

Audit Procedure For ISCC Credit Transfer System Add-On Certification

| No. | Chapter | Remarks | Risk level | Audit intensity |
|-----|---|--|----------------|---|
| 0. | Basic Data | | | |
| 1. | Audit Questions Specific to Add-on certification | The risk of flawed documentation has to be evaluated. The risk level determines the audit intensity | High | The documents of three successive months should be checked completely |
| | | | Medium | The documents of one month should be checked completely and random samples should be taken from three successive months |
| | | | Regular | Documents taken from random samples of three successive months should be checked |
| 2. | List of Best Practices, Non-conformities and Measures | Defined list of all points marked "no" in the column "Conformity" | Not applicable | |

Please read the guidelines carefully before completing the audit procedure

- This audit procedure contains the certification requirements for SAF suppliers under the ISCC Credit Transfer System Add-on certification.
- This Add-on certification under the ISCC Credit Transfer System is only valid in combination with a trader certification under a recognized certification scheme. This audit procedure is therefore to be used in addition to the chain of custody audit procedure for traders as applicable under ISCC EU, ISCC PLUS, ISCC CORSIA or another certification scheme recognized as equivalent under the ISCC Credit Transfer System.
- System Users can use this audit procedure to conduct their internal assessments, for internal trainings and to prepare for an audit. The application of the audit procedure for such purposes is voluntary but recommended.
- Each requirement is complemented by verification guidance information and information on what evidence may be provided to the auditor.
- For relevant requirements, the conformity has to be marked with "yes" (conformity) or "no" (non-conformity). If indicated, detailed information must be provided in the column "finding".
- Every "no" must be explained in the column "findings" and requires the definition of corrective measures.

| | | |
|--|---|---|
| 00. Basic Data | | |
| 00.00. Certification Body | | |
| 00.00.001 | Name of Certification Body | |
| 00.01. System User (Operational Unit) | | |
| 00.01.001 | Name of System User (i.e., name of legal entity) (Company Name) | |
| 00.01.002 | Please name the System User's primary contact person for the ISCC Credit Transfer System (i.e., in most cases the person that was also indicated as part of the sign-up process to the ISCC Registry) | |
| 00.01.003 | Certification system under which the System User is certified as Trader | <input type="checkbox"/> ISCC EU <input type="checkbox"/> ISCC PLUS <input type="checkbox"/> ISCC CORSIA <input type="checkbox"/> Other – please specify ¹ : |
| 00.01.004 | Certificate number of related Trader certification | |
| 00.02. Audit Specific Data | | |
| 00.02.001 | Name of Lead Auditor | |
| 00.02.002 | Name(s) of further auditors of the team | |
| 00.02.003 | Place of the Audit | <input type="checkbox"/> On-site <input type="checkbox"/> On-site at the address where the daily operations take place (only applicable for traders/traders with storage) <input type="checkbox"/> Remote |
| 00.02.004 | Date of the Audit | Initial date of the audit: End date of the audit: |
| 00.02.005 | Was the add-on certification audit for the ISCC Credit Transfer System conducted at the same time as the related trader certification audit? | <input type="checkbox"/> Audits done at the same time <input type="checkbox"/> Audits NOT done at the same time (please specify dates below) |
| 00.02.006 | If audits are not conducted at the same time, please specify on which date both the trader certification audit as well as the add-on certification audit have been conducted. | Date of trader certification audit: Date of add-on certification audit: |
| 00.02.006 | If audits are not conducted at the same time, please specify on which date both the trader certification audit as well as the add-on certification audit have been conducted. | Date of trader certification audit: Date of add-on certification audit: |

¹ Please note that if the System User is certified as Trader under a scheme other than ISCC, that scheme needs to have been recognized by ISCC as equivalent to ISCC's trader certification. ISCC publishes a list of certification schemes recognized as equivalent on the ISCC Credit Transfer System webpage on the ISCC website.

| 00.02.007 | Duration of the on-site audit, or duration of video call in case of remote audits (in hours, in digits) (split by duration spent on-site and remotely, where relevant) | Time of audit spent on-site: | | | | |
|---|--|---|---|----------|------------|----|
| 00.02.008 | Name(s) of company representative(s) present during the audit | Time of audit spent remotely: | | | | |
| No. | Requirements | Verification guidance | Evidence/ Documents | Findings | Conformity | |
| | | | | | Yes | No |
| 02. Traceability | | | | | | |
| 02.010. Audit Questions Specific to Credit Transfer System Add-on certification | | | | | | |
| 02.10.001 | Is it ensured that the System User is certified as Trader under either ISCC or another recognized certification scheme? | This add-on certification under the ISCC Credit Transfer System is only valid in combination with a trader certification under a recognized certification scheme. This audit procedure is therefore to be used in addition to the chain of custody audit procedure for traders as applicable under ISCC EU, ISCC PLUS, ISCC CORSIA or another certification scheme recognized as equivalent under the ISCC Credit Transfer System. | Related trader certification | | | |
| 02.10.002 | Is it ensured that the System User has a valid SAF supplier account in the ISCC Registry? | Please note this implies that the SAF supplier has accepted the Terms of Use applicable to the ISCC Credit Transfer System. | Existence of SAF supplier account in the ISCC Registry | | | |
| 02.10.003 | Is it ensured that the System User undergoing this add-on certification is the same legal entity that has a SAF supplier account in the ISCC Registry? | The System User undergoing the add-on certification for the ISCC Credit Transfer System must be the same legal entity as the entity that has the related SAF supplier account in the ISCC Registry. | SAF supplier account in ISCC Registry | | | |
| 02.10.004 | Does the System User's management system appropriately consider the requirements of the ISCC Credit Transfer System? | Verify that the System User's management system is set up to appropriately manage <ul style="list-style-type: none">- The employees responsible for the System User's transactions under the ISCC Credit Transfer System- The registration of SAF credits in the ISCC Registry- The correct maintenance of the System User's mass balance system to account for those SAF volumes registered in the ISCC Registry | Documentation of the management system and interviews of personnel, intranet, QM system, QM handbook, internal risk assessment/self-assessment (if available) | | | |
| 02.10.005 | Is the System User aware of which SAF volumes it handles qualify as non-additional and are thus not eligible to be used for the ISCC Credit Transfer System? | Before using the ISCC Credit Transfer System, the System User must be aware of which SAF volumes it handles would not be eligible for entering the system. | Section 6.1 in System Document, PDF list 'Compliance scheme considerations', interviews of personnel, review of | | | |

| No. | Requirements | Verification guidance | Evidence/ Documents | Findings | Conformity | |
|-----------|---|--|--|----------|------------|----|
| | | | | | Yes | No |
| | | SAF volumes that have already been used towards compliance obligations are not eligible for use in the ISCC Credit Transfer System and can therefore not be registered as credits in the ISCC Registry. | documentation of SAF supplier | | | |
| 02.10.006 | Does the System User have a clear, transparent and auditable system of tracking which SAF volumes are registered as credits in the ISCC Credit Transfer System and which are forwarded under other systems and for other purposes? | In their bookkeeping, the System User must clearly distinguish between those SAF volumes that are registered in the ISCC Credit Transfer System and those SAF volumes which are forwarded under other systems (e.g., selling of ISCC certified SAF not registered in the ISCC Registry, or SAF certified to other schemes than ISCC), i.e., not used as part of the ISCC Credit Transfer System. | System User's internal bookkeeping system, mass balance system | | | |
| 02.10.007 | For SAF credits registered in the System User's account in the ISCC Registry: Is it ensured that the corresponding neat SAF volumes were in the SAF supplier's mass balance chain of custody system at the time of credit registration? (not relevant for initial audits) | Verify that the System User only registered credits in the ISCC Registry for SAF volumes that were in the System User's chain of custody system at the time of credit registration. | System User's mass balance system, date of credit registrations in the ISCC Registry | | | |
| 02.10.008 | For SAF credits registered in the System User's account in the ISCC Registry: Is it ensured that the corresponding neat SAF volumes had been delivered to the airport jet fuelling system? (not relevant for initial audits) | Verify that the neat SAF volumes delivered to the airport jet fuelling systems corresponded to the SAF credits registered in the ISCC Registry, both in a) Quantity of SAF b) Sustainability characteristics of SAF | System User's mass balance system, delivery documents | | | |
| 02.10.009 | For SAF credits registered in the System User's account in the ISCC Registry: Is it ensured that the corresponding neat SAF volumes were 'additional' as defined under the ISCC Credit Transfer System? (not relevant for initial audits) | SAF volumes that have already been used towards compliance obligations are not eligible for use in the ISCC Credit Transfer System and can therefore not be registered as credits in the ISCC Registry. | Section 6.1 in System Document, PDF list 'Compliance scheme considerations', review of documentation of SAF supplier | | | |

| No. | Requirements | Verification guidance | Evidence/ Documents | Findings | Conformity | |
|-----------|--|---|--|----------|------------|----|
| | | | | | Yes | No |
| | Has the SAF Supplier provided clear documentation on which certified SAF volumes were registered in the ISCC Credit Transfer System and those which were forwarded under other systems and for other purposes, i.e, not handled as part of the ISCC Credit Transfer System? (not relevant for initial audits) | Validate SAF Supplier has clear documentation on which certified SAF volumes were registered for various purposes and/or systems i.e, ISCC Certified SAF not registered in the Credit Transfer System, or SAF certified to alternate schemes. | Mass balance, delivery documents, contracts, internal systems, etc. | | | |
| 02.10.010 | For SAF credits registered in the System User's account in the ISCC Registry: Can the SAF supplier provide proof that the neat SAF volumes have been registered no later than 12 months after the SAF production date? (not relevant for initial audits) | In line with Smart Freight Centre guidelines, "SAF production date" is defined as the date of issuance of the fuel's Certificate of Analysis (CoA), Certificate of Quality (CoQ), or Refinery Certificate of Quality (RCQ). Whichever date is later can be considered as "SAF production date". | CoA, CoQ, RCQ documents | | | |
| 02.10.011 | For SAF credits registered in the System User's account in the ISCC Registry: If SAF volumes had been registered in traceability databases used for regulatory compliance purposes (such as the EU's Union Database), is it ensured that those volumes had been booked out of those databases before being registered as credits in the ISCC Registry? (not relevant for initial audits) | To help mitigate the risk of double claiming of fuel volumes and related emissions reductions, if a SAF volume is registered in traceability databases used for regulatory compliance purposes (e.g., the Union Database under the EU RED oder the German Nabisy database), it will first need to be booked out of that database before credits for that volume can be registered in the ISCC Registry. | Proof of booking out of traceability databases | | | |
| 02.10.012 | For SAF credits registered in the System User's account in the ISCC Registry: Is it ensured that the SAF credits were registered correctly in the System User's account in the ISCC Registry? (not relevant for initial audits) | SAF volumes registered as credits in the ISCC Registry must be withdrawn from the SAF supplier's mass balance chain of custody system, in the same quantities and with the same sustainability characteristics. Verify that the credits registered by the System User in the ISCC Registry match with the SAF volumes booked out of the SAF supplier's mass balance, both in a) Quantity of SAF b) Sustainability characteristics of SAF | System User's mass balance system, delivery documents, SAF supplier's account in ISCC Registry | | | |

| No. | Requirements | Verification guidance | Evidence/ Documents | Findings | Conformity | |
|-----------|--|---|---|----------|------------|----|
| | | | | | Yes | No |
| 02.10.013 | For SAF credits registered in the System User's account in the ISCC Registry: Is it ensured that the same SAF volume was not registered more than once by the System User in the ISCC Registry? (not relevant for initial audits) | Issuing credits for the same SAF volume more than once in the ISCC Registry would constitute double issuance and is thus strictly prohibited. | System User's mass balance system, SAF credits registered in the System User's account in the ISCC Registry | | | |
| 02.10.014 | For SAF credits registered in the System User's account in the ISCC Registry: Did the System User provide reasonable proof that the same SAF volume was not registered more than once in different registries? (not relevant for initial audits) | It must be ensured that the SAF supplier does not register the same SAF volume in different registries (e.g., once in the ISCC Registry and once more in the RSB Registry), as this would constitute double issuance. The System User is required to provide a written statement (e.g., via e-mail) to the certification body confirming that they did not register the same SAF volume more than once in different registries. | System User's mass balance system, written statement by System User, public tables of other registries | | | |
| 02.10.015 | Is it ensured that the SAF volumes based on which SAF credits were registered in the ISCC Registry were then considered non-sustainable, i.e., those SAF volumes were not sold/forwarded as sustainable otherwise? (not relevant for initial audits) | Verify that the SAF volumes registered as credits in the ISCC Registry were not otherwise sold/claimed as sustainable by the System User (e.g., by issuing a PoS copy or similar to hand over to authorities, aircraft operators, logistics providers, aviation end-customers or other third parties). | System User's mass balance system, outgoing PoS | | | |
| 02.10.016 | Where relevant: If the System User allocated (or intends to allocate) Scope 3 credits separately from Scope 1 credits, is it ensured that the aircraft operator is aware that they are only receiving Scope 1, and not Scope 3 emissions reductions? | Review the contract(s) between the System User (= SAF supplier) and the aircraft operator. In those cases where the SAF supplier allocated (or intends to allocate, for future transactions) Scope 3 emissions reductions separately from Scope 1 emissions reductions, the contract should clearly state that the aircraft operator is only receiving Scope 1 emissions reduction, and is NOT in the position to allocate the Scope 3 emissions reduction related to that SAF volume. | Contract between SAF supplier and aircraft operator | | | |

Voluntary Improvement Measures and Best Practices

| No. | No. of Requirements | Finding | Voluntary Improvement Measure | Fully Implemented | Partially Implemented | Not (yet) Implemented |
|---|---------------------|---------|-------------------------------|-------------------|-----------------------|-----------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| Remarks, observations of best practices and suggestions for voluntary improvement (Voluntary information, will also be included in the Summary Audit Report) | | | | | | |

Mandatory Improvement Measures

| No. | No. of Requirement | Non-Conformity/ Finding | Category of non-conformity/finding ² | | | Action/Measure | Implementation of Mandatory Measure until when (within 40 days) | Measure implemented | |
|-----|--------------------|-------------------------|---|----------|-------------|----------------|---|---------------------|-----|
| | | | Minor NC | Major NC | Critical NC | | | No | Yes |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |

Place, Date, Signature Auditor

Place, Date, Signature Client
(By signing the client also confirms that the Terms of Use for the ISCC Credit Transfer System are accepted)

² Please see the System Document for the ISCC Credit Transfer System (section 7.4) for further information on non-conformities and sanctions.