

## EBC- European Biochar Certificate, preparation for inspection

This checklist lists document requirements for inspection. Please have the relevant documents ready. Good preparation will allow us to carry out an efficient inspection.

Checkpoint/Documents	
<b>Documentation :</b>	
<input type="checkbox"/>	<b>EBC Portal: EBC company description.</b> Entries and uploads are up-to-date and complete
<input type="checkbox"/>	<b>EBC Portal: EBC product list</b> with indicating of activities, incl. products produced/or processed from subcontractors. Printout product list from <a href="http://www.easy-cert.com">www.easy-cert.com</a>
<input type="checkbox"/>	<b>EBC biochar production records</b> / ID batch biochar (quantity, quality, etc.)
<input type="checkbox"/>	<b>EBC processing records</b> (product name, quantity, quality, input, output, etc.) required for EBC biochar and biochar based products
<b>Pyrolysis / Biochar production:</b>	
<input type="checkbox"/>	Actual <b>technical description</b> of pyrolysis plant, <b>process flow-charts, operating logs</b> (temperature curves batch period)
<input type="checkbox"/>	Description of <b>separation and identification</b> of different qualities of biomass and EBC biochar <b>during production /storage</b>
<b>Incoming goods / Biomass feedstock:</b>	
<input type="checkbox"/>	<b>Incoming goods inspection.</b> Receipt of biomass raw materials, EBC biochar. Verification of the correct quality, labelling and documentation of the incoming goods inspection.
<input type="checkbox"/>	List of <b>suppliers</b> for raw materials / biomass feedstock / EBC biochar
<input type="checkbox"/>	List of <b>used additives</b>
<input type="checkbox"/>	<b>Invoices</b> or <b>delivery notes</b> of raw materials / biomass feedstock /EBC biochar
<b>Processing and Storage:</b>	
<input type="checkbox"/>	<b>EBC certificates</b> from your EBC biochar suppliers and subcontractors if applicable, see <a href="http://www.easy-cert.com">www.easy-cert.com</a>
<input type="checkbox"/>	<b>Proof of certified batch ID, QR code from EBC portal of certified batch ID</b> (own production or supplier)
<input type="checkbox"/>	<b>Description of separation and identification</b> of different qualities of biomass and EBC biochar <b>during processing and storage</b>
<b>Sampling / Analysis:</b>	
<input type="checkbox"/>	<b>Training certificates for sampling</b> EBC accredited sampler (CSI-E-Learning)
<input type="checkbox"/>	<b>EBC Portal: Evidence for "Registration of an EBC sample", sampling protocol</b> incl. photo evidence, approved company-specific sampling plan if applicable
<input type="checkbox"/>	<b>EBC Analytical report of an EBC accredited Laboratory</b> / Batch ID
<input type="checkbox"/>	<b>Initial inspection:</b> We recommend to prepare the representative sampling according to EBC Guidelines, Annex 4 and to complete the registration of the sample in the EBC Portal together with the inspector on the day of the inspection.
<b>Outgoing goods / labelling:</b>	
<input type="checkbox"/>	<b>EBC labelling.</b> Copy of current labels, delivery notes, accompanying documents, etc.
<b>Flow of goods / mass balance</b>	
<input type="checkbox"/>	Incoming goods (biomass, EBC biochar), produced biochar, yields, sales, inventories, quantity reconciliation (input, output), etc. You can save time here by carrying out the flow of goods/mass balance check in advance and having documentation ready.

<b>EBC- C-sink potential inspection</b>	
<input type="checkbox"/>	<b>EBC Portal – C-sink request entries for certified batch ID</b> – Written evidence for data entered: <ul style="list-style-type: none"><li>- Delivery notes/invoices biomass</li><li>- Emission report incl. methane</li><li>- Data on electricity consumption (invoices / measuring meters)</li><li>- Data on fuel consumption (invoices / measuring meters)</li><li>- Records/monitoring of dry-matter content of biochar</li></ul>