



Roundtable on Sustainable Palm Oil

## **RSPO Approved HCV Assessors**

### **Guidelines for HCV Assessors and Client RSPO Members**

The following guidelines apply to RSPO approved assessors and their clients with immediate effect and until further notice:

1. **RSPO Approval validity period**

RSPO Approval as HCV Assessor is valid for one (1) year from the date of posting on the website and will then be subject to review. Relevant notice will be posted on the RSPO website.

2. **Submission, Retention and Confidentiality of Assessment Reports**

All reports made by RSPO approved assessors for RSPO clients must be copied to the RSPO Secretariat, and may be subject to independent expert review. Submitted reports will be retained by RSPO Secretariat, and treated in strictest confidence. Any third-party review will likewise be required to adhere to strict confidentiality standards.

3. **Extension or approval period**

Extension of approval after one (1) year is based on the following:

- a) Submission of all reports made as RSPO approved assessor for RSPO members, in copy to the RSPO Secretariat
- b) Participation in at least one HCV training workshop for approved assessors organized by HCV-RN and RSPO Secretariat
- c) Absence of documented complaints from RSPO producer companies and other parties on the performance of approved assessors. These include any form of documented reports on unethical business practices, unprofessional conduct, sub-standard performance, etc. with confirmatory evidence.
- d) Third party expert reviews of reports do not raise major concerns.



Roundtable on Sustainable Palm Oil

**4. RSPO Approval (extension) validity period**

Extension of approval will be valid for one (1) year after which the approval will be reviewed. Conditions apply as under 3.

**5. Composition of HCV Assessment Team**

**a) Team Leader**

It is compulsory for producer members to select the team leader from the list of approved HCV assessors for RSPO HCV assessments. The team leader bears full responsibility for the all members of the team and for the assessment report.

**b) Discipline specialist**

These should preferably also be sourced from the list of approved HCV assessors but where this is not possible, due to the clear shortage of such specialists, the team leader may engage non-RSPO approved specialists with prior permission from the RSPO Secretariat. The team leader bears full responsibility for the team assessment and report.

**6. Authorities and claims**

RSPO approval of HCV Assessors is limited to RSPO HCV assessments for RSPO members only. No further authorities or claims may be made against such approval.

**7. Declarations**

All RSPO approved HCV assessors are required to submit a completed “Declaration of Intent” document to the RSPO Secretariat. The “Declaration of Intent” template is given in Annex 1.

## ANNEX 1

COMPANY LETTERHEAD

### RSPO Approved HCV Assessors

### *Declaration of Intent*

I, ..... , and employed by ..... herewith declare, that I will at all times during the one (1) year period as RSPO approved HCV assessor, conduct my professional activities as HCV assessor for RSPO members within the confines of accepted business ethics and to the best interest of the RSPO

.....

Date:.....

Signature & Company Stamp