

UTZ CERTIFIED

so you know
your product
is **Good Inside**



UTZ CERTIFIED *Good Inside* Code of Conduct For Coffee

Version 1.2 - November 2010





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Introduction

UTZ CERTIFIED is a worldwide certification program that sets the standard for responsible coffee production and sourcing. UTZ, which means "good" in a Maya language, gives the assurance of social and environmental quality in coffee production that brands and consumers expect. UTZ CERTIFIED coffee has been produced according to the criteria of the UTZ CERTIFIED Code of Conduct.

The UTZ CERTIFIED *Good Inside* Code of Conduct is an internationally recognized set of criteria for economic, social and environmental responsible coffee production. It is based on the international ILO Conventions and includes the principles of good agricultural practices. Additionally, there is a guidance document available that further explains how to implement the criteria of the Code of Conduct and for producer groups a specific group guidance document.

UTZ CERTIFIED strives to continuously improve the Code of Conduct in close cooperation with all stakeholders.

The UTZ CERTIFIED *Good Inside* Code of Conduct version 2009 is a revision of the Code of Conduct version 2006. Consultation and research have been carefully carried out both in the field, during meetings and workshops; proposals were made by several stakeholders including industry, NGO's and representatives of producer groups.

The "UTZ CERTIFIED *Good Inside* Code of Conduct" version 2009 substitutes the following document: "UTZ CERTIFIED Code of Conduct" version January 2006.

With an UTZ CERTIFIED certificate coffee producers of all sizes and origins can demonstrate good agricultural practices, efficient farm management and responsible production of their coffee. For coffee buyers and roasters the UTZ CERTIFIED certificate is an assurance of responsible coffee production which they can use in their sourcing decisions.

UTZ CERTIFIED has the overall authority for the issuing and amendment of the requirements stated in this document.



Scope

The UTZ CERTIFIED Code of Conduct requirements apply to all producers producing and selling coffee as UTZ CERTIFIED.

Certification must be carried out by a Certification Body (CB), approved by UTZ CERTIFIED (See UTZ CERTIFIED *Good Inside* Certification Protocol¹). A list of approved Certification Bodies can be found on the UTZ CERTIFIED website.

Certification options

When the UTZ CERTIFIED Code of Conduct speaks of "certificate holder", it refers to the entity that is responsible for implementing and monitoring the requirements of the UTZ CERTIFIED Code of Conduct. The certificate holder can be an individual producer, a group of producers (organized in an association, cooperative or another form of producer organization) or another entity (such as a processor or estate) that buys the product from the producers and organizes a group certification, i.e. sets up an Internal Control System and trains the producers according to the UTZ CERTIFIED Code of Conduct.

The certification can be obtained by the following options:

1. Individual certification
2. Mult-site certification
3. Group certification
4. Multi-group certification

For further details, please refer to chapter 2.1 in the UTZ CERTIFIED *Good Inside* Certification Protocol.

¹ Latest version always applicable and available at www.utzcertified.org



Structure of the UTZ CERTIFIED *Good Inside* Code of Conduct

The Code of Conduct consists of 175 control points, divided into 11 chapters. The chapters follow the order of the different stages of coffee growing and processing.

When developing the standard, UTZ CERTIFIED evaluated how best to further include a risk based approach as well as continuous improvement in the Certification Program. All changes have been made in order to further increase the positive impact of sustainable practices in the production system.

Below you can find an overview on how continuous improvement is built into the structure of the Code: (delete "composed") composed:

Chapter 1 - 2		yr1	yr2	yr3	yr4
Control point 1	P				
Control point 2	C				
Control point 3	N				
Control point 4	C/P				
Control point 5	P				
Control point 6	P/S				
Control point 7	C				
<i>required compliances</i>		<i># yr1</i>	<i># yr2</i>	<i># yr3</i>	<i># yr4</i>
<i>green=mandatory</i>					

This structure includes the following:

- There are two types of control points:
 1. **mandatory** control points (shaded in green)
 2. **additional** control points (not shaded)

- The chapters of the Code of Conduct are thematically grouped in three parts.
 - Part 1 (chapters 1 - 2) covers traceability and general management issues
 - Part 2 (chapters 3 – 9) covers good agricultural and farm practices
 - Part 3 (chapters 10 - 11) covers specific social and environmental aspects
- The certificate holder has to comply with the mandatory control points and an indicated number of additional points in all three parts.

- There is a separate column from year 1 to 4. It is clearly indicated which mandatory control points need to be complied with in which year, e.g. there is a separate column to assess compliance for year 1 to year 4. Due to the structure the certificate holder can see the control points that become mandatory in the next year. When compliance is reached, the column is ticked.



- **Mandatory control points:** From year 1 to year 4 the number of mandatory control points increases.

This means that the number of total control points required for certification increases per year per part (group of chapters). This is clearly indicated in the columns year 1 to 4.

E.g. Part 1 (Chapters 1-2):

1st year of certification - 12 mandatory control points

2nd year of certification – 13 mandatory control points

3rd year of certification – 15 mandatory control points

4th year of certification – 16 mandatory control points

- If a mandatory control point is not applicable for the certificate holder in question, then this is indicated in the comments column (see checklist format). The number of mandatory control points that are not applicable for certification also need to be indicated in the calculation section below the criteria.

- **Additional control points:** Besides the mandatory control points, a defined number of additional control points (not shaded) have to be complied with every year.

In part 2 (chapters 3 – 9) and part 3 (chapters 10 – 11) the number of additional control points to be complied with differ according to the production system. This means that:

In Part 2 (chapters 3 – 9) the number of additional control points depends on whether the producer uses irrigation, and/or has a nursery.

In Part 3 (chapter 10 – 11) the number of additional control points depends on whether the certification is of an individual farm or a group. If it is a group it depends whether the group certification includes hired labor or not.

- If an additional control point is not applicable, it can NOT be counted in or deducted from the number of additional control points complied with.

Example: Calculation of mandatory and additional control points

Example situation: a producer organization (group certification) in its third year of certification. The producer organization has a central processing unit where they employ hired labor.

TOTAL MANDATORY CONTROL POINTS CHAPTER 10-11	36	45	52	57	
NUMBER OF MANDATORY CONTROL POINTS COMPLIED WITH			45		
NUMBER OF MANDATORY CONTROL POINTS NOT APPLICABLE			7		
The sum of complied mandatory control points and not applicable mandatory control points has to equal the total of mandatory control points in this part.					
TOTAL ADDITIONAL CONTROL POINTS CHAPTER 10-11	34	25	18	13	
ADDITIONAL CONTROL POINTS REQUIRED FOR CERTIFICATION Please check the box for the situation applicable for your certification					
<input type="checkbox"/>	The certificate holder is an individual farm (employs hired labor)	5	4	3	2
<input checked="" type="checkbox"/>	The certificate holder is a smallholder group (1) - The group has hired labor either in the central processing or smallholders employ workers	4	3	2	1
<input type="checkbox"/>	The certificate holder is a smallholder group (2) - The group has no hired labor besides the ICS staff	1	1	0	0
NUMBER OF ADDITIONAL CONTROL POINTS COMPLIED WITH				4	
If an additional control point is not applicable, it can NOT be counted in or deducted from the number of additional control points required for certification.					

In this example the producer organization complies with all applicable mandatory control points and complies with (or in this case even exceeds) the required number of additional control points. This means that the producer group is compliant with part 3, i.e. chapter 10 – 11 of the Code of Conduct. If the producer organization likewise complies with the mandatory control points and required number of additional control points in part 1 (chapters 1- 2) and part 2 (chapters 3 – 9) of the code of conduct, then it can be certified.

- The control points are in general applicable to the whole production system. However to make it easier for the auditor to check, the column “level of inspection” indicates on what level to assess the control point (certificate holder, producer level, storage or nursery level).

Additional documents relevant for this Code of Conduct

It is the intention of UTZ CERTIFIED to formulate the control points as precisely as possible. Several additional documents are available and will be developed to help interpret and implement the control points. Two important additional documents are:

- The **'Guidance comments'**. The 'Guidance comments' give extra explanation on how to comply with the control point.
- The **'ICS guidance comment'**. This document is a reference for producer groups on how to interpret and implement the control points in a group certification with an internal control system (ICS)/internal management system (IMS).

Both documents are structured in the code format, this means it is clear which control point the comment refers too. Both the 'Guidance comments' and the ICS 'Guidance comments' will be updated on a more frequent basis than the Code of Conduct itself.

Other important and useful documents include:

- The UTZ CERTIFIED *Good Inside* **Certification Protocol**. This document describes the procedures both the certificate holder and the certification body have to follow in order to become certified.
- The UTZ CERTIFIED *Good Inside* **Code of Conduct checklist**. The checklist is very similar to the Code of Conduct. It lists all the control points but has an additional column for 'comments'. This is useful for the certification body during the audit, but also for the certificate holder to carry out the self-inspection. The comment column is useful for notes, for example justifications as to why a specific control point is not applicable.

Record keeping

An important element of the UTZ CERTIFIED Code of Conduct is record keeping. Record keeping is important because it gives the producer more insight into the whole production process. It also enables the external inspector to verify that the producer is complying with the requirements of the UTZ CERTIFIED Code of Conduct.

For group certifications the records can in some cases be kept at the level of the Internal Control System (ICS). The control points for which this is possible are clearly indicated in the 'ICS guidance comments'.

- **Record keeping requirements for first inspections**

For a first audit, the external auditor will verify **ALL** the requested records in this Code of Conduct for the 3 months prior to the date of inspection. The certificate holder determines if the producer is ready for the external audit based on the outcome of the self-inspection. The certificate holder must send the documents of the self-inspection to the CB before the inspection can take place. The CB will review the self-inspection documents to determine if the auditor can meaningfully perform the audit.

- **Record keeping requirements for re-certification**

For a re-certification the external auditor will verify all the requested records in the Code of Conduct going back to the previous inspection.



Applicability of control points

When implementing the Code of Conduct, the certificate holder must assess for every control point if it is applicable to the situation of the producer or not.

If for example the certificate holder does not use any irrigation because there is a full dependence on rainfall, the control points of chapter 6 are not applicable to the producer's situation.

The certificate holder must document the non-applicable control points plus the evidence that shows why they are not applicable. The certificate holder must always be able to show and explain to the external inspector why a control point is not applicable to the situation.

The external auditor will verify that the control point is indeed not applicable to the situation of the certificate holder and clearly indicate this in the inspection report.

Date of compliance with the UTZ CERTIFIED *Good Inside* Code of Conduct version 2009

Certification according to the new version is possible from February 2009 onwards.

Compliance of already certified producers must be assessed according to the second year of the new Code.

This means that already certified producers "start" compliance in year 2 regardless of the number of years of prior UTZ CERTIFIED certification.

It is also possible to become certified according to the UTZ CERTIFIED Code of Conduct version 2006 until 31st December 2009.

Certificates issued after this date (1st January 2010) conforming UTZ CERTIFIED Code of Conduct version 2006 will not be accepted. From 1st January 2010 it is mandatory for all producers to be certified to the requirements of the UTZ CERTIFIED *Good Inside* Code of Conduct version January 2009.

Definitions

The list of definitions of the Code of Conduct can be found in the UTZ CERTIFIED *Good Inside* List of Definitions².

² Latest version always applicable and available at www.utzcertified.org

Amendment of Code of Conduct - November 2010

Based on the UTZ CERTIFIED 'Code Development Procedure' an amendment has been incorporated in the UTZ Code of Conduct for Coffee, version 1.1 January 2010.

Amendments are defined as 'corrections of an existing code, clarifications of control points and mere amendments of technical issues'. Amendments do not have an impact on the nature and goal of the code.

In November 2010, control point 7.A.2 was amended and harmonized with the Cocoa and Tea Code of Conduct.

In the previous UTZ Code of Conduct for Coffee, version 1.1. January 2010, control point 7.A.2 was stated as:

N°	CONTROL POINT	Level of inspection
7.A.2	The producer does not use crop protection products that are banned in the European Union, the USA and/or Japan.	C/P

This control point only refers to crop protection products that are banned in the European Union, the USA and/or Japan whereas the official UTZ CERTIFIED List of banned CPP also includes a ban on the "Dirty Dozen" (as listed by the Pesticide Action Network, PAN), the Rotterdam Convention, Annex III (UNEP's Prior Informed Consent (PIC) program list) and Stockholm Convention on Persistent Organic Pollutants and the list of extremely (class 1a) and highly hazardous (class 1b) ingredients as listed by the WHO.

In light of the above assessment, control point 7.A.2 has been changed to:

N°	CONTROL POINT	Level of inspection
7.A.2	<p>Crop protection products (and fumigants) can only be used or stored if they are not (any of the below):</p> <ul style="list-style-type: none"> - non-approved in the EU, USA (EPA) or Japan; - classified by WHO as 1A or 1B; - identified as Persistent Organic Pollutants (POP's) in the Stockholm agreement; - included in Annex III of the Rotterdam Convention (UNEP's Prior Informed Consent (PIC) Program list); - on PAN's Dirty Dozen list. <p>Practical reference can be made to the UTZ CERTIFIED List of Banned Crop Protection products (available on the website)</p>	C/P

This control point can be found on page 17 in the Code of Conduct for Coffee, version 1.2 November 2010 at hand.

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
1. TRACEABILITY, PRODUCT IDENTIFICATION AND SEPARATION						
<p>This chapter is about traceability, product identification and separation of UTZ CERTIFIED coffee. The producer at all times is able to tell where the coffee came from and where the coffee went to. In order to reach a high level of confidence that UTZ CERTIFIED coffee is really coming from UTZ CERTIFIED producers, UTZ CERTIFIED coffee is strictly separated from non-UTZ CERTIFIED coffee throughout the whole chain of production and processing.</p>						
1.A.1	The certificate holder is able to document the product flow of coffee from each production unit such as a field or member of a producer group to the collection point/storage center and throughout all processing and handling, up to sorted and graded coffee, for as long as the certificate holder is the owner of the coffee.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.A.2	If the certificate holder outsources processing activities, the outsourced processing unit must ensure that traceability, product identification and separation of UTZ CERTIFIED coffee from non-UTZ CERTIFIED coffee.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.A.3	<p>The certificate holder has a document management system in place that records:</p> <ul style="list-style-type: none"> - the total quantity of coffee harvested - the purchases and sales of UTZ CERTIFIED coffee - the purchases and sales of non-UTZ CERTIFIED coffee - possible carry over stock of UTZ CERTIFIED coffee from a previous year - the UTZ CERTIFIED sales announcements with unique UTZ CERTIFIED number - the sales invoices with the origin and indication of the UTZ CERTIFIED status 	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.A.4	<p>The certificate holder clearly indicates the responsible person(s) in the organization for traceability, product identification and separation of coffee.</p> <p>This person or group of persons is able to demonstrate and explain the system and is accessible to others in the organization.</p>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.A.5	<p>The certificate holder at all times strictly separates physically UTZ CERTIFIED coffee from non-UTZ CERTIFIED coffee:</p> <ul style="list-style-type: none"> -in the fields -during storage -processing -packing -transport <p>Carry over stock of UTZ CERTIFIED coffee from a previous year is kept separate and marked clearly.</p>	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.A.6	The certificate holder clearly and visually identifies UTZ CERTIFIED coffee.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.A.7	A system is in place where representative lot samples of coffee, green or roasted, are kept to be analyzed in case of any complaint. Samples are kept for at least one year.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. MANAGEMENT SYSTEM, RECORD KEEPING AND SELF-INSPECTION						
2.A Record keeping and farm/field identification						
2.A.1	<p>The certificate holder has an overview map of the production area. This map has to include the coffee areas with aggregated planted areas and nurseries, protected areas, water streams and sources and human settlements.</p> <p>Estates identify the coffee fields with a unique name, number, code or specific color on all the records.</p>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.A.2	The producer physically identifies all coffee fields with permanent signs.	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
2.A.3	All the records and documents requested by this UTZ CERTIFIED Code of Conduct are up to date and accessible for the inspector. All the documents are archived for a minimum period of two years from the date of first inspection onwards, unless legally required for a longer period of time.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.B Management systems and self-inspection						
2.B.1	The certificate holder undertakes at least one self-inspection per year against the UTZ CERTIFIED Code of Conduct, using the UTZ CERTIFIED checklist.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.B.2	Subcontractors carry out an assessment (or the certificate holder does it on behalf of the subcontractor) of compliance against the UTZ CERTIFIED control points relevant to the services provided. The certificate holder is responsible that the control points applicable to the tasks performed by the subcontractor are complied with.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.B.3	The certificate holder makes and implements an overall management plan which is based on the risk assessments and includes the action plans in this Code.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.B.4	For new agricultural sites, a risk assessment is carried out with regards to food safety and environment. There is a management plan for new sites, setting out strategies to minimize all identified risks.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
2.C Accountability and Transparency						
The UTZ CERTIFIED program is intended to generate both tangible and intangible benefits for coffee producers. Transparency on the amount and the distribution of the tangible benefits, like the UTZ CERTIFIED premium, is a part of responsible coffee production.						
2.C.1	The certificate holder can show how the UTZ CERTIFIED premium is distributed within its organization. The costs of operation are clearly documented.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.C.2	The certificate holder appoints a person whom producers and workers can file questions, ideas and complaints to. This person has to be known and accessible to the group members and workers. The person is well informed with the UTZ CERTIFIED program.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.C.3	The certificate holder has a complaint mechanism and/or form available for all persons that want to file a complaint relating to issues of compliance with the UTZ CERTIFIED Code of Conduct by the certificate holder and the producers.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.C.4	The certificate holder adequately records, studies and follows up on complaints and records the corrective actions taken. This includes complaints from the government in case of (alleged) violations of the law.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOTAL MANDATORY CONTROL POINTS CHAPTER 1-2			12	13	15	16
NUMBER OF MANDATORY CONTROL POINTS COMPLIED WITH						
NUMBER OF MANDATORY CONTROL POINTS NOT APPLICABLE						
The sum of complied mandatory control points and not applicable mandatory control points has to equal the total of mandatory control points in this part.						
TOTAL ADDITIONAL CONTROL POINTS REQUIRED FOR CERTIFICATION			0	0	1	1
NUMBER OF ADDITIONAL CONTROL POINTS COMPLIED WITH						
If an additional control point is not applicable, it can NOT be counted in or deducted from the number of additional control points required for certification.						

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
3. VARIETIES AND ROOTSTOCKS						
3.A In-house and external nursery						
<p>An in-house nursery is a coffee nursery that is owned and managed by the individual producer or by the group of producers (e.g. a cooperative). Only in this case the producer must comply with these control points.</p>						
<p>An external nursery is a coffee nursery that is not owned and managed by the individual producer or the group of producers. The external nursery is a separate entity that is contracted by the producer or a supplier of goods. Only in this case the producer must comply with these control points.</p>						
<p>Control points 3.A.1 and 3.A.2 are applicable for both in-house and external nurseries.</p>						
3.A.1	<p>The responsible person (producer, certificate holder or technical advisor) chooses the variety of coffee that is most suited for the local production situation and conditions. Important to consider when choosing the variety:</p> <ul style="list-style-type: none"> - the required amounts of crop protection products and fertilizers - important pests and diseases - cup quality 	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A.2	<p>The certificate holder has records/certificates available of the seed quality which states variety, batch number and seed vendor.</p>	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A.3	<p>For an in-house nursery, the certificate holder or producer has an operational plant health quality control system in place. This system monitors and records visible signs of pests and diseases, as well as root problems and identifies the mother plant or field of origin crop as applicable. Recording is periodic at regular established intervals.</p>	C/N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A.4	<p>For an in-house nursery, all crop protection product treatments applied to coffee in the coffee nursery are recorded and include the requirements as set out in 7.B.3.</p>	C/N	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.A.5	<p>For an external nursery, propagation material that a producer buys from an external coffee nursery is free of visible signs of pest and disease. When plants have visible signs of pest and disease damage, a justification is available (e.g. that the threshold for treatment has not been reached yet).</p>	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.B Genetically Modified Organisms						
3.B.1	<p>If the certificate holder or a group member starts to plant GMO coffee or if there is involvement in (trial) plantings of GMO coffee, the certificate holder informs UTZ CERTIFIED and the buyer. All the relevant regulations are complied with regard to GMO in the country of production. Also the certificate holder informs UTZ CERTIFIED on the status of the GMO coffee. Notifications and records are documented of the specific modification and/or the unique identifier.</p>	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. SOIL MANAGEMENT						
<p>The control points in this chapter are about maintaining the structure and improving the fertility of the soil and to prevent soil erosion.</p>						
4.A.1	<p>The state of soil fertility is assessed. This is done either per individual farm, per group of comparable farms or per region where the comparable farms are located.</p>	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.A.2	<p>The producer uses practices to conserve and recuperate soil structure and fertility. There is visual and/or documented evidence that these practices are used.</p>	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
4.A.3	The producer uses techniques to prevent soil erosion. There is visual and/or documented evidence that one of these techniques is used. Special attention is given after (re)planting.	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. FERTILIZER USE						
The control points in this chapter are about the choice of fertilizers that the producer uses, their storage and application. The type and amount of fertilizers applied are appropriate for the situation. The use is recorded.						
5.A Choice and use of fertilizers						
5.A.1	The responsible person (producer, certificate holder or external advisor), who chooses the fertilizers, is able to demonstrate competence to estimate the quantity, time of application and type of fertilizer (organic and inorganic) to use.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.A.2	The responsible person (producer, certificate holder or external advisor) has a documented fertilizer program in place. This is to ensure that fertilizers are applied judiciously, preventing the amount applied from exceeding the needs of the crop and the storage capacity of the soil. The responsible person demonstrates that consideration has been given to nutritional needs of the crop and soil fertility.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.A.3	There are clear instructions in place for persons involved in fertilizer application. It is not allowed to apply fertilizers within 5 meters of water streams.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.B Records of application						
5.B.1	The producer or certificate holder has an up to date and complete list of all the fertilizers used and/or stored.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.B.2	All applications of organic and inorganic soil and foliar fertilizers are recorded (except for mulch and farm made compost) , including: - date of application (day, month, year) - product brand name, type of fertilizer and chemical composition (name and concentration of active ingredients) - quantity or volume per hectare, plot or field - field identification (name, number or code, location) - method of application and used application equipment - name of the operator	C/P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.C Application equipment						
5.C.1	The producer maintains inorganic fertilizer application equipment (mechanical or motorized) in good condition to ensure proper functioning.	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.C.2	The certificate holder ensures that all inorganic fertilizer application equipment (mechanical or motorized) is calibrated annually.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.D Storage						
The producer stores all inorganic and organic fertilizers (powders, granules and/or liquids), except for compost and mulch:						
5.D.1	- separate from coffee (cherries, parchment and green) plant propagation material or other food products and from packaging material. - separate from crop protection products to prevent cross contamination.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.D.2	in a manner that reduces the risk of contamination of water streams and sources.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
5.D.3	<ul style="list-style-type: none"> - in a covered storage area that is protected against sunlight and rain. - The area is free from humidity and well ventilated. - The area is clean; free from waste, spilling or leakage. - The storage area is clearly marked with permanent, understandable and visible warning signs. 	C/P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5.E Organic Fertilizer						
5.E.1	<p>The certificate holder carries out an analysis to determine the content of nutrients of organic fertilizers (such as compost). The certificate holder also makes an assessment to determine the risks of disease transmission from the organic fertilizer.</p>	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.E.2	No human sewage, sludge and sewage water is used on coffee for any purpose.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. IRRIGATION						
<p>The objective of the control points in this chapter is to check if the certificate holder and producer are making rational use of irrigation water, not using too much or too little. The certificate holder uses systematic methods to decide on the quantity of irrigation water to prevent using too much water. The certificate holder also considers the quality and the sustainability of the source of irrigation water. Irrigation water does not contaminate the coffee or the soil. Muddy water that is used to irrigate the coffee fields can be a source of contamination with OTA and other moulds. Producers with access to a well functioning extension service may be able to get data, information and knowledge to estimate crop water requirements and adapt their irrigation management accordingly. For small producers with limited or no access to weather data and technical support, this is virtually impossible. If anything, for those farmers, a group effort is feasible instead of an individual action.</p>						
6.A. Predicting irrigation needs						
6.A.1	The certificate holder has rainfall records and systematic rainfall forecast methods available to decide on the application of irrigation water.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.A.2	If the certificate holder uses evaporation data to calculate irrigation needs, documentation is demonstrated on how and which figures are used to calculate the evaporation rate.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.B Irrigation method						
6.B.1	The certificate holder has a water action plan to optimize irrigation water use and reduce loss and waste of water.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.B.2	The certificate holder uses the most efficient and commercially practical water delivery system and/or methods to ensure the best utilization of water resources. The certificate holder shows the efficiency of the irrigation system in terms of the amount of water used per MT of coffee produced.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.B.3	The certificate holder has records that indicate the date of irrigation, the quantity of water used and where the irrigation water was used.	C/P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.C Quality of irrigation water						
6.C.1	The certificate holder makes an annual risk assessment of phytosanitary, chemical or physical pollution or contamination of irrigation water sources. Irrigation water is analyzed at a frequency according to the results of the risk assessment. In case of adverse results, records are kept of the actions taken.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.C.2	Untreated sewage water is not used for irrigation. Treated sewage water can only be used on coffee if the water quality complies with the WHO published Guidelines for the Safe Use of Wastewater and Excreta in Agriculture and Aquaculture 2006.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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6.D Supply of irrigation water						
6.D.1	Irrigation water is extracted from sustainable sources.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.D.2	Advice on water extraction is sought from water authorities whenever these are available.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. CROP PROTECTION PRODUCTS						
The control points in this chapter concern the choice of crop protection products; the use, storage and application. The type and amount of crop protection products applied should be appropriate for the situation. The use is recorded.						
7.A Choice and use of crop protection products						
7.A.1	The responsible person (producer, certificate holder or technical advisor) who chooses the crop protection products and/or implements the IPM activities is able to demonstrate competence and knowledge.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.2	Crop protection products (and fumigants) can only be used or stored if they are not (any of the below): - non-approved in the EU, USA (EPA) or Japan; - classified by WHO as 1A or 1B; - identified as Persistent Organic Pollutants (POP's) in the Stockholm agreement; - included in Annex III of the Rotterdam Convention (UNEP's Prior Informed Consent (PIC) Program list); - on PAN's Dirty Dozen list. Practical reference can be made to the UTZ CERTIFIED List of Banned Crop Protection products (available on the website)	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.3	The certificate holder consults the list of current Maximum Residue Levels (MRL's) for the market where the coffee is intended to be sold (whether domestic or international).	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.4	The producer uses crop protection products with the least chemical toxicity possible for people, flora and fauna.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.5	The certificate holder only uses and stores crop protection products that are officially registered and permitted in the country for use on coffee.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.6	If there is no official registration scheme for crop protection products in the country, the producer refers to the FAO International Code of Conduct on the Distribution and Use of Pesticides.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.7	All the crop protection products applied to the coffee are suitable for the pest, disease or weed and can be justified (according to label recommendations or official registration body publication).	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.8	All crop protection products are prepared, mixed and applied according to the label instructions.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.9	The protection of coffee against pests, diseases and weeds is done with the appropriate minimum input of crop protection product. Appropriate means as described by the label. The decision on the minimum amount is documented by written justifications.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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7.A.10	The producer has and implements an anti-resistance strategy if a crop protection product is applied more than once during the crop cycle. This in order to maintain the effectiveness of the crop protection product.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.A.11	The producer applies recognized IPM techniques where they are technically feasible. The producer knows and is able to show evidence of implementing at least one of each of the following IPM activities: - prevention, reduction, monitoring and intervention - to reduce pest attacks - use low toxicity products - use biological products where possible	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.B Records of application						
7.B.1	The certificate holder has an up to date and complete list of all the crop protection products used and/or stored conforming to 7.A.1 - 7.A.3.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.B.2	The crop protection products that the producer uses and/or stores on the production site are documented conforming to 7.B.1 as well as the intoxication symptoms and first aid information, where these are relevant for the product. The information needs to be updated annually in order to include changes in national crop protection product legislation.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.B.3	All applications of crop protection products are recorded including: - date of application (date, month, year) - product brand name (trade) and chemical composition (name and concentration of active ingredients) - quantity or volume per hectare, plot or field - first allowed harvest date - re-entry time according to the label - justification for application (common name of disease and pest) - field identification or plot (number or code, location) - method of application and used application equipment - name of the operator - name of the person who recommended the product	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.B.4	The producer makes all people on the farm aware of the concept of re-entry time. There are also visual methods in place that inform people of the re-entry time.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.B.5	There are clear instructions in place for persons involved in crop protection product application. It is not allowed to apply crop protection products within 5 meters of water streams.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.C Application equipment						
7.C.1	The producer maintains all the crop protection product application equipment (mechanical or motorized) in good condition to ensure proper functioning.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.C.2	The certificate holder ensures that the crop product application equipment (mechanical or motorized) is calibrated annually.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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7.D Disposal of surplus application mix						
In order to avoid contamination of water sources, surplus crop protection product application mix or tank washings are disposed of conforming to the following:						
7.D.1	according to national legislation where it exists, or in absence according to points 7.D.2 and 7.D.3	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.D.2	in a manner that it is applied over an untreated part of the crop, as long as the recommended dose is not exceeded and records are kept as if it was a normal application.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.D.3	in a manner that it is applied on designated fallow land, where legally allowed, and as long as records are kept as if it was a normal application	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E Transport, storage, handling and mixing						
7.E.1	The producer ensures that all crop protection products are transported safely. Attention is given to minimizing possible danger to people, food products and the environment.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The producer stores all crop protection products:						
7.E.2	clearly identified for the crop they are used for.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.3	in accordance with the label instructions and with all relevant national, regional and local legislation.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.4	in the original containers or packaging and properly closed so that it cannot be spilled. When an original packaging is broken or damaged, and the product is transferred to another packaging, the new package contains all the information of the original label.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.5	which are in powder or granular form above products which are liquid form.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The facility for storing crop protection products is (especially those that pose high risks to health and safety of people and the environment):						
7.E.6	structurally sound and secure. The products are well ventilated and it is ensured that the product labels can be easily read.	P/S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.7	made of fire-resistant material such as metal, concrete, steel or brick.	P/S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.8	have shelves made of non-absorbent material such as plastic, glass or metal.	P/S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.9	kept locked and accessible only to people who can demonstrate formal training in safe handling and use of crop protection products.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.10	have a permanent and clear hazard warning sign on or next to the access doors.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.11	separated from mill equipment and harvested and processed coffee.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.12	able to retain spillage or are banded according to 110% of the total volume of the storage. This is to ensure that there cannot be any leakage, seepage or contamination to the exterior of the store.	P/S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.E.13	When mixing the crop protection products there is adequate and appropriate measuring equipment so that handling and filling can be done according to instructions.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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7.E.14	When storing and mixing, there are procedures and emergency equipment available to deal with operator contamination and accidental spillage of crop protection products. The procedure and the facilities, visual and permanent, are within 10 meters of the storage.	P/S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.F Empty Crop Protection Product Containers						
7.F.1	The producer does not re-use empty crop protection product containers in any form or manner.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.F.2	The producer cleans empty crop protection product containers by rinsing them 3 times with water (if available with an integrated pressure-rinsing device on the application equipment). The producer returns the rinsing from washing the empty crop protection product containers to the application equipment tank. After rinsing the containers are perforated to prevent re-use.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.F.3	The producer stores, labels and handles empty crop protection product containers adequately and securely until they are collected. This is done according to the rules of a collection system. If available official collection and disposal systems are used and records participation.	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.F.4	The producer disposes crop protection products through one of the below methods: - an official collection and disposal system OR - conforming to all relevant national regulations OR - in a manner that minimizes exposure and risk to humans, the environment and food products.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.G Obsolete Crop Protection Products						
7.G.1	The producer stores, labels and handles obsolete crop protection products adequately and securely. The storage area is routinely cleaned and/or disinfected to avoid contamination.	P/S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7.G.2	The producer disposes obsolete crop protection products through one of the below methods: - an official collection and disposal system OR - conforming to all relevant national regulations OR - in a manner that minimizes exposure and risk to humans, the environment and food products.	P/S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. HARVESTING						
Good hygiene practices during harvest are of crucial importance to prevent mould formation (OTA) and consequent negative effects on the final cup quality of the coffee and the health of the final consumer.						
8.A Harvesting risk analysis						
8.A.1	The certificate holder conducts a hygiene and food safety risk analysis concerning harvest activities. The analysis is reviewed annually.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8.A.2	Based on the risk analysis (8.A.1), the certificate holder makes and implements an action plan on how to assure hygiene and food safety during the harvest. The person responsible for implementation is identified in this plan.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.A.3	To prevent mould formation, the producer minimizes at all times contact of the harvested coffee cherries with any possible sources of fungal contamination.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8.B Harvested coffee measurements						
8.B.1	The producer ensures that the tools used to define the weight or volume of harvested coffee is calibrated or graduated annually.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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9. POST-HARVEST PRODUCT HANDLING						
Good hygiene practices during post-harvest handling services are of crucial importance to prevent mould formation (OTA) and consequent negative effects on the final cup quality of the coffee and the health of the final consumer.						
9.A Post-harvesting risk analysis						
9.A.1	The certificate holder conducts a hygiene and food safety risk analysis concerning post-harvest product handling facilities. The analysis is reviewed annually.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.A.2	Based on the risk analysis (9.A.1), the certificate holder makes and implements an action plan on how to assure hygiene and food safety in post-harvest handling facilities. The person responsible for implementing is identified in this plan.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.A.3	The certificate holder keeps post-harvest handling facilities and equipment clean and maintained so as to prevent fungal, chemical contamination and loss of quality.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.A.4	The certificate holder restricts the access of animals and vehicles to prevent contamination. All entry points to buildings or equipment which may come in contact with animals are adequately protected to prevent entry.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.A.5	The producer or certificate holder (re-)uses coffee by-products such as pulp, hull, husk and parchment as fertilizer, mulch or energy source as much as possible. If possible, solids from the water filtering system are re-used as fertilizer.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.B Wet method						
9.B.1	The certificate holder makes and implements a water action plan. The objective of this water action plan is to (re-) use water efficiently and to minimize the amount of water used in the process.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.B.2	The certificate holder only uses clean water for pulping, washing and fermenting coffee.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.B.3	The certificate holder treats the contaminated water coming out of the wet processing unit to minimize the impact on environment, water streams and sources.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.C Dry method						
9.C.1	To prevent mould formation the producer minimizes at all times contact of drying coffee cherries with any possible source of fungal contamination.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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9.D Milling, storage and transport						
9.D.1	The producer assures that during the storage of coffee, proper moisture and hygiene management is in place. This also applies for the mill.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.D.2	The producer uses reliable techniques to measure the humidity percentage of dried green coffee beans. The equipment or tools to determine the humidity of the coffee are calibrated. Documents are kept.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9.D.3	The certificate holder prevents dried coffee beans from getting wet during loading and transportation.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOTAL MANDATORY CONTROL POINTS CHAPTER 3-9			49	68	75	80
NUMBER OF MANDATORY CONTROL POINTS COMPLIED WITH						
NUMBER OF MANDATORY CONTROL POINTS NOT APPLICABLE						
The sum of complied mandatory control points and not applicable mandatory control points has to equal the total of mandatory control points in this part.						
TOTAL ADDITIONAL CONTROL POINTS			38	19	12	7
ADDITIONAL CONTROL POINTS REQUIRED FOR CERTIFICATION Please check the box for the situation applicable for your certification						
	The certificate holder for which applies irrigation and nursery chapter applies		4	3	2	2
	The certificate holder for which the irrigation chapter applies (but no nursery)		3	2	0	0
	The certificate holder for which the nursery chapter applies (but no irrigation)		2	2	1	1
	The certificate holder with no nursery and no irrigation		1	1	0	0
NUMBER OF ADDITIONAL CONTROL POINTS COMPLIED WITH						
If an additional control point is not applicable, it can NOT be counted in or deducted from the number of additional control points required for certification.						

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10. WORKER RIGHTS, HEALTH AND SAFETY						
<p>This chapter deals with issues on health, safety and welfare of group members and workers. A worker is a person who works on a farm or in a processing location, either permanent or temporary, and who is paid for the services provided.</p>						
10.A Risk management for working conditions						
10.A.1	The certificate holder conducts a worker health and safety risk assessment of the production and/or processing units.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.A.2	Based on the risk assessment (see 10.A.1), the certificate holder makes and implements an action plan promoting healthy and safe working conditions in all production and/or processing units.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.A.3	The certificate holder appoints a person responsible for coordinating the training and the raising of awareness on labor rights.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.A.4	The certificate holder has regular meetings between the responsible person and group members/workers where concerns about health, safety and welfare are discussed openly. Records of these meetings are kept.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.B Worker health and safety training						
10.B.1	Based on the risk assessment (10.A.1), group members/workers receive an adequate training on health and safety procedures. This training includes the handling of hazardous substances, dangerous, complex equipment and/or machines. Such training has to be repeated for new or reassigned group members/workers.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.B.2	The certificate holder keeps up to date training records. These records indicate the date and type and subject of training.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.B.3	The certificate holder makes sure that there is always at least 1 person trained in First Aid available to group members/workers at a central location when production, processing or maintenance activities are carried out.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.C Worker health and safety facilities and accident procedures						
<p>It is the responsibility of the certificate holder to ensure that the workers understand and follow the procedures for safe and healthy working conditions, and that have the best possible access to basic emergency medical treatment.</p>						
10.C.1	The certificate holder makes First Aid boxes (with materials before expiry date) available and accessible at all central and processing locations.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.C.2	The certificate holder has a clearly written accident and emergency procedure describing: <ul style="list-style-type: none"> - farm's map reference or farm address; - who the contact persons are; - how to act in these situations - the location of communication means - an up-to-date list of emergency phone numbers 	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.C.3	The certificate holder pays attention in the accident and emergency procedure to the issue of HIV/AIDS prevention.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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10.C.4	The certificate holder makes sure that the permanent workers and supervisors of seasonal workers understand the accident and emergency procedure conforming to 10.C.2. The certificate holder clearly and visually displays the accident and emergency procedure at all the central and processing locations.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.C.5	The certificate holder indicates all potential hazards on central and processing locations with clear and permanent warning signs and symbols.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.C.6	Special provisions are to be taken for workers with a disability to ensure their health and safety in the workplace.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.D Crop protection product handling, clothing & equipment						
10.D.1	All group members/workers that apply hazardous crop protection products wear suitable protective clothing and equipment that is in good state of repair. For home made and/or traditional products this is done whenever they pose a health risk.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.D.2	The certificate holder ensures and is able to demonstrate that all group members/workers involved properly use the protective clothing and equipment when handling or applying crop protection products.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.D.3	Protective clothing and equipment are stored separately from crop protection products and in a well-ventilated area.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.D.4	Protective clothing is regularly cleaned. If damaged beyond repair, it is disposed of. Single-use items have to be disposed after one use.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.D.5	The certificate holder has all group members/workers who frequently apply hazardous crop protection products checked for their health annually.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.D.6	Pregnant and breastfeeding women and persons under 18 years do not handle or apply crop protection products.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.E Hygiene and housekeeping						
10.E.1	The certificate holder instructs all group members/workers on basic hygiene. The hygiene instructions are visibly displayed: provided by way of clear signs (pictures) or in the predominant language(s) of the workforce.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.E.2	The certificate holder provides all the group members/workers access to hand washing facilities /equipment and toilets facilities in the vicinity of living and eating sites and where necessary at the work sites.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.E.3	The certificate holder implements adequate pest control measures to prevent pests from coming into communal eating and living sites, as well as all production and processing locations. Traps are identified with records.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.E.4	The certificate holder ensures that the production, processing locations as well as communal eating and living sites, are free of litter and waste. The certificate holder provides designated areas to dispose/store all types of litter and waste, identifying and separating different types of litter and waste.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
10.F Worker's rights						
The certificate holder complies with several conventions established by the International Labor Organization ILO.						
10.F.1	The certificate holder has records with a clear overview of the workers (including seasonal workers and subcontractors). For permanent workers, the minimum records the overview contains are full names (gender), date of birth or age, date of entry, the period of employment. For seasonal workers, the minimum records the overview contains are number of seasonal workers, date of birth or age, wages and payment.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freedom of association and the right to collective bargaining						
10.F.2	All workers have the right to establish and/or join an organization of their choice. The certificate holder and the group members do not in any way block effective functioning of such organizations. Representatives are not subject to discrimination and have access to their members in the workplace. (Ref. ILO Convention 87 on Freedom of Association)	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.F.3	All workers have the right to perform collective bargaining. (Ref. ILO Convention 98 on Right to Organize and Collective Bargaining)	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forced labor						
10.F.4	The certificate holder and members do not use forced, bonded or involuntary labor. The certificate holder and members do not require workers to leave deposits or their identity papers with them or retain any part of the workers salary, benefits or property to force workers to remain on the farm. Workers are free to leave the employer after reasonable notice. Spouses and children of contracted workers are not obliged to work on the farm. (Ref. ILO Convention 29 on Forced Labor and 105 on Abolition of Forced Labor)	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child labor						
10.F.5	Children or minors (below 18) do not conduct hazardous work or any work that jeopardizes their physical, mental or moral well being. They do not work in dangerous locations, in unhealthy situations, at night, or with dangerous substances or equipment, nor do they carry heavy loads. They are not exposed to any form of abuse and there is no evidence of trafficked, bonded or forced labor.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.F.6	Children under 15 years are not employed as permanent and seasonal workers. If local legislation has established a higher minimum age, this higher age applies. (Ref. ILO Convention 138 on Minimum Age and 182 on Child Labor)	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discrimination						
10.F.7	The certificate holder / members do not engage in discrimination in hiring, remuneration, access to training, promotion, termination and benefits on the basis of gender, race, caste, ethnicity, color, sexual orientation, union membership, marital status, national origin, disability, religion or political opinion. (Ref. ILO Convention 111 on Discrimination)	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working hours						
10.F.8	The maximum number of weekly normal working hours is 48 or less if so determined by national or local legislation or a collective bargaining agreement. The certificate holder records the working hours per worker. (Ref. ILO Convention 1 on Hours of Work)	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
10.F.9	Overtime work is: - at all times voluntary and - paid according to legal or sector standards and - does not exceed 12 hours per week and - is not demanded at a regular basis. Workers are entitled to at least one day off in every seven-day period.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.F.10	No worker works for more than five hours before having a break for at least half an hour. In addition, a woman resuming her work after child birth is entitled to two breaks daily, for an agreed period of time according to legal or sector standards.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.F.11	When overtime is required, workers are notified timely. Workers working overtime have access to safe transportation home following overtime shifts.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages and contracts						
10.F.12	Workers (permanent and seasonal) are paid gross wages that comply with national legislation and sector agreements, whichever is higher. Deductions from wages for disciplinary purposes are not made.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.F.13	Equal work is remunerated with equal pay. (Ref. ILO convention 100 on Equal Remuneration).	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.F.14	Wages (incl. from overtime) are recorded and clear to workers and paid in a manner convenient to them. Additionally, for permanent workers there are employment agreements/contracts providing comprehensive information about their employment conditions, including a detailed composition of wages and benefits.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maternity and child care provisions						
10.F.15	Workers receive all maternity entitlements and protection in line with national law and practice. Maternity leave does not result in any discrimination, loss of seniority or deductions of wages.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Respectful treatment of workers						
10.F.16	The certificate holder and the staff do not engage in the use of corporal punishment, mental or physical oppression and coercion, verbal or physical abuse, sexual harassment or any other kind of intimidation at the workplace.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.F.17	The certificate holder stimulates the equal participation of disadvantaged/ minority groups within the company, particularly with respect to recruitment, staff and a committee membership.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.F.18	The certificate holder allows on-site living families to freely perform cultural expressions like wearing typical clothing, music, language, typical food and handicrafts.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.F.19	The certificate holder needs to clearly identify, delineate and preserve areas of social, cultural or religious significance on his/her farm.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.G Employment of workers						
Housing						
10.G.1	For all workers that live on the production or processing site, the certificate holder provides clean and safe living quarters (which can be locked). Special attention is paid to hygienic sanitation and safe drinking water.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.G.2	The certificate holder provides living quarters with divisions between families and, if possible, with access to electricity.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Education						
10.G.3	The certificate holder stimulates primary education of on-site living children of workers who have the age to go to primary school. The methods, such as awareness raising meetings, with their parents are documented.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.G.4	If transport to school is not provided by the government or the parents, the certificate holder facilitates safe transport to school for on site living children of workers if the school is too far away to walk, or provide recognized education of the same level.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.G.5	If the certificate holder provides on-site schooling, it is in a safe and suitable building, with qualified teachers. Attendance of children is recorded.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.G.6	The certificate holder stimulates ongoing training and education of on site living workers and their families, motivating students who graduate from primary school to keep on studying and motivating alphabetization of workers.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Assistance						
10.G.7	The certificate holder provides access to emergency health care and regular primary health care to all workers and their families, including maternal health care. (Ref. ILO Convention 184 on Safety and Health in Agriculture)	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10.G.8	The certificate holder stimulates educational programs of hygiene, nutrition and other issues that improve the general health of on-site living workers and their families.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.G.9	The certificate holder informs all workers/group members on issues related to HIV/AIDS and on HIV/AIDS prevention.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
11. Natural Resources and Biodiversity						
Note that pesticide, fertilizer handling and soil erosion are covered in the previous chapters. Waste and pollution prevention is addressed in other points throughout the Code.						
11.A. Risk-management and conservation						
11.A.1	The certificate holder conducts a risk assessment on environmental impacts. The assessment is regularly reviewed and kept up to date. The assessment can be done regionally and can be conducted by an external party.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.A.2	Based on the risk assessment on environmental impacts (11.A.1), the certificate holder makes and implements an action plan how to address these environmental risks. Implemented actions are documented.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.A.3	The certificate holder has a conservation plan or participates in a regional biodiversity or forest management plan.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.A.4	The producer assesses the possibilities of product diversification as a way of making the coffee production more sustainable. The producer takes into account what the effect is on the quality and quantity of the coffee.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.B Water sources						
11.B.1	The producer protects and conserves all the water streams and sources (incl. ground water) on the farm from contamination and pollution.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.B.2	The producer allows a strip of native vegetation to grow along water streams to control erosion, filter out agrochemicals and protect the wildlife habitat.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.C Forest and biodiversity						
11.C.1	Degradation and/or deforestation of primary forest is prohibited. The producer demonstrates that there has been no degradation and/or deforestation of primary forest in the 24 months prior to the date of first registration with UTZ CERTIFIED.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.C.2	The producer does not plant new coffee on land that is not classified as agricultural land and/or approved for agricultural use.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.C.3	Deforestation of secondary forest is only allowed if complied with all of the following: - legal land title is available - government permits are available (if required) - there is compensation with at least equal ecological value, to be confirmed by an independent expert report.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.C.4	When using wood for drying of coffee, the producer obtains this wood from managed forests or from the pruning of crops or shade trees, and not from native forests, unmanaged community forests, borders of waterways and other sources of water or protected areas.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.C.5	The producer uses shade trees whenever this is compatible with the local coffee production practices and takes into consideration the productivity.	C/P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.C.6	The producer re-forests and stimulates ecological restoration of areas that are not used for agricultural production on the farm as much as possible.	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.C.7	Coffee production does not take place in protected areas. Coffee production does not take place in the immediate vicinity (2km) of these areas if this is not allowed in the official management plan for the area.	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

N°	CONTROL POINT	Level of inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4
11.C.8	If coffee production is in the immediate vicinity (2km) of a protected area or biological corridor, the certification holder is in contact with the park authorities.	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.C.9	The certificate holder has information about the threatened and endangered species, known or likely to be, present in the production area. The producer protects such species and their habitats and restricts hunting, trafficking or commercial collection of such species and habitats.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.D Energy sources and use						
11.D.1	The certification holder records and monitors the use of energy in production and processing.	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11.D.2	The producer demonstrates that measures are taken to use energy more efficiently on the farm.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.D.3	The producer uses renewable energy sources on the farm whenever possible in terms of space and safety and when climate permits to do so.	C/P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.D.4	The producer uses the by-products of coffee growing and processing (pulp, hulls, husk and parchment) as fertilizer, compost, mulch or energy source (for machine drying).	C/P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOTAL MANDATORY CONTROL POINTS CHAPTER 10-11			36	45	52	56
NUMBER OF MANDATORY CONTROL POINTS COMPLIED WITH						
NUMBER OF MANDATORY CONTROL POINTS NOT APPLICABLE						
The sum of complied mandatory control points and not applicable mandatory control points has to equal the total of mandatory control points in this part.						
TOTAL ADDITIONAL CONTROL POINTS			34	25	18	14
ADDITIONAL CONTROL POINTS REQUIRED FOR CERTIFICATION Please check the box for the situation applicable for your certification						
	The certificate holder is an individual farm (employs hired labor)	5	4	3	2	
	The certificate holder is a smallholder group (1) - The group has hired labor either in the central processing or smallholders employ workers	4	3	2	1	
	The certificate holder is a smallholder group (2) - The group has no hired labor besides the ICS staff	1	1	0	0	
NUMBER OF ADDITIONAL CONTROL POINTS COMPLIED WITH						
If an additional control point is not applicable, it can NOT be counted in or deducted from the number of additional control points required for certification.						