

# Required documentation for ISCC PLUS Certification

Company and address of site to be certified:

Contact person and contact details:

No.	Required documents, information, evidence	Existing		Name of document / findings / gaps / further comments (please fill in)
		No	Yes	
<b>Production site data</b>				
1	ISCC registration number (provided by ISCC after successful registration)			
2	Latest and signed ISCC terms of use. Check: <a href="https://www.iscc-system.org">https://www.iscc-system.org</a>			
3	Operating permit			
4	Layout plan of production unit (including storage capacity for all relevant material/products)			
5	Description of the internal production processes			
6	Production reports, including all conversion factors/ yields from sustainable input materials to sustainable outputs and co-products			
7	Organization chart and responsibilities related to ISCC requirements (traceability, mass balance, if applicable: GHG emissions)			
8	Documentation of quality management system (overall and with respect to ISCC requirements on traceability, mass balance)			
9	Documentation of trainings (planning, execution and reports) with respect to ISCC requirements			
10	Internal audit results			
11	Contracts with subcontractors (if applicable)			
<b>Data on suppliers and incoming raw material</b>				
12	List of suppliers of sustainable raw material (name and address)			
13	Contracts with suppliers of sustainable raw material			
14	Documentation (e.g. delivery notes, weighbridge tickets, bill of lading) of incoming raw material			
15	Quantity reporting (volumes, type of raw material, country of origin) on incoming sustainable raw material			
16	Inventory reporting for sustainable raw material and intermediate products			
17	Periodical reporting of incoming sustainable material per supplier (yearly, monthly, etc.)			
18	Sustainability declaration (delivery notes according to ISCC 203) for all incoming sustainable products including:			
	<b>General information</b> > Name and address of the supplier > Name and address of the recipient > Related contract number > Date and place of the physical dispatch of the sustainable material > Name of the certification system and certificate number of the supplier > Date of the issuance of the Sustainability Declaration > Unique number of the Sustainability Declaration			
	<b>Product related information</b> > Incoming or outgoing sustainable material, indicating the raw material > Country of origin of the raw materials (country of cultivation, or in the case of waste and residues the country where the material was generated) > Quantity of incoming and outgoing sustainable products (in metric tons or m3 at 15°C) > Statement "ISCC Compliant" (if applicable) > Chain of Custody information: Physical segregation or mass balance (mandatory information for ISCC PLUS)			
19	Documentation of further inputs (contracts, invoices, etc.)			
<b>Data on customers and outgoing products</b>				
20	List of all customers receiving sustainable outputs			
21	Contracts with all customers receiving sustainable outputs			
22	Documentation (e.g. delivery notes, weighbridge tickets, bill of lading) of dispatched sustainable outputs			
23	Quantity reporting on outgoing sustainable and non-sustainable products (volumes, type of raw material, country of origin)			
24	Inventory reporting on sustainable and non-sustainable products			
25	Periodical reporting of dispatched sustainable material per customer (yearly, monthly, etc.)			
26	Sustainability declaration (delivery notes according to ISCC 203) for all outgoing sustainable products including (please see No. 19)			
<b>Mass balance</b>				
27	Documentation of conversion factors (e.g. overview production process including amounts of incoming and outgoing materials, calculation of conversion factors)			
28	Mass balance calculation (according to ISCC document 203) including attribution process			