

# Procedure for Publishing Certificate Holder Information

**Sustainable Biomass Program**  
sbp-cert.org



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Formal status of document: approved by the SBP Technical Director

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## Document history

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In the case of inconsistency between translations, the official English language version shall always take precedence.

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# 1 Publication of the updated certification scope

The entire **audit validation** process is fully **automated** through the **Audit Portal (AP)** and **does not require any intervention from SBP staff**.

These steps are **exclusively handled by the Certification Body (CB)** with potential input from the client and/or the peer reviewer when needed.

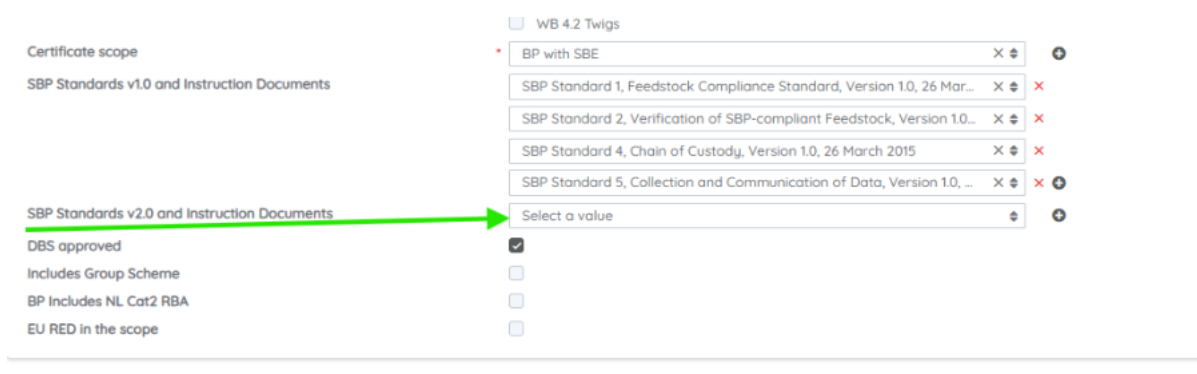
The CB must complete the following steps to ensure the client's certification scope is correctly updated on the SBP public website. **This process is handled within the Audit Portal and does not require SBP intervention.**

For finalising the completed audit in the Audit Portal,

The Biomass Producer will review the **Supply Base Report (SBR)**.

The CB will:

1. Complete the **Public Summary Report (PSR)**.
2. Approve the SBR by changing its status to **"Approved."**
3. Review the final PSR, select the appropriate **Approval/Certification decision** and decision date, and confirm this action by selecting **"Approve the report and finalise the PSR."**
4. Access the **"Certificate Data"** section within the AP to formally update the scope of the audit (for example, removing Standards v1.0 and adding Standards v2.0 if the client is transitioning).



The screenshot shows a web form for updating the certificate scope. On the left, there are several sections with checkboxes: 'Certificate scope', 'SBP Standards v1.0 and Instruction Documents', 'SBP Standards v2.0 and Instruction Documents', 'DBS approved', 'Includes Group Scheme', 'BP Includes NL Cat2 RBA', and 'EU RED in the scope'. A green arrow points from the 'SBP Standards v2.0 and Instruction Documents' label to a dropdown menu. The dropdown menu is currently open and shows a list of standards: 'BP with SBE', 'SBP Standard 1, Feedstock Compliance Standard, Version 1.0, 26 Mar...', 'SBP Standard 2, Verification of SBP-compliant Feedstock, Version 1.0...', 'SBP Standard 4, Chain of Custody, Version 1.0, 26 March 2015', and 'SBP Standard 5, Collection and Communication of Data, Version 1.0, ...'. The 'Select a value' option is highlighted at the bottom of the dropdown. There are also some icons (X, plus) next to the items in the dropdown.

The **CB must upload the new certificate** to the Audit Portal and click **"Save"**.

Once done, the **website automatically updates** with the **new v2.0 certification** information. Crucially, this update happens regardless of whether the PDF versions of the SBR or PSR are present. Therefore, the website's updated record serves as **sufficient proof** that the companies are certified against v2.0.

## 2 Publication of the actual PSR and SBR

Unlike the automated audit steps, the **publication of reports requires SBP intervention**. The SBP Office Manager monitors a dedicated dashboard on the AP. This dashboard is automatically populated as soon as a CB approves a PSR, alerting the Office Manager that a report is ready for the final step of publication.

**Unpublished SBP reports**

Company name	CB	Audit closin...	Scope	SBR status	Audit type
[Redacted]	[Redacted]	15-07-2025 00:...	BP with SBE	Approved	Reassessment
[Redacted]	[Redacted]	15-07-2025 00:...	BP with SBE	Approved	Reassessment
[Redacted]	[Redacted]	12-08-2025 00:...	BP with SBE	Approved	Reassessment
[Redacted]	[Redacted]	29-08-2025 00:...	BP	Approved	Scope change audit
[Redacted]	[Redacted]	04-09-2025 00:...	BP with SBE		Scope change audit
[Redacted]	[Redacted]	04-09-2025 00:...	BP with SBE		Scope change audit
[Redacted]	[Redacted]	11-09-2025 00:0...	BP	Approved	Reassessment
[Redacted]	[Redacted]	19-09-2025 00:...	BP	Approved	Scope change audit
[Redacted]	[Redacted]	17-10-2025 00:0...	BP with SBE	CB Review	Scope change audit

The dedicated dashboard also displays the **SBR status**. Publication of the reports can only proceed once the SBR has been **approved by the CB**. When a **peer review** is performed, the audit status must be amended to '**CB peer review completed**' in order to proceed with the publication of the reports. It is important to verify that the respective **PSR and SBR** documents are linked to the correct audits.

The Office Manager then opens the reports to perform a **quality overview** of the documents (this is **not a content check**). This review includes verifying the **key dates/data** listed in the 'Overview' section of the reports. If everything is in order, the Office Manager adds the **publication date and closes the audit**, finalising the process.

**Audit details**

Organisation name	[Redacted]
Certification Body	[Redacted]
Description	Fourth Surveillance audit
Audit year	2025
Audit scope	Includes SBE
PSR Status	PSR completed
SBR Status	Approved

**Milestones**

Planned audit date	22-09-2025
Audit closing meeting	23-09-2025
SBP audit report submitted to SBP ⓘ	
Audit waive date	
Field work target date	15-06-2025
Milestone notes ⓘ	

**COVID-19 procedure**

COVID-19 remote audit date	
COVID-19 part II onsite audit date	

**Documents**

Final public PSR (pdf)	Public Summary Report- [Redacted] Fourth Surveillance Audit-2025.pdf	31-10-2025 11:50:11
PSR Upload date	→	31-10-2025
Final public SBR (pdf)	Supply Base Report- [Redacted] Fourth Surveillance Audit-2025.pdf	31-10-2025 13:31:25
SBR Upload date	→	31-10-2025

**Peer review**

Peer review?	No
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The SBR and PSR are then automatically uploaded to the website.

Note: All audit details are automatically populated in a **CB-accessible Dashboard in the AP**. The Dashboards are also sent to the CB's designated SBP contact every week.