

REAL CCS Audit report template - Operator's Details

Operators Details								
Operator						PR Code		
Head Office Address								
Audit Details								
Scope		Type of audit	< routine inspection, or spot check visit or spot sampling visit>					
Audit Period		Standards audited against	PAS 100:2018, CQP 2012 version, REAL Compost Certification Scheme Rules Version 8, and SEPA's Regulatory Position Statement for Compost (RPS) – 'Regulation of Outputs from Composting Processes' 2017 version					
Auditor		Audit Date(s)						
Audit Time (Hours excluding travel)	Preparation		Day 1		Day 2		Total Hours	0
	Day 3		Day 4		Report		Travel Time	
Sampling (specify whether a spot sample has been taken, for which parameter the sample will be tested and reason for sample taking)								
Additional sites Inspected (if other than the above address)								
Company		Type of Operation	Date Inspected		Separate Report Completed			

Opening & Closing Meetings								
Opening Meeting	Introduce self	Working for	Purpose of audit	Scope of audit	Programme	Sampling Exercise	Confidentiality	Questions/ No advice
Closing Meeting	Restate scope	Restate standards	Confirm sampling	Review PASR	Specify day response	PASR signed	CO to certify	Copy left
Personnel present at the Inspection								
Name	Position	Opening	Inspection	Closing	Comments			
Certified Products								
Compost Grade	Particle size range eg 10mm to 40mm	Assessment / certification code			Notes (eg new application)			
Principal								
Additional i								
Additional ii								
Additional iii								

REAL Audit report template – Provisional Audit Summary Report (PASR)

Operator:		PR Code	
Auditor:		Audit Date:	
Scope:			
Type:			
Standards:			

Operator's Declaration

I confirm that the audit has taken place on the date specified & that the Auditor has brought to my attention areas (detailed below) where non-compliances have been identified. I understand that additional non-compliances may be identified by the certifier's Certification Officer.

I also declare that the company/business IS NOT subject to any recent or pending prosecution relating to the operations covered in this inspection. Details of any prosecutions must be given to the auditor and described in the report and summary.

Name of responsible person:	Signature: Date:
-----------------------------	---------------------

Summary of Observations, Non-compliance and Information Required

Identified by the Auditor at the conclusion of the audit The Certification Officer will issue a Compliance Report identifying all the areas of non-compliance, which may include additional items or amend the points below. The decision for certification is made by the Certification Officer and/or Certification /Committee, not the Auditor

Compliance Category: C = Compliant, NC = Non-compliant

Question No	Standard/QP/Scheme Rule	Standard Summary	Details of compliance or non-compliance etc.	Compliance Category

REAL Inspection report template aligned to PAS100:2018, the CQP and the Scheme requirements

NOTE: Please ignore the sections referring to the CQP if certification to PAS 100 or PAS 100 and SEPA's RPS is sought

Operator	0	PR Code	0
Auditor	Date 01/01/1904		

General overview of the operation

Q No	Standard/QP/ Scheme Rule	Requirement	Auditor's comments	C / NC
Scope of certification				
1	Scheme rules, clause 4.2.1	The composting process under assessment is kept separate from any other processes carried out at the same site, including materials reception area, composting area (sanitisation, stabilisation and maturation), mechanical treatment area (e.g. shredding & screening) and compost storage area. If liquor, from the process, is to be added to any input material, the collection and storage is separate from any other on-site process' liquor.		
2	Scheme rules, clause 4.2.2	Compost grades that are not under assessment shall not compromise the quality of the compost grade(s) under assessment for conformance with the Scheme requirements		
3	Scheme rules, clause 4.2.8	PAS100, the CQP (if applicable), SEPA's Regulatory Position Statement for Compost (if applicable) and the Scheme Rules shall be followed for every batch produced. Non-conforming batches are only allowed in exceptional circumstances. <i>See Section 19 on 'Non-conforming batches' in the CCS Position on Technical Requirements</i>		
4	Scheme rules, clause 4.2.9	CB to be informed if production/dispatch of PAS100 compost is changed to non PAS100 compost.		
Application procedures and pre-requisites for application				
5	Scheme rules, clause 6.1.1a	The composting site holds a valid planning consent/permission, if required by the relevant planning authority.		
6	Scheme rules, clause 6.1.1a	The composting site holds a relevant valid authorisation to operate the composting activity (e.g. waste management licence, environmental permit or exemption for composting)		
7	Scheme rules, clause 6.1.1b	If animal by-products are treated, the composting site is approved or under the process of being approved by the Animal Health to treat animal by-products.		

8	Scheme rules, clause 6.1.2	Any conditions of authorisation issued by the regulator breached or authorisation suspended		
9	Scheme rules, clause 6.2.5	When (re)applying the composter shall supply to the CB a copy of each QMS document requested		
Quality Management System				
10	PAS 100, clause 4.1.1	A quality management system (QMS) specific to a defined composting process, and any products that contain those composts shall be established and maintained		
11	PAS 100, clause 4.1.3	Senior management shall define QMS responsibilities and authorities and communicate them within the composter's organization		
12	PAS 100, clause 4.3	Senior management shall establish a quality policy for compost produced under the QMS;		
13	PAS 100, clause 4.1.4	Senior management shall appoint a member of the organization's management who has the responsibility and authority to: a) ensure that QMS processes are established, implemented and maintained; b) report to senior management on QMS performance and any need for its improvement; and c) ensure that awareness of compost customers' requirements is promoted throughout the organization		
Compost Quality				
14	PAS 100, clause 4.2	The composter shall check and agree with the customer (e.g. specifier, buyer in the supply chain or if supplied directly, the end user) any quality requirements that are more stringent or wider ranging than the minimum baseline specified in this PAS. There shall be a written agreement with customers of any quality requirements other than the minimum baseline specified in this PAS. The composter shall ensure that the compost supplied meets the written agreement. <i>See Section 20 on 'Checking and agreeing quality requirements with customers' in the CCS Position on Technical Requirements</i>		
Quality Policy				
15	PAS 100, clause 4.3	The QP shall include identification of the location of the composting process, the process steps and compost grades it produces		

16	PAS 100, clause 4.3	The QP shall include identification of each compost grade for which PAS 100 conformance is claimed, or intended to		
----	------------------------	--	--	--

		be claimed		
17	PAS 100, clause 4.3	The QP shall include the composter's commitment to achieve the minimum quality and plant response requirements specified in clause 13 of PAS 100, as applicable to the grade		
18	PAS 100, clause 4.3	The QP shall include the composter's commitment to fulfilling customers' requirements regarding the compost grade(s) fitness for purpose		
19	Scheme Rules, clause 4.3.1	The compost producer shall provide evidence of compliance with any such additional standards or specifications. Examples are compost sample test results that comply with the additional quality criteria or a valid certificate from an appropriate certification body. <i>Note:</i> <i>If the compost producer subscribes in the quality policy to any standard(s) or specification(s) in addition to PAS 100, the additional quality criteria are treated as complementary to the minimum compost quality criteria specified in PAS 100.</i>		
20	PAS 100, clause 4.3	The QP shall include identification of any product that contains any compost grade for which PAS 100 conformance is claimed or intended to be claimed.		

Safety and Quality Control System

21	PAS 100, section 4.4.1	The composter shall have in place a Safety and Quality Control System which will consist of: <ul style="list-style-type: none"> a) A HACCP study carried out in accordance with the Codex Alimentarius Commission's 'Principles of the HACCP system' b) The team members and their training experience c) The essential characteristics of the product (description of the product and its intended use) d) The steps in the production process e) Keeping the HACCP plan up to date <p><i>See Section 20 on 'Checking and agreeing quality requirements with customers' in the CCS Position on Technical Requirements</i></p>		
----	------------------------	---	--	--

22	PAS 100, clause 4.4.2	A systematic assessment of human, animal and plant health hazards associated with intended use of the compost grade(s) for which PAS100 conformance is, or intended to be, claimed shall be carried out. The hazards		
----	--------------------------	--	--	--

		assessed shall include both safety and quality hazards relevant to the intended use.		
23	PAS 100, clause 4.4.3	The composter shall undertake an assessment and where necessary assign CCPs in the composting process for hazards identified during hazards analysis. The CLs of the control measure(s) at the CCPs shall be established		
24	PAS 100, clause 4.4.4	Each composting batch shall be monitored and managed such that the process step operates within the defined CLs for the CCP. Procedures shall be established for verification that the HACCP system is working effectively.		

Training				
25	PAS 100, clause 4.5.3	Each person whose activities affect compost quality and is responsible for sample taking shall be trained, instructed and supervised commensurate with his/her duties. Operators shall demonstrate ongoing competence.		
26	PAS 100, clause 4.5.3	The training record for each such person shall include the: a) training topic; b) training date or period; c) name and role of the person who received the training on that topic; d) name of the person who delivered the training and organization he/she is representing / employed by (which can be the composter); and e) any certificate or qualification achieved.		
Standard Operating Procedures				
27	PAS 100, clause 4.6.1	The composter shall write and implement standard operating procedures (SOPs) that cover all production steps from arrival of input materials through to storage and dispatch of composts and any products that contain them. <i>See Section 9 on 'Composting process' (points 1 and 3) in the CCS Position on Technical Requirements</i>		
28	PAS 100, clause 4.6.2	A QMS document shall include description of corrective action(s) procedures normally taken in the event of deviation from a CL at its CCP, quality failure of a sampled compost batch, or any other occurrence that causes, or		

		could cause quality failure.		
Validation				
29	PAS 100, clause 4.7.1	The composteer shall validate that the QMS is effective for the production of compost that conforms to the requirements of this PAS		
30	PAS 100, clause 4.7.1	Until validation is achieved, no batch or part batch of the compost grade(s) under assessment shall be dispatched with claim of PAS conformance		
31	PAS 100, clause 4.7.3	<p>Sampling and testing of batches of each compost grade shall continue until the results demonstrate three passes in a row for each applicable parameter specified in Tables 3 and 4 of PAS 100 and in any additional specification to which the composteer has committed to meet in the QP</p> <p><i>Note:</i> <i>The producer must ensure that the end material is fit for purpose, including any extra quality requirements specified by the user.</i></p> <p>See Section 4 on 'Sampling and testing during process validation / revalidation' in the CCS Position on Technical Requirements</p>		
32	PAS 100, clause 4.7.3	For validation purposes, each sampled batch may only be sampled once		
Documents and their control				
33	PAS 100, clause 4.9.1	Documents appropriate to the scope of the QMS shall be established and an index of the documents maintained.		
34	PAS 100, clause 4.9.2	Each document shall include: a) a title; b) a version number; c) a date of issue; and d) the name of the person who issued it		
35	PAS 100, clause 4.9.3	QMS documents shall be maintained in an orderly manner. Each QMS document shall be in place at its appropriate point(s) of use. Any document that becomes obsolete shall be promptly removed from its point(s) of use and, where appropriate, replaced with a revised and		

		approved version. Previous versions shall be kept in archive for a minimum of 2 years.		
36	PAS 100, clause 4.9.4	The composter shall maintain records that demonstrate effective control of production, storage and dispatch of composts		
37	PAS 100, clause 4.9.5	The records shall be: a) legible; b) genuine; c) collated and maintained such that they are readily retrievable; and d) stored in good condition for at least five years		
Complaints				
38	PAS 100, clause 4.10.1	The composter shall develop a complaints procedure which shall detail any necessary action in response to any complaints or concerns expressed by interested parties, including operatives, employees, customers, clients and regulatory authorities about quality or usability of the compost		
39	PAS 100, clause 4.10.2	The composter shall record the: a) name and contact details of the person who expressed concern or made a complaint; b) specific subject(s) of the concern or complaint; c) date and time communicated to the composter and name of the person to whom it was communicated; d) nature and date(s) of any actions and checks and who carried them out; e) nature and date of any response to the person who expressed a concern or made the complaint; and f) name of the person who communicated the response. <i>See Section 17 on 'Compost producer's record of complaints' in the CCS Position on Technical Requirements</i>		
Internal Audit of QMS				
40	PAS 100, clause 4.11.1	At planned intervals of at least once per year, the producer shall audit the QMS to determine whether the QMS: a) conforms to the QMS plan for production of compost that is fit for purpose; and b) is effectively implemented and maintained		
41	PAS 100, clause 4.11.2	The planned audit programme shall take into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits		

42	PAS 100, clause 4.11.2	The audit criteria, scope, frequency and methods shall be defined		
43	PAS 100, clause 4.11.2	Selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Each auditor shall not audit his/her own work		
44	PAS 100, clause 4.11.2	Each auditor shall be trained commensurate with his/her duties		
45	PAS 100, clause 4.11.3	A documented QMS procedure shall define the responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records		
46	PAS 100, clause 4.11.4	The management responsible for the area being audited shall ensure that actions are promptly taken without undue delay to eliminate any detected non-conformities and their causes. Follow-up activities shall include verification of the actions taken and reporting of verification results		
Management review of the QMS				
47	PAS 100, clause 4.12.1	The composter's senior management shall review opportunities for improvement and the need for changes to the QMS, including the quality policy and HACCP plan		
48	PAS 100, clause 4.12.2	A formal, recorded review shall be undertaken at least once per year, or sooner than scheduled if triggered by significant change before the scheduled date		
49	PAS 100, clause 4.12.3	Inputs to each review shall include information on: a) results of QMS audits by the composter's personnel and any external auditors; b) any complaints and concerns expressed by interested parties, including operatives, customers, clients and regulatory authorities; c) composting process performance; d) compost quality (i.e. conformance of relevant grades to the quality policy, including fitness for purpose); e) status of preventive and corrective actions; f) follow-up actions from previous management reviews; g) changes that could affect the QMS; and h) recommendations for improvement.		
50	PAS 100, clause 4.12.4	The output from the management review shall record any decisions and actions related to:		

		<p>i) improvement of the efficacy of the QMS and its processes;</p> <p>j) improvement of compost quality as per customer requirements, and</p> <p>k) resource needs</p>		
51	PAS 100, clause 4.12.5	<p>If any permanent change occurs that affects compost quality, or if a permanent change in the required quality of compost occurs, the production process shall be re-validated. In the event of temporary change(s), the relevant compost grade(s) as appropriate for determining the effects of any such temporary change(s) on compost quality shall be sampled and tested.</p> <p>The significant and temporary or permanent nature of any change the producer is aware of shall be reviewed and recorded, the record including the producer's justification for each decision.</p>		
Input materials				
52	PAS 100, clause 5.1.1	<p>Input materials shall be source segregated biowastes and / or source segregated biodegradable materials.</p> <p><i>See also Section 8 on 'Allowed input types' (point 2) in the CCS Position on Technical Requirements</i></p>		
53	PAS 100, clause 5.1.1	Care shall be taken to avoid any potentially polluting wastes, products or materials from becoming mixed or otherwise included with the input materials		
54	CQP 2.3 and Appendix B	Only those waste types listed in Appendix B of the Quality Protocol are permitted with further restriction according to the environmental permit held.		
55	SEPA's RPS, clause 6	Steps must have been taken to exclude potentially polluting or toxic materials or products from the feedstock. This includes invasive plant species such as Giant Hogweed, Japanese Knotweed, Himalayan Balsam and toxic species such as Ragwort and Yew.		
56	PAS 100, clause 5.1.2	Sewage sludge and any derivatives from it, or any mixtures of materials that contain it, are not permitted.		
57	PAS 100, clause 5.1.3	Packaged food wastes shall only be fed into the composting process if they comply with the composter's		

		relevant input materials acceptance criteria		
58	PAS 100, clause 5.1.3	If such biowastes are delivered for processing but include non-compostable packaging (see clause 6.14 below), a pre-composting treatment step shall remove any non-biodegradable prior to feeding those biowastes into the composting process		
59	PAS 100, clause 5.1.4	Biodegradable polymers, bags and packaging or other products made of such material are permitted input materials only if they are independently certified as conforming to the 'compostable' criteria within quality standard BS EN 13432, BS EN 14995, or ASTM D6400 <i>See also Section 8 on 'Allowed input types' (point 3) in the CCS Position on Technical Requirements</i>		
60	PAS 100, clause 5.1.5	Only untreated wood shall be allowed as an input to the composting process.		
61	PAS 100, clause 5.1.6 CQP 1.4.3 – 1.4.5	If digestates are fed to the composting process as an input or process additive, they shall be either PAS 110 compliant or at least made only from input materials allowed by PAS 100 and listed in CQP Appendix B		
62	PAS 100, clause 5.1.7	The composter's appropriate QMS document(s) shall state criteria for the acceptance of input materials and rejection of unsuitable wastes / materials, based on the HACCP plan		
63	PAS 100, section 5	These criteria must not allow an inappropriately high level of physical contaminants		
64	PAS 100, section 5	The biowaste accepted for composting must comply with the composter's corresponding acceptance criteria		
65	PAS 100, clause 5.1.7	The criteria shall also require the input material supplier to demonstrate that all practicable measures have been taken to prevent contamination of input materials with unsuitable wastes / materials.		

66	PAS 100, clause 5.1.8	For each load of input material delivered, the composter shall make and keep a record of the: a) input material type(s) and its / their List of Wastes code(s) b) source; c) quantity; d) date delivered; and e) delivery location on site.		
----	--------------------------	--	--	--

67	PAS 100, clause 5.1.9	Each delivery of input material shall be inspected and checked against the acceptance criteria at a location where there is adequate control of risk of cross-contamination between the delivered load and any input materials accepted for composting, materials undergoing composting or fully composted materials in storage		
68	PAS 100, clause 5.1.10	For each of any input material load or part-load that does not meet the acceptance criteria, the composter shall make and keep a record of the: a) input material type(s) and its / their List of Wastes code(s) b) source; c) quantity; d) date rejected; e) reason for rejection; and f) to whom it was sent		
69	Scheme rules, clause 4.2.15	A compost producer who has applied or has received an approval for the 'Derogation for temporary processing of non-permitted waste materials' must comply with conditions specified in Annex I to the Scheme rules.		
Composting process additives				
70	PAS 100 clause 5.2.1 a)	Process additives only permitted if intended to confer benefit to the process or reduce emissions.		
71	PAS 100 clause 5.2.1 b)	Is used during sanitisation or the first two weeks of stabilisation.		
72	PAS 100 clause 5.2.1 c)	HACCP assessment and compost quality test results demonstrate that the compost is fit for purpose. <i>Note: The producer provides a declaration that any potential risks to compost quality or the environment in which the compost is likely to be used deriving from the use of the additive has been identified, If necessary to show that such risks have been mitigated, compost batches have been sampled and tested corresponding with the identified potential risk. A record of the above evaluation and each each samples</i>		

		<i>and tested compost batch results must be kept at the site and made available on request.</i>		
73	PAS 100 clause 5.2.1 d)	<p>The product and its instructions for use are identified in the composter's QMS</p> <p><i>Note:</i> <i>The additive is used according to the product manufacturer's recommendations and guidelines for use. The producer's record of the additive use clearly states the proportion/rate, how and when the additive has been used.</i></p> <p>See Section 10 on 'Composting process additives and other products' in the CCS Position on Technical Requirements</p> <p><i>Note:</i> <i>The producer provides a declaration that any potential risks to compost quality or the environment in which the compost is likely to be used deriving from the use of the additive has been identified, If necessary to show that such risks have been mitigated, compost batches have been sampled and tested corresponding with the identified potential risk.</i></p> <p><i>A record of the above evaluation and each samples and tested compost batch results must be kept at the site and made available on request.</i></p> <p><i>The additive is used according to the product manufacturer's recommendations and guidelines for use</i> <i>The producer's record of the additive use clearly states the proportion/rate, how and when the additive has been used.</i></p>		
Composting batch formation				
74	PAS100, Clause 6.1	The input materials, the steps used to make the composts and their storage shall be kept separate from any other materials, processes and stores at the same site. The composting process shall be arranged such that compost		

		does not become contaminated, including when in storage.		
75	PAS 100, clause 6.2	For each batch, the composter shall record: a) activities carried out when forming it; b) formation start and finish dates; and c) the composting batch code assigned.		
Sanitisation				
76	PAS 100, clause 6.3.1	Each composting batch shall undergo an identifiable sanitisation step, in accordance with the HACCP plan and SOPs		
77	PAS 100, clause 6.3.2	Parameters to monitor against the CLs specified in the HACCP for this step shall include: a) temperature; b) a minimum amount of time during which composting batch temperature is within its CL range; c) moisture; and d) turning / mixing if this is necessary for exposing the entire composting batch to the sanitising conditions		
78	PAS 100, clause 6.3.3	The appropriate QMS document(s) shall state: a) routine procedures for managing, monitoring, recording and evaluating each composting batch in this step; b) the CLs for each sanitization parameter (see 6.3.2 and Annex B which provides guidance on achieving sanitization); c) corrective action options for when monitoring results and composting batch management records show that a CL result is outside its CL; d) measures that will be taken if corrective action fails to bring one or more of the CL parameters within corresponding CLs (see Clause 14); and e) procedures in the event of system or equipment failure		
79	PAS 100, clause 6.3.4	Each composting batch shall be monitored during sanitisation in accordance with Clause 7, and the monitoring results shall be recorded		
80	PAS 100, clause 6.3.5	The composter shall apply an appropriate corrective action to any composting batch where evaluation of monitoring and management records for that batch show that any CL		

		result went outside its critical limit(s)		
81	PAS 100, clause 6.3.6	The composter shall only pass the composting batch as sanitised: a) if composting conditions and batch management are within CLs or b) if a representative sample of the sanitised batch is tested for pathogens and proves conformity with pathogen quality requirements		
82	PAS 100, clause 6.3.7	If any input material is added after a composting batch has completed its sanitisation step, this step shall be repeated.		
83	PAS 100, clause 6.3.7	If input material is routinely added after the initial sanitisation step, the composter shall include the re-sanitisation step and the CLs of this CCP in his / her appropriate QMS document(s)		
Stabilisation				
84	PAS 100, clause 6.4.1	Each composting batch shall undergo an identifiable stabilisation step, in accordance with the HACCP plan and SOPs		
85	PAS 100, clause 6.4.2	Parameters to monitor against the CLs specified in the HACCP for this step shall include: a) temperature; b) a minimum amount of time during which composting batch temperature is within its CL range; c) moisture; and d) turning / mixing if this is necessary for exposing the entire composting batch to the sanitising conditions		
86	PAS100, clause 6.4.3	The composter's appropriate QMS document(s) shall state: a) routine procedures for managing, monitoring, recording and evaluating stabilization of each composting batch; b) the CLs for each stabilization parameter; c) corrective action options for when monitoring results and composting batch management records show that a CL result has gone outside its CL; d) measures that will be taken if corrective action fails to bring the results of any CL parameter within its corresponding CLs (see Clause 14); and e) procedures in the event of system or equipment failure.		

87	PAS 100, clause 6.4.4	Each composting batch shall be monitored during this step in accordance with Clause 7, and the monitoring results shall be recorded		
88	PAS 100, clause 6.4.5	The composter shall apply the appropriate corrective action to any composting batch where evaluation of monitoring and management records for that batch shows that any CL-result went outside its critical limit(s).		
89	PAS 100, clause 6.4.6	The composter shall only pass the composting batch as stabilised: a) if composting conditions and batch management are within CLs or b) if a representative sample of the stabilised batch is tested for stability and proves conformity with the stability requirements		
90	PAS 100, clause 6.4.7	If any composting batches are combined during stabilisation, the corresponding records shall include the codes of the combined batches and the overall code assigned to the combined batches.		
Monitoring and equipment calibration				
91	PAS 100, clause 7.2	The composter's appropriate QMS document(s) shall include a diagram and / or description of composting batch surface, core and base zones, as appropriate to typical batch size (in tonnes or m ³), the composting system / technology and steps in the process (sanitisation, stabilisation and if applicable, maturation). Typical composting batch size shall also be stated together with expected maximum and minimum sizes. <i>Please note that this is particularly important in the case of open air windrow systems and continuous block systems. In line with the minimum monitoring requirements in PAS 100, these systems tend to be monitored only within the core zone. Hence, the operator needs to specify what the core zone is and to show that temperature and moisture values are representative of this zone.</i>		
92	PAS 100, clause 7.3	The composter's appropriate QMS document(s) shall state the routine frequency and procedure for checks of temperature monitoring system, those carried out by the		

		composter and any carried out by an organisation independent of the composter <i>See Section 1 on 'Temperature monitoring system calibration' and Section 11 on 'Temperature monitoring equipment calibration' in the CCS Position on Technical Requirements</i>		
93	PAS 100, clause 7.3	The composter shall take immediate corrective action when any part of the temperature monitoring system causes inaccurate temperature data, with re-check of the affected part of the system immediately following completion of the corrective action		
94	PAS 100, clause 7.3	Data obtained during each calibration check and details of any repairs or adjustments undertaken and the outcome shall be recorded (or records obtained if the check is carried out by an organisation independent of the composter)		
Product preparation				
95	PAS 100, clause 8.1	The composter's QMS document(s) shall state product preparation procedures, as applicable to the compost grade and any product that includes such compost as an ingredient		
96	PAS 100, clause 8.2	The composter shall record how and when product preparation is carried out on each composted batch that undergoes this production step		
97	PAS 100, clause 8.3	If compost, or a product containing it that is made on behalf of the composter, is packaged at a location different from the composting facility, the composter's appropriate QMS document(s) shall include: a) the name and contact details of the person or organisation that carries out the activity; and b) a description of the activity and which compost grade(s) it applies to		
Maturation				
98	PAS 100, clause 9.1	The composter's QMS document(s) shall state each compost grade to which maturation applies, the corresponding CLs of this step, and whether it is carried out before or after product preparation.		

99	PAS 100, clause 9.2	If monitoring is carried out the composteer's appropriate QMS document(s) shall state the CLs for any parameters monitored and the monitoring regime		
100	PAS 100, clause 9.3	For each composting batch that undergoes maturation, a record of any CL-parameter monitoring or sample test results shall be made, and shall include the date on which the batch achieved maturation		
101	PAS 100, clause 9.4	The composteer shall only pass each composting batch that has undergone maturation as 'mature': a) if the monitoring and management record shows that the composting conditions and batch management were maintained within the validated CLs, including any CL for the maturation step applicable to the compost grade; or b) by taking a representative sample of the composting batch and establishing that the test result conforms with the maturity criteria stated in the composteer's appropriate QMS document for that compost grade		
102	PAS 100, clause 9.5	If any composting batches are combined during maturation, the corresponding records shall include the codes of the combined batches and the overall code assigned to them		
Compost storage				
103	PAS 100, clause 10.1	The composteer's QMS document(s) shall describe provisions for storage of compost and any products containing it, prior to their dispatch. These should identify: a) the storage location for each compost grade and whether outdoor, indoor or covered; b) compost batch identification; c) how contamination of compost is prevented; and d) identification of any product(s) that contain compost and their storage location(s). <i>See Section 16 on 'Storage of compost on an un-authorized area, on-site or off-site in England, Wales and Northern Ireland' in the CCS Position on Technical Requirements if applicable</i> <i>Traceability means the compost producer must keep</i>		

		<i>records that show which graded compost batches have been delivered / moved to storage, which location(s) they have been delivered / moved to and the dates when these activities took place.</i>		
104	PAS 100, clause 10.2	Compost / product batches shall be identifiable when in storage		
105	PAS100, clause 10.3 CQP 4.2.3	After storage for six months or longer, compost shall be re-assessed for compliance with 4.2 and the assessment recorded. If it appears that the material is being stored indefinitely with little prospect of use, the material will revert to being a waste and waste management controls will apply as specified in Section 1.4.		
Sampling and testing				
106	PAS 100, clause 11.1	Each compost grade shall be sampled and sent for testing: a) during the week after the batch has completed the minimum composting process applicable to the grade (including a maturation step if applicable); b) after particle size screening, if applicable; and c) before any blending with wastes, materials, composts, products or additives		
107	PAS100, clause 11.3	Each sample shall be representative of the compost batch from which it is obtained. <i>See Section 6 on 'Splitting samples for pathogen testing' in the CCS Position on Technical Requirements</i>		
108	PAS 100, clause 11.4	The composter's QMS document shall include the sampling procedure or refer to the published sampling procedure used		
109	PAS 100, clause 11.5	For each sample, the following information shall be included in the record kept by the composter: a) sampling date; b) compost grade (if screened, e.g. 0 to 25 mm); c) code of the batch from which the sample was taken; d) sample code (this can be the same as c); e) information that identifies the composting process; f) name of the person who carried out the sampling; and g) if the sample taker is not employed by the composter, on whose behalf the sample taker is acting and his / her		

		contact details. <i>See REAL Compost Sampling guidelines</i>		
110	PAS 100, clause 11.6	Each sample tested in order to demonstrate compliance with this PAS shall be tested by a laboratory that is independent of the composter		
111	PAS 100, clause 11.6	Each sample tested in order to demonstrate compliance with this PAS shall be sent to an appropriate laboratory within 1 working day after the sample was taken Sample transit shall be under cool conditions		
112	PAS 100, clause 11.7	The laboratory that receives the sample shall be informed of the information required in a), b), c), d) and e) in 11.5 above.		
113	PAS 100, clause 12	Each compost grade under assessment shall undergo routine batch sampling and testing at the minimum frequencies specified in Table 2 of PAS 100, according to whether the process is being validated or is operating after validation and according to whether the compost grade is principal or additional <i>See Section 7 on 'Principal compost grade' in the CCS Position on Technical Requirements</i>		
Minimum compost quality				
114	PAS 100, clause 13.1	The tests specified in Tables 3 and 4 of PAS 100 shall be performed on the principal compost grade for which PAS 100 conformance is claimed, or intended to be claimed. <i>See also Section 14 on 'Composts visual assessment' in the CCS Position on Technical Requirements</i>		
115	PAS 100, clause 13.1	Samples of that grade shall achieve the: a) minimum quality requirements in Table 3, and b) minimum plant response requirements in Table 4		
116	SEPA's RPS, clause 2	Samples of that grade shall also achieve the additional quality standard in Table 1		

117	PAS 100, clause 13.2	Each additional compost grade for which PAS 100 conformance is claimed, or intended to be claimed, shall undergo the tests specified in Table 3 and achieve the corresponding minimum quality requirements set in Table 3, except for the plant response and weed seeds test <i>See also Section 14 on 'Composts visual assessment' in the CCS Position on Technical Requirements</i>		
118	SEPA's RPS, clause 2	Samples of that grade shall also achieve the additional quality standard in Table 1		
119	PAS 100, clause 13.3	The stability test has been carried out for the additional compost grade (unless the grade consists of particles too coarse to pass through a screen with 20 mm apertures) <i>See Section 3 on 'Stability testing exemption' in the CCS Position on Technical Requirements</i>		
120	PAS 100, clause 13.4	If the composter chooses to apply the stones limit specified in 13b instead of the limit in 13a in Table 3 to any coarse, woody compost grade, the composter shall describe that grade only as a 'mulch' in labelling and when placing it on the market, and instruct its use only as a mulch.		
121	CQP 3.2.5	Records of all testing carried out to demonstrate compliance with the approved standard must be made and retained.		
122a	Inspector's visual assessment	According to the inspector's visual assessment, any compost grade/s stored after product preparation has been completed and awaiting dispatch as conforming material appear to meet the minimum quality requirements of PAS 100 with regard to physical contaminants		
122b	Inspector's visual assessment	Are there any other aspects of the quality of the compost grades stored after product preparation and awaiting dispatch as conforming material that concern you? E.g. very unpleasant odours, presence of flies, larvae, insect eggs etc.		
Non-conforming batches				

123	PAS 100, clause 14.1	<p>Any composting batch that does not undergo all applicable CCPs or conform to one or more of the CLs shall:</p> <ul style="list-style-type: none"> a) undergo corrective action then be evaluated for conformance to the composters’s relevant CCP and CL criteria; b) undergo re-composting with or without addition of further input material as appropriate, then be evaluated for conformance to the composters’s relevant CP and CL criteria; or c) be dispatched from the site for use, processing elsewhere or disposal, and the recipient notified of its PAS 100 non-conformity as well as the nature of the non-conformity <p><i><u>Example:</u></i> <i>A compost batch has not been tested; however based on the operator’s visual assessment, the batch shows a significant level of physical contaminants, likely to be above PAS 100 upper limit for this parameter. This means that the HACCP CCP failed to reduce the level of physical contaminants to an acceptable level. This batch should not be dispatched as conforming only because it has not been tested and, thus, has not shown a test failure. If you have a significant doubt that the operator has sent or planning to dispatch non-conforming batches as conforming, please do assign a non-compliance or do take a compost sample to check conformity.</i></p> <p><i>Please check the records of dispatch related to more than one batch</i></p>		
124	PAS 100, clause 14.2	<p>Any sampled and tested compost batch that does not conform to the minimum PAS 100 quality criteria or any additional QP criteria shall:</p> <ul style="list-style-type: none"> a) undergo corrective action then be sampled and tested in terms of the parameter(s) relevant for evaluating efficacy of the corrective action; b) undergo re-composting with or without addition of further input material as appropriate, then be sampled and tested in terms of the parameter(s) relevant for evaluating 		

		efficacy of the corrective action; or c) be dispatched for use, processing elsewhere or disposal, and the recipient and regulator notified of the nature of its non-conformity with PAS 100		
125	PAS 100, clause 14.3	The composter shall take action appropriate to the nature of the non-conformity and record the action(s) applied to the affected composting/compost batch <i>See Section 5 on 'Reprocessing oversize arising from the composting process' and Section 18 on 'Consecutive failures on the same parameter' in the CCS Position on Technical Requirements if applicable</i>		
126	PAS 100, clause 14.4	No sampled batch shall be dispatched for use until after the test results have been checked for conformance to PAS 100. <i>Note: Please check the records of dispatch related to more than one batch</i>		
Investigating the efficacy of the QMS in the event of a test result failure after validation				
127	PAS 100, clause 15.1	After validation, if a tested compost sample fails any PAS 100 minimum criteria or any additional criteria the composter has subscribed to in his / her quality policy, the composter shall immediately investigate why it happened and decide whether the QMS needs to be changed <i>See Section 13 on 'Dealing with non-conforming batch and investigating the cause' (points 1 and 2)</i>		
128	PAS 100, clause 15.1	If QMS requires a change, the composter shall implement the change and evaluate its effects		
129	PAS 100, clause 15.1	If QMS does not require a change, the composter shall implement a corrective action and evaluate its effects		
130	PAS 100, clause 15.1	The actions of the investigation, the investigation period and its outcome shall be recorded. The actions required shall be carried out as quickly as possible.		
131	PAS 100, clause 15.2	If the QMS is changed, extra batch(es) of the compost grade produced according to the changed QMS shall be		

		<p>sampled and tested. The test parameter(s) and number of extra batches of the compost grade that are sampled and tested shall be appropriate to the nature of the failure and sufficient for checking the efficacy of the change</p> <p><i>See Section 22 on 'Actions you are expected to take in the event of any test failures'</i></p>		
132	PAS 100, clause 15.3	<p>If corrective action is implemented (rather than change to the QMS), extra batch(es) of the compost grade shall be sampled and tested after the corrective action has been implemented, after batch re-evaluation if necessary given the nature of the corrective action. The test parameter(s) and number of further batches of the compost grade that are sampled and tested shall be appropriate to the nature of the failure and sufficient for checking the efficacy of the corrective action</p> <p><i>See Section 12 on 'Re-sampling'</i></p>		
Dispatch				
133	CQP, clause 2.6.1	<p>The compost must require no further processing, [by the composter before dispatch], including maturation or re-screening for the market it is destined for.</p>		
134	PAS 100, clause 16	<p>All information listed in section 16 of PAS 100 about each consignment of PAS 100 conforming compost dispatched shall be printed on packaging or on a separate document supplied to the compost customer.</p> <p><i>Please note that the labelling section requires that test results or typical values for each parameter applicable to the compost grade are supplied to the customer if compost is supplied for use in agriculture or soil- / field-grown horticulture</i></p> <p><i>See also Section 15 on 'Dispatch information' (points 1 and 2) in the CCS Position on Technical Requirements</i></p>		
135	CQP 4.2.2	<p>Producers, distributors and users should follow good</p>		

		practice for the storage, handling, application and use of quality compost as an agricultural fertiliser and in soil-grown horticulture. Details of good practice are given in Appendix F.		
Contract of Supply (or Supply documentation)				
136	CQP, 3.2.1	Producers shall provide the customer with supply documentation (or equivalent) for each sale or supply of Quality Compost, and keeping copies of them.		
137	CQP, 3.2.2	A contract of supply must include the elements listed / text required in section 3.2.2 of the CQP. This should include: <ul style="list-style-type: none"> • date of supply; • customer's name, contact details and nature of business; • the name and contact details of the producer, including the address of the site of production; • quantity supplied by weight/volume; • the designated application the material is destined for; • a statement that the processed Quality Compost was produced in compliance with this Quality Protocol; • a statement of the approved industry standard(s) it meets; • a statement that it has been certified by an appropriate certification scheme; and • confirmation that information on good practice relating to the storage, handling, application and use of quality compost (as set out in Appendix F) has been highlighted to the customer. 		
Use of the mark				
138	Scheme rules, Clause 9.1.1	Certification mark only in association with the certified compost grade(s).		
139	Scheme rules, Clause 9.1.2	The mark shall only be used in association with a product that contains a certified compost grade if scheme requirements on providing information about the compost ingredient are fulfilled		
140	Scheme rules, Clause 9.1.4	The consent to use the mark is limited to using the certification mark in an identical form to that supplied by REAL		
141	Scheme rules	A supply chain company may use the certification mark,		

	Clause 9.1.6	subject to: a) meeting the requirements associated with its use, set out in these documents, and b) compliance being verified and confirmed in writing by the certification body.		
Traceability				
142	PAS 100, clause 17.1	The composter shall carry out operations such that input materials, composting batches and compost batches (whether screened or not) are identified and traceable, from arrival on site for composting to dispatch from the site, whether PAS 100 conforming or not		
143	PAS 100, clause 17.2	The following shall also be traceable: a) product containing PAS 100 conforming compost, b) compost bagged off-site by or on behalf of the composter, c) product containing PAS 100 conforming compost bagged off-site by or on behalf of the composter, d) oversize material, e) any compost batch that is reprocessed, f) any composting batch or part-batch that has been partially processed then sent for disposal or any other suitable regulated use, and g) any composting batches that are combined after successful completion of their respective sanitisation steps		
144	PAS 100, clause 17.2	During any period when compost or product that contains it is stored in a continuous pile, batches shall be deposited such that: a) they remain identifiable; and b) when dispatched, information supplied about each consignment includes reference to the relevant batch(es)		
145	PAS 100, clause 17.4	The composter shall make and keep records that enable traceability checks		
Compost blending with other material(s)				
146	CQP, 1.4.2	If Quality Protocol compliant material is mixed with waste materials, the resulting mix will normally be considered to be a waste and subject to waste management controls. If Quality Protocol compliant material is mixed with non-waste materials, the resulting mix will not, as a result of		

		this, be waste.		
147	CQP, 1.4.2	If Quality Protocol compliant material is mixed with non-waste materials, the resulting mix will not, as a result of this, be waste.		
Further processing and compliance with additional customer specification				
148	CQP, clause 2.6.1	The compost must meet the requirements of an approved standard (PAS 100) for the market it is destined for.		
149	CQP, clause 2.7.1	Any additional requirements specified by the customer which involve further processing must be met.		
Compost Producers' Information				
150	Scheme rules, clause 13.1.1	<p>The composteer shall record waste recovery returns data and other data for reporting to the CB, which shall include:</p> <ul style="list-style-type: none"> a) the tonnage of 'waste' dispatched from site annually (possibly as rejected fractions of oversize or contaminants) b) the input tonnage split between the PAS process and non-PAS process c) the tonnage of PAS compost per grade d) the markets that each certified compost grade is supplied to e) the number of product complaints received since the last inspection and the nature of each complaint (e.g. plastic contamination) f) a statement of whether the composteer accepts certified compostable liners and/or certified compostable packaging (and whether the producer consents for their company details to be shared by REAL with relevant parties. 		

Inspector's assessment of compost quality	
<p>There are significant levels of physical contaminants, plastics, stones and/or weeds in any of the certified compost grades or other significant concerns regarding compost quality.</p> <p>Compost would certainly exceed the PAS 100 limit level for the parameter(s) of concern or, if there are no PAS 100 limits for the parameters of concern, compost would certainly not be considered fit for purpose [e.g. compost includes fly larvae].</p> <p>The parameter(s) and grade(s) of concern are:</p> <p>.....</p> <p><i>The inspector shall take or witness the producer taking a representative sample. The inspector shall also take pictures of the compost as per instructions below.</i></p> <p><i>The inspector shall take the sample with him/her after the inspection and, via REAL, arrange for it to be collected from his/her pick-up address and delivered to the approved lab the producer uses for testing. The sample shall be tested on the parameter(s) of concern, if test procedures are available for such parameter(s).</i></p>	Score 1 <input type="checkbox"/>
<p>Levels of physical contaminants, plastics, stones and/or weeds in any of the certified compost grades <u>may</u> be above the PAS 100 upper limit or on the borderline, or there are other concerns regarding compost quality, but I am not confident that these parameters would exceed the limit levels or that the compost would certainly not be fit for purpose. The parameter(s) and grade(s) of concern are:</p> <p>.....</p> <p><i>The same instructions apply for photographing and sampling compost as those for when any relevant compost grade scores 1.</i></p>	Score 2 <input type="checkbox"/>
<p>All compost grades under assessment look good; physical contaminants, plastics, stones and/or weeds definitely appear to be below the PAS 100 limit levels. There are no other concerns about the compost quality.</p> <p><i>The inspector shall take pictures of the compost as per instructions below.</i></p>	Score 3 <input type="checkbox"/>
<p>All compost grades under assessment look excellent.</p> <p><i>The inspector shall take pictures of the compost as per instructions below.</i></p>	Score 4 <input type="checkbox"/>

Instructions on how to take pictures

The following pictures should be taken as follows:

1. Undisturbed face of the compost pile:
 - a. a close-up picture using camera's macro setting, taken no more than 15 cm from the surface of the compost.
 - b. a near-to-subject picture, taken no more than 1 metre back from the area of the compost pile being photographed. Please include a 30 cm, non-transparent ruler as a scale reference.

2. Disturbed face of the compost pile from which the outer layer has been removed:
 - a. a close-up picture using camera's macro setting, taken no more than 15 cm from the surface of the compost
 - b. a near-to-subject picture, taken no more than 1 metre back from the base edge of the compost pile. Please include a 30 cm, non-transparent ruler as a scale reference.

3. A picture that shows the whole of the portion of compost sampled & includes batch markers (e.g. a whole batch if sub-samples were taken and combined to form the final sample to be tested). This applies to Scores 1 and 2 only.

ⁱThis is required for Scores 1 and 2, recommended for Scores 3 & 4.