

# Check list for the compliance with the Fairtrade Standards for Small Producer Organizations

## *About this document:*

This document is a summary of the Fairtrade Standards for Small Producer Organizations; it must be used in conjunction with Fairtrade Standards for Small Producer Organizations document for training purposes.

The summary makes reference to the two different types of requirements in the Fairtrade Standards:

- Core requirements which reflect Fairtrade principles and must be fully complied with.
- Development requirements which refer to the continuous improvements that certified organizations must make on average against a scoring system defined by the certification body

Producers and traders are in compliance when all core requirements are fulfilled and minimum score on the development requirements is reached as defined by the certification body FLO-CERT. Compliance with development standards is scored by FLO-CERT on a scale of 1 to 5 depending on the level of compliance. To be in compliance with the Fairtrade standards, producer organisations must score an average of 3 among all of the development standards. Scores are outlined clearly in FLO-CERT's Compliance Criteria for the Fairtrade Standards for Small Producer Organizations, located at [http://www.flo-cert.net/flo-cert/fileadmin/user\\_upload/certification/requirements/en/Current\\_CC/PC\\_PublicComplianceCriteriaSPO\\_ED\\_7.1\\_en.pdf](http://www.flo-cert.net/flo-cert/fileadmin/user_upload/certification/requirements/en/Current_CC/PC_PublicComplianceCriteriaSPO_ED_7.1_en.pdf)

Furthermore, some core requirements are defined as Major. This means that either one part, or the entire standard, is considered to be a major standard (please consult with FLO-CERT [compliance criteria](#) to identify what is classified as a major). Non-compliance with one of these majors may lead to suspension.

## 1. General Requirements

Year 0 | Core |

These actions must be followed by the organization before sending an initial application to FLO-CERT.

Ref	Description of the standard
1.1.1	<b>M</b> You must accept audits of your premises and subcontracted premises and provide information at the certification body's request.
1.1.2	You must appoint a contact person for all certification matters.
1.2.1	<b>M</b> You are a small producer organization and at least half of your members must be small producers (Farm work is mostly done by members and their families)
1.2.2	At least half of the volume of a Fairtrade product that you sell as Fairtrade per year must be produced by small producers.

## 2. Trade

Year 0 | Core |

These actions must be followed by the organization before sending an initial application to FLO-CERT.

Ref	Description of the standard
2.1.1	<b>M</b> You can only sell as Fairtrade those products which were sourced from your members. For Fairtrade sales you must separate the products that were produced by members from the products from non-members, at all stages, until the product is sold.
2.1.2	You must write down the product flow from members to the first buyer.
2.1.3	You must keep records of products sourced from members.
2.1.4	When you sell a Fairtrade product you must identify clearly in the related documents (e.g., invoices, delivery notes) that this product is Fairtrade.
2.1.5	You must keep records of all your Fairtrade sales.
2.1.6	If you process Fairtrade products you must keep records that specify the amount of product before and after processing.
2.1.7	When you sell a Fairtrade product you must mark the product clearly so that it can be identified as Fairtrade.
2.1.8	<b>M</b> If you produce and process cocoa, cane sugar, juice or tea and you sell to operators without physical traceability, you do not need to physically separate at the processing stage the product that was produced by members from the product that was produced by non-members. You must fulfill the Fairtrade Group Mass Balance rules, included in the Fairtrade standards. If you want to sell cocoa, cane sugar, juice and tea to operators that have physical

	traceability in place then you must physically separate the product during processing.
2.2.1	When you become certified you can sell the product that you have in stock as Fairtrade, but you must not sell the product that was produced more than one year before initial certification as Fairtrade.
2.3.1	<b>M</b> If you or your buyer is suspended, you must not sign new Fairtrade contracts. You must fulfill, but not exceed, the contracts that you have already signed, for a maximum period of 6 months after suspension.
2.3.2	If you or your first Fairtrade buyer are decertified, you must stop selling any Fairtrade product from the date of decertification even if you have signed Fairtrade contracts still to be fulfilled.
2.3.3	If Fairtrade International publishes new Fairtrade Minimum Prices, you must fulfill all signed contracts at the price agreed in the contract.
2.4.1	If you want to use the FAIRTRADE trademark in your promotional material (such as brochures, websites or wholesale packaging) you must first contact Fairtrade International for approval.

### 3. Production

#### 3.1 Management of Production Practices

Year 0 | Core |

These actions must be followed by the organization before sending an initial application to FLO-CERT.

Ref	Description of the standard
3.1.1	Inform and explain to the members of the organisation the environmental and labour requirements from the Fairtrade Generic Environmental Standards for SPOs, production chapter.

Year 1 | Core |

These actions must be followed by the organization from the first year of certification.

Ref	Description of the standard
3.1.2	Identify which requirements in the Production chapter your members may be at risk of not complying with Fairtrade GES.

Year 3 | Development |

These actions must be followed by the organization from the third year of certification.

Ref	Description of the standard
3.1.3	Identify risks periodically, at a minimum every 3 years.
3.1.4	Procedure to monitor and evaluate the performance of your members in relation to the requirements in the Fairtrade Generic Environmental Standards for SPOs, production chapter.
3.1.5	Conduct training sessions on integrated pest management.

### 3.2 Environmental Protection

Year 0 | Core |

These actions must be followed by the organization before sending an initial application to FLO-CERT.

Ref	Description of the standard
3.2.1	One person must be given responsibility to lead the operational steps required to comply with the requirements in section Environmental Protection from the Fairtrade Generic Environmental Standards for SPOs, production chapter.
3.2.9	Maintain a safe central storage area for pesticides and other hazardous chemicals.
3.2.13	The members of the organization must not reuse pesticide and other hazardous chemical containers to store or transport food or water.
3.2.15	Compile a list of the pesticides that are used on Fairtrade crops and keep it updated, at a minimum every 3 years. Indicate which of those materials, from the list above, are in the Fairtrade International Prohibited Materials List (PML), part 1, Red List and p2, Amber List).
3.2.16	<b>M</b> Do not use any of the materials on the Fairtrade International PML part 1 (Red List) on Fairtrade crops (see Annex 2). Prohibited materials must be clearly marked not for use on Fairtrade crops.
3.2.32	Do not intentionally use genetically engineered seed or planting stock for Fairtrade crop(s). Implement practices to avoid GM contamination in seed stocks.
3.2.33	Avoid negative impacts on protected areas, and in areas with high conservation value within or outside the farm or production areas from the date of application for certification. The areas that are used or converted to production of the Fairtrade crop must comply with national legislation in relation to agricultural land use.

Year 1 | Core |

These actions must be followed by the organization from the first year of certification.

Ref	Description of the standard
3.2.7	Do not apply pesticides and other hazardous chemicals within 10 meters from ongoing human activity (housing, canteens, offices, warehouses or the like).
3.2.8	Do not spray above and around places with ongoing human activity or above and around water sources.
3.2.18	Develop a procedure to ensure that members do not use any materials on their Fairtrade crops that appear on the Fairtrade International PML Part 1 (Red List).
3.2.29	Ensure members keep their farms free of hazardous waste.
3.2.36	Ensure sustainable wild harvesting.

**Year 3 | Core |**

These actions must be followed by the organization from the third year of certification.

Ref	Description of the standard
3.2.4	Provide training to members and workers who handle pesticides and other hazardous chemicals on the risks of handling these materials and on how to handling them properly.
3.2.5	Implement measures to ensure that all people, including members and workers, wear appropriate personal protective equipment (PPE)
3.2.10	Store pesticides and other hazardous chemicals safely, especially so they cannot be reached by children.

**Year 3 | Development |**

These actions must be followed by the organization from the third year of certification.

Ref	Description of the standard
3.2.2	Conduct training sessions on integrated pest management.
3.2.11	Have all pesticides and hazardous chemicals clearly labelled. Conduct training on use of labels.
3.2.14	Triple rinse, puncture and safely store empty containers. All equipment that has been in contact with hazardous materials must be cleaned and stored safely.
3.2.19	Reduce the use of herbicides.
3.2.20	Identify land at risk of soil erosion and land that is already eroded in Fairtrade crops.
3.2.23	Measures to improve soil fertility.

3.2.24	Make a list of sources of water used for irrigating and processing Fairtrade crops.
3.2.26	Provide training to the members of your organization on measures to use water efficiently.
3.2.30	Designate areas for the storage and disposal of hazardous waste.
3.2.31	Raise awareness on re-using organic waste.
3.2.37	No collecting or hunting of rare or endangered species takes place.
3.2.38	Alien invasive species must not be introduced.
3.2.39	Record energy use in central processing facilities, make energy use more efficient and replace by renewable sources.

**Year 6 | Development |**

**These actions must be followed by the organization from the sixth year of certification.**

Ref	Description of the standard
3.2.12	Have equipment to handle accidents and spills in the areas where they prepare or mix pesticides and other hazardous chemicals, so these do not seep into soil or water. Plan spraying in such a way as to have no or very little spray solution left.
3.2.3	Demonstrate that pesticides are applied based on knowledge of pests and diseases.
3.2.21	Provide training on practices that reduce and/or prevent soil erosion where risk of soil erosion or already eroded land has been identified.
3.2.22	Provide training on the appropriate use of fertilizers.
3.2.25	Keep informed about the situation of the water sources.
3.2.27	Handle waste water from central processing, so it does not have a negative impact on water quality, soil fertility or food safety.
3.2.28	Provide training about waste water and the health risks it bears as well as on the prevention of risks and treatment methods of waste water and their implementation.
3.2.35	Maintain buffer zones around bodies of water and watershed recharge areas and between production and areas of high conservation value, either protected or not.
3.2.40	Report on practices to reduce GHG emissions and increase carbon sequestration.

### 3.3 Labour Conditions

Year 0 | Core |

These actions must be followed by the organization before sending an initial application to FLO-CERT.

Ref	Description of the standard
3.3.1	<b>M</b> You and the members of your organization must not discriminate on the basis of race, colour, sex, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, membership of unions or other workers' representative bodies, national extraction or social origin in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement or other activities.
3.3.2	During the recruitment of workers you and the members of your organization must not test for pregnancy, HIV or genetic disorders.
3.3.3	<b>M</b> You and the members of your organization must not engage in, support, or tolerate the use of corporal punishment, or mental or physical coercion or verbal abuse.
3.3.4	<b>M</b> You and the members of your organization must not engage in, support, or tolerate behaviour, including gestures, language, and physical contact, that is sexually intimidating, abusive or exploitative.
3.3.5	<b>M</b> You and the members of your organization must not engage forced labour, including bonded or involuntary prison labour. You must explain to all workers that they are free to leave at any time as long as they follow the due notice period in their contract.
3.3.6	<b>M</b> You and the members of your organization must not make the employment of a worker or an offer of housing conditional on the employment of their spouse. Spouses have the right to work elsewhere.
3.3.7	<b>M</b> You and the members of your organization must not employ children below the age of 15.
3.3.8	Your members' children below 15 years of age are allowed to help your members on their farms under strict conditions
3.3.9	You and the members of your organization must not submit workers less than 18 years of age to any type of work which, by its nature or the circumstances under which it is carried out, is likely to jeopardize their health, safety or morals and their school attendance.
3.3.12	<b>M</b> You and the members of your organization must ensure that all workers are free to join a workers' organization of their own choosing, and that workers are free to participate in group negotiations regarding their working conditions. You must not deny these rights in practice. You must not have opposed these rights in the last two years.
3.3.13	You and the members of your organization must allow trade unions that do not have a base in the organization to meet workers and to share information. You must not interfere in these meetings.
3.3.14	You and the members of your organization must ensure that there is no discrimination against workers and their representatives for organizing, joining (or not) a workers' organization, or for participating in the legal activities of the workers' organization. If a workers' organization representative is dismissed you and the members of your organization must report it immediately to the certification body and explain the reason.
3.3.17	<b>M</b> You and the members of your organization must set salaries for workers according to CBA regulations where they exist or at regional average wages or at official minimum wages.

3.3.18	<b>M</b>	For work based on production, quotas and piecework, during normal working hours, you and the members of your organization must pay the proportionate minimum wage or the relevant industry average, whichever is higher
3.3.19		You and the members of your organization must make payments to workers at regularly scheduled intervals and must document the payments with a pay slip containing all necessary information.
3.3.26	<b>M</b>	You and the members of your organization must make work processes, workplaces, machinery and equipment on your production site safe.
3.3.27	<b>M</b>	Children under the age of 18 years, pregnant or nursing women, mentally handicapped people, people with chronic, hepatic or renal diseases and people with respiratory diseases must not carry out any potentially hazardous work.
3.3.28		You and the members of your organization must ensure alternative work for your employees in the case that a change of work is necessary.
3.3.29		You and the members of your organization must have accessible first aid boxes and equipment and a sufficient number of people trained in first aid in the workplace at all times.
3.3.30		You and the members of your organization must provide clean drinking water and clean toilets with hand washing facilities close by for workers, and clean showers for workers who handle pesticides. These facilities must be separate for women and men and the number of facilities must be in proportion to the number of workers.

**Year 1 | Core |**

These actions must be followed by the organization from the first year of certification.

Ref	Description of the standard
3.3.10	If in the past you or your members have employed children under 15 for any type of work, or children under 18 for dangerous and exploitative work, you must ensure that those children do not enter or are at risk of entering into even worse forms of labour.

**Year 3 | Core |**

These actions must be followed by the organization from the third year of certification.

Ref	Description of the standard
3.3.32	You and the members of your organization must provide training to workers who carry out hazardous work on the risks from this work to their health, and to the environment, and on what to do in case of an accident.
3.3.33	When you carry out hazardous work, you and the members of your organization must display all information, safety instructions, re-entry intervals and hygiene recommendations clearly and visibly in the workplace in the local language(s) and with pictograms.

3.3.34	You and the members of your organization must provide and pay for personal protective equipment for all workers who perform hazardous work. You must make sure that the personal protective equipment is used and that replacement equipment is ordered and distributed when the existing equipment wears out.
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**Year 3 | Development |**

**These actions must be followed by the organization from the third year of certification.**

Ref	Description of the standard
3.3.11	If you have identified child labour as a risk in your organization you and the members of your organization must implement procedures to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.
3.3.15	If there is no union that is recognized and active in your area, you and the members of your organization encourage workers to democratically elect a workers' organization.
3.3.21	You and the members of your organization must have a legally binding written contract of employment for all permanent workers.
3.3.22	You and the members of your organization must provide a copy of the signed contract to the worker.
3.3.23	You and the members of your organization must gradually increase salaries above the regional average and the official minimum wage.
3.3.24	Where possible you and the members of your organization must assign all regular work to permanent workers.
3.3.31	You and the members of your organization must ensure that workers nominate a representative who will raise workers' concerns on health and safety issues with the organization's management.
3.3.35	You and the members of your organization must improve health and safety conditions.

**Year 6 | Development |**

**These actions must be followed by the organization from the sixth year of certification.**

3.3.16	You and the members of your organization must provide training to workers for improving their awareness about workers' rights and duties.
3.3.20	You and the members of your organization must set maternity leave, social security provisions and non-mandatory benefits according to national laws or according to CBA regulations where they exist.
3.3.25	You and the members of your organization must give local, migrant, and seasonal and permanent workers the same benefits and employment conditions for the same work performed.

## 4. Business and Development

Year 0 | Core |

These actions must be followed by the organization before sending an initial application to FLO-CERT.

Ref	Description of the standard
4.2.1	<b>M</b> The structure of your organization must have a General Assembly as the highest decision making body where all major decisions are discussed and taken, an equal voting rights for all members and a Board chosen in free, fair and transparent elections
4.2.2	It needs to be clear who is a member of your organization. Therefore, you must have written rules to determine who can become a member and you must keep a record of your members.
4.2.3	You must follow your own rules and regulations such as a constitution, by-laws and internal policies, including those for election and membership processes.
4.2.4	You must hold a General Assembly at least once a year.
4.2.5	You must inform your members in good time when the General Assembly will take place.
4.2.6	Minutes of the General Assembly must be taken and signed by the president of the Board and at least one other member and must contain a list of participants of the General Assembly.
4.2.7	You must present the annual report, budgets and accounts to the General Assembly for approval.
4.2.8	You must have administration in place with at least one person or committee who is responsible for managing the administration and book keeping.
4.2.9	You must keep records and books that are accessible to all members.
4.2.10	You must have a bank account with more than one signatory, unless it is not possible.
4.3.1	<b>M</b> You must not discriminate against members or restrict new membership on the basis of race, colour, sex, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, language, property, nationality, ethnicity or social origin. You must not discriminate regarding participation, voting rights, the right to be elected, access to markets, or access to training, technical support or any other benefit of membership.
4.3.2	Your rules that determine who can become a member must not be discriminatory.

Year 1 | Core |

These actions must be followed by the organization from the first year of certification.

Ref	Description of the standard
4.1.1	You must plan and document at least one activity with the intention to promote the progress of your business, organization, members, workers, community and/or environment. The plan is called the Fairtrade Development Plan.

4.1.2	You must include all the activities that you plan to fund with the Fairtrade Premium in the Fairtrade Development Plan before you implement the activities.
4.1.3	<b>M</b> Before you implement the Fairtrade Development Plan, you must present it to the General Assembly for approval. You must document the decisions.
4.1.4	You must have an accounting system that accurately tracks the Fairtrade Development Plan expenses, and in particular identifies the Fairtrade Premium transparently. You must be able to prove that the Fairtrade Premium is used in line with applicable rules.
4.1.5	When you complete your planned activities you must update the Fairtrade Development Plan by planning at least one additional activity to be approved by the General Assembly of members.

**Year 3 | Core |**

These actions must be followed by the organization from the third year of certification.

Ref	Description of the standard
4.1.6	You must report the results of the Fairtrade Development Plan to the General Assembly every year and document this presentation.

**Year 3 | Development |**

These actions must be followed by the organization from the third year of certification.

Ref	Description of the standard
4.1.7	Workers must also benefit from at least one activity in your Fairtrade Development Plan.
4.1.8	If there are workers' representatives in your organization, you must invite them to the General Assembly to observe and participate in the discussion of the topics that relate to them.
4.2.11	You must provide training to your members on internal mechanisms to facilitate their control over your administration.
4.3.3	You must identify disadvantaged/minority groups within your organization according to, for example, gender, age, and income or land area.

**Year 6 | Development |**

These actions must be followed by the organization from the sixth year of certification.

Ref	Description of the standard
4.1.9	You must have an activity in your Fairtrade Development Plan to maintain or improve sustainable production practises within your eco-system.
4.1.10	You must design and start implementing a process that collects and analyzes the development needs in your organization.
4.3.4	You must have programmes in place related to the disadvantaged/minority groups that you have identified, to improve their social and economic position in your organization.