

Checklist: Producers waste and residues

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Checklist: Producers waste and residues / CL-WaR-en-3.0 / Date: 19.05.2025, Valid from: 21.05.2025



Inspection due to the supply relationship with the following SURE scheme participant		Certification Body	Internal unique report no. of the Certification Body
Company	Participant no.		

Please enter all information legibly!!!

Operation/operating site (hereinafter referred to as operation):

Name of the operation: _____

Address: _____

Coordinates: Latitude: _____ Longitude: _____

Person responsible: _____

Country of cultivation or origin of the biomass: _____

Audit/Inspection information:

Audit/Inspection type: _____ Audited standard: SURE-EU

Audit Inspection method:

On-site	Date: _____	from _____	a.m./p.m.	until _____	a.m./p.m.
On-site	Date: _____	from _____	a.m./p.m.	until _____	a.m./p.m.
On-site	Date: _____	from _____	a.m./p.m.	until _____	a.m./p.m.
On-site	Date: _____	from _____	a.m./p.m.	until _____	a.m./p.m.

Total **audit/inspection** time on site (h): _____

Total time pre-/post processing (h): _____

Name lead auditor

Name(s) co-auditor(s)

Name(s) trainee(s)

Result of the audit/inspection:

Audit/Inspection result	Classification	Measures
100%	<input type="checkbox"/> LEVEL 1: CONFORM SURE requirements are completely satisfied	No corrective measures required
75 - 99%	<input type="checkbox"/> LEVEL 2: PARTIALLY CONFORM SURE requirements are largely satisfied	Routine documentation, agree on corrective measures, check implementation
< 75% or KO (knock-out)	<input type="checkbox"/> LEVEL 3: NOT CONFORM SURE requirements are NOT satisfied	Send audit report to SURE and the competent authority (within 24h after the inspection) Follow-up audit required

Follow-up inspection required? No Yes Proposed date: _____ Copy recieved

Signature of the lead auditor

Signature of the operation (person responsible)

For accuracy:

Date

Signature of the person responsible at the certification body

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Certification body & risk assessment		
Name of Certification Body		<i>Logo of Certification Body</i>
Registration number SURE		
Name of accrediting body		
Accredited scope(s)		
Date of accreditation		

Contact details of the certification body

Address: _____

Country: _____

Person responsible: _____

Phone number: _____

Email address: _____ Website: _____

Risk assessment

The **audit/inspection** was conducted based on the following risk assessment to define the (sample) size of inspected group members:

Name of risk assessment (file)	
Date of the assessment	
Result (e.g. low, standard, high)	
Comment	

Other voluntary schemes ■ N/A

The economic operator has or had a certificate of (an) other voluntary scheme(s) recognized under Revised Directive (EU) 2018/2001 art. 30 (4) or (6) <i>(expand list if necessary)</i>	
Name of the voluntary scheme	
ID-Number of certificate	
Scope of the certificate	
Current status of certificate (e.g. valid, suspended, withdrawn, terminated)	
Valid until	

Important: All fields are mandatory!

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1. Information about the operation			
Company (name of the operation)			
Group Certification of producers of waste & residues from biomass <i>Please fill in 4!</i>		<input type="checkbox"/>	
2. Scope of application			
1301 - Groupmanager waste producers		<input type="checkbox"/>	
1302 - Waste producer / production point		<input type="checkbox"/>	
Phase: Greenhouse gas (GHG) calculation			
7001 - GHG calculation (default values)		<input type="checkbox"/>	
7002 - GHG calculation (actual values)		<input type="checkbox"/>	
3. Information on GHG data			N/A ■
Type of greenhouse gas data (multiple options possible)	<input type="checkbox"/> default values	<input type="checkbox"/> disaggregated default values	
	<input type="checkbox"/> NUTS 2	<input type="checkbox"/> actual values	
4. Group Certification of producers of waste & residues from biomass			N/A ■
Number of producers of waste & residues supplying biomass			
Producer of waste & residues from biomass inspected as part of the random sample <i>min. square root of the total number of sites. Enter name of the operating site and inspection date.</i> <i>Expand list if necessary!</i>		producer of waste & residues Name, street, post code, city	Inspection date
	1		
	2		
	3		
	4		
	5		
	6		
	7		
8			
Important: All fields are mandatory!			

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4. Information on estimated amount and type of sustainable biomass

		Type of biomass	Quantity	Unit in tons (t)
Quantity of <u>estimated</u> annual sustainable biomass produced <i>Expand list if necessary!</i>	1			
	2			
	3			
	4			
	5			

5. Information on actual amount and type of sustainable biomass

		Type of biomass	Quantity	Unit in tons (t)
<u>Actual</u> quantity of outgoing sustainable biomass in the last calendar year <i>Expand list if necessary!</i>	1			
	2			
	3			
	4			
	5			

Important: All fields are mandatory!

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Key	
Conform = full compliance	<input type="checkbox"/> = Input field
Minor NC = limited, isolated, temporary, not systematic	<input type="checkbox"/> = Input field with KO evaluation
Major NC = potentially reversible, repeated and systematic	<input type="checkbox"/> = Input not possible
Critical / KO = intentional, irreversible, jeopardising integrity	
N/A = scheme requirement is not applicable	

Company name:			Audit/Inspection date:					Comments / description of the inspected documents / records / certificates
Criterion Audit (A)	Criterion Inspection (I)	No.	Criterion / requirement	Conform	Minor	Major	Critical / KO	
1		General principles and requirements of the SURE-EU Scheme						
1.1		Organisation and administration of a group <input type="checkbox"/> N/A						
A		1.1.1	Are the general conditions for the organisation, management and composition of groups in accordance with the SURE-EU system fulfilled?	<input type="checkbox"/>				
A		1.1.2	Is there a central group administrative office responsible for the organisation and internal monitoring of the group members?	<input type="checkbox"/>				
A		1.1.3	Is there a current and complete site directory?	<input type="checkbox"/>				
A		1.1.4	Is the group homogeneous? Do the group members have - comparable production systems and products? - near adjacent areas? - similar characteristics?	<input type="checkbox"/>				
A		1.1.5	Are there valid contracts/invoices between the individual operations and the group management regulating their relationship?	<input type="checkbox"/>				
A		1.1.6	Is an internal check carried out to determine whether new members satisfy the scheme requirements before they can join the group?	<input type="checkbox"/>				
1.2		General Requirements						
A	I	1.2.1	Is there a written commitment to comply with the scheme requirements within the scope for each operation/operating site of the company? (e.g. in the form of a certificate or contract with SURE or a self declaration)	<input type="checkbox"/>				
A		1.2.2	Does the company comply with the requirements specified in the SURE document "Regulation for the use of the registered trademark 'SUSTAINABLE RESOURCES Verification Scheme' "?	<input type="checkbox"/>				
A		1.2.3	Is the scope specified consistent with the scope entered in the SURE database?	<input type="checkbox"/>				
A		1.2.4	Are the entries in the SURE database up to date (e.g. contact persons, e-mail addresses, operating sites, etc.)?	<input type="checkbox"/>				
A		1.2.5	Have the quantities of sustainable biomass according to SURE-EU been correctly entered in the database for the last calendar year?	<input type="checkbox"/>				
A		1.2.6	Are the requirements for using the Union Database (UDB) met?	<input type="checkbox"/>				
A		1.2.7	Is the information in the Union database (UDB) correct (e.g. VAT-ID, legal form, contact details)?	<input type="checkbox"/>				
A		1.2.8	Do the data recorded in the UDB match the data in the SURE data base?	<input type="checkbox"/>				

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Criterion Audit (A)	Criterion Inspection (I)	No.	Criterion / requirement	Conform	Minor	Major	Critical / KO	Not applicable (N/A)	Comments / description of the inspected documents / records / certificates	
		1.3	Management system and operational structure							
A		1.3.1	Is there a clear description of the organisational structure of the operation and can relevant procedures and processes be documented transparently?							
A		1.3.2	If transshipment points are used, was their status as transshipment points verified on site at least once by the certification body responsible?							
A		1.3.3	Are only activities performed at the designated transshipment points that classify it as a transshipment point within the meaning of the SURE definition? (N/A if the transshipment point was already verifiably checked in a previous inspection)							
A		1.3.4	Do business relationships exist with third parties (subcontractors, external service providers, intermediaries) and are there contracts with them that ensure that all information necessary to meet the scheme requirements is transmitted?							
A		1.3.5	Is there a documented procedure for dealing with non-conformities and is it followed? Are corrective measures undertaken as quickly as possible?							
A		1.3.6	Are preventative measures e.g. in form of a risk management scheme formulated and implemented to prevent or mitigate future non-conformities from occurring?							
A		1.3.7	Are the responsibilities and duties of the employees clearly stipulated and documented in writing?							
A		1.3.8	Are the people affected aware of their duties?							
A		1.3.9	Has the operation appointed someone responsible for properly implementing and maintaining the QM system for SURE?							
		1.4	Traceability and documentation							
A		1.4.1	Is there transparent documentation available that makes it possible to check compliance with the SURE requirements?							
A		1.4.2	Are the necessary documents and records checked to ensure that they are up-to-date and complete and kept in a safe place?							
A		1.4.3	Are the documents and records clearly legible and is there a transparent link between the biomass and the records?							
A		1.4.4	Are the documents and records kept in line with the valid audit intervals and can they be provided?							
A		1.4.5	The self-declaration(s) submitted to the Groupmanager is/are legible, complete and correct.							
A		1.4.6	Are all consignments to or services for other economic operators contractually defined and is the respective flow of goods documented?							
A		1.4.7	Are all necessary data and information provided to the buyer of sustainable biomass?							
A		1.4.8	Is the confidential handling of sensitive company-related data passed on to the downstream operations guaranteed?							
A	I	1.4.9	Are the scheme requirements satisfied when proofs of sustainability are issued?							
A	I	1.4.10	Are the issued proofs of sustainability complete, correct and consistent (e.g. SURE template, national databases like Nabisy, Union Database (UDB))?							
A	I	1.4.11	Are the proofs of sustainability and the documents required for their issuance kept for at least 5 years?							

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Criterion Audit (A)	Criterion Inspection (I)	No.	Criterion / requirement	Conform	Minor	Major	Critical / KO	Not applicable (N/A)	Comments / description of the inspected documents / records / certificates	
		1.5	Qualifications of economic operators							
A		1.5.1	Are the employees responsible in the company aware of the requirements of Revised Directive (EU) 2018/2001 and the SURE system and do they have the necessary knowledge (qualification) to meet them?							
A		1.5.2	Can the responsible employees of the company demonstrate sufficient qualification and do they know the valid legal basis for handling biomass and its operational implementation and application?							
A		1.5.3	Are the employees verifiably trained to fulfil their duties (certificates) or can their qualifications be plausibly proven otherwise?							
A		1.5.4	Can the company demonstrate that the employees are aware of how possible non-conformities are dealt with and how the risk of potential non-conformities can be reduced?							
		1.6	Mass balance system							
A		1.6.1	Has the operation implemented an appropriate mass balance system to ensure compliance with the requirements of Revised Directive (EU) 2018/2001 and/or the SURE EU scheme?							
A		1.6.2	Does the operation have appropriate technical equipment or procedures to carry out the mass balance accurately and properly?							
A		1.6.3	Is balancing of sustainable biomass documented and does it include the necessary records of the biomass received, changed in the operating process and delivered?							
A		1.6.4	Does balancing of sustainable biomass occur at permissible intervals defined by the operation?							
A		1.6.5	Was the accounting process complete and correct?							
A		1.6.6	Are the registered quantities, transaction and mass balance periods in the UDB correct and plausible (including all sites)?							
		1.7	Social responsibility requirement							
A	I	1.7.1	Have ILO core labour standards 29, 87, 98, 100, 105, 111, 138, 182 been ratified in the country?							

2		GHG calculation							▪ N/A	
		2.1	General GHG calculation							
A	I	2.1.1	Are the requirements for the use of (disaggregated) default values - if applicable - met in accordance with the Revised Directive (EU) 2018/2001 and are they applied correctly?							
A	I	2.1.2	Is the methodology for reporting or calculating GHG emissions based on actual values - if applicable - understood and correctly applied in accordance with the Revised Directive (EU) 2018/2001?							
A	I	2.1.3	Are the required calculations carried out complete and plausible?							
A	I	2.1.4	Are all required information and data used documented, up-to-date and complete? (see scheme principles for interfaces, section 4.3 and scheme principles for GHG calculation)							

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Criterion Audit (A)	Criterion Inspection (I)	No.	Criterion / requirement	Conform	Minor	Major	Critical / KO	Not applicable (N/A)	Comments / description of the inspected documents / records / certificates	
		3	Specific requirements for biomass fuels from waste and residues							
		3.1	Classification of waste and residues							
A	I	3.1.1	The supplied waste or residue only contains biomass that complies with Revised Directive (EU) 2018/2001.							
A	I	3.1.2	The waste or residue does not originate from agriculture, forestry and fishing or aquaculture.							
A	I	3.1.3	The declaration of the waste or residue is correct (according to the SURE decision tree)							
A	I	3.1.4	The waste or residue is used within the normal framework.							
A	I	3.1.5	The material was not produced intentionally and the production process was not adapted to produce the material.							
A	I	3.1.6	The material is not just waste or residue because it does not meet the functional/technical or legal requirements for technical or energy use.							

Evaluation of the audit/inspection results	Conform	Minor	Major	Critical / KO	N/A	KO (no confirmation of conformity)
Number of evaluations	0	0	0	0	0	0
Total of all evaluations (not including N/A evaluations)	0					
No. of points (Conform = 20 pts, Major = 15 pts, Minor = 5 pts, Critical = 0 pts, N/A = 0 pts, KO = no confirmation of conformity)	0	0	0	0	0	
Total of all points	0					
Max. number of points	0					
Audit/Inspection result as a % (total of all points divided by the max. number of points * 100)						