



## CERTIFICATION SCHEME 'ON THE WAY TO PLANETPROOF' CHAIN OF CUSTODY

Requirements for:

- Trade business to business
- Consumer facing organisations
- Prepared and processed products

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Established by: SMK

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In this version all additional decrees (i.e. February 17<sup>th</sup> 2022) are included

Disclaimer: the Dutch certification scheme is the original version. In case of unclarities, or unclear interpretation, the original version is applicable.

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## Note to the reader

### Scope

Certification based on this certification scheme is possible in all European countries. Certification is based on 3 scopes:

Scope	Main activities
Trade Business to Business	Buying and selling products and possibly packaging them, without making any changes to the product
Consumer facing organisations	Sale of products to consumers
Prepared and processed products	Producing and/or preparing food, intended for human consumption

### Certification

This certification scheme makes reference to the certificate holder. The requirements that apply depend on the activities carried out by the certificate holder. An overview has been added to the next page, under the heading “Which criteria do you have to meet?”

On the way to PlanetProof certification is **mandatory** for all companies that:

- Produce certified products and sell them under On the way to PlanetProof.
- Process and/or prepare certified products and sell them under On the way to PlanetProof.
- Buy certified non-pre-packaged products and sell them under On the way to PlanetProof.
- Provide specific services and manage the buying and selling, and part of the logistical process.

On the way to PlanetProof certification is **not** mandatory for companies that:

- Only buy and sell pre-packaged On the way to PlanetProof certified products.
- Buy non-pre-packaged On the way to PlanetProof certified products and sell them as non-certified products.
- Provide specific services (e.g. packaging, invoicing) but are not the owner of the certified product. However, these service providers should be inspected as part of the inspection of the certificate holder/ owner of the products. The only exception is for service providers that manage the buying and selling, and part of the logistical process of the On the way to PlanetProof product.

A pre-packaged product is defined in this context as a product that is directly suited for preparation/use by the consumer and is packaged in such a manner that the product can only be reached by changing something of the packaging (e.g. damaging or breaking it). An exception applies to (packaging of) On the way to PlanetProof-certified eggs, because consumers must have the opportunity to inspect them before purchase.

The requirements set out in the On the way to PlanetProof schemes for plant products, eggs and dairy, apply to primary producers.

## Setup of certification scheme

The certification scheme comprises requirements (mandatory) and optional measures divided into 6 different chapters.

### Which criteria do you have to meet?

All the actors of the chain have to be inspected. It is indicated per activity which requirements of the certification scheme you have to meet to get the On the way to PlanetProof certificate.

<p>You buy and sell non-prepackaged products business to business with On the way to PlanetProof label or communication</p>	<ul style="list-style-type: none"> <li>You have to meet the requirements of the scope Trade business to business (B2B)</li> </ul>
<p>U buy non-prepacked products, package these and sell packed products business to business with On the way to PlanetProof label or communication</p>	<ul style="list-style-type: none"> <li>You have to meet the requirements of the scope Trade business to business (B2B)</li> </ul>
<p>You grow On the way to PlanetProof products and in addition buy non-packed products</p>	<ul style="list-style-type: none"> <li>For crop production you have to meet the requirements of the scheme On the way to PlanetProof for Plant Products.</li> <li>For buying and selling you have to meet the requirements of the scope Trade business to business (B2B).</li> </ul>
<p>You produce On the way to PlanetProof eggs and in addition buy eggs</p>	<ul style="list-style-type: none"> <li>For egg production you have to meet the requirements of the On the way to PlanetProof scheme for eggs (laying hens).</li> <li>For buying and selling you have to meet the requirements of the scope Trade business to business (B2B).</li> </ul>
<p>You buy non-packed products and sell these to consumers with On the way to PlanetProof label or communication</p>	<ul style="list-style-type: none"> <li>You have to meet the requirements of the scope Consumer Facing Organisations (CFO).</li> </ul>
<p>You prepare and/or process certified raw materials and sell these with On the way to PlanetProof label or communication</p>	<ul style="list-style-type: none"> <li>You have to meet the requirements of the scope Prepared or Processed Products (BVP).</li> </ul>
<p>You provide a service, without being the owner of the product and you are point of contact for buyers and manage (part of) the logistical process</p>	<ul style="list-style-type: none"> <li>There are 2 options:</li> <li>If you sort, wash, cut and/or pack (these activities are called prepared primary product), you have to meet the requirements of the scope Trade business to business (B2B).</li> <li>If you prepare and/or process products you have to meet the requirements of the scope Prepared and Processed Products (BVP).</li> </ul>
<p>You provide a service, without being the owner of the product and without being the point of contact for buyers and manage (part of) the logistic process</p>	<ul style="list-style-type: none"> <li>In case part of the activities that need to be inspected are outsourced elsewhere, the inspection needs to take place at the service provider. However, individual certification for a service provider is also possible. In this way, numerous inspections are avoided. In that case there are 2 options:</li> <li>If you sort, wash, cut and/or pack (these activities are called prepared primary product), you have to meet the requirements of the scope Trade business to business (B2B).</li> <li>If you prepare and/or process products you have to meet the requirements of the scope Prepared and Processed Products (BVP).</li> </ul>

The requirements set out in Chapter 3 (preparing and processing products) apply to companies who alter the product.

Preparing and processing: see definitions.

There are two exceptions:

- For 'prepped primary product' the requirements of the scope Prepared and Processed Products do not have to be met.
- Growers that peel, cut or slice their own grown products do not have to meet the requirements of the scope Prepared and Processed Products. If these activities are performed on bought products the requirements of the scope Prepared and Processed Products do apply.

For service providers there are 2 options:

- Do you provide a service, without being the owner of the product (for example sorting or packing)? Then inspection at the service provider is part of the inspection of the certificate holder.  
However, individual certification for trade, packing, preparing and/or processing is also possible, this prevents frequent inspections. In that case certification takes place for the activities that you perform. See the overview of requirements above that have to be met.
- Do you provide a service, without being the owner of the product and you are the point of contact for customers and you coordinate (part of of) the logistical process?  
Then certification is required for the activities that you perform. See the overview of requirements that have to be met.

For each requirement it is specified to which scope it applies. This is indicated in the right-hand columns with crosses (X), in which the scopes are indicated with the following abbreviations:

- B2B = trade business to business
- CFO = consumer facing organisations
- BVP = prepared and processed products

### **Requirement level (applies to certificate holders: after issue of the certificate)**

The Level/Points column specifies the requirement level. Three levels are distinguished in this regard:

- **Minor:** a nonconformity with a minor effect on the required sustainability level or reliability (six month resolution time)
- **Major:** a nonconformity with a major effect on the required sustainability level or reliability (one month resolution time)
- **Critical major:** an unacceptable nonconformity leading to the revocation of the certificate and, if applicable, exclusion for one year.

### **Consequences of nonconformities**

In case the certification body observes nonconformities at the certified companies, the consequences depend on the level of the nonconformity:

Minor nonconformity: six month resolution time

- If resolution is possible, but does not take place within six months, the certificate is revoked. To renew certification, an inspection must take place.
- If, upon observation, resolution is no longer possible, the certificate holder may retain the certificate provided that it submits a plan within one month outlining measures to be taken, on the basis of which it can be reasonably accepted that the requirements will be satisfied in the following production cycle.
- In case the same nonconformity is observed in two consecutive years, and this nonconformity is not resolved within one month, the certificate will be revoked.

Major nonconformity: one month resolution time

- If resolution is possible, but does not take place within one month, the certificate is revoked.
- If, upon observation, resolution is no longer possible, the certificate holder may retain the certificate provided that it satisfies the following conditions:
  - A maximum of two major nonconformities are observed
  - The nonconformity/nonconformities relate(s) to a requirement over and above the statutory requirements
  - In case of a nonconformity relating to an official standard, the exceedance is not more than 15%
  - The certificate holder must submit a plan within one month outlining corrective and preventive measures. The certification body must assess the plan and validate its effectiveness in terms of ensuring that the requirements will be met in the following production cycle.
- In case the same nonconformity is observed the following year, this will lead to a critical major nonconformity.

Critical major nonconformity: revocation of certificate\*

- First observation: immediate revocation of the certificate. To renew certification, an inspection must take place. The company must then demonstrate that in the six months preceding the inspection all requirements of the certification scheme have been met.



- Second observation within two years of the same critical major: immediate revocation of the certificate and exclusion from certification for that product for a period of one year. To renew certification, an inspection must take place. The company must then demonstrate that in the six months preceding the inspection all requirements of the certification scheme have been met.

The period for repairing an established nonconformity begins on the date that the certification body sends its decision to the certificate holder. A certificate holder/participant is always given the opportunity to demonstrate that a nonconformity was wrongly established.

\*If the certificate holder itself reports a nonconformity relating to a requirement with level critical major, it can avoid revocation of the certificate by deregistering part of its production.



## Goals On the way to PlanetProof Chain of Custody

**Chain of Custody:** preventing comingling of certified products with non-certified products during storage/transport and production and processing processes. This requires, among other things, that all organisations in the supply chain are On the way to PlanetProof certified.

**Climate:** efficient and fossil fuel free energy use and a minimum of greenhouse gas emissions, contributing to a climate neutral Europe.

**Environmental care:** reducing the use of limited resources and reducing emissions with negative environmental impact.

**Food loss and waste:** reduction of raw material losses, reduction of waste and packaging via reusable and recyclable materials.

**Packaging:** preserve the quality of the final product and reduce waste of packaging materials by using recycled and recyclable materials.



# Criteria Chain of Custody

## Chapter 1: Segregation of certified products

Chain of Custody according to segregation model
<p><b>Explanation segregation</b>            The segregation requirements are aimed at preventing comingling of certified products with non-certified products during storage/transport, production and processing processes. This requires, among other things, that all organisations in the supply chain are On the way to PlanetProof certified.</p> <p>In principle, certification can only take place once products are actually supplied or processed. If the potential certificate holder does not yet have any On the way to PlanetProof product present at the company at the time of the initial inspection, the segregation method can be inspected on the basis of another, separately channeled and administered flow of certified products. This is only possible if the On the way to PlanetProof product is going to be channeled and administered in the same way. If these requirements are met, the certification body can issue a certificate and registration number. Within one month after the company has commenced processing or preparing the On the way to PlanetProof product, the certification body will visit the certificate holder to check that the working method that was established during the initial inspection is being used.</p>

No.	Criterion	Assessment guideline and interpretation	Level			
				B2B	CFO	BVP
<b>General</b>						
1.1	<p><b>Segregation procedure</b>            The segregation procedure is established in writing and takes care of separation of product flows:</p> <ul style="list-style-type: none"> <li>• in space and/or time; and</li> <li>• through physical separation, by means of colours or other characteristics of product carriers (such as crates, bags, trays, mats, hooks, etc.); and/or</li> <li>• through virtual separation, marking of product flows via an automation system.</li> </ul> <p>The segregation procedure is known to the employees.            A person with overall responsibility for segregation has been appointed.            Presence of contingency plan for segregation if unexpected events prevent the usual segregation method (e.g. supply later or earlier, failure of automation system, defects in production line). Verification of the plan must take place at least once every 2 years.            Record unexpected events and actions taken, and any measures taken to prevent recurrence.</p> <p>If a company is in possession of equivalent certificates: BRC, IFS, Organic or FSSC22000 this requirement on segregation procedure may be skipped, however it must be recorded that the same procedure(s) apply to On the way to PlanetProof.</p>	<ul style="list-style-type: none"> <li>- Check description and note segregation method (segregation procedure);</li> <li>- Check demonstrable efficacy of separation/distinction;</li> <li>- Check whether personnel is familiar with the segregation method on a sampling basis (i.e. ask some of the employees present).</li> <li>- Check the presence, the content and the implementation of contingency plan.</li> <li>- Check presence and content of crisis-related records.</li> <li>- If applicable: check validity of equivalent certificates and statement that the same procedure(s) are conducted for On the way to PlanetProof products.</li> </ul>	Major	x	x	x



No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
1.2	<p><b>Assessment of the supply chain</b> The PlanetProof certified product which is sold, must be bought and produced as PlanetProof.</p> <ul style="list-style-type: none"> <li>• Check at least annually whether the supplier(s) are still On the way to PlanetProof certified.</li> <li>• There are overviews of all received and delivered PlanetProof certified products available, stating the name of the certified supplier and buyer and the quantity or kg of the certified products. This can be done in the following ways:               <ul style="list-style-type: none"> <li>- By specification on each line on the customer invoices, or</li> <li>- By overviews from the ERP or Warehouse Management system, or</li> <li>- By specification on receipt and delivery notes.</li> </ul> </li> <li>• The certificate holder must inform the organisation next in the supply chain about the certification obligation, actively and in writing, in case On the way to PlanetProof is used in communication.</li> <li>• The certificate holder (trade company or retailer) informs its supplier in the supply chain in case of shortcomings on the PlanetProof requirements, on the delivered product.</li> </ul>	<p>Administrative inspection of:</p> <ul style="list-style-type: none"> <li>- Records of purchase and sale of On the way to PlanetProof certified product.</li> <li>- Records of verification of supplier(s) valid certification.</li> <li>- Written communication with third party/parties.</li> </ul>	Major	x	x	x

No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
1.3	<p><b>Service providers</b></p> <p>If part of the production process takes place at another company (outside the holding and without a legal ownership relation):</p> <ul style="list-style-type: none"> <li>• The certificate holder must make clear, written agreements concerning administrative and physical separation of certified products.</li> <li>• The certificate holder informs the service provider in writing about the On the way to PlanetProof requirements that apply to the operations or actions that the service provider performs. E.g. packaging requirements, communication requirements and/or segregation of the product.</li> <li>• The service provider who communicates about a certified product on behalf of a certificate holder uses the registration number of the certificate holder (the client), unless the service provider is independently certified (in which case the registration number of the certified service provider is used).</li> <li>• The service provider must cooperate with inspections that take place within the framework of the certification.</li> <li>• A service provider can also independently obtain the On the way to PlanetProof certificate. In that case the requirements of 1.3 are not applicable.</li> <li>• Independent certification of the service provider is obligatory in case the service provider: <ul style="list-style-type: none"> <li>- Is the point of contact for the buyers concerning the sales- and delivery details about the certified products and</li> <li>- Manages part of the logistics process concerning the delivery of the products. This concerns storage, grading and delivery of products, in case both certified and not-certified products are involved (risk of comingling).</li> </ul> </li> </ul>	<p>Administrative inspection of:</p> <ul style="list-style-type: none"> <li>- Written communication with service providers.</li> </ul> <p>Physical inspection of segregation at the service provider:</p> <ul style="list-style-type: none"> <li>- Check description and record the method of segregation (segregation procedure);</li> <li>- Check the implementation of segregation in practice.</li> <li>- Check whether the requirements that apply to the actions performed by the service provider are also carried out in accordance with the criteria (such as packaging requirements and communication requirements).</li> </ul>	Major	x		x

No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
<b>Trade Business to Business</b>						
1.4	<p><b>Segregation in practice at trading companies</b></p> <p>Trading companies (buying and selling business to business) must apply to:</p> <ul style="list-style-type: none"> <li>• Segregation of On the way to PlanetProof certified product and non-certified product takes place in accordance with the segregation procedure.</li> <li>• Produce an overview of deliveries and shipments (both invoices and digital registrations in the ERP or Warehouse Management system and receipt and delivery notes are sufficient). The overview must specify the name of the supplier/customer of the product in question, or this must be easy to derive.</li> <li>• A mass balance specified on a weekly basis must be drawn up for PlanetProof products based on kilograms or unit quantities.</li> </ul>	<ul style="list-style-type: none"> <li>- Check practical implementation of segregation procedure through tracking test within the company;</li> <li>- The auditor selects a batch from a customer's premises for intra-company tracking back to the bought product.</li> <li>- Make a concrete and numerical check whether the mass balance of the selected batch is correct.</li> <li>- Check, based on the internal tracking system and interviews with personnel in secondary locations, whether the tracking process (including communication requirements) has been established and is implemented.</li> <li>- Check whether delivered products originate from PlanetProof certified companies.</li> <li>- Check all means of communication, e.g. on the product, brochures, website, and all other means of communication.</li> </ul>	Major	X		
1.5	<p><b>Product combinations with On the way to PlanetProof logo</b></p> <p>A product combination is a product consisting of two or more products, neither of which is prepared or processed (for example a vegetable package, or a soup package). The On the way to PlanetProof logo can be used in case:</p> <ul style="list-style-type: none"> <li>• at least 75% of the weight of the product combination consists of unprocessed On the way to PlanetProof certified plant products, and</li> <li>• there is a product declaration on the package announcing which products are On the way to PlanetProof certified. This only concerns the unprocessed products. These products should be at least 10% of the total net product weight.</li> </ul>	Check visually and administratively whether the requirements are met.	Major	x		

No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP																											
<b>Consumer facing organisations</b>																																	
1.6	<p><b>Segregation in practice at consumer facing organisation (trading companies with consumer sales)</b>            For consumer facing organisations:</p> <ul style="list-style-type: none"> <li>• Segregation of On the way to PlanetProof certified product and non-certified product takes place in accordance with the segregation procedure.</li> <li>• Produce an overview of deliveries and shipments (both invoices and digital registrations in the ERP or Warehouse Management system and receipt and delivery notes are sufficient). The overview must specify the name of the supplier/customer of the product in question, or this must be easy to derive.</li> <li>• Communication about the product in the store (for example shelf tags, floor displays, mobiles) is only allowed in relation to On the way to PlanetProof certified products for which the retailer is certified.</li> <li>• In the stores it is clear who is responsible for segregation and communication about the products in that store.</li> <li>• The sample size of the number of tracking tests is determined by the table below.</li> </ul> <table border="1" data-bbox="253 794 1099 1353"> <thead> <tr> <th data-bbox="253 794 853 874">Risk element</th> <th data-bbox="853 794 949 874">Low risk:</th> <th data-bbox="949 794 1099 874">Standard risk:</th> </tr> </thead> <tbody> <tr> <td data-bbox="253 874 853 1002">At every store to be visited according to the yearly inspection frequency, there will be at least one test on one product (crop). There can be additional tracking tests in and divided over the selected stores according to the following risk elements:</td> <td data-bbox="853 874 949 898"># stores</td> <td data-bbox="949 874 1099 898"># stores</td> </tr> <tr> <td data-bbox="253 1002 853 1058">Is more than 1 product sold with On the way to PlanetProof certification?</td> <td data-bbox="853 1002 949 1026">No</td> <td data-bbox="949 1002 1099 1026">Yes +2</td> </tr> <tr> <td data-bbox="253 1058 853 1114">Is there simultaneously certified and non-certified product on site? (risk of comingling)</td> <td data-bbox="853 1058 949 1082">No</td> <td data-bbox="949 1058 1099 1082">Yes +5</td> </tr> <tr> <td data-bbox="253 1114 853 1169">Are communications about the quality mark carried out at store level by store staff in the store?</td> <td data-bbox="853 1114 949 1137">No</td> <td data-bbox="949 1114 1099 1137">Yes +3</td> </tr> <tr> <td data-bbox="253 1169 853 1193">Only central purchasing takes place.</td> <td data-bbox="853 1169 949 1193">Yes</td> <td data-bbox="949 1169 1099 1193">No +5</td> </tr> <tr> <td data-bbox="253 1193 853 1249">Can a mass balance be made for products in the sample?</td> <td data-bbox="853 1193 949 1217">Yes</td> <td data-bbox="949 1193 1099 1217">No +3</td> </tr> <tr> <td data-bbox="253 1249 853 1305">Does the intended certificate holder have other valid Chain of Custody certificates?</td> <td data-bbox="853 1249 949 1273">Yes</td> <td data-bbox="949 1249 1099 1273">No +3</td> </tr> <tr> <td data-bbox="253 1305 853 1353">Have 1 or more major nonconformities been identified in the previous inspection?</td> <td data-bbox="853 1305 949 1329">No</td> <td data-bbox="949 1305 1099 1329">Yes +2</td> </tr> </tbody> </table>	Risk element	Low risk:	Standard risk:	At every store to be visited according to the yearly inspection frequency, there will be at least one test on one product (crop). There can be additional tracking tests in and divided over the selected stores according to the following risk elements:	# stores	# stores	Is more than 1 product sold with On the way to PlanetProof certification?	No	Yes +2	Is there simultaneously certified and non-certified product on site? (risk of comingling)	No	Yes +5	Are communications about the quality mark carried out at store level by store staff in the store?	No	Yes +3	Only central purchasing takes place.	Yes	No +5	Can a mass balance be made for products in the sample?	Yes	No +3	Does the intended certificate holder have other valid Chain of Custody certificates?	Yes	No +3	Have 1 or more major nonconformities been identified in the previous inspection?	No	Yes +2	<ul style="list-style-type: none"> <li>- Check practical implementation of segregation procedure through tracking test within the company;</li> <li>- Determine the number of samples using the table with risk elements</li> <li>- The auditor selects a batch in a store for intra-company tracking back to the bought product.</li> <li>- If central purchasing takes place in the retail organization and the registration of delivered products in the store is identical to the distributed products which are registered in the distribution centre, the inspector is allowed to choose the batch(es) for the tracking test in the distribution centre;</li> <li>- Check, based on the internal tracking system and interviews, whether the tracking process (including communication requirements) has been established and is implemented. Interview = ask the responsible employees in stores and distribution centres if the segregation procedures are known;</li> <li>- Check whether delivered products originate from PlanetProof certified companies.</li> <li>- Check communication about these products in the store.</li> <li>- Determine in case of deviations on the communication requirements which corrective measure applies on the basis of criterion "sanctions in case of deviations from communication - retail". The sanctions for communication are separate from all other elements of the segregation test in practice.</li> </ul>	Major		X	
Risk element	Low risk:	Standard risk:																															
At every store to be visited according to the yearly inspection frequency, there will be at least one test on one product (crop). There can be additional tracking tests in and divided over the selected stores according to the following risk elements:	# stores	# stores																															
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Are communications about the quality mark carried out at store level by store staff in the store?	No	Yes +3																															
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Have 1 or more major nonconformities been identified in the previous inspection?	No	Yes +2																															



No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
<b>Prepared and processed products</b>						
1.7	<p><b>Quantitative tracking test preparers and processors</b>            If On the way to PlanetProof certified products are prepared or processed at the certified company:</p> <ul style="list-style-type: none"> <li>• Produce an overview of received and delivered PlanetProof certified products. The overview must specify the name of the supplier/customer of the product in question, or this must be easy to derive.</li> <li>• A mass balance specified on a weekly basis must be drawn up for PlanetProof products based on kilograms (take into account the standard yield of the bought raw materials).</li> <li>• Actual standard calculations and/or recipes must be recorded. Also, changes in standard calculations or recipes must be recorded. It must be clear which standard calculation or recipe applies to the mass balance.</li> <li>• If deviations from the standard calculations are found, a substantiated explanation of the cause and the preventive actions taken, will be provided within one month of discovery.</li> </ul>	<ul style="list-style-type: none"> <li>- The auditor selects a batch from a buyer for intra-company tracking back to the bought raw materials and makes a concrete and numerical check whether the mass balance is correct.</li> <li>- Check, based on the internal tracking system and interviews with personnel whether the processing process has been established and is implemented.</li> <li>- Assess whether the standard calculations and/or recipes (of fresh convenience products) are technically viable.</li> <li>- Check two norm calculations by weighing the technical part.</li> <li>- If deviations are found, check whether the substantiated explanation is present, and if corrective measures have been taken within the recovery period.</li> <li>- Check whether delivered products originate from PlanetProof certified companies.</li> </ul>	Major			x

## Chapter 2: Communication

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
<b>2. Communication</b>						
<b>General</b>						
2.1	<p><b>Communication On the way to PlanetProof - General</b></p> <p>Use of On the way to PlanetProof names and/or logos is only permitted:</p> <ul style="list-style-type: none"> <li>• With the written approval of the certification body. Permission is granted to the certificate holder, which is responsible for the correct use of the names and/or logos. Certificate holders are not obliged to use the logo.</li> <li>• In the certificate holder's communications in relation to the products or services with an On the way to PlanetProof certificate</li> <li>• If it does not exceed the product, brand and/or trade name in size and conspicuousness.</li> </ul> <p>Any suggestion that On the way to PlanetProof is a trademark is not permitted.</p> <p>The On the way to PlanetProof certificate is a product/service certificate, not a company certificate. When the On the way to PlanetProof names and/or logos are displayed with the unique registration number this therefore always pertains to a product/service. What is not permitted in communication, for example, is: 'Company X has On the way to PlanetProof'; what is permitted, for example, is: 'Company X has On the way to PlanetProof for service Y'. Or 'Company X has the On the way to PlanetProof certificate for packing of On the way to PlanetProof vegetables'.</p> <p>SMK maintains the rules as deposited for using the name and logo On the way to PlanetProof. SMK assigns to the deposition for the collective name and logo at the Benelux Office for Intellectual Property (31-10-2016 / registration number 0998240). The general conditions of the Milieu Reclame Code (Dutch Environmental Advertising Code) also apply.</p>	<p>Check whether written approval has been granted to the certificate holder.</p> <p>Assessment of compliance with communication requirements.</p> <p>Check on:</p> <ul style="list-style-type: none"> <li>- Websites / social media</li> <li>- Printing and writing paper</li> <li>- Advertising brochures</li> <li>- Packaging</li> <li>- Advertisements</li> <li>- Posters</li> <li>- Catalogues</li> <li>- Brochures</li> <li>- Commercial documents (quotes, invoices, bills of lading, product lists, etc.)</li> <li>- etc.</li> </ul>	Major	x	x	X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
2.2	<p><b>Communication - application registration number   GLN number</b> Use of On the way to PlanetProof name and logo on the product or the collection package is only permitted if:</p> <ul style="list-style-type: none"> <li>the product / package is accompanied by the certificate holder's unique registration number. This number is issued by the Certification Body. This unique registration number must always be accompanied by the certification body's name or identification code, for example, the unique registration number has the next characteristics: ABC1234567.</li> <li>the registration number of the certificate holder is located in the logo. If the number is not located in the logo, this number must be clearly located somewhere else on the package, as near as possible to the logo.</li> <li>In case more than one company in the chain is involved in the selling process, the registration number of the involved packaging company is mentioned on the package.</li> </ul> <p>If a certificate holder for multiple certification schemes is certified by a single certification body, the certification body is permitted to use just one registration number.</p> <p>If certificate holder has a GLN number, the mandatory the registration number in the On the way to PlanetProof logo may be omitted on packaging provided that the GLN number is shown on the same packaging.</p> <ul style="list-style-type: none"> <li>Excluded are GLN numbers that start within the series 4049928 -4063061 (the so-called GGN numbers).</li> </ul> <p>If a partnership of various individual certificate holders wants to communicate in general terms about On the way to PlanetProof, only the quality mark without a registration number can be used.</p> <p>The On the way to PlanetProof logos, along with the mandatory individual registration number, can be downloaded as JPG and PNG-files from the websites <a href="http://www.planetproof.eu">www.planetproof.eu</a> (Dutch version) or <a href="http://www.planetproof-international.eu">www.planetproof-international.eu</a> (English version)</p>	<p>Check if an authorised version of the logo and registration number is used: 1. Logo with registration number of the certificate holder, or: 2. Logo without number, but with a GLN-number on the package</p>	Major	x	x	X



No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
2.3	<p><b>Use of On the way to PlanetProof name/logo</b></p> <ul style="list-style-type: none"> <li>The On the way to PlanetProof name and logo may not be permanently applied to reusable packaging.</li> <li>The On the way to PlanetProof name and logo may not be used on communication media and/or commercial documents if they are also to be used for communication concerning non-On the way to PlanetProof-certified products or services unless it is clearly indicated to which products/services the On the way to PlanetProof certificate applies and which it does not. On commercial documents this must be indicated on a line-by-line basis.</li> </ul> <p>Clarification:</p> <ul style="list-style-type: none"> <li>For graphical presentation of the logo, see 'On the way to PlanetProof logo guidelines'. The Dutch version is available to download from <a href="http://www.planetproof.eu">http://www.planetproof.eu</a> or the English version from <a href="http://www.planetproof-international.eu">http://www.planetproof-international.eu</a></li> </ul>	<p>Inspection/assessment for compliance with communication requirements on communication media:</p> <ul style="list-style-type: none"> <li>Websites / social media</li> <li>Printing and writing paper</li> <li>Advertising brochures</li> <li>Packaging</li> <li>Advertisements</li> <li>Posters</li> <li>Catalogues</li> <li>Brochures</li> <li>Commercial documents (quotes, invoices, bills of lading, product lists, etc.)</li> <li>- etc.</li> </ul>	Major	x	x	X
2.4	<p><b>Own claim</b></p> <p>It is not permitted to make other environmentally related claims on the packaging of an On the way to PlanetProof-certified product. If the On the way to PlanetProof-holder wishes to use other environmental claims, these must comply with the Milieu Reclame Code (Dutch Environmental Advertising Code) and written consent must be obtained from SMK (through the certification body).</p>	<p>Inspection/assessment for compliance with communication requirements on communication media:</p> <ul style="list-style-type: none"> <li>Websites / social media</li> <li>Printing and writing paper</li> <li>Advertising brochures</li> <li>Packaging</li> <li>Advertisements</li> <li>Posters</li> <li>Catalogues</li> <li>Brochures</li> <li>Commercial documents (quotes, invoices, bills of lading, product lists, etc.)</li> <li>- Etc.</li> </ul> <p>Inspection/assessment:</p> <ul style="list-style-type: none"> <li>Packaging</li> <li>Written consent from SMK</li> </ul>	Major	x	x	X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
<b>Consumer facing organisations</b>						
2.5	<p><b>Sanction in case of deviations in communication - At retail</b></p> <p>Of all unpackaged On the way to PlanetProof certified products that are selected for the tracking tests, it will be checked in the store if the communications requirements are met. The following corrective measures apply in the event of nonconformities:</p> <ul style="list-style-type: none"> <li>• 0-2 deviations: in case of deviations there is 1 month resolution time, no further sanctions.</li> <li>• 3 deviations (minor): 1 month resolution time after observation.</li> <li>• 4-5 deviations (major): within 1 month after observation, make a substantiated statement of cause and resolution and preventive actions are performed</li> <li>• 5 deviations (major): within 1 month after observation, make a substantiated statement of cause and resolution and preventive actions are performed. In addition within 6 months an unannounced sample will be taken in the applicable store location</li> </ul> <p>The above criteria remain applicable regardless of the size of the sample.</p>	<ul style="list-style-type: none"> <li>- This requirement is combined with criterion 'Segregation in practice at consumer facing organisation'.</li> <li>- Perform the sample at each store location that is visited for the tracking test.</li> <li>- Determine which products are included in the sample for the tracking test at the relevant store location.</li> <li>- Check communication about these products in the store.</li> <li>- Determine in case of deviations which corrective measure applies.</li> <li>- Check whether corrective measures for communications have been implemented within the recovery period. The recovery up to 3 deviations can be checked during the next half yearly inspection.</li> </ul>	<p>3 deviations Minor; more than 3 deviations Major</p>		X	

## Chapter 3: Preparing and processing products

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
<b>Requirements preparing and processing products</b>						
3.1	<p><b>Points score for optional measures</b></p> <p>A preparer or processor must score the following on the optional measures for prepared and processed products (criteria 3.34-3.43):</p> <ul style="list-style-type: none"> <li>Company size <math>\leq 10</math> FTEs<sup>1</sup> at least 3 points.</li> <li>Company size <math>&gt; 10</math> FTEs at least 4 points.</li> </ul> <p>Companies that only portion up (cut) cheese and/or butter and do not prepare the product themselves are exempted from this requirement.</p>	- Check whether sufficient points have been attained by the preparer or processor.	Major			X
3.2	<p><b>Raw materials for prepared and processed products</b></p> <p>The prepared or processed product meets the criteria for single or composed products.</p> <ul style="list-style-type: none"> <li>Produce an overview of the On the way to PlanetProof products. The overview must specify whether a given product is a single or composed product.</li> <li>In the case of dairy, see the specific requirements in chapter 6.</li> </ul>	<ul style="list-style-type: none"> <li>Check whether all On the way to PlanetProof products are recorded in the overview.</li> <li>Check whether the product meets the criteria for a single or composed product.</li> </ul>	Major			X
3.3	<p><b>Single product</b></p> <ul style="list-style-type: none"> <li>The product consists of at least 95% of one raw material by weight, and this raw material is fully On the way to PlanetProof and/or organic/EKO certified. This percentage does not include added water.</li> </ul> <p>A product that meets the definition of a single product can be considered as a completely On the way to PlanetProof product for the next link in the chain.</p>	- Check whether the product meets the conditions.	Major			X
3.4	<p><b>Composed product</b></p> <ul style="list-style-type: none"> <li>The product consists of at least two raw materials, neither of which exceeds 95% of the product by weight, and at least 75% of the total weight of the raw materials is On the way to PlanetProof and/or organic/EKO certified. These percentages do not include added water.</li> </ul> <p>A product that meets the definition of a composed product can be considered as a completely On the way to PlanetProof product for the next link in the chain.</p>	- Check whether the product meets the conditions.	Major			X

<sup>1</sup> 10 FTE is the total number of FTEs. Compare the hours worked on an annual basis against the number of hours per working week under the collective agreement. If no collective agreement is in force, then assume a working week of 40 hours (2080 hours on an annual basis). For the total number of FTEs, count all employees: count all permanent and temporary employees together. Method of calculation: Add the total number of hours that employees work collectively each year. Divide this number by 2080 (=number of hours of working week full-time on an annual basis).



No.	Criterion	Assessment guideline and interpretation	Level / Points			
			B2B	CFO	BVP	
3.5	<p><b>Alternative raw materials for composed products</b></p> <p>If the composed product contains raw materials for which On the way to PlanetProof certification is not possible, the following alternative certifications are permitted:</p> <ul style="list-style-type: none"> <li>• Fish: MSC / ASC</li> <li>• Meat: Beter Leven, two or three stars</li> <li>• Raw materials from outside Europe: Rainforest Alliance, UTZ, or Fairtrade</li> </ul> <p>To be able to sell a composed product with alternative raw materials as On the way to PlanetProof product, the product must consist of:</p> <ul style="list-style-type: none"> <li>• at least 75% certified raw materials (On the way to PlanetProof, <b>organic/EKO</b> and alternative raw materials),</li> <li>• of which at least 50% are On the way to PlanetProof certified raw materials.</li> </ul> <p><i>As a condition for recognising alternative certifications for raw materials, the Panel of Experts requires certification to be carried out as 'third-party certification' (i.e. the certification body must work in accordance with EN 45011 and can demonstrate this by having at least any one certification scheme under accreditation) and for the certification to focus on sustainability aspects.</i></p>	<ul style="list-style-type: none"> <li>- Check which raw materials with alternative certificates have been bought.</li> <li>- Determine the proportion of the product that is made up of certified raw materials.</li> <li>- Determine whether the proportion of On the way to PlanetProof certified raw materials meets the requirement.</li> </ul>	Major			x



No.	Criterion	Assessment guideline and interpretation	Level / Points			
			B2B	CFO	BVP	
3.6	<p><b>'Prepared with' products</b></p> <p>If some of the ingredients in a composed product are On the way to PlanetProof certified, you can include On the way to PlanetProof in the ingredients listed on the product label and/or packaging.</p> <ul style="list-style-type: none"> <li>• These On the way to PlanetProof ingredients should make up more than 10% of the total net product weight.</li> <li>• Products that come under the On the way to PlanetProof category (95-100%) should not be labelled as 'prepared with' products.</li> <li>• A consumer can see the percentage of ingredients in a product that are On the way to PlanetProof certified.</li> <li>• This declaration is only permitted if the company has the product certified and meets the following conditions:</li> </ul> <p><u>Mandatory ingredient list on the packaging and/or the label</u></p> <p>If a product is certified for On the way to PlanetProof 'prepared with', the packaging and/or the label must meet a number of additional requirements on top of the legal requirements:</p> <ul style="list-style-type: none"> <li>• Company name and location (this may be the company name of the last producer or the product owner/private label holder that commissioned the product to be produced and packaged).</li> <li>• A mark for traceability (e.g. a use-by date).</li> <li>• The On the way to PlanetProof registration number or GLN number.</li> <li>• The ingredients list must indicate which ingredients are On the way to PlanetProof certified. This can be indicated next to each ingredient or with a reference/asterisk (*), referring to On the way to PlanetProof.</li> <li>• The ingredients list must include the percentage of On the way to PlanetProof ingredients. This is calculated on the total net product weight (for example: 60% of ingredients are On the way to PlanetProof certified).</li> <li>• The phrase On the way to PlanetProof and the percentage must be in the same colour, font, and font size as the other ingredients on the list.</li> <li>• On the way to PlanetProof may only be referred to in the ingredients list.</li> </ul> <p><u>Using the logo</u></p> <p>The On the way to PlanetProof logo may <i>not</i> be used in the 'prepared with' product category.</p>	<ul style="list-style-type: none"> <li>- Determine the proportion of On the way to PlanetProof raw materials in the product.</li> <li>- Check whether the 'prepared with' labeling meets the requirements.</li> <li>- Check the absence of the On the way to PlanetProof logo.</li> </ul>	Major			x
3.7	<p><b>Exemption for seasonal shortages of vegetable raw materials</b></p> <p>If at any point there is limited availability of a given raw material and this is beyond the producer's control, a processor may apply for an exemption from SMK to reduce the proportion of certified raw materials in the final product. See annex 1 for the conditions for an exemption due to a raw materials shortage and the procedure to be followed.</p>	<ul style="list-style-type: none"> <li>- Check whether an exemption has been granted in the event of a raw material shortage.</li> <li>- Check segregation and ensure that final products meet the requirements for certified raw materials.</li> </ul>	Major			x

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
<b>Climate</b>						
3.8	<p>The requirements for climate are divided into criteria for companies with <math>\leq 10</math> FTEs and <math>&gt; 10</math> FTEs.</p> <p>Companies that process less than 5% of the prepared and/or processed raw materials by total weight of raw materials supplied for an On the way to PlanetProof product are exempted from the climate requirements.</p> <p><i>Clarification: 10 FTE is the total number of FTEs. Compare the hours worked on an annual basis against the number of hours per working week under the collective agreement. If no collective agreement is in force, then assume a working week of 40 hours (2080 hours on an annual basis). For the total number of FTEs, count all employees: count all permanent and temporary employees together. Method of calculation: Add the total number of hours that employees work collectively each year. Divide this number by 2080 (=number of hours of working week full-time on an annual basis).</i></p>	<ul style="list-style-type: none"> <li>- Determine how many FTEs the company employs and whether it has to meet the climate requirements for <math>\leq 10</math> FTEs or <math>&gt; 10</math> FTEs.</li> <li>- If companies apply for exemption from climate requirements: determine whether the proportion of On the way to PlanetProof raw materials is less than 5%.</li> </ul>	Major			X
<b>Climate – companies <math>\leq 10</math> FTE</b>						
3.9	<p><b>Gas, water, and electricity meters</b></p> <p>Meters are provided for gas, water, and electricity consumption.</p> <ul style="list-style-type: none"> <li>• A calibrated meter should be used if consumption is broken down by business activity.</li> <li>• Uncalibrated meters may be used for individual business activities provided that the meter is calibrated for total consumption.</li> </ul> <p>If a company with <math>\leq 10</math> FTEs can demonstrate it does not have its own meters, it is exempted from the climate requirements.</p> <p><i>Clarification: The Green House Gas emissions (CO<sub>2</sub>-equivalents) from energy consumption are referred to as indirect emissions and fall within scope 2 of the international Greenhouse Gas Protocol directive.</i></p>	<ul style="list-style-type: none"> <li>- Physically check for the presence of separate meters</li> </ul>	Major			X
3.10	<p><b>Gas consumption</b></p> <ul style="list-style-type: none"> <li>• Gas consumption is monitored (in m<sup>3</sup>, MJ).</li> <li>• An annual report is produced.</li> </ul>	<ul style="list-style-type: none"> <li>- Check the current quantity indication from the gas meter and annual report.</li> <li>- Check administratively purchase receipts.</li> </ul>	Major			X
3.11	<p><b>Water consumption</b></p> <ul style="list-style-type: none"> <li>• Water consumption is monitored (in m<sup>3</sup>).</li> <li>• An annual report is produced.</li> </ul>	<ul style="list-style-type: none"> <li>- Check the current quantity indication from the water meter and annual report.</li> <li>- Check administratively purchase receipts.</li> </ul>	Major			X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
3.12	<b>Electricity consumption</b> <ul style="list-style-type: none"> <li>Electricity consumption is monitored (in kWh, MJ).</li> <li>An annual report is produced.</li> </ul>	<ul style="list-style-type: none"> <li>Check the current quantity indication from the electricity meter and annual report.</li> <li>Check administratively purchase receipts.</li> </ul>	Major			X
3.13	<b>Reducing energy and water consumption</b> Drawing on the results of the climate requirements for indirect Green House Gas emissions: <ul style="list-style-type: none"> <li>If an annual benchmark is set for energy consumption in the sector, use this to determine whether the company is among the 40% best-performing companies in the sector.</li> <li>If a benchmark is not available, check whether an improvement plan has been drawn up every four years to reduce energy and water consumption and/or to make it more sustainable per product volume, and: <ul style="list-style-type: none"> <li>the objectives and associated timeline are clearly described;</li> <li>water and energy reduction is at least 5% over a period of 4 years; where the minimum reduction is not feasible, demonstrate the reason for this. The certification body will assess whether this explanation is sufficient.</li> </ul> </li> </ul> <p><i>Clarification: The multi-year agreements (MJA) maintained by the RVO at sector level constitute an annual benchmark.</i></p>	<ul style="list-style-type: none"> <li>Check for benchmark and ranking; or</li> <li>Check the content of a plan to determine whether it is effective in relation to the actual installation.</li> <li>Check the reduction achieved over every four years. A large reduction in one year may be spread across more years.</li> <li>If the report is less than a year old at initial inspection, check whether a written declaration of intent specifying the measures to be taken in the first year and accompanying purchase orders are present.</li> </ul>	Major			X
3.14	<b>Purchasing and generating green electricity</b> <ul style="list-style-type: none"> <li>Green electricity is bought and/or produced for the proportion of On the way to PlanetProof products produced.</li> <li>This proportion is determined on the basis of the total weight of raw materials supplied.</li> </ul> <p>Green electricity is defined in line with the definition described in the protocol for monitoring renewable energy.</p>	<ul style="list-style-type: none"> <li>Determine the proportion of raw materials used for preparing and/or processing the On the way to PlanetProof product.</li> <li>Check administratively purchase receipts and contracts.</li> <li>Calculate the percentage of green electricity used.</li> <li>Determine whether the percentage of green electricity is at least as large as the share (%) of raw materials for On the way to PlanetProof products.</li> </ul>	Major			X
<b>Climate - companies &gt; 10 fte</b>						
3.15	<b>Gas, water, and electricity meters</b> Meters are provided for gas, water, and electricity consumption. <ul style="list-style-type: none"> <li>A calibrated meter should be used if consumption is divided per business activity.</li> <li>Uncalibrated meters may be used for individual business activities provided that the meter is calibrated for total consumption.</li> </ul> <p><i>Clarification: The Green House Gas emissions (CO<sub>2</sub>-equivalents) from energy consumption are referred to as indirect emissions and fall within scope 2 of the international Greenhouse Gas Protocol directive.</i></p>	<ul style="list-style-type: none"> <li>Physically check for the presence of separate meters</li> </ul>	Major			X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
3.16	<b>Gas consumption</b> <ul style="list-style-type: none"> <li>Gas consumption is monitored (in m<sup>3</sup>, MJ).</li> <li>An annual report is produced with routine measurements (at least once every 3 months).</li> </ul>	<ul style="list-style-type: none"> <li>Check the current quantity indication from the gas meter and annual report.</li> <li>Check administratively purchase receipts.</li> </ul>	Major			X
3.17	<b>Water consumption</b> <ul style="list-style-type: none"> <li>Water consumption is monitored (in m<sup>3</sup>).</li> <li>An annual report is produced with routine measurements (at least once every 3 months).</li> </ul>	<ul style="list-style-type: none"> <li>Check the current quantity indication from the water meter and annual report.</li> <li>Check administratively purchase receipts.</li> </ul>	Major			x
3.18	<b>Electricity consumption</b> <ul style="list-style-type: none"> <li>Electricity consumption is monitored (in kWh, MJ).</li> <li>An annual report is produced with routine measurements (at least once every 3 months).</li> </ul>	<ul style="list-style-type: none"> <li>Check the current quantity indication from the electricity meter and annual report.</li> <li>Check administratively purchase receipts.</li> </ul>	Major			X
3.19	<b>Reducing energy and water consumption</b> Drawing on the results of the climate requirements for indirect Green House Gas emissions: <ul style="list-style-type: none"> <li>If an annual benchmark is set for energy consumption in the sector, use this to determine whether the company is among the 40% best-performing companies in the sector.</li> <li>If a benchmark is not available, check whether an improvement plan has been drawn up every four years to reduce energy and water consumption and/or to make it more sustainable per product volume, and:               <ul style="list-style-type: none"> <li>the objectives and associated timeline are clearly described;</li> <li>water and energy reduction is at least 5% over a period of 4 years;</li> </ul>               where the minimum reduction is not feasible, demonstrate the reason for this. The certification body will assess whether this explanation is sufficient.             </li> </ul> <p><i>Clarification: The multi-year agreements (MJA) maintained by the RVO at sector level constitute an annual benchmark.</i></p>	<ul style="list-style-type: none"> <li>Check for benchmark and ranking; or</li> <li>Check the content of a plan to determine whether it is effective in relation to the actual installation.</li> <li>Check the reduction achieved over every four years. A large reduction in one year may be spread across more years.</li> <li>If the report is less than a year old at initial inspection, check whether a written declaration of intent specifying the measures to be taken in the first year and accompanying purchase orders are present.</li> </ul>	Major			X
3.20	<b>Monitoring direct Green House Gas emissions</b> Green House Gas emissions (expressed as CO <sub>2</sub> -equivalents) from company-level activities are monitored. <ul style="list-style-type: none"> <li>Green House Gas emissions from the company's operations are identified and logged.</li> <li>Emissions are calculated using a program that complies with the Greenhouse Gas Protocol (GHG Protocol Corporate Accounting and Reporting Standard).</li> </ul> <p><i>Clarification: These Green House Gas emissions fall within scope 2 of the international Greenhouse Gas Protocol directive. A free calculation tool is available: GHG Emission Calculation Tool (<a href="https://ghgprotocol.org/calculation-tools#cross_sector_tools_id">https://ghgprotocol.org/calculation-tools#cross_sector_tools_id</a>).</i></p>	<ul style="list-style-type: none"> <li>Check registration of Green House Gas emissions.</li> </ul>	Major			X



No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B		
				CFO	BVP	
3.21	<p><i>Future requirement for next revision</i></p> <p><b>Reducing direct Green House Gas emissions</b></p> <ul style="list-style-type: none"> <li>A company with &gt; 10 FTEs has set an objective that at least fits in with the agreements made under the Paris Climate Agreement.</li> <li>The objective is checked using an independent platform, such as the Science Based Targets Initiative.</li> </ul> <p><i>Clarification: A processor may have an influence on <b>Green House Gas</b> emissions related to its own business activities (scope 1 and 2). To fill in the emissions in the production chain (scope 3), an approved data set and calculation rules are required; these are still missing.</i></p>	- No checks on this criterion.	n.v.t.			X
3.22	<p><b>Purchasing and generating green electricity</b></p> <ul style="list-style-type: none"> <li>Green electricity is bought and/or produced for the proportion of On the way to PlanetProof products produced.</li> <li>This proportion is determined on the basis of the total weight of raw materials supplied.</li> </ul> <p>Green electricity is defined in line with the definition described in the protocol for monitoring renewable energy.</p>	<ul style="list-style-type: none"> <li>Determine the proportion of raw materials used for preparing and/or processing the On the way to PlanetProof product.</li> <li>Check administratively purchase receipts and contracts.</li> <li>Calculate the percentage of green electricity used.</li> <li>Determine whether the percentage of green electricity is at least as large as the share (%) of raw materials for On the way to PlanetProof products.</li> </ul>	Major			X
<b>Environmental care</b>						
3.23	<p><b>Diesel consumption</b></p> <p>The annual diesel consumption of process steps and/or equipment is monitored (in L or kg, MJ).</p>	- Check administratively purchase receipts.	Major			X
3.24	<p><b>Purchasing packaging and serving materials</b></p> <p>A list of packaging and serving materials bought is made. The number of units and/or weight per packaging type (PE, PP, PET, aluminium, green glass, PLA, etc.) is recorded.</p>	- Check administratively purchase receipts.	Major			X
3.25	<p><b>Application of crop protection products and biocides</b></p> <p>The use of products covered under European Regulations (EC) 1107/2009 concerning the placing of plant protection products on the market and (EU) No 528/2012 concerning the making available on the market and use of biocidal products is documented (in kg per type). This concerns the company's own purchase of such products as well as those used by contractors.</p> <p><i>Clarification: in the Netherlands, substances that fall under the Dutch Plant Protection Products and Biocides Act must be approved by the Dutch Board for the Authorisation of Plant Protection Products and Biocides (CTGB).</i></p>	<ul style="list-style-type: none"> <li>Check the physical storage of these products.</li> <li>Check administratively purchase receipts.</li> <li>Check invoices from contractors that use these products.</li> </ul>	Major			X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
3.26	<p><b>Cleaning and disinfection agents</b> Cleaning agents and disinfectants cannot come into contact with foodstuffs, and unauthorised persons cannot access such substances.</p> <ul style="list-style-type: none"> <li>For manual cleaning, these substances are stored in a separate lockable dry room or cabinet.</li> <li>For automated cleaning systems, these substances are refilled in a computer-controlled manner.</li> </ul> <p><i>Clarification: This requirement is stricter for operational stock and also applies to companies outside the scope of the PGS15 directive.</i></p>	<ul style="list-style-type: none"> <li>Check the way in which cleaning and disinfecting agents are stored.</li> <li>In the case of automated cleaning systems, check that there are no loose substances in the processing activity in question.</li> </ul>	Major			X
3.27	<p><b>Workplace instruction card</b> A workplace instruction card is provided for each cleaning and disinfecting agent<sup>2</sup>.</p>	<ul style="list-style-type: none"> <li>Check workplace instruction cards.</li> </ul>	Major			X
3.28	<p><b>Refrigeration system maintenance</b> Refrigeration facilities are serviced annually by a qualified technician. To be demonstrated by a valid personal or company certificate for the substance used on the premises/in the pipes.</p>	<ul style="list-style-type: none"> <li>Check maintenance report.</li> </ul>	Major			x
3.29	<p><b>Maintaining the refrigeration system in logistics commercial vehicles</b> The refrigeration system in logistics commercial vehicles is serviced annually by a technician who has received training in the cooling/refrigeration systems.</p>	<ul style="list-style-type: none"> <li>Check maintenance report.</li> </ul>	Major			x
<b>Residuals and waste</b>						
3.30	<p><b>Monitoring food loss</b></p> <ul style="list-style-type: none"> <li>The source of food loss is monitored for all business activities, from receiving raw materials, preparing/processing products up until storage for delivery and potentially in stock managed for the customer.</li> <li>Food loss is recorded in kg.</li> <li>The food loss in kg per raw material is compared with the quantity bought in kg.</li> </ul> <p><i>Clarification: Reducing food loss has commercial benefits and reduces <b>Green House Gas</b> emissions per unit of product. The aim is to reduce food loss in the long term. There are major variations by product. Being transparent about food loss is the first step.</i></p>	<ul style="list-style-type: none"> <li>Perform administrative check of records of food loss in the production process.</li> </ul>	Major			X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
3.31	<p><b>High-quality use of residual food</b></p> <ul style="list-style-type: none"> <li>• Food that is not used in the final product during the production process is re-used in the most high-quality way possible.</li> <li>• Raw materials lost should be re-used in the specific order according to Moerman's ladder:               <ul style="list-style-type: none"> <li>○ Prevent waste (Prevention)</li> <li>○ Human food (Prevention)</li> <li>○ Animal feed (Reduction)</li> <li>○ Chemicals and raw materials (Reduction)</li> <li>○ Fermentation (Recycling)</li> <li>○ Composting (Recycling)</li> <li>○ Incineration (Waste)</li> <li>○ Landfill (Waste)</li> </ul> </li> <li>• Vegetable residual flows may not be disposed as waste.</li> </ul>	<ul style="list-style-type: none"> <li>- Check how lost raw materials are re-used, for example on the basis of a statement by the collection company on how the residual food is re-used.</li> <li>- Check administratively invoices and/or contracts relating to residual vegetable disposal.</li> </ul>	Major			X
3.32	<p><b>Sorting waste</b></p> <p>Hazardous waste is kept completely separate and disposed of separately. The following waste streams are separated:</p> <ul style="list-style-type: none"> <li>• Organic and inorganic waste</li> <li>• Glass</li> <li>• Asbestos</li> <li>• Plastics</li> <li>• Tin</li> <li>• Paper and cardboard</li> <li>• Wood</li> </ul> <p>As some waste streams are difficult to separate completely, a maximum of 5% of cross-contamination by weight is allowed in the waste stream.</p>	<ul style="list-style-type: none"> <li>- Check the physical collection points for waste streams.</li> <li>- Visually check the amount of cross-contamination in the various waste streams.</li> <li>- Check administratively invoices and/or contracts with the waste collector.</li> </ul>	Major			X
3.33	<p><b>Hazardous waste</b></p> <ul style="list-style-type: none"> <li>• Hazardous waste is kept completely separate and disposed of separately. Hazardous waste is waste containing toxic, oxidising, corrosive, radioactive, or other dangerous substances.</li> <li>• Small amounts of chemical waste are returned to the supplier or larger amounts to the recycling centres or chemical waste collector.</li> </ul> <p><i>Clarification: Eural, the European waste list, specifies which waste is hazardous (hazardous waste includes oil, batteries, and solvents). Directive 75/442/EEC on Waste and Directive 91/689/EEC on Hazardous Waste.</i></p>	<ul style="list-style-type: none"> <li>- Visually check the collection point for hazardous waste</li> <li>- Check administratively invoices and/or contracts</li> </ul>	Major			X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
<b>Optional measures preparing and processing products</b>						
3.34	<p><b>Purchasing and generating green electricity:</b></p> <ul style="list-style-type: none"> <li>Points are awarded per % of additional green electricity bought and self-generated.</li> <li>The % is calculated for points by the total green electricity bought and generated minus the % required for the proportion of On the way to PlanetProof product (based on the total weight of raw materials supplied).</li> </ul> <p>Green electricity is defined in line with the definition described in the protocol for monitoring renewable energy.</p>	<ul style="list-style-type: none"> <li>Check administratively purchase receipts and contracts.</li> <li>Determine the amount of green electricity generated.</li> <li>Calculate the total percentage of green electricity used.</li> <li>The additional % is calculated for points by the total green electricity bought and generated minus the % that is required for the proportion of On the way to PlanetProof product.</li> </ul>	0,05 point per % green electricity			X
3.35	<p><b>Purchasing green gas:</b></p> <ul style="list-style-type: none"> <li>Points are awarded for the % of biogas bought.</li> </ul> <p>Biogas means gas generated from renewable sources (see definition in the protocol for monitoring renewable energy). CO<sub>2</sub> compensated gas does not suffice.</p>	<ul style="list-style-type: none"> <li>Check administratively purchase receipts and contracts.</li> <li>Calculate the percentage of green gas used.</li> </ul>	0,05 point per % green gas			X
3.36	<p><b>Use of refrigerants</b></p> <p>Only refrigerants with a low Global Warming potential (GWP) are used:</p> <ul style="list-style-type: none"> <li>refrigerants with a GWP value of ≤ 25 CO<sub>2</sub> equivalents.</li> <li>Points are allocated per % of the total cooling capacity that is cooled by refrigerants with a GWP of ≤ 25.</li> <li>Cooling capacity is expressed in kW.</li> </ul> <p><i>Clarification: The F-Gas Regulation (EU) No 517/2014 shows the GWP values per refrigerant.</i></p>	<ul style="list-style-type: none"> <li>Check administratively purchase receipts and contracts.</li> <li>Determine the total cooling capacity (in kW).</li> <li>Determine which refrigerants with a GWP value of up to 25 CO<sub>2</sub>-eq are used.</li> <li>Determine how much cooling capacity the cooling systems have where these low GWP refrigerants are applied.</li> <li>Calculate the percentage of cooling capacity for which these refrigerants are used.</li> </ul>	0,08 point per % cooling capacity with refrigerants with a GWP of ≤ 25			X
3.37	<p><b>Buying sustainably produced adjuvants</b></p> <p>Sustainably produced adjuvants (e.g. vegetable oil) are bought. An adjuvant is a substance used in production, but not a component of the new product. Examples of adjuvant are vegetable oil used in the potato processing industry and diatomite used in the production of beer.</p> <ul style="list-style-type: none"> <li>Points are awarded per % of sustainably produced adjuvant bought in the production process. Sustainably produced adjuvants are all products that are certified by On the way to PlanetProof, EKO, FSC, and CPO (Certified Palm Oil). For other initiatives, consult the Panel of Experts through SMK first.</li> <li>Only one adjuvant per certificate holder may come under this optional measure.</li> </ul>	<ul style="list-style-type: none"> <li>Check administratively purchase receipts</li> <li>Calculate percentage sustainable produced adjuvants.</li> </ul>	0,02 point per % sustainable adjuvants			X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
3.38	<b>Monitoring use of cleansers</b> The usage of cleansers is recorded. A log of cleansers that are bought and kept in stock is satisfactory.	- Check registration use of cleansers.	1			X
3.39	<b>Enzyme-based cleaning agents</b> The cleanser used is enzyme-based. This should be indicated on the packaging and there should be no hazard symbols (except the saltire).	- Check packaging.	1			X
3.40	<b>Using low-emissions commercial vehicles</b> <ul style="list-style-type: none"> <li>All commercial vehicles used on public roads have a Euro 6 engine as a minimum.</li> <li>All commercial vehicles used on public roads have a Euro 5 engine as a minimum.</li> <li>All internal commercial vehicles (such as fork-lift trucks) have an electric engine.</li> </ul>	- Check technical specification commercial vehicles.	2 1 1			X
3.41	<b>Transport</b> The logistics provider has received a Lean and Green award.	- Check validity award en logo.	2			X
3.42	<b>Wastewater</b> <ul style="list-style-type: none"> <li>An environmental analysis has been carried out by the certificate holder on the environmental benefits of re-using or treating wastewater itself compared to treatment by a treatment plant.</li> <li>Companies that treat wastewater themselves and release the treated wastewater into surface water do not need to carry out an environmental analysis and may receive the relevant points.</li> </ul>	- Check administratively environmental analysis and/or physically check wastewater treatment where the treated wastewater is discharged into the surface water.	6			X
3.43	<b>Involvement in research projects to improve sustainability</b> Active involvement in research projects to improve environmental sustainability on and around the company's site (e.g. to reduce or re-use waste, or related to any of the mandatory requirements or optional measures). The company must dedicate some hours to this and apply measures to its site or operations. The points are valid for the years when the company is involved in such research projects.	- Check the research contract/statement; check that the research objective and company's role comply with the standard.	2			X

## Chapter 4: Packaging

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
<b>4. Packaging</b>						
<b>Packaging requirements</b>						
4.1	<b>Points score for optional measures</b> A company that packages On the way to PlanetProof products must score at least three points on the packaging measures (criteria 4.8 - 4.18).	- Check whether enough points are scored on the optional measures.	Major	x		X
4.2	<b>Functional packaging</b> The packaging helps maintain the durability of the product by: <ul style="list-style-type: none"> <li>• extending the shelf life of the product (preserve);</li> <li>• providing information on the use of the product (inform);</li> <li>• protecting it during transport and/or use (distribute);</li> <li>• dividing it into portions or servings.</li> </ul> The packaging must have at least one of these features.	- Make sure that the packaging has at least one of these features. <b>Check this for 2 products.</b> - The preservation effect of the packaging used must be demonstrated by a report (e.g. gas-inhibiting effect or coating in material). - The information on product use can be obtained from the usage instructions. - The distribution is demonstrated in the packaging's ability to protect fragile products and/or to enable the product to be transported. - The portioning is demonstrated by opening the packaging and checking whether a measured quantity can be obtained. - Portioning must be demonstrated with research results on the required quantity (portion size) per person. Check that the size of the portion used is consistent with this.	Major	x		X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
4.3	<p><b>Recyclecheck</b> Ensure that the packaging used is recyclable. Use the Recyclecheck, which consists of a decision tree with questions and background information to help you determine whether your packaging is easily recyclable. The Recyclecheck is a free service provided by the Netherlands Institute for Sustainable Packaging (KIDV): <a href="https://kidv.nl/recycle-checks-en">https://kidv.nl/recycle-checks-en</a>.</p> <ul style="list-style-type: none"> <li>Carry out the Recyclecheck for all main components used in packaging for On the way to PlanetProof products.</li> <li>This applies to all packaging materials for which the Recyclecheck is available: hard plastic, soft plastic, glass, paper, and cardboard packaging.</li> <li>Determine which Recyclecheck applies to the packaging according to the material of the main component in the packaging.</li> <li>Record the outcome of the check as green, yellow, orange, or red.</li> </ul> <p><i>Clarification: Green means that the packaging is easily recyclable, yellow means it is reasonably recyclable, orange means it is difficult to recycle, and red means that the packaging is not recyclable.</i></p>	<ul style="list-style-type: none"> <li>Check whether the recycle check is filled in for <b>the</b> packaging of On the way to PlanetProof products.</li> <li><b>Visually check at 2 products whether the packaging meets the criterion. This may be done on the basis of a sample of the primary packaging.</b></li> </ul>	Major	x		X
4.4	<p><i>New criterion as of 1 July 2022</i> <b>Recyclable hard plastic packaging</b></p> <ul style="list-style-type: none"> <li>Hard plastic packaging used for On the way to PlanetProof products is rated green in the Recyclecheck.</li> </ul> <p>Exemptions from this requirement:</p> <ul style="list-style-type: none"> <li>packaging of acidic and fat products (cheese, pasteurised products, meat products, and sauerkraut)</li> <li>packaging smaller than 5 cm or greater than 5 litres.</li> </ul> <p><i>Clarification: A producer that sells markets more than 50,000 kg of packaging every year must pay a waste management fee. Green results in a reduction in the producer's contribution to the Packaging Waste Fund, which promotes recyclable packaging.</i></p>	<ul style="list-style-type: none"> <li>Check <b>at 2 products</b> that hard plastic packaging is not rated yellow, orange, or red.</li> <li>Refer to the contribution invoice to the Packaging Waste Fund to check whether a discount has been applied for hard plastic packaging. No discount is available if the rating is yellow, orange, or red level.</li> </ul>	Major	x		X
4.5	<p><i>Future requirement for next revision</i> <b>Recyclable soft plastic packaging</b></p> <ul style="list-style-type: none"> <li>Soft plastic packaging used for On the way to PlanetProof products is rated green or yellow in the Recyclecheck.</li> </ul> <p><i>Clarification: The Recyclecheck can be used for soft plastic packaging, but there is still no way to guarantee the data entered or the outcome. This guarantee will be developed in the next revision of the scheme.</i></p>	<ul style="list-style-type: none"> <li>No checks on this criterion.</li> </ul>	n.v.t.	x		X

No.	Criterion	Assessment guideline and interpretation	Level / Points			
			B2B	CFO	BVP	
4.6	<p><b>Using recycled material</b>            PET plastic packaging contains partially recycled material:</p> <ul style="list-style-type: none"> <li>at least 40% from 2023</li> <li>at least 50% from 2025.</li> <li>Recycled plastics are identified by 'R' (r-PET), and these indications must comply with ISO 14021.</li> </ul> <p>The proportion of recycled material is determined based on the weight of the packaging.</p>	<ul style="list-style-type: none"> <li>Visually check <b>at 2 products</b> whether the packaging meets the criterion. This may be done on the basis of a sample of the primary packaging.</li> <li>Determine the proportion of recycled material based on the weight of the packaging.</li> <li>Check administratively whether the indication(s) used comply with ISO 14021.</li> </ul>	Major	x		X
4.7	<p><b>Zware metalen</b>            Verpakking(componenten) bevat niet meer dan 100 mg zware metalen (lood, cadmium, kwik en 6-waardig chroom) per kg.</p> <p><i>Clarification: this criterion is a legal requirement in the Netherlands. This criterion is listed because of the international application of this certification scheme.</i></p>	<ul style="list-style-type: none"> <li>Check purchase receipts and product information.</li> </ul>	Major	x		x
<b>Optional measures packaging</b>						
4.8	<p><b>Disposal instructions</b>            The packaging bears clear disposal instructions indicating into which waste stream (e.g. plastic, paper, organic waste, or general waste) the packaging and any wrapper and closure should be placed.            The following are some examples of disposal instructions. These examples are from the disposal guide of the Netherlands Institute for Sustainable Packaging.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">   <small>Mobius loop</small> </div> <div style="text-align: center;">   <small>Mobius loop</small> </div> <div style="text-align: center;">   <small>Glasbak</small> </div> <div style="text-align: center;">   <small>Plastic-heroes</small> </div> <div style="text-align: center;">   <small>Prullenbak</small> </div> </div>	<ul style="list-style-type: none"> <li>Check visually whether the packaging meets the criterion. This may be carried out using a sample of the primary packaging.</li> </ul>	1	x		x
4.9	<p><b>No heavy metals</b>            Packaging and packaging components are free of heavy metals (lead, cadmium, mercury and hexavalent chromium).</p>	<ul style="list-style-type: none"> <li>Check purchase receipts and product information.</li> </ul>	1	x		X



No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
4.10	<b>Renewable raw materials</b> Packaging material is made from a renewable raw material (vegetable residual flow), which is biodegradable. This can be demonstrated by the list of materials on the packaging/delivery specification of the packaging. <ul style="list-style-type: none"> <li>No plastic is included in the packaging.</li> <li>The label or wrapper is made of paper, cardboard, or a biodegradable material.</li> <li>Biodegradable packaging must include instructions for disposal.</li> </ul>	- Check visually whether the packaging meets the criterion. This may be done based on a sample of the primary packaging.	2	X		x
4.11	<b>Certified material</b> Paper, cardboard and wood packaging material is made of certified material such as FSC and PEFC. Recognisable from logos or delivery specifications.	- Check visually whether the packaging meets the criterion. This may be done based on a sample of the primary packaging.	1	x		X
4.12	<b>Mono material plastic packaging</b> The packaging is made from a single plastic (mono material) and in the case of PE and PP, is coloured white; all other plastics are clear/colourless.	- Check visually whether the packaging meets the criterion. This may be carried out using a sample of the primary packaging.	2	X		x
4.13	<b>Life cycle analysis</b> Carry out a life cycle analysis (LCA) of the current packaging for the On the way to PlanetProof product to examine the environmental impact of the packaging production and recyclability within the local waste management system. <ul style="list-style-type: none"> <li>The LCA is carried out in accordance with ISO 14044.</li> <li>System limits (e.g. production and impact in waste system – incineration, landfill, recycling, and re-use) and type of packaging components are described.</li> <li>Analyse greenhouse gas emissions, land use, and fossil energy use – all expressed in kg per product.</li> <li>Calculate the environmental impact of packaging materials.</li> <li>Where applicable, propose more environmentally friendly and technically feasible packaging materials that would reduce the environmental impact.</li> </ul>	- Check whether the life cycle analysis meets the criterion.	8	x		X
4.14	<b>Reusing primary packaging at least 75%</b> <ul style="list-style-type: none"> <li>Primary packaging that is reusable (with a deposit) is used for at least 75% of the company's On the way to PlanetProof products.</li> <li>Primary packaging is packaging that is directly against the product and often cannot be sold without it. Product and packaging together form a single sales unit for the end user or consumer, e.g. PET bottle of soft drinks or a bag of cold cuts.</li> <li>This measure may not be combined with optional measure 4.15.</li> </ul>	<ul style="list-style-type: none"> <li>Administratively and physically check purchase and sales invoices of re-usable primary packaging types.</li> <li>Determine the proportion of reusable packaging based on the total packaging.</li> </ul>	3	X		x
4.15	<b>Reusing primary packaging at least 50%</b> <ul style="list-style-type: none"> <li>Primary packaging that is reusable (with a deposit) is used for at least 50% of the company's On the way to PlanetProof products.</li> <li>Primary packaging is packaging that is directly against the product and often cannot be sold without it. Product and packaging together form a single sales unit for the end user or consumer, e.g. PET bottle of soft drinks or a bag of cold cuts.</li> </ul>	<ul style="list-style-type: none"> <li>Administratively and physically check purchase and sales invoices of re-usable primary packaging types.</li> <li>Determine the proportion of reusable packaging based on the total packaging.</li> </ul>	2	x		X

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
4.16	<b>Reusing secondary packaging at least 75%</b> <ul style="list-style-type: none"> <li>Secondary packaging that is reusable (with a deposit) is used for at least 75% of the company's On the way to PlanetProof products.</li> <li>Secondary packaging is packaging used to bundle multiple sales units at the point of sale, e.g. a plastic crate.</li> <li>This measure may not be combined with optional measure 4.17.</li> </ul>	<ul style="list-style-type: none"> <li>Administratively and physically check purchase and sales invoices of re-usable secondary packaging types.</li> <li>Determine the proportion of reusable packaging based on the total packaging.</li> </ul>	2	X		x
4.17	<b>Reusing secondary packaging at least 50%</b> <ul style="list-style-type: none"> <li>Secondary packaging that is reusable (with a deposit) is used for at least 50% of the company's On the way to PlanetProof products.</li> <li>Secondary packaging is packaging used to bundle multiple sales units at the point of sale, e.g. a plastic crate.</li> </ul>	<ul style="list-style-type: none"> <li>Administratively and physically check purchase and sales invoices of re-usable secondary packaging types.</li> <li>Determine the proportion of reusable packaging based on the total packaging.</li> </ul>	1	X		X
4.18	<b>Using recycled plastics in secondary packaging</b> Secondary plastic packaging contains at least 50% recycled material. Recycled plastics are identified by 'R' (e.g. r-PET), and these indications must comply with ISO 14021. The proportion of recycled material is determined based on the weight of the packaging.	<ul style="list-style-type: none"> <li>Visually check whether the packaging meets the criterion. This may be done on the basis of a sample of the secondary packaging.</li> <li>Determine the proportion of recycled material based on the weight of the packaging.</li> <li>Check administratively whether the indication(s) used comply with ISO 14021.</li> </ul>	1	x		X

## Chapter 5: General requirements

The general requirements are composed of:

- General requirements for certificate holders (criterion 5.1 t/m 5.6)
- General requirements for trade business to business (criterion 5.7 t/m 5.12)
- General requirements for consumer facing organisations (criterion 5.13)
- General requirements for prepared and processed products (criterion 5.14 t/m 5.16)
- Supply chain management (criterion 5.17 t/m 5.26)

No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
<b>General requirements for certificate holders</b>						
5.1	<b>General certification conditions</b> <ul style="list-style-type: none"> <li>• At the time of registration, the certificate holder agrees to the General certification conditions of SMK.</li> </ul>	- Check signed version of the General certification conditions or statement in the contract with the certification body.	Major	x	x	X
5.2	<b>Scope</b> <ul style="list-style-type: none"> <li>• Registration is only possible for buying and selling, preparing and processing and packaging products that are produced with on the way to PlanetProof certification (originating from primary production such as cultivation of plant products and/or production of animal products on farms).</li> <li>• Certification is based on 3 scopes: <ul style="list-style-type: none"> <li>- Trade business to business</li> <li>- Consumer facing organisations</li> <li>- Prepared and processed products</li> </ul> </li> <li>• Certification based on this schem is possible in all European countries.</li> </ul>	- Check whether the established requirements are met.	n.v.t.	x	X	x
5.3	<b>Reporting temporary nonconformities</b> <p>The certificate holder is obliged to comply with the requirements that are specified for the product stated on the certificate throughout the period of validity of the certificates issued.</p> <ul style="list-style-type: none"> <li>• If the certificate holder is temporarily or permanently no longer able to meet the certification requirements, they must inform the certification body if this in writing within 2 working days of observation.</li> <li>• If the certificate holder makes agreements with the certification body to resolve the nonconformities, the agreements must be fulfilled within the agreed period.</li> <li>• By reporting nonconformities, the certificate holder avoids nonconformities being observed during an inspection and the resulting consequences (costs of recertification and potential exclusion)</li> </ul>	<ul style="list-style-type: none"> <li>- Written proof of having informed the certification body</li> <li>- Written proof of follow-up agreements</li> <li>- Check whether the nonconformity has been resolved/whether cultivation meets the requirements.</li> </ul>	Critical Major	x		x

No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
5.4	<p><b>Complaints procedure</b></p> <p>The certificate holder has a procedure for complaints concerning certified products/services. The procedure specifies that:</p> <ul style="list-style-type: none"> <li>complaints are registered within 2 working days of receipt, assigned a unique number, date, name of complainant and brief description.</li> <li>complaints are settled within 6 months.</li> <li>records are kept for 2 years, including the method and date of settlement.</li> </ul>	<p>Check:</p> <ol style="list-style-type: none"> <li>Complaints procedure</li> <li>Complaints register</li> </ol>	Minor	x	x	X
5.5	<p><b>Environmental policy plan</b></p> <p>Certificate holders with &gt;10 FTE must compile an environmental policy plan that addresses the following as a minimum:</p> <ul style="list-style-type: none"> <li>The general environmental policy and environmental objectives of the company.</li> <li>How this environmental policy manifests itself in the company objectives.</li> <li>What actions, activities, and work are being undertaken to ensure that the objectives are achieved (e.g. employee training).</li> <li>Monitoring and recording of environmental performance.</li> <li>Evaluation of the extent to which objects are achieved.</li> <li>Amendment of the environmental policy plan following the three-yearly evaluation.</li> </ul> <p><b>Companies with ISO 14001 certification are exempted from this requirement</b></p>	<ul style="list-style-type: none"> <li>Check the existence and content of the environmental policy plan at companies &gt;10 FTE.</li> </ul>	Minor	x	x	X
5.6	<p><b>Environmental coordinator</b></p> <p>Certificate holders with &gt;10 FTE must appoint an environmental coordinator whose responsibilities are set out in a job description. The responsibilities of the environmental coordinator include, as a minimum:</p> <ul style="list-style-type: none"> <li>Making the organisation aware that he/she is the central point of contact for all environmental matters.</li> <li>Ensuring that employees are instructed on environmental matters.</li> <li>Managing and updating environmental records.</li> </ul> <p><b>Companies with ISO 14001 certification are exempted from this requirement.</b></p>	<ul style="list-style-type: none"> <li>For companies with &gt;10 FTE, check whether an environmental coordinator has been appointed and the job description.</li> <li>Ask employees whether they have received environmental instruction.</li> <li>Check records of environmental matters.</li> </ul>	Minor	x	x	X

No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
<b>General requirements for trade business to business</b>						
5.7	<b>Inspection frequency for trading companies (buying and selling business to business)</b> <ul style="list-style-type: none"> <li>Trading companies without their own production (one location) undergo an annual inspection.</li> <li>For intermediate trade with multiple locations, an annual inspection is carried out of the main location and all secondary locations.</li> <li>Growers with additional purchases undergo an annual inspection (this is the same inspection frequency as carried out for the certification scheme On the way to PlanetProof Plant products)</li> <li>Poultry farmers with additional purchases undergo the same inspection frequency as carried out for the certification schema on the way to PlanetProof for Eggs.</li> </ul>	<ul style="list-style-type: none"> <li>Check whether the trading company meets all applicable requirements of the certification scheme.</li> <li>In the event that a trading company also undertakes packaging activities, check whether the packaging requirements are met.</li> <li>The certification body reports revocation of a certificate and any exclusion period to SMK.</li> </ul>	n.v.t.	X		
5.8	<b>Floriculture - Paint/Dye</b> Painting/dyeing, waxing and application of glitter or artificial snow to products is not permitted. Adding dye to the irrigation water of flowers (pre- or postharvest) is not permitted either.	<ul style="list-style-type: none"> <li>Check visually that there are no treated products or provisions for dyeing flowers present at the company.</li> </ul>	Critical major	X		
5.9	<b>Floriculture - Products with choral content</b> In the water of cut flowers and cut foliage. it is not allowed to use products that contain chlorine substances.	<ul style="list-style-type: none"> <li>Check visually and administratively.</li> </ul>	Major	X		
5.10	<b>Tree nursery products - Minimum cultivation time bought products</b> Products bought without On the way to PlanetProof must be present at the company for at least one growing season to be sold as On the way to PlanetProof products. There must also have been a clearly demonstrable cultivation effort and growth of the crop at the company: <ul style="list-style-type: none"> <li>for perennial crops, a growing season of one year applies</li> <li>for container cultivation and open-field crops the standard growing season is assumed to be 4 months</li> <li>products with a growing season/cultivation time of less than 4 months may only be sold under On the way to PlanetProof if the propagation material (rooted cuttings or seed) is potted or repotted or planted out at the company in question.</li> <li>for plants grown from seed or cuttings/young plants no uniform growing season can be defined. In this case the growing season is considered to be the period from sowing or potting of the cuttings until delivery of the product.</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of specifications – purchase and sales administration.</li> </ul>	Critical major	X		
5.11	<b>Tree nursery products – Recognition</b> Tree nursery products sold as On the way to PlanetProof products must be bundled and labelled in accordance with the requirements of the Dutch Tree Nursery Council (see <a href="http://www.raadvoordeboomkwekerij.nl">www.raadvoordeboomkwekerij.nl</a> ).	<ul style="list-style-type: none"> <li>Visually assess whether delivered On the way to PlanetProof products are bundled and labelled in accordance with the requirements above.</li> </ul>	Major	X		

No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP																																																									
5.12	<b>Tree nursery Products - applying Groenkeur logo</b> Not applicable for companies in foreign countries.	No checks on this criterion.	Major	X																																																											
<b>General requirements for consumer facing organisations</b>																																																															
5.13	<p><b>Inspection frequency for consumer facing organisations (trading companies who sell products directly to consumers)</b></p> <p>The following applies to retail with multiple locations:</p> <ul style="list-style-type: none"> <li>• Main location: a six-monthly inspection</li> <li>• Operational locations (storage and distribution): annual <math>\sqrt{\text{number of operational locations}}</math>. The certification body reports to the certificate holder 1-2 days in advance at which operational sites an inspection will take place.</li> <li>• Shops (sales to consumers): annual inspection frequency is determined on the basis of the table below. The inspections are unannounced.</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Number of stores (consumersales) to be visited during an inspection</th> </tr> <tr> <th style="text-align: left;">Number of stores</th> <th style="text-align: center;">First inspection</th> <th style="text-align: center;">Next inspections</th> </tr> </thead> <tbody> <tr><td>1 to 3</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td></tr> <tr><td>4 to 6</td><td style="text-align: center;">2</td><td style="text-align: center;">1</td></tr> <tr><td>7 to 16</td><td style="text-align: center;">3</td><td style="text-align: center;">2</td></tr> <tr><td>17 to 49</td><td style="text-align: center;">4</td><td style="text-align: center;">2</td></tr> <tr><td>50 to 100</td><td style="text-align: center;">5</td><td style="text-align: center;">3</td></tr> <tr><td>101 to 144</td><td style="text-align: center;">6</td><td style="text-align: center;">4</td></tr> <tr><td>145 to 196</td><td style="text-align: center;">7</td><td style="text-align: center;">5</td></tr> <tr><td>197 to 256</td><td style="text-align: center;">8</td><td style="text-align: center;">5</td></tr> <tr><td>257 to 324</td><td style="text-align: center;">9</td><td style="text-align: center;">6</td></tr> <tr><td>325 to 400</td><td style="text-align: center;">10</td><td style="text-align: center;">6</td></tr> <tr><td>401 to 484</td><td style="text-align: center;">11</td><td style="text-align: center;">6</td></tr> <tr><td>485 to 576</td><td style="text-align: center;">12</td><td style="text-align: center;">7</td></tr> <tr><td>577 to 676</td><td style="text-align: center;">13</td><td style="text-align: center;">7</td></tr> <tr><td>677 to 784</td><td style="text-align: center;">14</td><td style="text-align: center;">8</td></tr> <tr><td>785 to 900</td><td style="text-align: center;">15</td><td style="text-align: center;">8</td></tr> <tr><td>901 to 1024</td><td style="text-align: center;">16</td><td style="text-align: center;">8</td></tr> <tr><td>Over 1024</td><td style="text-align: center;"><math>0,5\sqrt{n}</math> (rounded up)</td><td style="text-align: center;"><math>0,25\sqrt{n}</math> (rounded up)</td></tr> </tbody> </table>	Number of stores (consumersales) to be visited during an inspection			Number of stores	First inspection	Next inspections	1 to 3	1	1	4 to 6	2	1	7 to 16	3	2	17 to 49	4	2	50 to 100	5	3	101 to 144	6	4	145 to 196	7	5	197 to 256	8	5	257 to 324	9	6	325 to 400	10	6	401 to 484	11	6	485 to 576	12	7	577 to 676	13	7	677 to 784	14	8	785 to 900	15	8	901 to 1024	16	8	Over 1024	$0,5\sqrt{n}$ (rounded up)	$0,25\sqrt{n}$ (rounded up)	Determine the yearly inspection frequency (how many locations need to be visited).	n.v.t.		X	
Number of stores (consumersales) to be visited during an inspection																																																															
Number of stores	First inspection	Next inspections																																																													
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No.	Criterion	Assessment guideline and interpretation	Level	B2B	CFO	BVP
<b>General requirements for prepared and processed products</b>						
5.14	<p><b>Inspection frequency for preparing and processing companies</b></p> <ul style="list-style-type: none"> <li>• Preparing and processing companies (one location) undergo an annual inspection.</li> <li>• Preparing and processing companies with two locations undergo an annual inspection at both sides.</li> <li>• For preparing and processing companies with more than 3 locations:               <ul style="list-style-type: none"> <li>○ A half-yearly inspection of the main locations, and</li> <li>○ A yearly inspection of <math>\sqrt{\text{number}}</math> secondary locations, of which 10% unannounced with a minimum of 1.</li> </ul> </li> </ul> <p>When maximal 2 majors occur per inspection during 1,5 year:</p> <ul style="list-style-type: none"> <li>○ A yearly inspection of the main locations, and</li> <li>○ A yearly inspection of 0,6 <math>\sqrt{\text{number}}</math> secondary locations, of which 1 unannounced inspection.</li> </ul>	<ul style="list-style-type: none"> <li>- Check whether the preparing or processing company meets all applicable requirements of the certification scheme.</li> <li>- The certification body reports revocation of a certificate and any exclusion period to SMK.</li> </ul>	n.v.t.			X
5.15	<p><b>Product groups</b></p> <p>Certification is based on product groups for which companies apply for certification. The criteria (requirements and optional measures) is chapter 3 apply to all prepares and processors, regardless the products that are prepared or processed by the company. For some product groups there are additional requirements. These are laid out in chapter 6.</p> <p>The following product groups are distinguished in het On the way to PlanetProof Chain of Custody certification schema:</p> <ul style="list-style-type: none"> <li>- Fruit and vegetables</li> <li>- Bread, cereals, potatoes, pasta, rice and pod fruits</li> <li>- Eggs (incl. chicken), meat, meat substitutes and fish</li> <li>- Dairy(products) and cheese</li> <li>- Drinks</li> <li>- Composed products (warm meals, topped bread &amp; bread meals)</li> <li>- Spare products</li> </ul> <p>Products that are composed of multiple components, like fruit yoghurt, are classified via the 70% rule: the product group is defined by the component that comprises 70% or more of the product.</p>	Check at the preparing or processing company which products should be certified.	n.v.t.			X
5.16	<p><b>Certification of 2 or more product groups</b></p> <p>The following requirements apply to companies with certification in 2 or more product groups:</p> <ul style="list-style-type: none"> <li>▪ De certification body checks during the inspection for at least 3 products per product group if they meet the criteria in chapter 3 preparing and processing products. When there are less than 3 products per product group, all products are checked during the inspection.</li> <li>▪ On the certificate is stated which product groups are certified.</li> </ul>	<p>The certification body checks:</p> <ul style="list-style-type: none"> <li>- How many product groups should be certified at company level, and:</li> <li>- checks whether at least 3 products per product group meet the criteria of the certification scheme.</li> <li>- State on the certificate which product groups are certified.</li> </ul>	n.v.t.			X

## Supply chain management

Supply chain management enables companies to outsource responsibility for some aspects of certification to a supply chain manager and deliver certified product without being a certificate holder themselves. The supply chain manager, which is also the certificate holder, bears responsibility for ensuring that the participants in the supply chain meet the requirements of the scheme. Both the supply chain manager and the participant(s) must meet a number of requirements.

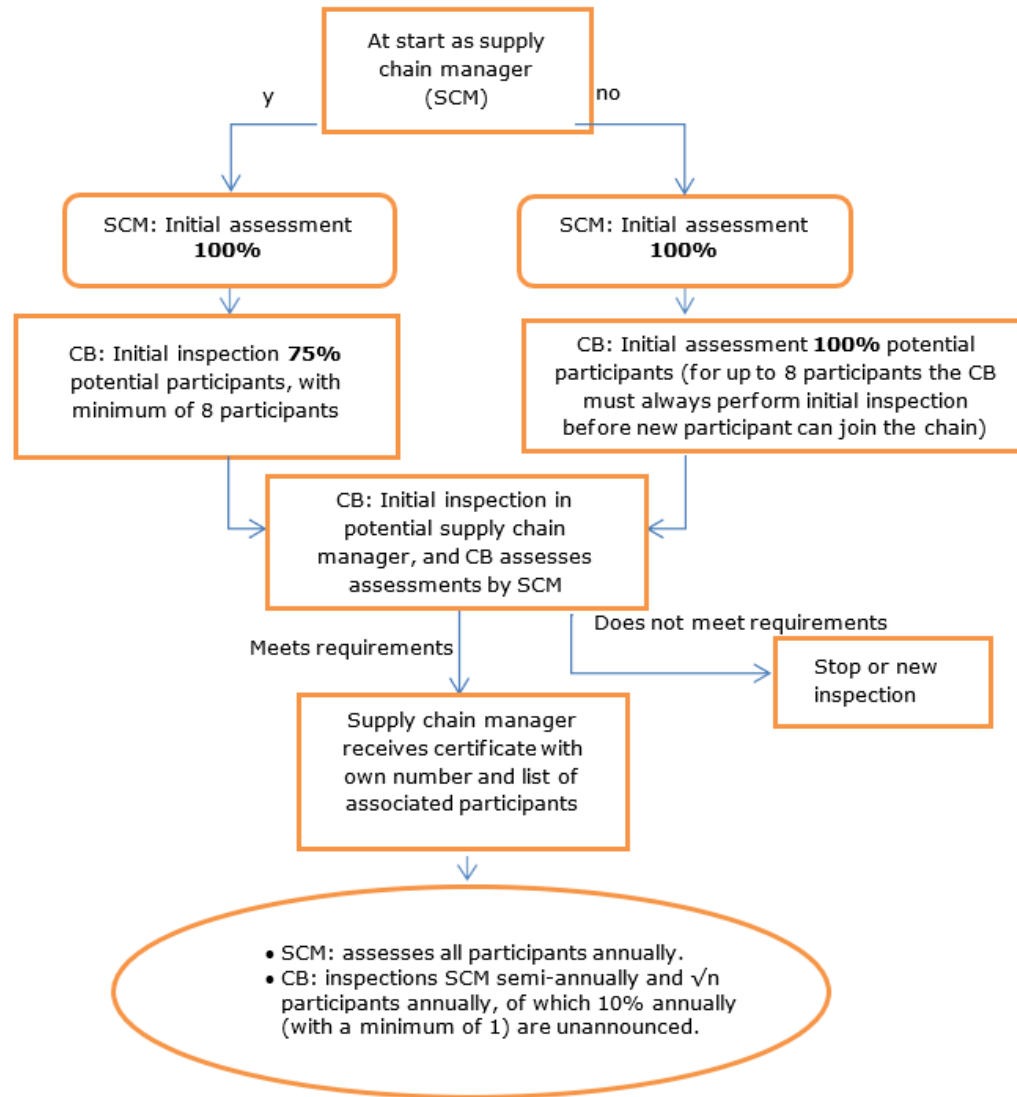
No.	Criterion	Assessment guideline and interpretation	Level
<b>Supply chain management</b>			
5.17	<p>The management/board of the supply chain manager designates a person responsible for performing the duties of the supply chain manager.</p> <ul style="list-style-type: none"> <li>There is a job description or another document that makes clear who is responsible for performing the tasks of the supply chain manager.</li> <li>If a third party performs the tasks, there is a contract between the supply chain manager and the party to which tasks are outsourced.</li> </ul>	<ul style="list-style-type: none"> <li>Check who bears responsibility for the tasks of supply chain manager.</li> <li>If a third party performs the tasks, check the contract between the supply chain manager and the party to which tasks are outsourced.</li> </ul>	Major
5.18	<p>The supply chain manager signs a contract with participants that describes each party's tasks and responsibilities. The contract includes at least the following aspects:</p> <ul style="list-style-type: none"> <li>the supply chain manager is ultimately responsible for the conformity of the product/service to the requirements of the certification scheme</li> <li>the supply chain manager provides the participant with all the information necessary for participation</li> <li>the participant meets all the requirements of the relevant certification scheme</li> <li>the participant provides full cooperation during inspections by the certification body and/or assessment by the supply chain manager</li> <li>the participant makes all the necessary information available to the supply chain manager and to the certification body and/or scheme owner for the purpose of monitoring and evaluation</li> <li>provisions concerning liability of supply chain manager and participant.</li> </ul>	<ul style="list-style-type: none"> <li>Check presence and content of contract(s) between participant(s) and supply chain manager</li> </ul>	Major
5.19	<p>The supply chain manager issues a declaration that the relevant company is a participant in its On the way to PlanetProof supply chain and that the company produces and/or sells On the way to PlanetProof products under the supply chain manager's responsibility. This participant's declaration includes:</p> <ul style="list-style-type: none"> <li>name and signature of both parties</li> <li>logo with supply chain manager's registration number</li> <li>date of issue and period of validity of the declaration</li> </ul> <p>The participant's declaration may not include any signature and/or logo of the certification body; it is not an On the way to PlanetProof certificate.</p> <p>If the aforementioned components are incorporated into the contract between the supply chain manager and the respective participant, a separate participant's declaration does not need to be agreed.</p>	<ul style="list-style-type: none"> <li>Check whether a signed participant's declaration is present and meets the conditions.</li> </ul>	Major



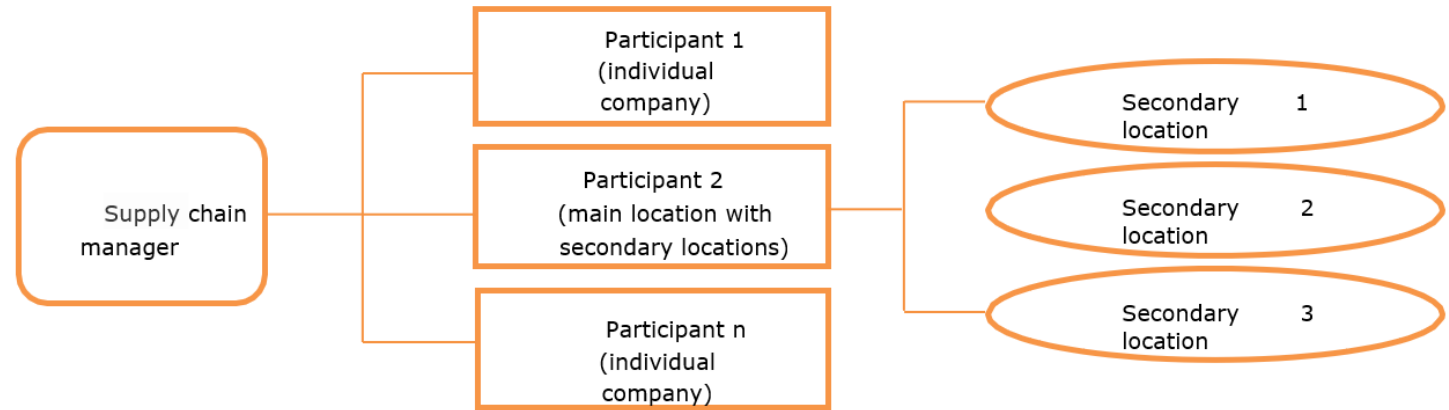
5.20	<p>The supply chain manager provides the participant with all the information it needs to participate in the supply chain. This includes at least the following:</p> <ul style="list-style-type: none"> <li>• certification requirements</li> <li>• explanation of the certification process</li> <li>• explanation of participants' responsibilities</li> <li>• assessment procedure</li> <li>• frequency of inspections and assessments</li> <li>• sanctions for nonconformities</li> <li>• explanation of the responsibilities of the supply chain manager and certification body</li> <li>• The supply chain manager actively notifies participants of any changes to the certification requirements within one month, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>- Up-to-date website with all the information, or other proof that all the information is provided to all participants.</li> </ul>	Major
5.21	<p><b>Assessment by supply chain manager</b></p> <ul style="list-style-type: none"> <li>• The supply chain manager performs an initial assessment of all new/prospective participants.</li> <li>• In addition, the supply chain manager assesses all participants annually. See also 'Supply chain management flowchart'.</li> <li>• Assessment and reporting by the supply chain manager take place on the basis of checklists developed by the certification body.</li> <li>• If the certification body establishes during an inspection that the assessment was not performed correctly by the supply chain manager (i.e. one or more major nonconformities were not recognised), the supply chain manager must carry out a Cause and Resolution Analysis, take corrective and preventive measures, and submit these measures to the certification body. The certification body must assess these measures within three months to validate their efficacy.</li> <li>• The supply chain manager's way of working must be validated during the initial inspections and be approved before certification.</li> </ul>	<ul style="list-style-type: none"> <li>- Check reports of all conducted assessments</li> </ul>	Major
5.22	<p>The supply chain manager maintains a complete, up-to-date list of each participant which contains at least the following information:</p> <ul style="list-style-type: none"> <li>• name and contact details</li> <li>• contract</li> <li>• assessment data and reports based on checklists</li> <li>• any nonconformities and follow-up agreements</li> <li>• any sanctions</li> <li>• production and sale of On the way to PlanetProof products per year (in kg or pieces) in accordance with the requirements and assessment guidelines of the relevant certification scheme.</li> <li>• The data must be retained for five years.</li> </ul>	<ul style="list-style-type: none"> <li>- Check of up-to-date overview of the data from participants.</li> </ul>	Major
5.23	<p><b>Temporary nonconformities participants supply chain management</b></p> <ul style="list-style-type: none"> <li>• If the participant is temporarily or permanently no longer able to meet the certification requirements, they shall inform the supply chain manager of this in writing within two working days of establishment.</li> <li>• If the participant makes agreements with the supply chain manager to resolve the nonconformities, the agreements must be fulfilled within the agreed period.</li> <li>• The supply chain manager is authorised to impose a registration prohibition of up to two years if the participant fails to notify the supply chain manager that it is no longer able to meet the requirements, while the participant can reasonably be expected to have been aware of this.</li> <li>• Such a prohibition may also be imposed if the participant does not comply with the follow-up agreements (within the prescribed period).</li> </ul>	<ul style="list-style-type: none"> <li>- Check written proof of having informed the supply chain manager and the written proof of the follow-up agreements.</li> </ul>	Major

5.24	<p>Inspections of an independent certificate holder with participants are, in principle, conducted at the frequency shown in the following 'Supply chain management flowchart'. The following page shows how main location and secondary locations are to be handled in supply chain management. The potential certificate holder concludes a contract with a certification body and contracts with potential participants. The supply chain manager follows the guidelines for supply chain management, as described in the 'Supply chain management' chapter.</p> <p><u>New participants in existing supply chain</u> New participants can only join the chain if both the supply chain manager (via an initial assessment) and the certification body (via an initial inspection) have positively assessed the participant. The exception to this is if more than 8 new participants are registered. In that case the other participants may join after a positive assessment by the supply chain manager. The certification body must then conduct an initial inspection at the participant within six months.</p>		Major
5.25	<p><b>Use of On the way to PlanetProof name/logo by supply chain partners</b></p> <ul style="list-style-type: none"> <li>Supply chain participants shall state the registration number of the supply chain manager (= certificate holder) when using the On the way to PlanetProof logo.</li> </ul>	<p>Inspection/assessment for compliance with requirements for communication media:</p> <ul style="list-style-type: none"> <li>Websites / social media</li> <li>Printing and writing paper</li> <li>Advertising brochures</li> <li>Packaging</li> <li>Advertisements</li> <li>Posters</li> <li>Catalogues</li> <li>Brochures</li> <li>Commercial documents (quotes, invoices, bills of lading, product lists and similar)</li> <li>etc.</li> </ul>	Major
5.26	<p><b>Buying and selling On the way to PlanetProof product under supply chain management</b></p> <ul style="list-style-type: none"> <li>Upon sale of On the way to PlanetProof products, the participant is required to list all the certified products as such on the invoice and other commercial documents (including quantity and weight) and include the registration number of the supply chain manager (=certificate holder).</li> <li>Non-prepacked On the way to PlanetProof products may only be bought from and sold to third parties via the supply chain manager/certificate holder, with the exception of non-prepacked On the way to PlanetProof products that are delivered directly to the consumer.</li> </ul>	<ul style="list-style-type: none"> <li>Check invoices for delivered certified product. Non-prepacked On the way to PlanetProof products can only be bought and sold by participants within the supply chain manager's supply chain.</li> <li>Prepacked On the way to PlanetProof products may be independently supplied to third parties.</li> </ul>	Major

Supply chain management flow chart



Overview of inspection frequencies at supply chain manager, participants and secondary locations



<b>FREQUENCY OF PHYSICAL INSPECTIONS/ASSESSMENTS</b>	<b>supply chain manager</b>	<b>participant</b>	<b>secondary location</b>
Initial assessment by supply chain manager	n/a	Physically 100% of participants	Physically 100% of the secondary locations
Initial inspection by Certification Body	Yes	Physically 75% of participants with minimum of 8 (main locations always in initial inspection)	Physically 60% of secondary locations with minimum of 6
Follow-up assessment by supply chain manager	n/a	Physically 100% annually	Physically annually $\sqrt{n}$
Follow-up inspection by Certification Body	2 times/year	Physically annually: $\sqrt{n}$ individual companies and 100% main locations. 10% of these inspections are unannounced (minimum 1)	Physically annually $0.6 \cdot \sqrt{n}$

## Chapter 6: Additional requirements for processing dairy

No.	Criterion	Assessment guideline and interpretation	Level / Points	B2B	CFO	BVP
<b>6. Specific requirements for processing dairy</b>						
<b>Requirements</b>						
6.1	<b>Single product</b> <ul style="list-style-type: none"> <li>For cheese and butter, the weight-based product consists of at least 90% of one raw material which is fully on the way to PlanetProof certified.</li> </ul>	- Check whether the product meets the criterion.	Major			X
6.2	<b>Certified raw material – milk</b> <ul style="list-style-type: none"> <li>For dairy products, only On the way to PlanetProof certified milk is classed as a certified raw material for milk.</li> </ul> <p><i>Clarification: Organic/EKO certified milk meets criteria different from On the way to PlanetProof milk, so it is not automatically included in the certified raw materials.</i></p>	- Check whether the product meets the criterion.	Major			X
6.3	<b>Raw materials in dairy – mixing</b> <ul style="list-style-type: none"> <li>When processing dairy products, a maximum of 6% of non-certified milk is permitted under certain conditions: <ul style="list-style-type: none"> <li>The processor is clear about how much is mixed in and where in the production process (the mixing zones). Mixing zones could be, for example, where milk is unloaded at the factory, where it is thermised, and where cheese is pasteurised.</li> <li>The dairy processor strives to keep discharge to a minimum.</li> </ul> </li> </ul> <p><i>Clarification: Receiving raw milk from the farm and making dairy products is partially a continuous process, whereby additional rinsing or cleaning when changing from non-certified milk to PlanetProof milk are not desirable from an environmental point of view. This allows for a small percentage of mixing with non-certified milk in the processing.</i></p>	<ul style="list-style-type: none"> <li>Check that the raw material is fundamentally On the way to PlanetProof certified milk.</li> <li>Check whether there is any mixing with non-certified milk.</li> <li>Check that the mixing does not exceed 6% of the volume of the dairy product.</li> <li>Check whether the mixing zones are sufficiently described.</li> </ul>	Major			x

## Annex 1. Conditions for exemption due to raw materials shortage

The On the way to PlanetProof Chain of Custody certification scheme for prepared and processed products contains requirements for the use of certified raw materials. These raw materials must be On the way to PlanetProof or organic certified. If situations arise beyond the producer's control in which there would be far-reaching negative consequences for the yield of the raw material concerned, there is a contingency scheme that applies.

This arrangement applies if extreme weather conditions result in disappointing harvests, which causes bottlenecks in the availability of On the way to PlanetProof raw materials for processors. In such case, a processor may apply for an exemption from SMK to reduce the proportion of certified raw materials in the final product.

The Panel of Experts will examine the request and decide whether or not to allow an exemption. SMK will inform the applicant of this decision within three working days of receiving the request.

The request will only be considered if the following conditions are met:

- The 'Request for exemption from requirements due to raw materials shortage' form (download at [www.planetproof.eu](http://www.planetproof.eu)) must be completed fully and truthfully.
- In addition to the application, proof of use of alternatives and substantiation of the relevant raw material and range have been included.
- The application must show that the utmost has been done to prevent the potential shortage of certified raw materials prior to the application.
- The application must show that the utmost will be made to keep the impact of the shortage to a minimum and to use as many more sustainable raw materials as possible.
- The application covers no more than two consecutive harvests.

Points 3 and 4 must be substantiated by the processor at least as follows:

- At least 10% additional area was included in the supply contracts with On the way to PlanetProof grower(s) before the start of cultivation.
- It is demonstrated that it not possible to buy On the way to PlanetProof or organic raw materials from another region.
- It is demonstrated that there is no longer any possibility of overseeding or replanting.
- It is demonstrated which margins can be used in the range, e.g. composed products in which there is scope for mixing with non-certified raw materials.
- It must be substantiated why part of the production (batches) cannot be provided without an On the way to PlanetProof logo.
- The application does not envisage any more than a 10% reduction in the standard for the proportion of certified raw materials in the final product (for single products, at least 85% should be certified raw material).
- The application must show that the raw material incorporated as an alternative meets the legal requirements as a minimum.
- The applicant must communicate the temporary measure at least as follows:
  - a public announcement containing the processor's contact details
  - an explanation for customers/consumers as to why there is less certified raw material in the product and how long this will last
  - the batch numbers affected by this temporary measure.

The costs of applying for this exemption is € 500.

## Annex 2. Glossary

### Chain of Custody scheme

Term	Definition
<b>Prepare</b>	'Preparing' is defined as performing physical or chemical actions on raw materials, semi-finished products or finished products to change the properties or composition of the product. The following actions are preparing: bake, cook, pickle, distill, extrude, ferment, freeze drying, freeze, irradiate, prepare in microwave, pasteurization, roast, smoke, steam or sterilize.
<b>Trim</b>	Lightly modifying the condition of a primary product for the purpose of preparing this product for sale, for example cutting the head off a carrot.
<b>Chain of Custody</b>	All links in the chain must be certified in order to claim that a product is on the way to PlanetProof certified. Any new owner of the product from the plot/shed on the primary farm to the company that sells the product as On the way to PlanetProof or packages the product in consumer packaging. Chain of Custody certification is mandatory for all organisations in the food and ornamental horticulture production chain that own the certified products and carry on one or more of the following activities: <ul style="list-style-type: none"> <li>- buying and selling products B2B</li> <li>- consumer-facing organisations</li> <li>- preparing and processing products.</li> </ul> Explanation of the terminology is included in NEN-ISO 22095.
<b>Single On the way to PlanetProof Product</b>	A product that consists of at least 95% of one raw material by weight, and this raw material is fully On the way to PlanetProof and/or organic/EKO certified.
<b>ERP system</b>	Enterprise resource planning (ERP) is software to support business processes. This includes the company's finances, supply chain, business processes, reporting, manufacturing, and HR operations.
<b>Prepped primary product</b>	Food which has undergone a washing, trimming, sizing, or quality-sorting process and/or is pre-packaged.
<b>Raw material</b>	An unprocessed product originating from primary production that can be used to produce ingredients or final/semi-finished products.
<b>Ingredient</b>	Any substance, including additives and enzymes, used to prepare or treat food that is present in the final product, even in modified form.
<b>Intra-company traceability test</b>	A practical test in which a selected batch within the company to be tested (intra-company) is traced back, from delivery to the customer back to receipt by supplier.
<b>Mix/mixing</b>	The processing of smaller pieces of multiple raw materials and/or ingredients together into a product to the extent that the original raw materials are no longer or hardly recognisable.
<b>Product combination</b>	A product combination is a product consisting of two or more products, neither of which is prepared or processed (for example a vegetable package, or a soup package). At least 75% of the weight of the product combination consists of unprocessed On the way to PlanetProof certified plant products. A product declaration on the package announces which products are On the way to PlanetProof certified. This only concerns the unprocessed products. These products should be at least 10% of the total net product weight.
<b>Composed On the way to PlanetProof Product</b>	A product that consists of at least two raw materials, neither of which exceeds 95% of the product by weight, and at least 75% of the total weight of the raw materials is On the way to PlanetProof and/or organic/EKO certified.
<b>Segregation</b>	Certified products and non-certified products must be kept separate.
<b>Cut/cutting</b>	Dividing a raw material into several pieces.
<b>Warehouse management system</b>	A warehouse management system (WMS) is software that provides insight into a company's entire inventory and supply chain processes.
<b>Process</b>	'Processing' is defined as assimilating a raw material, semi-finished product or final product in a larger or new product. The following actions are processing: aseptich filling, strike through dough, mixing, bottle, bread, brew, can, coat, peel, cut in slices or pieces, dry, hot filling, micro filtering, grind or preserve.

### Packaging

Term	Definition
<b>Main component</b>	Packaging can be discarded in its entirety or sometimes in separate parts after use; these are called 'disposal units'. In each disposal unit, the largest part of the packaging and the material that surrounds the product is the 'main component'. The other components of the packaging (such as cap, lid, and/or label) do not need to be of the same material as the main component of the packaging, but should not cause any problems with regard to sorting and recycling.
<b>Label</b>	A declaration of the raw materials attached to the product concerned and/or indications regarding use of the product.
<b>Prepacked product</b>	Product which is directly suited for preparation and/or use by the consumer and is packed in such a manner that the product can only be reached by changing something on the packaging (e.g. damaging or breaking it).
<b>Primary packaging</b>	The primary packaging is a packaging containing the product. Often the product cannot be sold without this packaging. Product and packaging usually forms a sales unit for the end user or consumer (e.g. PET bottle of soft drink or bagged meat products).
<b>Secondary packaging</b>	A secondary packaging is a packaging that consists multiple sales units, a so called collective packaging, for example a plastic crate.
<b>Preserve/preservation</b>	Extending the shelf life of the product, e.g. by restricting gas exchange with the environment.
<b>Distribute/Distribution</b>	Protecting the product during transport and/or use, e.g. for fragile products (such as soft fruit) and/or to allow the product to be transported (such as liquid products).
<b>Dose/dosing</b>	Removing product from the packaging in appropriate, measured quantities.
<b>Inform/information</b>	The provision of information on the use of the product (e.g. usage instructions).
<b>Portioning</b>	Dividing the product into standardised portion sizes per person.

#### General requirements

Term	Definition
Assessment	review by supply chain manager
Certificate holder	company holding a certificate issued on the basis of the On the Way to PlanetProof certification scheme
Critical major	An unacceptable nonconformity. This deviation leads to revocation of the certificate and may lead to exclusion for one year.
Initial assessment	first assessment after registration (by supply chain manager)
Initial inspection	first inspection after registration (by certification body)
Inspection	review by certification body
Main location	A company's principal place of business, where it is legally registered and, as such, its address on file with the Chamber of Commerce. The secondary locations are managed from the main location. The relevant administrative records for the secondary locations are available at the main location
Major	A nonconformity with great effect on the required sustainability level or the reliability (one month resolution time)
Minor	A nonconformity with little effect on the required sustainability level or the reliability (6 months resolution time)
Participant	company or legal entity that falls under the certificate of a supply chain manager
Periodic assessment	follow-up assessment of a current certificate holder or participant
Periodic inspection	follow-up inspection of a current certificate holder or participant
Secondary location	Branch of a company or certification body that carries out business activities at a location other than that where the main location is legally registered. A secondary location is accountable to the main location for its operational management and turnover. (Also: subsidiary, branch office daughter company).
Site	A business unit / farm including the associated production units (plots/greenhouse(s)). A site is geographically separated from other sites of the company and this is reflected in the traceability data (name and traceability code of the site)



Supply chain manager	company or legal entity that manages the production, sale and assessment system of a group of companies (participants) according to the conditions of the certification scheme and permits certified products or services to be produced and/or sold under its authority. The supply chain manager (=certificate holder) is the owner and/or supplier of the product or service in the supply chain.
Transition period	a period established to give current certificate holders the opportunity to implement new requirements after revision of the certification scheme. Within a transition period, certificate holders have the option to have the inspection (and assessments) based on either the previous certification scheme or the current certification scheme. New certificate holders and new participants must always comply with the current certification scheme. During the next inspection, once the transition period has ended, compliance with the criteria of the current certification scheme is mandatory. Each time a revised version of a certification scheme is published, a decision will be made as to whether or not a transition period will be allowed, and if so, how long this transition period will be.