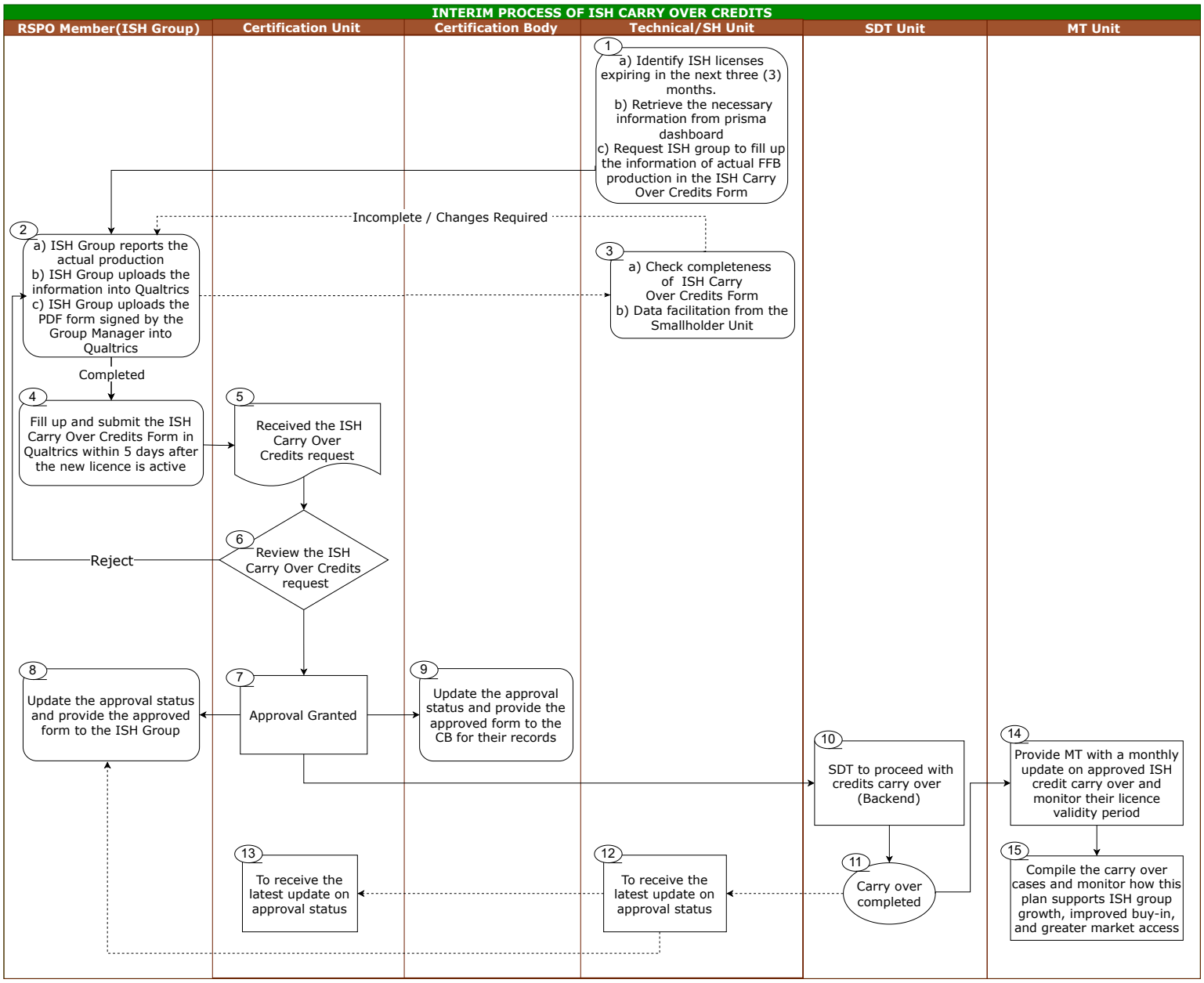
INTERIM PROCESS OF ISH CARRY OVER CREDITS
RSPO Member(ISH Group)
Certification Unit
Certification Body
Technical/SH Unit
SDT Unit
MT Unit
1
a) Identify ISH licenses expiring in the next three (3) months.
b) Retrieve the necessary information from prisma dashboard
c) Request ISH group to fill up the information of actual FFB production in the ISH Carry Over Credits Form
Incomplete / Changes Required
2
a) ISH Group reports the actual production
b) ISH Group uploads the information into Qualtrics
c) ISH Group uploads the PDF form signed by the Group Manager into Qualtrics
3
a) Check completeness of ISH Carry Over Credits Form
b) Data facilitation from the Smallholder Unit
Completed
4
Fill up and submit the ISH Carry Over Credits Form in Qualtrics within 5 days after the new licence is active
5
Received the ISH Carry Over Credits request
6
Review the ISH Carry Over Credits request
Reject
7
Approval Granted
8
Update the approval status and provide the approved form to the ISH Group
9
Update the approval status and provide the approved form to the CB for their records
10
SDT to proceed with credits carry over (Backend)
11
Carry over completed
12
To receive the latest update on approval status
13
To receive the latest update on approval status
14
Provide MT with a monthly update on approved ISH credit carry over and monitor their licence validity period
15
Compile the carry over cases and monitor how this plan supports ISH group growth, improved buy-in, and greater market access