

CLEAN & FAIR



Handbook

Version 01
2016



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Handbook
VERSION 1
2016



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INTRODUCTION TO CLEAN & FAIR



Clean & Fair was born to help create a future where 100% clean and fairly traded foods are available to consumers at an affordable price, while supporting the producers and communities develop a sustainable and fair business.

Clean & Fair is a new certification that monitors the life of foods from soil to the shelf so consumers can trust the products they buy while supporting a better world. Clean & Fair works with guidelines similar to those other organic/fair trade certification programs, to ensure that the standards for what is clean and fair are met. However, at the supply chain level the model is completely different from any other current certification, aiming at moving the financial responsibility of

paying for a certification program away from the producers.

The Clean & Fair model is as an alternative to expensive certification standards; it simplifies and lowers the costs to implement standards and allows traditional good farming practices in order to participate in international trading. The Clean & Fair model is designed to ensure that the products' sustainable sources are certified, providing transparency to the entire supply chain. This would bring credibility to sellers and buyers, allowing all parties to negotiate fair prices for sustainable goods. This virtuous circle will promote sustainability, efficiency, lower costs, and provide access to new opportunities for all.





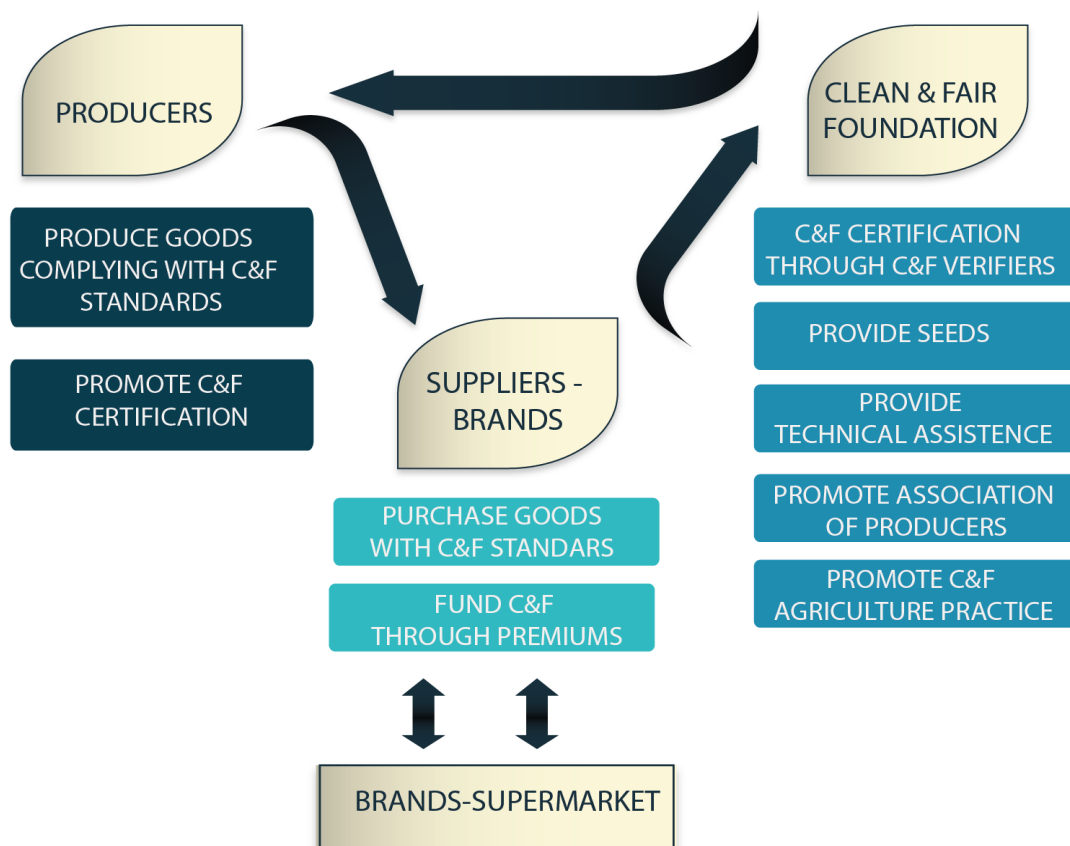
HOW DOES IT WORK?

Brands work directly with a farming or supply group; in the Clean & Fair model responsibility lies with the brand and not with the producers who supply them.

Clean & Fair's premiums are collected

from the sale of goods, just like under other fair trade programs. These are then allocated and distributed in a manner that both helps communities and fosters the growth of sustainable farming practices.

Fig 1:
Clean & Fair Governance System





CLEAN & FAIR

PROCEDURE FOR ASSESSMENT OF ENTRY

DEFINITIONS



Application Form:

Form used to compile information on the organization seeking to obtain Clean & Fair certification.

Initial Diagnosis:

Initial diagnosis made by a Clean & Fair auditor to determine the producer or farm's basis to enter the Clean & Fair certification, in conformity with Clean & Fair standards.

Diagnosis Report Or Follow-Up Audit:

Report prepared by the assigned auditor and provided to Clean & Fair Foundation. A copy is provided to the producer upon completion of the audit. The audit report provides details of the audit findings and identifies areas of non-compliance.

Areas of Non-Compliance:

Audit finding(s) indicating that the client does not comply with one or more of the requirements of the criteria for compliance with Clean & Fair standards.

Certification Decision:

Process of determining whether the producer complies with Clean & Fair standards. This decision is made by a member of Clean & Fair Foundation, based on a review of the Initial Diagnosis report and Follow-up Audits, as well as evidence submitted.

Unexpected Audit:

Audit without prior notice to the client, except when notice is required to obtain access to certified facilities. In such cases, notice shall not exceed 24 hours.

Follow-Up Audit:

Audit performed after the initial assessment to verify progress and the compliance of those areas that did not meet the requirements (areas of non-compliance).

Annual Audit:

Audit performed by a Clean & Fair auditor to ensure compliance with the Clean & Fair standards and compliance criteria. Performed annually for 100% of the certified producers.

ACTORS IN THE CERTIFICATION PROCESS



Producers or Farms:

Person(s) in charge of the production cycle, who cultivate the land and sell their products without processing.

Producer Organizations:

Groups of organized producers.

Processors:

Companies that provide the service of product selection and packaging as final added value.

Clean & Fair Foundation:

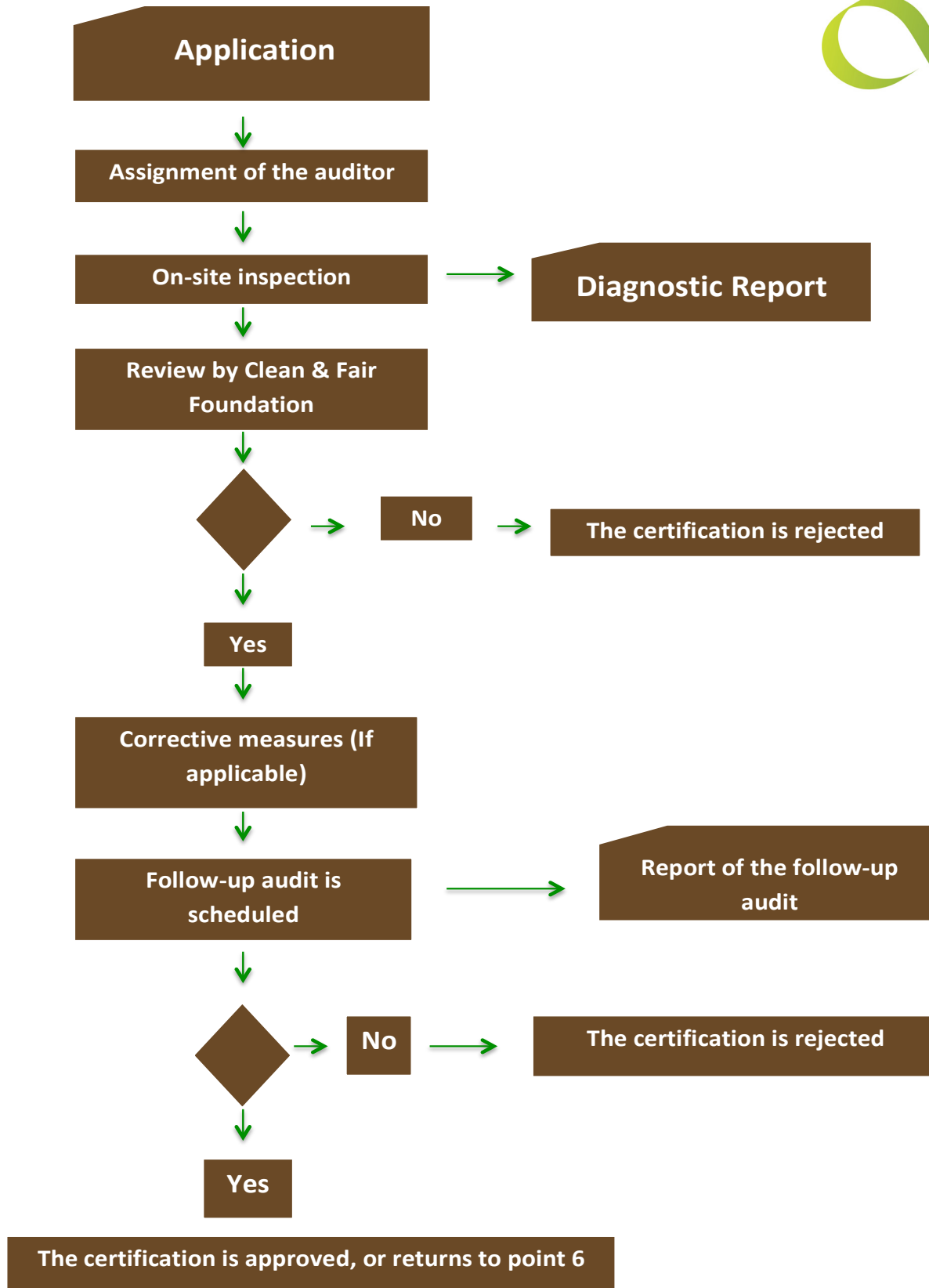
Organization that establishes the Clean & Fair standards and verifies the producers' compliance with the requirements of such standards.

Auditor: Person in charge of verifying compliance and adaptation of the production standards at the farms

CLEAN & FAIR CERTIFICATION PROCEDURE



1. The application for Clean & Fair certification is received, duly filled out. It can be submitted by email. Confirmation of receipt will be sent as soon as possible. Requests for additional information or confirmation of approval of the application will be sent within a maximum of 15 calendar days.
2. Clean & Fair Foundation will assign an auditor to continue with the Initial Diagnosis.
3. Once the auditor has been assigned, an on-site inspection is scheduled and performed.
4. The auditor presents a diagnostic report within five business days to Clean & Fair Foundation, providing details of the areas identified during the visit that did not meet the requirements.
5. The report is reviewed by Clean & Fair Foundation, which communicates the findings to the producer so that it can implement corrective measures. If the areas of non-compliance are major areas and cannot be corrected, the Foundation may reject the certification at this point.
6. Once the corrective measures proposed by the producer are received and accepted by the Foundation, they are verified through a follow-up audit or review of documentation.
7. A follow-up audit is scheduled and performed, if necessary.
8. The follow-up report is prepared.
9. Clean & Fair foundation accepts or rejects the certification



REJECTION OF THE CERTIFICATION



Clean & Fair may deny the certification in the following circumstances:

The available information is not sufficient to ensure compliance with the standards.

The initial diagnosis determines that there are major points of non-compliance (e.g. there is exploitation of labor, forced labor, etc.).

Once Clean & Fair Foundation determines that the certification is rejected, the applicant will be sent a formal letter communicating the findings and the rejection of the certification, as well as a request for corrective measures, and a follow-up audit will be suggested. In all cases that result in a rejection of certification, the client may voluntarily decide to resubmit a request to participate in the program and begin the certification process again.

SUSPENSION OF THE CERTIFICATION



The Clean & Fair Foundation may suspend the certification for the following reasons:

- Non-compliance with major or minor criteria required by the Clean & Fair standards
- Areas of non-compliance are not resolved within the established framework
- Formal complaint by a third party (e.g. employee, workers' organization, producers' organization, or union)

of a failure to comply with one or more criteria of the Clean & Fair Certification Manual

- Failure to comply with contractual obligations
- Failure to comply with other criteria established by the Clean & Fair Foundation, previously communicated to the producer.

REVOCATION OF THE CERTIFICATION



A client's certification can be revoked in situations where the issues that caused the suspension have not been addressed in a satisfactory manner within the specified

time period. Once the certification is revoked, the company cannot sell or sign contracts for Clean & Fair products.

APPEALS



Any producer or company can file an appeal or formal complaint before Clean & Fair Foundation when it believes that its rights have not been respected, due to:

- Refusal to accept an application
- Refusal to perform the audits
- Rejection, suspension, or revocation of the certification
- Any other attitude considere discriminatory.

RIGHTS AND RESPONSIBILITIES



Producers have the right to clear policies and procedures that do not lead to discrimination. Access is not conditional to the size of the client's operations. The requirements of the standards according to which

the client evaluation is performed are those described in the applicable document on compliance criteria. The auditors are unbiased and base themselves on the Clean & Fair standards.

CERTIFICATION CYCLES



CERTIFICATION COSTS



Clean & Fair certification has no cost to the producer. The Clean & Fair Foundation

covers the operating costs of the Clean & Fair certification.





CLEAN & FAIR

THE HANDBOOK

DEFINITIONS



Producers:

Persons who cultivate the land and sell their products without processing.

Farms:

Places where the product is grown.

Plots:

Small sections or parts of farms where the product comes from.

Operators or Processors:

An organization of producers or private companies who receive the product and

perform some type of selection, cleaning, packing and logistics operations.

Production Batches:

Specific product packaged or processed the same day, with the same characteristics, to be sent to the client.

Client:

Person or company that receives the product at a destination port, who is in charge of the import logistics to their country.

Supermarket: Store where the product is so

REFERENCES



These criteria apply in varying degrees to the producers - operators – clients, who must ensure their compliance.

Such criteria are based on Clean & Fair's definition of concepts and internationally recognized social and environmental criteria.

WHY CLEAN?

Clean as in:
Products free of pesticides and other

harmful chemicals.

WHY FAIR?

Fair as in:
Fair price to the producers; fair trading practices; fair prices to consumers.

Fair to the environment and to communities by investing in the promotion of sustainable agricultural practices.



IMPLEMENTATION OF CRITERIA



These criteria apply in varying degrees to the producers - operators - customers who must ensure their compliance. The criteria are divided into specific points.

1. PRODUCTION CRITERIA:

These criteria are based on concepts 1 and 3.

- 1.1. Soil management
- 1.2. Water management
- 1.3. Agronomic management
 - 1.3.1. Seedbeds
 - 1.3.2. GMOs
 - 1.3.3. Prohibited products and use of agrochemicals: insecticides, herbicides, nematocides, etc.

2. MARKETING CRITERIA:

These criteria are based on concept 2.

- 2.1. Traceability
- 2.2. Contracts

3. SOCIO-ENVIRONMENTAL CRITERIA:

These criteria are based on concepts 1 and 3.

- 3.1. Biodiversity
- 3.2. Working conditions

4. CRITERIA FOR FINAL PROCESSING

5. CRITERIA FOR DRYING PROCESS

6. CRITERIA FOR USE OF THE CLEAN & FAIR SEAL

- 6.1. Labelling
- 6.2. Use of logos

Compliance with these criteria will be compulsory for all actors in the supply chain. All criteria must have documentary evidence, which shall be available for a period of two years, or depending on the crop cycle.

1. **PRODUCTION CRITERIA**

Goal

Clean & Fair seeks to have standard points of measurement during agricultural production activities in order to obtain food that is free of products that are harmful for health, for the producer and for the environment in general.

Scope

These criteria are applicable for all farms wishing to market under the Clean & Fair standard. They will be applicable only to units where certified product is produced or processed. If members have different activities that are completely separate, physically and in terms of documentation, and are not related to the Clean & Fair production, these criteria will not be applicable in such cases.

1.1. *Soil management*

One of the most important points within the Clean & Fair concepts is the proper use of the soil to promote increased productivity based on traditional techniques and products that cause minimal impact on the environment.

DESCRIPTION OF CRITERIA	Term for compliance	Required information
1.1.1 The producers will have a history of land use and a technical evaluation for production of the crop.	0 years	- History of land use document available during inspections
1.1.2 The producers will encourage the rotation of crops or vegetation cover.	3 years	- Field verification
1.1.3 The producers will encourage the use of organic compost, incorporation of organic matter and use of bio-fertilizers in order to provide balance to the soil in a more sustainable manner.	1 year	- Product preparation and date of application records
1.1.4 The soil will be prepared in a way that takes into account techniques that minimize erosion.	0 years	- Field verification
1.1.5 There is a plan to improve the quality of the soil.	3 years	- Plan for improvement of land use

1.1.6 The producers will promote fertilization programs based on the results of prior chemical analyses of soils.	2 years	- Copy of analysis reports
1.1.7 The producers will reforest, to the extent possible, areas with risk of landslides (considering factors such as slope, soil and land subsidence) and those areas will not be used for production.	2 years	- Map of farm and environmental plan
<p>1.2. Water management</p> <p>The protection and preservation of water sources, such as springs, creeks, streams and rivers, is with the goal of offering more opportunities for socioeconomic improvement to communities. No other element is as vital as water; consequently, Clean & Fair includes this criterion due to the responsibility of handing down a better world, with sufficient resources, to future generations.</p>		
1.2.1 The producers have identified existing water sources within their farms.	0 years	- General map of the farm
1.2.2 The producers have taken measures to protect water sources.	2 years	- Plan for the protection of water sources, including activities to be performed and the term
1.2.3 The producers do not apply chemicals at a distance greater than 15 meters or that indicated by national legislation.	0 years	- Field verification
1.2.4 The producers have protection barriers near water sources or areas at risk of contamination.	1 year	- Field verification
1.2.5 The producers ensure that the crops' drainage does not flow into the water sources.	0 years	- Field verification

1.3. Agronomic management

Through the conservation of indigenous techniques and years of production, along with technological improvement, Clean & Fair seeks to empower participating producers. Through economic sustainability, together they can look for a way that causes less impact on human health and on the environment.

The integrated management of pests and monitoring systems are part of this criterion and key to the reduction of pesticides.

1.3.1. Seeds

This criterion applies to all crops certified as Clean & Fair, seeking to improve product quality and yield, allowing for more efficient farming, and consequently with less reliance on agrochemicals.

1.3.1.1 The producers will choose the seed from previously selected production batches, with demonstrated high quality and performance.	1 year	- Seed supply records
1.3.1.2 The producers will promote seedbeds with an adequate agronomic management.	1 year	- Application records for seedbeds
1.3.1.3 The list of prohibited products applies equally to seed production.	0 years	- Field verification

1.3.2. GMO

This criterion applies to all crops certified as Clean & Fair, seeking conservation of native seed varieties, to contribute to the preservation of biodiversity. This is to prevent the alteration of crops through genetic engineering.

1.3.2.1 No producer will use Genetically Modified Organisms (GMOs).	0 years	- Non-GMO declaration
1.3.2.2 The producers will implement controls to prevent GMO contamination in seedbeds.	1 year	- Measures adopted to reduce the risks of pollution; review of documentation

1.3.3. Prohibited products and use of pesticides

Clean & Fair has developed a list of prohibited products, to ensure that the health of workers, producers and final consumers is not at risk and that measures are taken to use permitted products.

1.3.3.1 No producer will use products from the list of prohibited products.	0 years	- Application records and field verification
1.3.3.2 In the event that the producer has other crops for which some of the products on the prohibited list are permitted, it must create a barrier and store them duly identified and separately from the products of regular use. See Annex 1, list of prohibited products.	0 years	- Field verification
1.3.3.3 The producers or workers have training on the use of pesticides.	1 year	- Training records or certificates
1.3.3.4 The producers have a place suitable for the storage of pesticides. These should not represent any risk for children or animals.	1 year	- Field verification
1.3.3.5. The producers will keep pesticides separately and labeled by type and degree of toxicity.	1 year	- Field verification
1.3.3.6 Products must have the original labels and data sheets.	1 year	- Field verification
1.3.3.7 The producers have a record of pesticide applications, including the dosage, crop, recommended amounts by ha and active ingredients, as a minimum.	1 year	- Application records
1.3.3.8 The producers have implemented a continuous pest monitoring system, and base applications according to the results.	1 year	- Pest monitoring records
1.3.3.9 The producers must implement triple washing of containers and their collection for adequate disposal.	1 year	- Records of delivery of empty containers
1.3.3.10 The producer has a specific place to wash clothes used specifically for the application of agrochemicals.	1 year	- Field verification
1.3.3.11 The producers have a place for washing containers and to collect leftover pesticides.	0 years	- Field verification
1.3.3.12 Producers will not reuse agrochemical containers to transport other substances.	0 years	- Field verification

1.3.3.13 The producers or workers use protective gear according to the task to be performed.	0 years	- Protective gear records - Field verification
1.3.3.14 Agrochemical application equipment is kept in good condition, and it is cleaned in the storage area after each application.	0 years	- Field verification
1.3.3.15 Agrochemicals are mixed and the spraying equipment is filled only in the supply storage area.	0 years	- Field verification
1.3.3.16 The plantation and the facilities have signs indicating the safety measures to be followed.	1 year	- Field verification
1.3.3.17 During the harvest the producer must make sure that it minimizes the risk of contamination with any agent.	0 years	- Cleaning of the means of transport ticket
1.3.3.18 The producer ensures hygiene during harvesting.	0 years	- Records of lectures to the workers
1.3.3.19 The producer promotes hygiene practices such as hand washing and washing of the equipment used to transport the product.	1 year	- Record of trainings with producers or workers

2. MARKETING CRITERIA:

Goal

This criterion describes the guidelines to market the product under the Clean & Fair standard. The goal is to ensure that only the product that complies with the proposed standard reaches the final consumer.

Scope

This criterion is applicable to all operators in the supply chain of the Clean & Fair product.

2.1 Traceability

These criteria establish the procedures permitted in each of the stages of production, processing and sale of the product.

2.1.1 Only production batches from farms registered with the certifying entity can be sold under the Clean & Fair label.	1 year	- Verification of traceability
2.1.2 All supply chain operators must ensure the recording of the participating producers, farms, and batches.	1 year	- Producer records (census)
2.1.3 A record must be kept of the purchase of products, indicating the quantity, batch, date of purchase and price received by the producers.	1 year	- Product delivery forms and commercial invoices
2.1.4 The products will be physically separated from products that ARE NOT Clean & Fair.	0 years	- Checking of the processing warehouse
2.1.5 The traceability of the product must be ensured by means of a production flowchart so that the customer can identify the producer, farm and production batch to which it corresponds.	1 year	- Preparation of the supply chain's flow by actor
<p><i>2.2 Contracts</i></p> <p>This criterion describes the minimum points to be included in the agreements between participants in the chain of production, processing and sale of the Clean & Fair product.</p>		
2.2.1 All producers will have a contract for the sale of the Clean & Fair product.	1 year	- Review of documents
2.2.2 The contracts establish conditions including the volume, quality and delivery times.	1 year	- Review of documents
2.2.3 The contracts shall establish timely periods to pay the producer.	1 year	- Review of documents
2.2.4 The contracts shall establish the responsibilities of parties.	1 year	- Review of documents
2.2.5 The contracts shall detail the quality conditions of the product, and each actor's participation in the supply chain.	1 year	- Review of documents

3. SOCIO-ENVIRONMENTAL CRITERIA:

Goal

Clean & Fair not only has the goal of development of the communities inhabited by its producers, but also the interactions between the environment, human beings, and their adaptation to the environment to guarantee a sustainable future.

Scope

This chapter is divided into biodiversity criteria applicable to all Clean & Fair production units, as well as employment criteria applicable only to units where certified product is produced or processed. If members have different activities that are completely separate and are not related to the Clean & Fair production, these criteria will not be applicable in such cases.

3.1 Biodiversity

Biodiversity provides many key benefits to human beings, beyond the supply of raw materials. The loss of biodiversity has negative effects on several aspects of human well-being, such as food security, vulnerability to natural disasters, energy security and access to clean water and raw materials. Therefore, Clean & Fair promotes the development of crops that guarantee the improvement of soils, the protection of water sources and the balance of species for a more environmentally-friendly production.

3.1.1 It is strictly prohibited to cut primary forest to produce Clean & Fair products.	0 years	- Records of the historical use of the soil
3.1.2 The producers know what the native species on their farm are.	1 year	- Environmental plan
3.1.3 The producers create a plan for protection of species within their farms.	2 years	- Environmental plan
3.1.4 The producers prohibit hunting within their properties and the removal of native species.	0 years	- Field signs
3.1.5 The producers cultivate species native to the area to provide food for endangered species.	2 years	- Environmental plan
3.1.6 The producers promote reforestation and maintain no less than 5% of their farms destined for that purpose.	2 years	- Environmental plan

3.1.7 In case of not having areas destined for reforestation, the producer will create a restoration plan, taking into account the native species in the area.	1 year	- Field verification
<p><i>3.2 Working conditions</i></p> <p><u>Goal</u></p> <p>Each day more consumers and customers expect organizations to be ethical in all aspects of its business, including the way in which they guarantee security, growth opportunities and the development of employees and of their communities. Therefore, Clean & Fair tries to ensure respect for national laws and compliance with international labor standards.</p> <p><u>Scope</u></p> <p>This criterion is applicable to all employees, whether temporary, permanent, migrant or local, as well as any type of contracting carried out at farms, processing and sales areas.</p>		
3.2.1 All actors in the supply chain comply with the minimum labor conditions established in the country.	0 years	- Records of payments to employees
3.2.2 There are records of payments to workers, specifying the regular salary, time worked and overtime paid, if any.	1 year	- Review of documents
3.2.3 There is evidence that workers receive their salary regularly and directly.	1 year	- Review of documents
3.2.4 If there is no legislation on labor matters, the actors in the supply chain will encourage fair wages for the workers.	1 year	- Field verification
3.2.5 No worker will suffer from any type of discrimination, whether by race, sexual orientation, disabilities, religion, politics, etc.	0 years	- Company's policy

3.2.6 Minors may collaborate in production work provided that it does not affect their education, and shall perform tasks suitable for their age, ensuring their safety, and shall not be exposed to the application of agrochemicals.	0 years	- Field verification
3.2.7 Pregnant women may perform tasks that do not endanger their health or that of the baby.	0 years	- Field verification
3.2.8 Workers receive protective gear according to the task to be performed.	1 year	- Protective gear records
3.2.9 Workers normally do not work more regular hours, per day or per week, than those allowed by national laws.	1 year	- Review of documents
3.2.10 The hours dedicated to dangerous activities (e.g. application of pesticides, very heavy work, etc.) are regulated according to the law. Such activities may not exceed 6 hours a day.	1 year	- Review of documents
3.2.11 The workers and/or producers receive constant training on the standards to be followed, machinery operation, pesticide handling, first aid.	1 year	- Review of documents
3.2.12 All workers or producers who handle, mix, or apply chemical products have access to a site where they can wash their hands, eyes, and take a shower after handling agrochemicals.	1 year	- Review of documents

4. CRITERIA FOR FINAL PROCESSING

Goal

This criterion aims to protect the life and health of persons, recognizing and ensuring the rights and interests of consumers during the selection process, packaging, and transport to the final consumer.

Scope

This criterion must be complied with by all persons, organizations or processors, which directly or indirectly participate in any of the stages of final processing of the Clean & Fair product chain.

4.1 There are records on the origin of the product, date of cutting, packing and transport.	0 years	- Review of documents
4.2 There are written procedures for the processing of the product.	1 year	- Review of documents
4.3 There is a flowchart indicating all stages related to the processing of the product.	1 year	- Review of documents
4.4 There is an analysis of risks during the stages and preventive and corrective actions for such risks.	2 years	- Review of documents
4.5 There are food safety policies (HACCP).	2 years	- Review of documents
4.6 There is a written procedure on document control, review and update.	1 year	- Review of documents
4.7 There is a list of approved suppliers.	0 years	- Review of documents
4.8 The actors in the supply chain have documented evidence which guarantees that all products, ingredients or materials and service providers meet the requirements for approval and that they are being monitored as defined in the procedure.	1 year	- Review of documents
4.9 If any process that may affect the safety or quality of the product is being outsourced, there are control procedures on such processes.	1 year	- Review of documents
4.10 There are procedures for withdrawal of the product from the market in the event of contamination.	1 year	- Review of documents

4.11 Information for cases of emergency is located in a visible place.	0 years	- On-site verification
4.12 There are controls in place to ensure that persons involved in the process, as well as visitors, abide by the regulations.	1 year	- On-site verification
4.13 The surrounding area must be kept free from accumulated garbage, stagnated water, waste, abandoned equipment or weeds.	0 years	- On-site verification
4.14 The facilities must have the operating licenses required by law.	0 years	- On-site verification
4.15 Water services must be available, as well as facilities for water storage in the event that the service is suspended during the process.	0 years	- On-site verification
4.16 The lighting must make it possible to carry out the tasks that ensure hygiene and quality of the products.	0 years	- On-site verification
4.17 The water used for cleaning and disinfection must be potable water. It must not contain any substances that put health at risk.	0 years	- On-site verification
4.18 Restrooms must be available, separated by gender, and must comply with the criteria established by law.	0 years	- On-site verification
4.19 Facilities for proper handwashing must be available to workers, as well as soap, paper towels and hand washing signs.	0 years	- On-site verification
4.20 Workers must have rest and eating areas, which must be separate from the processing facilities.	0 years	- On-site verification
4.21 Facilities must have footbaths for disinfection of boots before entering the process.	0 years	- On-site verification
4.22 Workers must have lockers for storing clothes or food.	0 years	- On-site verification
4.23 Workers and any other person during the process must follow hygiene measures.	0 years	- On-site verification

4.24 There must be proper labeling with basic aspects of the security and hygiene measures.	0 years	- On-site verification
4.25 There must be a cleaning program, and the products used must be recorded.	0 years	- On-site verification
<p>5. CRITERIA FOR DRYING PROCESS</p> <p><u>Goal</u></p> <p>Comply with the guidelines necessary to ensure the security and safety of the product during the harvesting, fermentation, drying or milling processes of the Clean & Fair products at the farms before they enter the final processing stages.</p> <p><u>Scope</u></p> <p>This criterion must be complied with by all farms, persons, organizations or processors, which directly or indirectly participate in any of the stages of final processing of the Clean & Fair product chain.</p>		
5.1 When the product requires a fermentation process, materials that guarantee a uniform temperature during the necessary period should be used.	0 years	- On-site verification
5.2 Materials that do not transmit odors or flavors to the product, or alter its final quality, should be used.	0 years	- On-site verification
5.3 The materials used during the fermentation process must allow gas exchange in a way that the product does not cook.	0 years	- On-site verification
The places destined for fermentation or drying must be closed, to prevent the entry of animals.	0 years	- On-site verification
5.5 Water containers should be washed and disinfected before each working day, recording the products used, dose, and name of the person responsible for this.	0 years	- On-site verification

5.6 Cleaning and regular disinfection of the containers used for water storage is obligatory. Water will not be stored in corrosive metal, plastic or any other material that has been used to mix, prepare, or store chemicals or any other contaminant.	0 years	- On-site verification
5.7 During the fermentation, drying or curing process the product must be free of physical, chemical or microbiological contaminants.	0 years	- On-site verification
6 CRITERIA FOR USE OF THE CLEAN & FAIR SEAL <u>Goal</u> Ensure minimum compliance for sale of the Clean & Fair product and use of the Clean & Fair logo. <u>Scope</u> This criterion applies to any person or organization that wishes to market the product with the Clean & Fair logo.		
6.1 Labelling Only products that have the certification up to date may use the Clean & Fair logo.		
<i>6.1.1 All Clean & Fair products must be identified as such.</i>		
<i>6.1.2 All product labelling must be based on national laws on that matter.</i>		
6.2 Use of logos The Clean & Fair logo may only be used when the party has the product certification and has obtained permission from the Clean & Fair Foundation for use in advertising or documentation.		
The Clean & Fair logo supports the certification. It is a motivating factor for the client in the decision to purchase products, since it guarantees that it is an agrochemical-free and socially just product.		
<i>6.2.1 The logo is property of Clean & Fair and can only be used when a permit is issued in writing.</i>		
<i>6.2.2 Only product from certified farms may use the seal Clean & Fair seal.</i>		



CLEAN & FAIR

TRACEABILITY SYSTEM

TRACEABILITY SYSTEM



All products obtained from Clean & Fair certified plantations can be traced all the way to the production field. There is no probability that they will get mixed up with other products, given that they are fully identified and separated to prevent any possible confusion with a product that is not Clean & Fair.

1. TRACEABILITY CODE

1.1 GOAL:

Identify the origin of the product, whether in the processing stage or as a finished product. It allows having knowledge of the batch, farm owner, fertilizer plan applied, and general management. Also works as a tool in cases of client claims, to know the origin of the product and how it was handled.

1.2 SCOPE:

This procedure is used in all of the activities for management of the Clean & Fair product, in order to keep records of the relevant information from the beginning of the production process to the finished product.

2. RESPONSIBILITIES

Clean & Fair Foundation is responsible for assigning a traceability code to the farm or person participating in the Clean & Fair certification.

The producer or person in charge of the farm is responsible for installing an effective traceability system for plots used for the production of crops that will enter the collection center. It must be adequately identified with the corresponding code.

The person or designated organization in charge of quality of the processor is responsible for verifying that the traceability system, by entry batch, is maintained from the moment of entry until the product is dispatched.

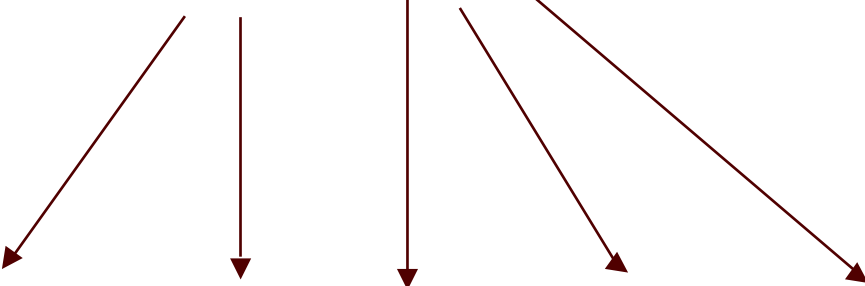
3. CLEAN & FAIR PROCEDURE

The Clean & Fair Foundation assigns a code to each producer or group of producers according to the date of application, once the corresponding inspections are made and the certification is approved ¹. The code must be used in each product delivery.

The product is received with the code number, week number, harvest date, days of drying or mill, and in the case of producers or groups of producers with different plots, the plot number.

1. See Clean & Fair Procedure for assessment of entry

C- 0012021301



The diagram shows five arrows pointing from the code 'C- 0012021301' to the corresponding fields in the table below: 'C' to Code, '001' to Week, '2' to Harvest date, '13' to Days of drying, and '01' to Plot.

Code	Week	Harvest date	Days of drying	Plot
C-001 2	0	21 3	0	1

Each producer is responsible for placing a label with its code before delivering the baskets at the collection center, along with product delivery form F CF 16².

When the product is received at the collection center, the person who receives it must write down all of the corresponding information in the receipt, such as: product type, number of kilos, units, or bags, weight, and indication of whether the product has been selected. It must also report receipt to the person in charge of quality so that a sample is taken for the corresponding assessment.

The producer is in charge of filling out product delivery form F CF 16, which identifies the batch, number of baskets delivered by the producer, state of the product (raw, dry, etc.), weight, product type, entry date. The producer must fill out a form for each delivery.

Similarly, the traceability of the product must be maintained during the entire final processing, and indicated on the packaging lists once the product is dispatched.

2. See Clean & Fair Form Book.



CLEAN & FAIR