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Documents required for audit

Group administrator

- Management Capacity Assessment Tool (Criterion 1.1.1)
- Evidence of compliance with applicable legislation and collective bargaining agreements (CCT) within the scope of the Rainforest Alliance Sustainable Agriculture Standard (Criterion 1.1.2)
- mechanisms to ensure that service providers meet the applicable requirements of the Rainforest Alliance Sustainable Agriculture Standard (Criterion 1.2.2)
- List of subcontractors, suppliers and intermediaries and confirmation of compliance (Criterion 1.2.3)
- Updated record of group members (Criterion 1.2.4)
- Updated list of permanent and temporary workers (Criterion 1.2.5)
- Agreement signed between the group and each member of the group, which specifies the rights and obligations (1.2.8)
- Updated map of the farm (large farms) or the farm area (group of small farms) (1.2.10)
- Geolocation data (1.2.12)
- Risk assessment tool (1.3.1)
- Management plan that includes goals and actions (1.3.2)
- Internal inspection of group members (farms), sites and / or other stakeholders in scope (1.4.1)
- Management self-assessment to determine its own compliance (1.4.2)
- System of approval and sanction for group members (1.4.3)
- Grievance mechanism (1.5.1)
- Written declaration on commitment to gender equality (1.6.1)
- Calculation of total certified production and of each member of the group (2.1.1)
- Total certified harvested production (2.1.2)
- Balance between products bought, produced, sold and in stock (2.1.2)
- Map of the product flow to the final location of the scope of certification (2.1.4)
- Purchase and sales documents linked to the physical deliveries of certified products (2.1.5)
- Methodology for calculating conversion factors (2.1.9)
- Documentary evidence of calibration of the equipment used to measure weight or volume (2.1.10)
- Procedure to verify traceability platform transactions (product buyers) (2.2.2)
- Approval of conformity of use of registered trademarks placed on and outside the product (2.2.4)
- Transfer of the total amount of the Sustainability Differential in cash or other monetary payment, to the members of the group (3.2.1)
- Evidence of investment of the Sustainability Differential according to the approved categories: wages, working conditions, health and safety, housing (3.2.2)

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- Documentation of investments necessary to improve sustainability, using the template for the Sustainability Investments plan (3.3.1)
- Soil evaluation for a representative sample of the areas (4.4.1)
- Periodic soil analysis and / or (visual) analysis of the leaves (4.4.3)
- Integrated Pest Management Plan (4.5.1)
- Pest monitoring records (4.5.2)
- Integrated pest management training for workers and producers (4.5.4)
- Training of personnel who handle agrochemicals (4.6.3)
- Information sheets on the safety of products used (4.6.5)
- kml or kmz records of aerial fumigation (4.6.7)
- Records of application of agrochemicals (4.6.8)
- Evidence of return of empty containers (4.6.9)
- Updated inventory of pesticide stocks (4.6.12)
- Composition of the Evaluate and Address committee (5.1.1)
- Evidence of training on issues of child labor, forced labor, discrimination, violence and harassment at work (5.1.1)
- Training on these four issues in management and (group) staff (5.1.1)
- Evidence that management informs workers about the right to freedom of association through a written policy, in a language they understand, prior to the start of their employment (5.2.1)
- Records of the minutes of meetings with workers' organizations (5.2.3)
- Written contract and documented supervisory mechanisms established for labor providers (5.3.9)
- RA Salary Matrix Tool (5.4.1)
- Analysis of risks to occupational health and safety (5.6.1)
- Evidence of personnel trained in first aid (5.6.2)
- Drinking water analysis (5.6.4)
- Training program to instruct group members about treatments to make water drinkable (5.6.5)
- Evidence of training for workers in health issues, policies on medical leave, and the availability of primary, maternal, and reproductive medical services in the community (5.6.8)
- Training in the use of PPE (5.6.9)
- Clear and written procedure to deal with accidents and emergencies (5.6.13)
- Basic training in occupational health, safety and hygiene for workers (5.6.15)
- Medical examinations of personnel who handle agrochemicals (5.6.16)
- Documentation of legal and legitimate right to use the land (5.8.2)
- Plan to conserve natural ecosystems (6.2.1)

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- Legal extraction permits

Large group farm


- established mechanisms to ensure that service providers meet applicable requirements (1.2.2)
- list of current subcontractors, suppliers and intermediaries of certified products (1.2.3)
- updated list of permanent and temporary workers (1.2.5)
- updated map of the farm (1.2.10)
- polygon of the farm and polygon of each farm unit (1.2.13)
- Risk assessment tool (1.3.1)
- Management plan (1.3.2)
- complaints mechanism (1.5.1)
- written statement on gender equality and evidence of communication to workers (1.6.1)
- Calculation of total certified production (2.1.1)
- methodology for estimating returns (2.1.1)
- Stock records of total harvested production (2.1.1)
- Documentation of balance between products bought, produced, sold and in stock (2.1.1)
- Group sales receipts, with the name of the farm, identification, date, type of product and its volume (2.1.8)
- correct methodology for calculating conversion factors (2.1.9)
- Calibration of the equipment to measure weight / volume of the certified product (2.1.10)
- Amount of the Rainforest Alliance Sustainability Differential received (3.2.2)
- Distribution of the Sustainability Differential as% of the total amount received, in the areas: a) salaries; b) working conditions; c) health and safety; d) housing (3.2.2)
- Investments in Sustainability received from the Group Administrator (3.3.1)
- Distribution of Sustainability Investments against predetermined investment categories (3.3.1)
- soil evaluation for a representative sample of the areas (4.4.1)
- measures for soil management (4.4.2)
- periodic soil analysis and / or (visual) analysis of the leaves (4.4.3)
- Integrated pest management (4.5.1)
- monitor pests and their main natural enemies (4.5.2)
- Training in integrated pest management for workers (4.5.4)
- Training of personnel who handle agrochemicals (4.6.3)
- Information sheets on the safety of products used (4.6.5)
- kml or kmz records of aerial fumigation (4.6.7)

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- Records of application of agrochemicals (4.6.8)
- Evidence of return of empty containers (4.6.9)
- Updated inventory of pesticide stocks (4.6.12)
- Evidence of training on issues of child labor, forced labor, discrimination, violence and harassment at work (5.1.1)
- Training on these four issues in management and personnel (5.1.1)
- Evidence that the group member has been informed in writing that child labor, forced labor, discrimination, violence and harassment at work are not tolerated (5.1.1)
- Evidence that management informs workers about the right to freedom of association through a written policy, in a language they understand, prior to the start of their employment (5.2.1)
- Records of the minutes of meetings with workers' organizations (5.2.3)
- Written contract and documented supervisory mechanisms established for labor providers (5.3.9)
- RA Salary Matrix Tool (5.4.1)
- Analysis of risks to occupational health and safety (5.6.1)
- Evidence of personnel trained in first aid (5.6.2)
- Drinking water analysis (5.6.4)
- Evidence of training for workers in health issues, policies on medical leave, and the availability of primary, maternal, and reproductive medical services in the community (5.6.8)
- Training in the use of PPE (5.6.9)
- Clear and written procedure to deal with accidents and emergencies (5.6.13)
- Basic training in occupational health, safety and hygiene for workers (5.6.15)
- Medical examinations of personnel who handle agrochemicals (5.6.16)
- Documentation of legal and legitimate right to use the land (5.8.2)
- Plan to conserve natural ecosystems (6.2.1)
- Legal permits for the extraction of surface or underground water for agricultural, domestic or processing use (6.5.1)
- Documentation of residual water tests at all discharge points during the representative period (s) of operation (6.6.1)
- Documentation on measures to increase energy efficiency (6.8.1)

Small group farms (some of the documents listed below may be managed by the Group Administrator) Lista actualizada de trabajadores permanentes y temporales (Criterio 1.2.5)


- farm sketch (1.2.11)
- AG sales receipts (2.1.8)
- Pest monitoring records (4.5.2)
- Training of personnel who handle agrochemicals (4.6.3)
- Information sheets on the safety of products used (4.6.5)
- Records of application of agrochemicals (4.6.8)
- Evidence of return of empty containers (4.6.9)

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- Evidence that the group member has been informed in writing that child labor, forced labor, discrimination, violence and harassment at work are not tolerated (5.1.1)
- Evidence of personnel trained in first aid (5.6.2)
- Training in the use of PPE (5.6.9)
- Documentation of legal and legitimate right to use the land (5.8.2)
- Legal permits for the extraction of surface or underground water for agricultural, domestic or processing use (6.5.1)

Individual farms

- established mechanisms to ensure that service providers meet applicable requirements (1.2.2)
- list of current subcontractors, suppliers and intermediaries of certified products (1.2.3)
- updated list of permanent and temporary workers (1.2.5)
- updated map of the farm (1.2.10)
- polygon of the farm and polygon of each farm unit (1.2.13)
- Risk assessment tool (1.3.1)
- Management plan (1.3.2)
- Management self-assessment to determine its own compliance (1.4.2)
- complaints mechanism (1.5.1)
- written statement on gender equality and evidence of communication to workers (1.6.1)
- Calculation of total certified production (2.1.1)
- methodology for estimating returns (2.1.1)
- Stock records of total harvested production (2.1.1)
- Documentation of balance between products bought, produced, sold and in stock (2.1.1)
- Map of the product flow to the final location of the scope of certification (2.1.4)
- Purchase and sales documents linked to the physical deliveries of certified products (2.1.5)
- Group sales receipts, with the name of the farm, identification, date, type of product and its volume (2.1.8)
- correct methodology for calculating conversion factors (2.1.9)
- Calibration of the equipment to measure weight / volume of the certified product (2.1.10)
- Procedure to verify traceability platform transactions (product buyers) (2.2.2)
- Approval of conformity of use of registered trademarks placed on and outside the product (2.2.4)
- Amount of the Rainforest Alliance Sustainability Differential received (3.2.2)
- Distribution of the Sustainability Differential as% of the total amount received, in the areas: a) salaries; b) working conditions; c) health and safety; d) housing (3.2.2)
- Investments in Sustainability received from the Group Administrator (3.3.1)

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- Distribution of Sustainability Investments against predetermined investment categories (3.3.1)
- soil evaluation for a representative sample of the areas (4.4.1)
- measures for soil management (4.4.2)
- periodic soil analysis and / or (visual) analysis of the leaves (4.4.3)
- Integrated pest management (4.5.1)
- monitor pests and their main natural enemies (4.5.2)
- Training in integrated pest management for workers (4.5.4)
- Training of personnel who handle agrochemicals (4.6.3)
- Information sheets on the safety of products used (4.6.5)
- kml or kmz records of aerial fumigation (4.6.7)
- Records of application of agrochemicals (4.6.8)
- Evidence of return of empty containers (4.6.9)
- Updated inventory of pesticide stocks (4.6.12)
- Evidence of training on issues of child labor, forced labor, discrimination, violence and harassment at work (5.1.1)
- Training on these four issues in management and personnel (5.1.1)
- Evidence that the group member has been informed in writing that child labor, forced labor, discrimination, violence and harassment at work are not tolerated (5.1.1)
- Evidence that management informs workers about the right to freedom of association through a written policy, in a language they understand, prior to the start of their employment (5.2.1)
- Records of the minutes of meetings with workers' organizations (5.2.3)
- Written contract and documented supervisory mechanisms established for labor providers (5.3.9)
- RA Salary Matrix Tool (5.4.1)
- Analysis of risks to occupational health and safety (5.6.1)
- Evidence of personnel trained in first aid (5.6.2)
- Drinking water analysis (5.6.4)
- Evidence of training for workers in health issues, policies on medical leave, and the availability of primary, maternal, and reproductive medical services in the community (5.6.8)
- Training in the use of PPE (5.6.9)
- Clear and written procedure to deal with accidents and emergencies (5.6.13)
- Basic training in occupational health, safety and hygiene for workers (5.6.15)
- Medical examinations of personnel who handle agrochemicals (5.6.16)
- Documentation of legal and legitimate right to use the land (5.8.2)
- Plan to conserve natural ecosystems (6.2.1)

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- Legal permits for the extraction of surface or underground water for agricultural, domestic or processing use (6.5.1)
- Documentation of residual water tests at all discharge points during the representative period (s) of operation (6.6.1)
- Documentation on measures to increase energy efficiency (6.8.1)

Supply Chain

- management plan (1.1.3)
- documented procedures include control of certified products for all applicable processes (1.1.3)
- policies to ensure responsible business conduct within its own operations, supply chain and other business relationships (1.1.4)
- code of conduct for suppliers (1.1.4)
- list of current subcontractors, suppliers and intermediaries of certified products (1.2.3)
- updated list of permanent and temporary workers (1.2.5)
- Available list of workers trained to implement the supply chain management plan (1.2.16)
- list of sites (Multi-site) (1.2.17)
- Annual inspection of each (processing) site and any other actor (including subcontractors, intermediaries, service providers) within the scope of certification (1.4.1)
- Management self-assessment (1.4.2)
- system of approval and sanction in relation to the compliance of the sites (1.4.3)
- complaints mechanism (1.5.1)
- Written declaration on commitment to gender equality (1.6.1)
- map of the product flow to the final location of the scope of certification (2.1.4)
- methodology for calculating conversion factors (2.1.9)
- Documentary evidence of calibration of the equipment used to measure weight or volume (2.1.10)
- summary of the volume of the certified product for the previous 12 months (volumes acquired, in stock, processed, left, lost and sold) (2.1.11)
- Procedure to verify transactions of the traceability platform (2.2.2)
- Approval of conformity of use of registered trademarks placed on and outside the product (2.2.4)
- Evidence of payment of the Sustainability Differential (3.2.3)
- contractual agreements that specify the amount and other terms related to the payment of the Sustainability Differential (3.2.4)
- Evidence of payment of the full amount of the Investment in Sustainability (3.3.4)
- Copy of the farm certificate holder's plan for salary improvement (3.4.1)
- Written evidence of commitment to the farm certificate holder, regarding the modalities, objectives and deadlines to contribute to the implementation of the farm's salary improvement plan (3.4.2)
- Composition of the Evaluate and Address committee (5.1.1)
- Evidence of training on issues of child labor, forced labor, discrimination, violence and harassment at work (5.1.1)
- Evidence that management informs workers about the right to freedom of association through a written policy, in a language they understand, prior to the start of their employment (5.2.1)
- written policy on freedom of association and collective bargaining (5.2.1)
- Records of the minutes of meetings with workers' organizations (5.2.3)
- Written contract and documented supervisory mechanisms established for labor providers (5.3.9)
- Analysis of risks to occupational health and safety (5.6.1)
- Evidence of personnel trained in first aid (5.6.2)
- Drinking water analysis (5.6.4)
- Evidence of training for workers in health issues, policies on medical leave, and the availability of primary, maternal, and reproductive medical services in the community (5.6.8)
- Clear and written procedure to deal with accidents and emergencies (5.6.13)
- Basic training in occupational health, safety and hygiene for workers (5.6.15)
- Medical examinations of personnel who handle agrochemicals (5.6.16)

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- Documentation of residual water tests at all discharge points during the representative period (s) of operation (6.6.1)