

**RSPO Supply Chain Certification  
Request for Quote Form**

1. In order for us to prepare an accurate quotation, please can you provide as much detail as possible by completing all sections of this document as applicable.
2. If you are unclear about any questions below, please contact your local BM TRADA office.
3. BM TRADA shall keep confidential all information relating to your organisation and shall not disclose any such information to any third party except that required by law or by Accreditation Bodies (e.g., ASI / UKAS).
4. This form must be completed electronically. If you are unable to complete this form electronically, please contact us, we can complete the application form on your behalf via a telephone call.
5. Please return the completed form to your local BM TRADA office.
6. Copies of the RSPO standards can be obtained free of charge from the RSPO website by clicking on the following link <https://rspo.org/as-an-organisation/our-standards/>

Please indicate below which Supply Chain audit you are applying for	
RSPO Supply Chain Certification Audit	<input type="checkbox"/>
Remote trademark review	<input type="checkbox"/>
Book & Claim RSPO Credits Audit	<input type="checkbox"/>

Are you transferring your certification to BM TRADA from another Certification Body?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Organisation Details			
Organisation name:			
Address:			
Telephone number:		Total number of employees:	
Contact name:		Job Title:	
Email address:			
Website:			
Legal status:			

**Do you outsource any activities (e.g., storage packing re-labelling or processing)**

Yes

No

**Outsourcing Details** - If you have indicated that you outsource activities please complete the table below and the outsource risk analysis to determine if a high or low risk outsourcer

Company name and address	Outsourced activity	RSPO Certificate number if certified

**RSPO Supply chain certification - supplementary information required**

Provide the wording of the scope of certification to be displayed on your certificate in the field below. The scope must be a description of the basic activities and products e.g. The manufacture and processing of confectionery products containing RSPO certified palm oil

RSPO Membership Number:	
If your company is a subsidiary of a parent company, please state the parent company name:	
Has the site been operational for more than 3 months?                      Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Supply chain model implemented**

Refer to <http://www.rspo.org/certification/supply-chains> for additional guidance on supply chain models

Identity Preserved <input type="checkbox"/>	Segregated <input type="checkbox"/>
Mass Balance <input type="checkbox"/>	Book & Claim <input type="checkbox"/>
Not known <input type="checkbox"/>	

**Supply chain - multi site information**

Do you want to include more than one site in your supply chain certification? If <b>yes</b> please complete the site details table below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Site Details**

Complete the table below with details of all sites to be included in your RSPO certification. If site information is currently available on alternative documentation, please submit instead of completing the table below

Site address and contact	No. of employees	Site activity	Separate legal entity?

**Book and Claim information**

Provide a summary below of your operation's involvement in the Book & Claim program. Please describe how many Book & Claim certificates have been purchased in the last 12 months and how these have been used (traded / redeemed / cancelled etc.)

RSPO Number:	
If your company is a subsidiary of a parent company, please state the parent company name:	

**Transfer of Certification supplementary information required**

Audit and standard you are transferring:	
Name of current certification body:	
Date of current certification expiry:	
Date(s) of last certification / recertification audit	
Date(s) of last surveillance audit:	
Reason for transferring certification:	
Please tick opposite to confirm that your current certification is not currently under suspension.	

**Important information regarding transfer of certification**

BM TRADA cannot transfer a certificate that is currently suspended.

Outstanding major nonconformities must be closed to the satisfaction of your current certification body before the certificate can be transferred.

You should inform your current certification body that you are applying for a certificate transfer to BM TRADA

In order to process your application, you are required to provide the following documentation to us, with your completed application form:

- A copy of your last audit report, copy annex summary and details of any nonconformities issued.
- A copy of your current certificate of approval.

**Without the above documentation we will not be able to process your application.**

**Additional Information required**

Desired date / timeframe for certification:			
Where did you hear about BM TRADA?			
Do you use a consultant to assist with the implementation / maintenance of your RSPO supply chain system?			
Name of consultant:			
Are you certified to any other standard(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you require a member of our sales team to contact you to discuss your certification requirements in more detail?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

BM TRADA Training: BM TRADA offers a range of management, chain of custody and supply chain training courses. Please visit the BM TRADA website <http://www.bmtrada.com> for further information on the range of training courses available.

I confirm that the above information is true and correct to the best of my knowledge and that I am duly authorised to sign this application. I agree to supply any additional information as required for the initial certification audit of the organisation.

Name & Position		Date	
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