*;
- ✓ prove independence and impartiality towards the certified system participants;
- ✓ prove compliance with the KZR INiG System requirements;
- ✓ put in place integrity rules and procedures to ensure full independence from the economic operators participating in the KZR INiG System.

Certification bodies are obliged to have a documentation management system that addresses each of the following elements:

- ✓ general management system documentation (e.g. manual, policies, definition of responsibilities);
- ✓ control of documents; control of records;
- ✓ management review of management system;
- ✓ Internal audit covering KZR INiG certification. The certification body shall define competencies for internal auditors including the knowledge of the KZR INiG System. The audit is performed by person(s) not engaged in the certification process;
- ✓ procedures for identification and management of non-conformities; and
- ✓ procedures for taking preventive actions to eliminate the causes of potential non-conformities.

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Certification bodies shall setup integrity rules and procedures to ensure their full independence from the economic operators participating in the scheme. The governance system shall aim at ensuring the highest possible level of independence of the auditors.

As a minimum it shall be:

- ✓ auditors cannot be involved in any consulting activity for period of three years. In order to confirm that auditors are obligated to sign declaration of impartiality with regard to the conducted audit;
- ✓ principles of auditors' rotation. The auditor cannot perform more than three consecutive audits for the same company. At least one year break (one KZR INiG audit) is needed. It applies also in case of switching a certification body and in case of changing a legal form of a company;
- ✓ certification bodies cannot be involved in any other activity for certified company;
- ✓ the management of the certification body cannot be involved in consulting activity;
- ✓ persons having a potential conflict of interest are excluded from decision making in the context of KZR INiG certification process;
- ✓ certification bodies are obliged to set up an impartiality committee. The committee composes of external experts who are not engaged in certification activity. The committee meets once a year at least. The main task of the meeting is to assess a sample of performed KZR INiG audit. The sample shall be representative thus the certification bodies are obliged to define rules for selecting the sample for evaluation. Results are always included in the minutes. In case of detecting any abusing of impartiality rules, the certification body is obliged to inform KZR INiG immediately. The KZR INiG System takes appropriate actions.


Documentation (including documentation of KZR INiG audits carried out at economic operators) shall be kept for a minimum of 5 years, or longer if required by the relevant national authority.

Verification of compliance with the above-mentioned requirements is carried out by the System's Administrator before authorisation of a certification body; and also, after authorisation, in periodical audit controls (see *KZR INiG System /I/ Description of the KZR INiG System– general rules*).

5.2. Authorisation of the certification body

The certification body (CB) defines certification pathway. The pathways are:

1. Biofuels and bioliquids;
2. Biomass fuels;
3. Renewable fuels of non-biological origin;
4. Recycled carbon fuels.


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The scope of authority granted to the certification body includes approval by the System's Administrator, to certify economic operators for conformity with the KZR INiG System requirements. Description of the certification system for sustainable biofuels, biomass fuels and bioliquids production is included in the following documents:

<i>KZR INiG System/</i>	<i>1</i>	<i>/Description of the KZR INiG System – general rules</i>
<i>KZR INiG System/</i>	<i>2</i>	<i>/Definitions</i>
<i>KZR INiG System/</i>	<i>3</i>	<i>/Reference to national legislation</i>
<i>KZR INiG System/</i>	<i>4</i>	<i>/Land use for raw material production – lands with high carbon stock</i>
<i>KZR INiG System/</i>	<i>5</i>	<i>/Land use for raw material production – biodiversity</i>
<i>KZR INiG System/</i>	<i>6</i>	<i>/Land use for raw material production – agricultural land environmental requirements and standards</i>
<i>KZR INiG System/</i>	<i>7</i>	<i>/ Guidance for proper functioning of mass balance system</i>
<i>KZR INiG System/</i>	<i>8</i>	<i>/ Guidelines for the determination of the lifecycle per unit values of GHG emissions for biofuels, biomass fuels and bioliquids</i>
<i>KZR INiG System/</i>	<i>9</i>	<i>/Requirements for certification bodies</i>
<i>KZR INiG System/</i>	<i>10</i>	<i>/Requirements for auditor and conduct of audit</i>
<i>KZR INiG System/</i>	<i>11</i>	<i>/Forest biomass</i>

The process for authorisation of a CB in the KZR INiG System proceeds as follows:

- submission of an application for authorisation (Annex 1). The body applying for authorization must review the documentation from the point of view of conformity with the KZR INiG System requirements, and must provide at least:
 - completed application form,
 - document confirming legal status,
 - a quality manual and/or management system manual,
 - set of procedures dedicated to KZR INiG certification,
 - qualification criteria for auditors employed by the body to carry out audits (*KZR INiG System /10/ Guidelines for auditor and conduct of audit*).
- submission of a list of auditors and technical experts qualified to carry out the assessments;
- evaluation of the submitted documents by the management of the KZR INiG System; The management performs due diligence of the certification body and may refuse to start the assessment process;

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- on-site audit of the certification body (evaluation of the body's management system; verification of implementation of KZR INiG System procedures), the audit also covers assessment of procedures dedicated to the KZR INiG, IT system which covers supervision over certification processes is also treated as procedures and is a subject of KZR INiG verification;
- assurance that the certification decision is taken by a technical reviewer that was not part of the audit team;
- if the result of the assessment is positive, issuance of a decision on the authorisation for the certification body, based on defined criteria and positive evaluation. In the case of a negative decision, the applicant is entitled to appeal to the KZR INiG System Council. The Council has 30 days to investigate the appeal;
- monitoring of first audit carried out by the body at the client's;
- final report.

The certification body can perform audits if final reports findings are positive.

Certification body can be recognised by the KZR INiG for certification for compliance with one or all above mentioned certification pathways. If the certification body intends to extend the scope of certification pathways, the additional KZR INiG audit is required.

5.3. Internal monitoring - supervision of certification bodies within the KZR INiG System


Certification bodies (CBs), during the term of authorisation, are subject to supervision. This supervision is a part of KZR INiG internal monitoring (see *KZR INiG System/1 sub-chapter 9.3.2*).

Internal monitoring – supervision of certification bodies involves:

- ❖ **periodic witness audits** carried out by the KZR INiG. The purpose of the witness audit is to observe and assess audits undertaken by the certification body at the system participant.

KZR INiG, by January 20 of each year, schedules the audit plan as attributed to steps:

1. Defining the pool of participants. The pool is the number of active participants as of 31st of December, the previous year.
2. Determining the number of audits to be carried out. The number of audits is defined as 1,5% of active participants but no less than the number of active CBs as of 31st of December of the previous year.
3. For each certification body, at least 1 audit is carried out as part of internal monitoring during the year.
4. Remaining audits are carried out as internal monitoring performed by the KZR INiG auditors. The selection of participants is carried out based on:
 - risk analysis that considers the results of KZR INiG audits,

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- the number of certificates issued by active certification bodies,
- complaints or reports,
- random sample,
- the size of the economic operator.

In case of any doubts arise, KZR INiG also is entitled to perform audit(s) according to internal monitoring. If necessary, the plan can be updated during a year.

❖ **periodic on-site audit.** The audit is carried out by the KZR INiG auditors at the certification body's headquarters. The purpose of the audit is evaluation of the management system of the certification body and of documents generated by the CB during KZR INiG certification processes. Particular attention is paid to reports, time spent on audits and checklists, with a view for essential correctness. 4% of finished auditing process rounded up to the nearest integer, but no less than three (or all if a CB did not carry out more than 3 audits) performed by the CB within the last year are a subject of verification, for each certification pathway separately. Sample selection reflects the geographical and feedstock coverage of the finished processes, as well as the level of risk of the economic operators. Internal CB's procedures ensuring independency, maintaining staff competence, including participating in obligatory training is subject of verification. Non-compliance identified during the above-mentioned audits are always assessed in view of the risk of introducing non sustainable biomass as sustainable biomass. If the risk is high every case is investigated immediately, and appropriate actions are undertaken. If in a given year the CB is a subject of audit for compliance with KZR INiG (under 17065 standard) performed by National Accreditation Body, then only verification of processes and witness audits are carried out. It can be performed as desk audit or remote audit. Findings from the National Accreditation Body are recognised by KZR INiG, KZR INiG is entitled to take appropriate action in relation to the findings. KZR INiG is entitled to communicate the results of its own assessment to the National Accreditation Unit upon request.

KZR INiG auditors prepare a report from both witness and on-site audit. The report contains among others: identified non-compliance, deadline for next audit and remarks, as well as recommendations concerning preservation or suspension of the authorisation. On the basis of the results of the internal monitoring, corrective measures shall be taken at the level of the governance structure of CBs. Meanwhile, KZR INiG takes preventive actions in order to improve its functioning in the future.

Basic frequency of both periodic witness audit and on-site audit is at least once a year. The frequency can be increased or period between subsequent audits can be shortened if identified non-compliance may cause high risk of introducing non sustainable biomass as sustainable. The period can also be extended if there are reasonable basis for it. Findings from compliant procedures (see *KZR INiG system/1 sub-chapter 9.2.*), as well as complaints received from third parties (e.g., other EU and outside EU countries, voluntary scheme, governmental and non-governmental organization, etc.) about a serious violation of KZR INiG rules, may be a reason

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to carry out an extra on-site audit. The decision about an extra audit or increasing frequency is taken by the manager of the Biomass Certification Systems Office, after evaluation of a given case and in consultation with the KZR INiG auditors carrying out the audit at the CB.

For as long as the authorisation of the certification body remains in force, at least one audit (both witness and on-site) must be performed by the KZR INiG.

Important findings from supervision of certification bodies are always subject of KZR INiG trainings/harmonisation meetings.

NOTE

If findings from supervision of certification bodies indicate an increased risk in relation to specific group of EOs then KZR INiG requires CBs to apply appropriate level of risk for this group of EOs. In particular, the audited sample shall be increased (e.g., verification of two quarters of EOs activity instead of one).

5.4. Tasks of an authorised certification body

These include:

- verifying conformity with the KZR INiG System in accordance with the System's documents;
- issuing certificates related to certification of biomass fuels, biofuels and bioliquids;
- maintaining details of EOs registered in the KZR INiG System in the database
- using UDB in a scope appropriate for CBs;
- reporting to KZR INiG according to the KZR INiG template;
- collection and dissemination of data between competent bodies, certification bodies and other databases acknowledged by the competent body, in accordance with the provisions of the Act on personal and commercial data protection.
- cooperate with the European Commission and the competent authorities of the Member States (see point 9.4 System KZR/1)


5.5. Independence of certification bodies

A certification body must prove that when performing the certification process it realizes a policy and has procedures distinctly separating them from all other operations. Thus, certification bodies must prove that they are free from any financial, commercial, or other pressures that might influence the results of the certification process.

5.6. Additional requirements

Every System participant needs to be audited in order to receive a certificate.

KZR INiG System/9	Cracow, December 2023	Directive 2018/2001
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The initial audit of a new scheme participant or a re-certification of existing scheme participant under a revised regulatory framework (e.g., after a significant change in system requirements, in case of updating the scope of the certification) shall always be on-site and shall as a minimum provide reasonable assurance on the effectiveness of its internal processes. Depending on the risk profile of the economic operator, a limited assurance level can be applied on the veracity of its statements. On the basis of the results of the initial audit, those economic operators who are considered low risk may be subject to subsequent limited assurance audits.

Economic operators seeking to extend their certification shall undergo re-certification prior to the expiry of the certificate. The audit can be performed maximum 90 days before certificate expire date.

Procedures of a control (surveillance) audit are analogous to those of the certification audit.

The first audit is a readiness audit, to assess the auditee's procedures and awareness of new obligations. In the case of a recertification, not only procedures but also data for the previous period are verified. In order to ensure an efficient and timely exchange of audit information, the report from the previous audit shall always be available for an audit team. This applies also in case when a company recertifies after a break in certification or in case when a company changes a certification scheme. In the latter auditor focuses on mass balance and correctness of GHG emission calculations.


KZR INiG specifies additional tips for certification of selected group of entities. The tips are applied irrespective of certification pathway.

Verification of actual GHG emission calculations

In line with the general requirements for conducting audits, auditors verifying the calculation of actual GHG emissions need to have the appropriate specific skills, including relevant experience in this field. Due to the complexity of the task, conducting such a verification solely by on-site audit is challenging. To improve the robustness of the verification procedure, it is therefore required that economic operators make available to the auditors, in advance of the planned audit, all relevant information concerning the calculation of actual GHG emissions. This includes input data and any relevant evidence, information on the emission factors and standard values applied and their reference sources, GHG emission calculations and evidence relating to the application of GHG emission saving credits (e_{ccr} , e_{ccs} , e_{sca}). Where the CO₂ is geologically stored, auditors shall verify the evidence provided on the integrity of the storage site and the volume of the CO₂ stored. Where a third party carries out the transport or geological storage, proof of storage may be provided through the relevant contracts with and invoices of that third party.

5.7. Determination of audit duration

Audit duration depends on the scope of certification and size of the participating economic operator being audited. The certification body determines the audit duration, taking those factors into account. The certification body is obliged to elaborate guidelines to assess audit

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time, both on site and desk audit. This document should also contain conditions explaining when the CB is allowed to shorten or extend the audit time. Applying of these rules is the subject of verification during internal monitoring.

5.8. Certification process of an economic operator performed by certification bodies

Every economic operator must successfully pass an initial audit before the entity is allowed to participate in the KZR INiG System. The certification body is allowed to perform the verification of compliance with different certification frameworks (certification pathways) during the same auditing process as long as the certification body certifies that economic operators satisfy the KZR INiG requirements.


To begin the certification procedure, an economic operator applies for registration into the KZR INiG System, signs an agreement with the KZR INiG System, defining the obligation of the parties. Next the economic operator receives a unique identification number. The economic operator selects a certification body and follows its internal procedures. After successfully passing the audit, the economic operator is registered in the KZR INiG System participant list, giving the EO the right to sell biomass/processed biomass/ biofuel/bioliquid under the KZR INiG System framework.

The certification body must define its certification procedures, taking into account the following elements:

- ✓ **registration of the application from the certified participant;**
- ✓ **evaluation of the economic operator's application;**

Identification of the activities undertaken by the economic operator which are relevant to the scheme's criteria;
- ✓ **identification of the relevant systems of the economic operator and its overall organisation with respect to the KZR INiG System's criteria and checks of the effective implementation of relevant control systems;**
- ✓ **analysis of the risks which could lead to a material misstatement, based on the auditor's professional knowledge and the information submitted by the economic operator.**

That analysis shall take into consideration the overall risk profile of the activities, depending on the level of risk of the economic operator and the supply chain, above all at the immediately upstream and downstream stages, for example, for economic operators that handle material listed in Annex IX of Directive (EU) 2018/2001. The audit intensity or scope, or both, shall be adapted to the level of overall risk identified, also based on plausibility checks of the production capacity of a plant and the declared quantities of produced fuels. Please note that in case of FGP certification scope two risk analysis are required: for places of origin and for the EO;

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✓ **actions following acceptance of the application;**

A date and place of the audit are determined, and an audit plan is prepared and delivered to the economic operator before the audit. The verification plan corresponds to the risk analysis and the scope and complexity of the economic operator's activities and defines the sampling methods to be used with respect to that operator's activities.

Next, the audit is carried out according to the plan;

✓ **conducting of the audit;**

Gathering evidence in accordance with the defined sampling methods, plus all relevant additional evidence, upon which the verifier's conclusion will be based. During the audit, the auditor uses the checklist of the KZR INiG System. Detailed requirements for approving an audit plan, determining the audit date, and appointing a lead auditor and audit team are given in document *KZR INiG System/10/ Guidelines for auditor and conduct of audit*. The auditor shall verify the accuracy of data recorded by the economic operators or their representatives in the Union database.

Before reaching a final verification conclusion the economic operator maybe requested for the provision of any missing elements of audit trails, an explanation of variations, or the revision of claims or calculations.


✓ **preparation of the report on the certification process**

In order to ensure reliable information, an audit report must be prepared after each certification process and send to KZR INiG immediately. The report must contain at least:

Minimum content of the audit report

1. With regard to the economic operator:

- (a) contact details of main certified entity (company name and address, details of the designated point of contact);
- (b) scope of certification;
- (c) longitude and latitude coordinates (for farms and plantations certified as single entities);
- (d) area of certification (for first gathering points, or individually certified farms and plantations);
- (e) estimated amount of sustainable material that could be harvested annually (for agricultural and forestry supply chains);
- (f) estimated amount of sustainable material that could be collected annually (for waste and residue collection points);
- (g) list of sites under the scope of certification (name and address);

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- (h) input/output materials (physically) handled by the certified sites – classifications must be in conformity with the requirements set out in Annex IX to Directive (EU) 2018/2001;
- (i) estimated amount of sustainable input material used annually (producers of the final product only);
- (j) estimated amount of sustainable final product that could be produced annually (producers of the final product only).

2. With regard to the certification body:

- (a) contact details (name and address) and logo;
- (b) composition of the audit team;
- (c) accrediting body and scope and date of accreditation.

3. With regard to the audit process:

- (a) date of audit;
- (b) audit itinerary and duration (split by duration spent on-site and remotely – where relevant);
- (c) scheme standards audited/certified (including version number);
- (d) sites audited;
- (e) audit method (risk assessment and sampling basis, stakeholder consultation);
- (f) certification of other voluntary schemes or standards;
- (g) GHG data type (default, NUTS2 or actual values – including information on the application of GHG emission savings factors).


4. With regard to the audit results:

- (a) place and date of issuance;
- (b) list of non-conformities identified and planned/taken corrections and/or corrective actions.

The auditor in turn should record, in the auditing report, the emissions occurring at the audited site (for all relevant elements) and if relevant, the achieved savings, in order to document that the calculation was thoroughly verified and understood. If those emissions deviate significantly from typical values (i.e. greater than 10%) or calculated actual values of emissions savings are abnormally high (greater than 30% deviation from default values), the report shall also include information that explains the deviation. Certification bodies must immediately inform KZR INiG of such deviation.

✓ evaluation of the audit documents and issuance of the certificate

The certification body evaluates the audit documents. The set of documents must present comprehensive, exact, concise, and explicit results of the audit.

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The certification body shall also ensure that the certification decision is taken by a technical reviewer that was not part of the audit team. See KZR INiG System/10 point 5.2.

Where audit identifies critical or major non-conformities, CB shall submit the summary from audit report with an aggregated list of all non-conformities together with a respective action plan and timing for their correction as agreed with the economic operators concerned. This information is published by KZR INiG.

In the case of a positive result of the conformity assessment, the certification body **issues a certificate to the applicant**. The certification body delivers: the certificate, audit report, audit report summary (see point 6. *The KZR Certificate*), checklist, GHG emission calculation (if applicable) to the Biomass Certification System Office, where the applicant is entered into the certified participating economic operator's registry of the KZR INiG System.

5.9. Data retention period

Certification bodies are obliged to keep the audit results (reports and other records) and copies of all certificates for a minimum of five years, or longer if required by the relevant national authority.

5.10. Changes of certification body authorisation


The System Administrator shall be notified of any changes important for the authorisation of the certification body, without delay.

The System Administrator evaluates these changes to determine whether they affect the certification process and whether the scope of authorisation must be kept or changed.

6. The KZR Certificate

The culmination of the procedure is the issuance of a certificate containing at least the following information:

- (1) Contact details of main certified entity (company name and address, details of the designated point of contact);
- (2) Name of the KZR INiG System Administrator, version number and logo;
- (3) Address and registration data of the certification body; logo, registration number of the KZR INiG System;
- (4) Unique certificate number or code;
- (5) Participant's number in the KZR INiG System register;
- (6) Place and date of issue of the certificate (city/day/month/year);

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- (7) Scope(s) of certification and certification pathway(s)¹;
- (8) certificate valid from/to dates (and date certified if applicable);
- (9) Stamp and signature of an issuing party.

Each certificate is issued with a summary report. The summary report shall contain at least:

- for first gathering points, points of origin, traders with storage: list of sites under the scope of certification (name and address);
- sites audited;
- input/output materials (physically) handled by the certified sites – classifications must be in conformity with the requirements set out in Annex IX to Directive (EU) 2018/2001 (for traders with/without storage, the type of material traded);
- longitude and latitude coordinates (for farms and plantations certified as single entities);
- Type of GHG data (default, NUTS2 or actual values - including information on the application of GHG emission savings factors), for each location and for each certified material separately.

Certified feedstock means raw material intended for the process e.g., rapeseed, wheat, rapeseed oil, sunflower oil, used cooking oil, biomass fraction of industrial waste, woody chips.

In case of surveillance audit that results in no need to update the certificate, only the summary report is submitted to KZR INiG and published on the website.


Issuing the KZR INiG Certificate certification body shall submit all audit documentation (audit reports, and, where applicable, the calculations of actual values for the greenhouse gas emissions and the checklist).

The certificate is valid for one year.

The certificate is bilingual: English and the national language of certified company.

The KZR INiG Certificate may occur different statuses (see ‘Certificate’ definition KZR INiG System/2):

KZR INiG shall update any change in certificate status of the economic operator status immediately in the certificate list. KZR INiG may suspend of publishing of certificates on the website in case of abusing an agreement between the KZR INiG and system participant. In this case, the economic operator cannot deliver sustainable products.

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6.1. Withdrawal or suspension

The certificate can be withdrawn as a result of an audit carried out by certification body or by KZR INiG auditors (according to KZR INiG internal monitoring) if critical non-conformity(ies) was indicated. If the certificate is withdrawn as a result of the KZR INiG audit, a certification body is informed promptly about that fact and records appropriate information. The company is no longer KZR INiG participants. The certificate can be restored after an audit with positive result, carried out by certification body.

Suspension of a certificate may be launched both by the KZR INiG and certification body if some provisions of the agreement was violated, but these violations are not classified as non-conformities. The certificate can be restored if condition stated in the decision are met.

Information on the withdrawal, suspension and any other changes of the certificates' statuses are published in the KZR INiG website promptly. In case of withdrawing the certificate goods lose their sustainability character. If the certificate is suspended, a company cannot buy/sell goods as sustainable, but is still obliged to supervise mass balance, and goods on stock remain sustainable. Thus, the period of suspension is also a subject of verification during the audit.


The KZR INiG communicate to other schemes (and Union database) if certificate holders are suspended or withdrawn by certification body or by the KZR INiG. On the other hand, when the certificate issued by the other voluntary schemes is suspended or terminated by the withdrawal due to identified critical non-conformity, the KZR INiG System may refuse the transfer of an economic operator, or its legal predecessors for at least two years following the suspension or termination of participation in the other scheme.

7. Suspension, or withdrawal of recognition of the certification body

Suspension of the approval of a certification body may occur if:

- conditions of the contract have been violated;
- the certification body has not carried out any audit for one year from first obtaining authorization;
- the body no longer has properly qualified audit personnel;
- an audit carried out according to the internal monitoring rules (see point 5.3) found serious violation of the KZR INiG principles, and/or the CB no longer meets the requirements of the KZR INiG system;
- the suspension may reflect the outcome of the internal monitoring (according to KZR INiG System/1 point 8).

Suspension of authorization is for a specified time. During the suspension period, the certification body cannot carry out activities connected with certification under the KZR INiG System. Restoration of the authorization may occur if the conditions specified in the decision on suspension are met before the defined deadline and verified by the System Administrator.

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Withdrawal of authorisation may occur in the case when:

- the authorisation to grant certificates of the KZR INiG System has been blatantly abused;
- the conditions laid down in the decision on suspension of authorisation have not been met before the defined deadline.


The certification body has the right to appeal the decision to revoke its accreditation to the KZR INiG System Council. The Council has 30 days to consider the appeal.

The final decision on the withdrawal of accreditation is openly published.

Validity of authorization of the certification body to operate under the KZR INiG System expires on the expiration date given in the authorisation contract.

8. Annexes list

8.1. Annex 1 – Application for recertification of authorization or update of the authorization scope.

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.....
(Place, date)

I. Applicant information:

Name of applicant:

Postal code:

City:

Country:

Address (street No.;
province):

E-mail:

II. This application concerns:*

- granting authorisation of a certification body under the KZR INiG System
- recertification of a certification body's authorisation
- updating a certification body's authorisation scope

regarding the certification of biofuels, bioliquids, and biocomponents produced in accordance with the required sustainability criteria.

III. Information on participating operator:

Name of the certification body:

Postal code:

City:

Country:


Address (street No.; province):

Phone No(s).:

Fax:

E-mail:

* delete as appropriate

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Website http://

VAT identification No./Statistical No.

Names and position of responsible persons:

Name and surname:

Position:

Phone No(s):

Fax:

E-mail:

Contact details to be published on the KZR INiG website:

Name and surname:

Position:

Phone number

e-mail address


Contact person referred to the KZR INiG matters

Name and surname:

Position:

Phone number

e-mail address

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IV. I confirm the correctness of information included in the application and I declare that:

- I know and accept the rules of functioning of the KZR INiG System, defined in the documents *KZR INiG System/1/ Description of the KZR INiG System– general rules* and *KZR INiG System/9/ Requirements for certification bodies*, and in documents referred to therein, and I am obliged to observe them;
- I know and accept the obligations of the participating operator after authorisation is granted;
- I will provide the System Administrator (i.e., appointed auditor team, including observers designated by the Board of the KZR INiG System) with access to all relevant information, documents, and places, enabling them to conduct an audit with the planned scope, and I will organise monitoring of actions under real conditions, according to KZR INiG System rules, and ensure proper conditions.

.....
(Signature and stamp of a person authorised to represent.)

To be completed by the KZR INiG


☐ The documentation is complete

or

☐ The documentation needs to be completed in the following scope:


Date:

Signature:


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8. Changes compared to the previous edition


Date	Section	Previous requirement	Current requirement
31/08/22	5.1.	- have accreditation of conformity with the ISO/IEC 17021/17065 standard (issued by the national accreditation body, which needs to be affiliated with the IAF) and to ISO 14065 or equivalent where it performs audits on actual GHG values;	- have accreditation of conformity with the ISO/IEC 17065 standard (issued by the national accreditation body, which needs to be affiliated with the IAF) and to ISO 14065 or 17029 or equivalent where it performs audits on actual GHG values;
	5.1.	-	<u>Added:</u> Certification bodies shall also be accredited by a national accreditation body and in accordance with Regulation (EC) 765/2008 or recognised by a competent authority to cover the scope of Directive (EU) 2018/2001 or the specific scope of the voluntary scheme. Where no use of such accreditation or recognition is made, Member States may allow voluntary schemes to use a system of independent oversight that covers the scope of Directive (EU) 2018/2001 or the specific scope of the voluntary scheme, for the territory of that Member State.
	5.1.	- internal audit covering KZR INiG certification;	<u>Extended:</u> - internal audit covering KZR INiG certification. The certification body shall define competencies for internal auditors including the knowledge of the KZR INiG System. The audit is performed by person(s) not engaged in the certification process;
	5.1.	-	<u>Added:</u> Certification bodies shall setup integrity rules and procedures to ensure their full independence from the economic operators participating in the scheme. The governance system shall aim at ensuring the highest possible level of independence of the auditors. <u>As a minimum it shall be: [...] The KZR INiG System takes appropriate actions.</u>
	5.1.	<u>Removed:</u> Certification bodies recognised by the KZR INiG for certification for compliance with RED II Directive have to implement RED II requirements, including the auditors competencies before starting RED II certification processes. The readiness to the	<u>Added:</u> The certification body can perform audits if final reports findings are positive.

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		RED II certification must be announced to the KZR INiG. Correctness of implementation of RED II requirements will be verified according to Internal monitoring during scheduled-audits.	
	5.3 Periodic witness audits	-	<u>Extended by the procedure of the periodic witness audit schedule plan</u>
	5.3 Periodic on-site audits	=	<u>Added: [...]</u> On the basis of the results of the internal monitoring, corrective measures shall be taken at the level of the governance structure of CBs. Meanwhile, KZR INiG takes preventive actions in order to improve its functioning in the future [...]
	5.3.	=	<u>Added</u> <u>NOTE</u> If findings from supervision of certification bodies indicate an increased risk in relation to specific group of EOs then KZR INiG requires CBs to apply appropriate level of risk for this group of EOs. In particular, the audited sample shall be increased (e.g., verification of two quarters of EOs activity instead of one).
	5.6.	-	<u>Added:</u> The initial audit of a new scheme participant or a re-certification of existing scheme participant under a revised regulatory framework (e.g., after a significant change in system requirements, in case of updating the scope of the certification) shall always be on-site and shall as a minimum provide reasonable assurance on the effectiveness of its internal processes. [...] On the basis of the results of the initial audit, those economic operators who are considered low risk may be subject to subsequent limited assurance audits who are considered low risk may be subject to subsequent limited assurance audits. [...] The audit can be performed maximum 90 days before certificate expire date. [...] In order to ensure an efficient and timely exchange of audit information, the report from the previous audit shall always be available for an audit team.
	5.6	For annual audits thereafter, the auditor shall check at least the following: [...]	<u>Removed</u>
	5.8.	Every economic operator must be audited before the entity is	Every economic operator must successfully pass an initial audit before the entity is allowed to

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		allowed to participate in the KZR INiG System.	participate in the KZR INiG System. The certification body is allowed to perform the verification of compliance with different certification frameworks (certification pathways) during the same auditing process as long as the certification body certifies that economic operators satisfy the KZR INiG requirements.
	5.8. Certification process of an economic operator performed by certification bodies	-	<u>Extended CB's certification procedure</u> The certification body must define its certification procedures, taking into account the following elements: [...]
	6.	KZR INiG Certificate statuses	<u>Updated the definition of certificate statuses</u>
	6.1.	The KZR INiG communicate to other schemes (and Union database) if certificate holders are suspended or withdrawn by certification body or by the KZR INiG On the other hand, when the certificate issued by the other voluntary schemes is suspended or terminated by the withdrawal due to identified critical non-conformity, the KZR INiG System may refuse the transfer of an economic operator for at least two years following the suspension or termination of participation in the other scheme.	The KZR INiG communicate to other schemes (and Union database) if certificate holders are suspended or withdrawn by certification body or by the KZR INiG On the other hand, when the certificate issued by the other voluntary schemes is suspended or terminated by the withdrawal due to identified critical non-conformity, the KZR INiG System may refuse the transfer of an economic operator, or its legal predecessors for at least two years following the suspension or termination of participation in the other scheme.
19/12/23	5.1	<ul style="list-style-type: none"> - have accreditation of conformity with the ISO/IEC 17065 standard (issued by the national accreditation body, which needs to be affiliated with the IAF) and to ISO 14065 or 17029 or equivalent where it performs audits on actual GHG values. ISO 14065/17029 accreditation may be granted to the branch of the CB; - carry out audits according to the requirements of the ISO 19011 standard; - establish at least a 'limited assurance level; - have access to auditors with competencies as specified by the System KZR INiG/10; - prove independence and impartiality towards the certified system participants; 	<ul style="list-style-type: none"> - have accreditation of conformity with the ISO/IEC 17065 standard (issued by the national accreditation body, which needs to be affiliated with the IAF) and to ISO 14065 where it performs audits on actual GHG values. KZR INiG recognises ISO/IEC 17065 and ISO 14065 accreditations granted to the headquarter of the CB provided that they are subject to the same QMS; - be accredited by a national accreditation body and in accordance with Regulation (EC) No 765/2008 or recognised by a competent authority to cover the scope of Directive (EU) 2018/2001 or the KZR INiG voluntary scheme. Where no use of such accreditation or recognition is made, Member States may allow KZR INiG to use a system of independent oversight that covers the scope of Directive (EU) 2018/2001 or the specific scope of the voluntary scheme, for the territory of that Member State. Certification bodies which are accredited by KZR INiG on January 1, 2024, are obliged to submit to KZR INiG exhaustive information on the stage of the process of accreditation/recognition by a competent

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		<ul style="list-style-type: none"> - prove compliance with the KZR INiG System requirements; - put in place integrity rules and procedures to ensure full independence from the economic operators participating in the KZR INiG System. 	<p>authority. KZR INiG is entitled to suspend the authorisation if they are indications that the process may not be completed within a reasonable time.</p> <ul style="list-style-type: none"> - carry out audits according to the requirements of the ISO 19011 standard; - have access to auditors with competencies as specified by the System KZR INiG/10; - prove independence and impartiality towards the certified system participants; - prove compliance with the KZR INiG System requirements; - put in place integrity rules and procedures to ensure full independence from the economic operators participating in the KZR INiG System.
19/12/23	5.3	- periodic on-site audit. [...] Non-compliance identified during the above-mentioned audits are always assessed in view of the risk of introducing non sustainable biomass as sustainable biomass. If the risk is high every case is investigated immediately, and appropriate actions are undertaken.	- periodic on-site audit. [...] Non-compliance identified during the above-mentioned audits are always assessed in view of the risk of introducing non sustainable biomass as sustainable biomass. If the risk is high every case is investigated immediately, and appropriate actions are undertaken. If in a given year the CB is a subject of audit for compliance with KZR INiG (under 17065 standard) performed by National Accreditation Body, then only verification of processes and witness audits are carried out. It can be performed as desk audit or remote audit. Findings from the National Accreditation Body are recognised by KZR INiG, KZR INiG is entitled to take appropriate action in relation to the findings. KZR INiG is entitled to communicate the results of its own assessment to the National Accreditation Unit upon request.
19/12/23	5.3	Certification bodies shall also be accredited by a national accreditation body and in accordance with Regulation (EC) 765/2008 or recognised by a competent authority to cover the scope of Directive (EU) 2018/2001 or the specific scope of the voluntary scheme. Where no use of such accreditation or recognition is made, Member States may allow voluntary schemes to use a system of independent oversight that covers the scope of Directive (EU) 2018/2001 or the specific scope of the voluntary scheme, for the territory of that Member State.	Removed
19/12/23	5.4	<p>These include:</p> <ul style="list-style-type: none"> - verifying conformity with the KZR INiG System in accordance with the System's documents; 	<p>These include:</p> <ul style="list-style-type: none"> - verifying conformity with the KZR INiG System in accordance with the System's documents;

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		<ul style="list-style-type: none"> - issuing certificates related to certification of biomass fuels, biofuels and bioliquids; - maintaining details of EOs registered in the KZR INiG System in the database; - collection and dissemination of data between competent bodies, certification bodies and other databases acknowledged by the competent body, in accordance with the provisions of the Act on personal and commercial data protection. 	<ul style="list-style-type: none"> - issuing certificates related to certification of biomass fuels, biofuels and bioliquids; - maintaining details of EOs registered in the KZR INiG System in the database - using UDB in a scope appropriate for CBs; - reporting to KZR INiG according to the KZR INiG template; - collection and dissemination of data between competent bodies, certification bodies and other databases acknowledged by the competent body, in accordance with the provisions of the Act on personal and commercial data protection. - cooperate with the European Commission and the competent authorities of the Member States (see point 9.4 System KZR/1)
19/12/23	5.6	<p>Verification of actual GHG emission calculations</p> <p>[...] This includes input data and any relevant evidence, information on the emission factors and standard values applied and their reference sources, GHG emission calculations and evidence relating to the application of GHG emission saving credits (eccr, eccs, esca).</p>	<p>Verification of actual GHG emission calculations</p> <p>[...] This includes input data and any relevant evidence, information on the emission factors and standard values applied and their reference sources, GHG emission calculations and evidence relating to the application of GHG emission saving credits (eccr, eccs, esca). Where the CO₂ is geologically stored, auditors shall verify the evidence provided on the integrity of the storage site and the volume of the CO₂ stored. Where a third party carries out the transport or geological storage, proof of storage may be provided through the relevant contracts with and invoices of that third party.</p>
19/12/23	5.7	<p>Determination of audit duration</p> <p>[...] The certification body is obliged to elaborate guidelines to assess audit time, both on site and desk audit.</p>	<p>Determination of audit duration</p> <p>[...] The certification body determines the audit duration, taking those factors into account. The certification body is obliged to elaborate guidelines to assess audit time, both on site and desk audit. This document should also contain conditions explaining when the CB is allowed to shorten or extend the audit time. Applying of these rules is the subject of verification during internal monitoring.</p>
19/12/23	5.8	<p>4. With regard to the audit results:</p> <p>(a) place and date of issuance;</p> <p>(b) list of non-conformities identified.</p>	<p>4. With regard to the audit results:</p> <p>(a) place and date of issuance;</p> <p>(b) list of non-conformities identified and planned/taken corrections and/or corrective actions.</p>
19/12/23	5.8	<p>B. Minimum content of the summary audit report or certificate</p> <p>1. With regard to the economic operator:</p> <p>(a) contact details of main certified entity (company name</p>	Removed

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		<p>and address, details of the designated point of contact);</p> <p>(b) scope of certification;</p> <p>(c) longitude and latitude coordinates (for farms and plantations certified as single entities);</p> <p>(d) optional for first gathering points, points of origin, traders with storage: list of sites under the scope of certification (name and address);</p> <p>(e) input/output materials (physically) handled by the certified sites – classifications must be in conformity with the requirements set out in Annex IX to Directive (EU) 2018/2001 (for traders with/without storage, the type of material traded).</p> <p>2. With regard to the certification body: contact details (name and address) and logo</p> <p>3. With regard to the audit process:</p> <p>(a) date of audit;</p> <p>(b) scheme standards audited/certified (including version number);</p> <p>(c) sites audited;</p> <p>(d) GHG data type (default, NUTS2 or actual values – including information on the application of GHG emission savings factors).</p> <p>4. With regard to the audit results:</p> <p>(a) the (unique) certificate number or code;</p> <p>(b) place and date of issuance;</p> <p>(c) list of non-conformities identified;</p> <p>(d) certificate valid from/to dates (and date certified if applicable);</p> <p>(e) stamp and/or signature of issuing party.</p>	
19/12/23	4.8.4	<p>The auditor in turn should record, in the auditing report, the emissions occurring at the audited site (for all relevant elements) and if relevant, the achieved savings, in order to document that the calculation was thoroughly verified and understood. If those emissions deviate significantly from typical values, the report should also include information explaining the deviation.</p>	<p>The auditor in turn should record, in the auditing report, the emissions occurring at the audited site (for all relevant elements) and if relevant, the achieved savings, in order to document that the calculation was thoroughly verified and understood. If those emissions deviate significantly from typical values (i.e. greater than 10%) or calculated actual values of emissions savings are abnormally high (greater than 30% deviation from default values), the report shall also include information that explains the deviation. Certification bodies must immediately inform KZR INiG of such deviation.</p>

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19/12/23	4.8.4	In the case of a positive result of the conformity assessment, the certification body issues a certificate to the applicant. The certification body delivers the information to the Biomass Certification System Office, where the applicant is entered into the certified participating economic operator's registry of the KZR INiG System.	In the case of a positive result of the conformity assessment, the certification body issues a certificate to the applicant. The certification body delivers: the certificate, audit report, audit report summary (see point 6. The KZR Certificate), checklist, GHG emission calculation (if applicable) to the Biomass Certification System Office, where the applicant is entered into the certified participating economic operator's registry of the KZR INiG System.
19/12/23	5.9	Certification bodies are obliged to keep the audit results (reports and other records) and copies of all certificates for at least five years.	Certification bodies are obliged to keep the audit results (reports and other records) and copies of all certificates for a minimum of five years, or longer if required by the relevant national authority.
19/12/23	5.	List of site(s) under the scope of certification (name and address);	Removed
19/12/23	5.	Type of GHG data (default, NUTS2 or actual values)	Removed
19/12/23	5.	Validity date (day/month/year); Stamp and signature of a person authorized to issue the certificate	Certificate valid from/to dates (and date certified if applicable); Stamp and signature of an issuing party.
19/12/23	5.	Each certificate is issued with a annex being an inseparable part of the certificate. The annex shall contain at least: - certified locations (city and zip code at least); - names of certified feedstock, product being a subject of certification Type of GHG data (default, NUTS2 or actual values);	Each certificate is issued with a summary report. The summary report shall contain at least: - for first gathering points, points of origin, traders with storage: list of sites under the scope of certification (name and address); - sites audited; - input/output materials (physically) handled by the certified sites – classifications must be in conformity with the requirements set out in Annex IX to Directive (EU) 2018/2001 (for traders with/without storage, the type of material traded); - longitude and latitude coordinates (for farms and plantations certified as single entities); - type of GHG data (default, NUTS2 or actual values - including information on the application of GHG emission savings factors), for each location and for each certified material separately.
19/12/23	5.	-	In case of surveillance audit that results in no need to update the certificate, only the summary report is submitted to KZR INiG and published on the website.
19/12/23		The certificate is valid for one year. The KZR INiG Certificate may occur following statuses:	The certificate is valid for one year. The certificate is bilingual: English and the national language of certified company.

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		<p>- valid (green mark) refers to an active certificate following the successful completion of an audit;</p> <p>- withdrawn means a certificate that has been permanently cancelled by the certification body or the voluntary scheme (red mark);</p> <p>- suspended means a certificate temporarily invalidated due to non-conformities identified by the certification body or upon KZR INiG request of the economic operator (yellow mark), with comments if needed. Comments may include periods in which a certificate was suspended; An economic operator may also voluntarily request a suspension. When Certificate is in suspended status the economic operator may not join another voluntary scheme during that period;</p> <p>- terminated - refers to a certification agreement that has been voluntarily cancelled while it is still valid;</p> <p>- expired refers to a certificate that is no longer active/valid. The economic operator may reapply for certification.</p> <p>KZR INiG shall update any change in certificate status of the economic operator status immediately in the certificate list. KZR INiG may suspend of publishing of certificates on the website in case of abusing an agreement between the KZR INiG and system participant. In this case, the economic operator cannot deliver sustainable products.</p>	<p>The KZR INiG Certificate may occur different statuses (see 'Certificate' definition KZR INiG System/2):</p> <p>KZR INiG shall update any change in certificate status of the economic operator status immediately in the certificate list. KZR INiG may suspend of publishing of certificates on the website in case of abusing an agreement between the KZR INiG and system participant. In this case, the economic operator cannot deliver sustainable products.</p>
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