

# PROTERRA

# CERTIFICATION PROTOCOL

## V2.2

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## 1. Introduction

### 1.1 ProTerra Foundation

ProTerra Foundation operates globally verification and certification systems for evidencing social responsibility, sustainability, traceability and non-GMO requirements for agricultural commodities due to legal regulations or voluntary agreements. Furthermore, ProTerra Foundation provides trainings to farmers, trainers and auditors based on the ProTerra Standard. ProTerra Foundation develops research projects in the area of agriculture, agricultural commodities and related industries. ProTerra Foundation being the Scheme Owner does not perform any certifications itself. Pro Terra Foundation takes all the necessary measures to ensure achievement of conformity with sustainability, with Non-GMO requirements, and with complete traceability of the agricultural commodities on a reliable basis, and services based on ProTerra Standard are provided on a high quality level. ProTerra Foundation provides for this by means of a worldwide consistent application of the ProTerra Standard and quality assurance monitoring on all levels.

Certificates or statements of conformity are exclusively issued by recognized Certification Bodies that have been approved and have executed a Cooperation Agreement with the ProTerra Foundation and, as such, will have their names published on the ProTerra website.

## **1.2 ProTerra Certification System**

The ProTerra Certification System responds to the growing demand for products that are differentiated from the norm by being produced according to higher standards of social responsibility and environmental sustainability and for full traceability, especially in the case of non-GMO products.

The ProTerra Certification System consists of two main elements: the ProTerra Standard and the ProTerra Certification Protocol. The current versions are published on the ProTerra website.

## **1.3 ProTerra Standard**

The ProTerra Standard for Social Responsibility and Environmental Sustainability, here called ProTerra Standard, is a document based on the Basel Criteria for Responsible Soy, developed since 2006, and applicable to all agricultural products and their derivatives, which are produced, processed, and consumed worldwide. It contains principles, criteria and indicators designed to provide mechanisms for measuring the achievements of farms and companies in the areas of social responsibility and environmental sustainability, and also requires and fosters a culture of continuous improvement that motivates companies to continuously improve all of their systems, processes and practices.

## **1.4 ProTerra Certification Protocol**

This Certification Protocol has been developed for certification bodies, auditors and economic operators, and establishes the process and procedures for certification against the ProTerra Standard. It includes:

- a) Rules and requirements for Certification Bodies
- b) Certification requirements for economic operators
- c) Audit procedures for Certification Bodies

## **2. Scope of this document**

ProTerra works with accredited Certification Bodies to perform independent certification, audits and trainings. This document sets out the procedures and requirements by which a certification body can be approved by ProTerra, and gives criteria for the selection, qualification monitoring and evaluation of these certification bodies that wish to operate and undertake assessments in conformance with the ProTerra Standard.

This ProTerra Certification Protocol details the qualification criteria of lead auditors, auditors and scheme manager.

Also are described the auditing procedures that a Certification Body shall follow to arrange and conduct a ProTerra audit and to verify the conformance of a farm or a company that is seeking certification against ProTerra Standard.

### **3. Definitions and Abbreviations**

System User is any natural or legal person that executed an agreement with a Cooperating Certification Body or Service provider regarding the use of services based on the ProTerra Standard and has agreed to the Terms of Use of the ProTerra Foundation.

Economic operator is a participant in the value chain that seeks to be audited.

Standard related services are certification and verification audits, risk assessment in the form of gap-audits against the ProTerra Standard and trainings for farmers and farmer organizations, based on the content of the ProTerra Standard, and the use of sustainability reporting tools and other innovative tools developed by the ProTerra Foundation related to the ProTerra Standard.

Audit is an assessment of the compliance with the indicators of the ProTerra Standard and related legal requirements performed by a Certification Body, by ProTerra Foundation or by a person commissioned by ProTerra Foundation. Audits against the ProTerra standard can be done on Level I (Agriculture), Level II (Transport and Storage) and on Level III (Industrial Processing). Chain of Custody is another layer that can also be assessed against the Standard for compliance.

A distinction shall be made between the following:

- Certification audits and/or re-certification audits performed by a Certification Body with the aim of issuing certificates or statements of conformity for the first time and/or for renewing them.
- Audits as risk assessments without issuing a certificate, but providing a report on non-compliances and critical points to be corrected.
- Consulting on how to correct non-conformances; and
- Integrity assessments or surveillance audits as described.

ProTerra Integrity Program means the review procedures and processes provided for the “ProTerra Integrity Program” document (*to be developed*) in order to ensure the integrity and quality of the services based on the ProTerra standard.

Integrity Assessment is an audit performed by ProTerra Foundation or by independent auditors commissioned by the ProTerra Foundation with regard to System Users and certification bodies as part of the ProTerra Foundation Integrity Program, following certification, certification renewals, gap-audits or any service performed under the ProTerra Standard or using the ProTerra System.

Personal Data are all particulars about the personal or factual circumstances of a specific or identifiable natural person. This includes such data by means of which the



identity of a person can be determined, e.g. name, address, e-mail address or IP address.

Confidential Company Data are all non-published particulars about a company or factual circumstances of a specific site or company. This includes the name, location, turn-over or factual circumstances related to a specific site, such as results of audits.

Audit Guidelines are guidance information provided for certification bodies regarding audit procedures and interpretation and application of the indicators which are defined respectively in the Certification Protocol and in the ProTerra Standard. The currently applicable Audit Guidelines are available on the ProTerra website.

Certificates are attestations issued by a Cooperative Certification Body which confirm that the System User has met the requirements imposed upon their business.

Cooperating Certification Body is a Certification Body approved by the ProTerra Foundation that has executed a Cooperation Agreement with The ProTerra Foundation.

Certification Agreement or Service Agreement is the contract executed between the System User and the Cooperating Certification Body for certification or gap-audits respectively.

Certification Governance Board is the board appointed by the ProTerra Board of Directors for handling implementation and credibility issues related with certification on behalf of the Board, conducting revisions of the Standard, and responding to technical issues related to the ProTerra Standard, related documents, and Certification System.

## **4. Approval procedures for Certification Bodies**

Only accredited Certification Bodies that are approved by ProTerra are allowed to audit against the ProTerra Standard. ProTerra aims to assure that certification bodies consistently deliver the ProTerra Certification System to the highest standards, and that economic operators wishing to become certified can choose from a number of credible and reliable Certification Bodies.

Here are described the procedures and requirements by which a Certification Body can be approved by ProTerra.

### **4.1 Formal Approval Procedure**

4.1.1 The Certification Body can apply for approval by ProTerra using the application form, available on the ProTerra website. In this form the applicant gives all general information about the Certification Body, its accreditation, organizational structure, qualification of staff (scheme manager and auditors) and quality management system. Some documents have to be sent together with the application form:

- a) ISO/IEC 17065:2012 Accreditation Certificate showing that the Certification Body is operating at least one accredited scheme which is relevant to the sustainability criteria as required by this certification protocol;
  - b) Curriculum Vitae, audit log, diploma and certificates of scheme manager, lead auditors and auditors evidencing the qualification and experience specified in section 4.4 of this Protocol;
  - c) Quality Management System documents.
- 4.1.2 The application form and the attached documentation are reviewed and verified by a assigned evaluator. The ProTerra Certification Governance Board has to approve of any new Certification Body and make a recommendation to the ProTerra Board of Directors, which takes the final decisions.  
If all requirements are met, a Cooperation Agreement is sent to the Certification Body, allowing the use of ProTerra certification documents, the ProTerra Logo and website, as well as confirming the impartiality, confidentiality, liability and secrecy arrangements as specified in section 4.2 of this Protocol.
- 4.1.3 Once the Certification Body has signed and returned the Cooperation Agreement to ProTerra, this will issue a Recognition Letter to the Certification Body.
- 4.1.4 ProTerra will monitor and evaluate the performance of the Certification Body in line with the Certification Protocol. It may include witness audits.
- 4.1.5 Individuals cannot be approved as a Certification Body.
- 4.1.6 Subcontracting by the approved Certification Body of another Certification Body or a free-lance auditor is allowed. The subcontracted must have a contract with the Certification Body, be controlled by it and be included in the scope of ISO/IEC 17065:2012.

## **4.2 Certification Body Organizational Structure**

- 4.2.1. The Certification Body is required to meet specific procedures for the management of safeguarding impartiality evidence including liability and financing, and non-discriminatory conditions.
- 4.2.2 The certification body shall ensure that all personnel contributing to the certification process including decision of certification, disclose in writing to the certification body all interests which could possibly be perceived as, constitute and/or result in a conflict of interest as soon as they become evident. All Certification Body personnel must operate at high levels of professional integrity, be free from commercial, financial or other pressures that might affect their judgment, and are expressly forbidden from promoting any goods or services during evaluation activities.

- 4.2.3 Information relating to the applicant producer including details of products and processes, evaluation reports and associated documentation shall be treated as confidential.
- 4.2.4 The Certification Body shall establish documented procedures for determining timely and appropriate responses to such declarations of interests as they arise, to ensure that the declared interests neither influence, nor are perceived to influence, the certification process and/or certification decision making.

### **4.3 Certification Body Operations**

- 4.3.1 The Certification Body has to be accredited in ISO/IEC 17065:2012 by an Accreditation Body that is member of the International Accreditation Forum (IAF) or European Co-operation for Accreditation (EA) and signer of the Multilateral Agreement, which includes peer to peer verification by other IAF or EA member accreditation bodies. The Certification Body has to operate at least one accredited scheme under ISO/IEC 17065:2012 which is relevant to the sustainability criteria as required by ProTerra Standard.
- 4.3.2 The Certification Body shall demonstrate that it has developed all of the required, documented procedures as specified in ISO/IEC 17065:2012 and in this document.
- 4.3.3 The Certification Body shall base its operations related to ProTerra Standard and the ProTerra Certification System and all aspects thereof on documented systems including but not limited to all operational procedures and associated instructions to be followed in order to evaluate conformity with ProTerra Standard.
- 4.3.4 The Certification Body shall make the documentation of its systems available to the personnel involved in the certification body operation, and at the level of its related bodies.
- 4.3.5 The Certification Body shall conduct its certification operations in full conformity with its documented systems.
- 4.3.6 The Certification Body shall ensure that documents and records related to ProTerra Certification System are compiled and maintained accurate, complete, up-to-date and legible for at least 5 years. Some records are the following, among others:
  - a) Certification body's personnel (staff, auditors, peer reviewers and committee members) records including CVs, qualifications, confidentiality agreements, training records, performance appraisals and declarations of conflicts of interest;
  - b) List of and contracts with external bodies and/or persons subcontracted for work related to certification;
  - c) Applications for certification services, certification evaluations and certification contracts and all documents related;

d) Internal audits and management reviews.

4.3.7 The internal audits and review of the certification process must be carried out at least annually. This procedure includes the verification of updates taking into account any communication of ProTerra. A copy of the report of the internal audit has to be given to the ProTerra Certification Governance Board upon request.

4.3.8 The internal verification process shall include the evaluation of subcontractors, complaints, appeals, disputes and other comments from ProTerra stakeholders and governments on the functioning of certification bodies, their auditors and technical management that are operating the ProTerra Certification System.

#### **4.4 Qualifications of Scheme Manager, Auditors and Lead Auditor**

In this section are described the minimum qualification requirements in terms of training and experience to ensure that auditors and scheme managers working for Certification Bodies recognized by ProTerra consistently possess the knowledge, skills and experience to consistently, comprehensively and transparently implement the ProTerra Certification System and carry out evaluations against the ProTerra Standard.

##### **4.4.1 Scheme Manager**

The Scheme Manager is the person within the Certification Body that is responsible for:

- a) Implementation of the ProTerra requirements specified in the ProTerra Certification Protocol;
- b) Ensuring and supervising that all auditors meet the qualification requirements of ProTerra and conduct the audits as specified in the ProTerra Certification Protocol;
- c) Making the final certification decision and ensuring that the final certification decision, certificate and audit report are handled according to the requirements as specified in the Protocol;
- d) Attending ProTerra trainings when necessary and remaining up-to-date with ProTerra Certification System procedures, requirements, and documentation.

The Scheme Manager has to be competent in the auditing process of the ProTerra Standard. This includes the following minimum qualification requirements:

- a) Advanced post high school education degree in the area of agriculture, chemical technology, or food-related disciplines;
- b) Successful completion of an ISO 9001/14001 lead auditor course;
- c) Demonstrable knowledge and experience of production and processing systems similar to the ProTerra Certification System;
- d) Completion of the ProTerra training on the practical application of the ProTerra Standard and ProTerra Certification Protocol;

- e) Working language skills in English for verbal and written communication to ProTerra, and working language skills suitable for verbal and written communication with the client and the client's relevant stakeholder groups;
- f) The technical manager shall have audit skills and audit experience with certification in agricultural, forestry and/or industrial areas covering the following issues:
  - Labor Conditions and social aspects
  - Health and Safety
  - Environmental
  - Non-GMO production, if applicable
  - Legal Frame for production of the commodity being certified
  - Traceability / Chain of Custody systems

The proof of the qualification requirements for scheme managers needs to be handled as part of the Certification Body approval process. Exceptions to any of these requirements must be approved and registered in advance by the ProTerra Certification Governance Board.

#### 4.4.2 Auditor

The Auditor is the person within the Certification Body that performs the on-site audit. As such the Auditor is responsible for:

- a) Performing audits of producers and/or producer groups in compliance with the ProTerra Standard;
- b) Performing audits of economic operators in compliance with the ProTerra Standard;
- c) Producing accurate and timely audit reports as specified in the ProTerra Protocol;
- d) Staying up-to-date with the ProTerra Certification System procedures, requirements, and documentation.

The auditor has to be competent in the audit of the ProTerra Standard. This includes the following minimum qualification requirements:

- a) Post high school education degree in the area of agriculture, chemical technology, or food-related disciplines;
- b) Proof of participation and completion of the ProTerra auditor training on the practical application of the ProTerra Standard and Certification Protocol;
- c) Working language skills in English for verbal and written communication to ProTerra, and working language skills suitable for verbal and written communication with the client and the client's relevant stakeholder groups;
- d) Demonstrable knowledge and experience of production and processing systems similar to the ProTerra Certification System;
- e) Supervised period of training in practical auditing by a qualified lead auditor with at least 15 days' audit experience in similar certification schemes, achieving a minimum of 2 audits at different organizations;
- f) Contract with a ProTerra approved Certification Body.

In addition to the above and in the understanding that not all of the above qualifications may be with 1 auditor, the audit team shall be a multi-disciplinary team composed under the responsibility of the lead auditor and approved by the Scheme



Manager. The team as a whole needs to be qualified on each of the individual fields of experience as specified below, where the auditor needs to be a qualified expert for that particular field of expertise

The audit team shall have audit skills and audit experience with certification in agricultural, forestry and/or industrial areas covering the following issues:

- Labor Conditions and social aspects
- Health and Safety
- Environmental
- Non-GMO production, if applicable
- Legal Frame for production of the commodity being certified
- Traceability / Chain of Custody systems

Exceptions to any of these requirements must be approved and registered in advance by the ProTerra Certification Governance Board.

#### 4.4.3 Lead Auditor

The Lead Auditor is the person within the Certification Body that is the leader of the audit team.

The Lead Auditor has to be competent in the audit of the ProTerra Standard and ProTerra Certification Protocol. In addition to the required qualification of an auditor (see Auditor section), the lead auditor fulfils the following extra requirements and qualifications:

- a) Demonstrable experience in the auditing processes operating with Mass Balance Tracking and Tracing;
- b) Successful completion of an ISO 9000/9001 lead auditor course;
- c) The lead auditor should have performed a minimum of 5 audits as team member and is witnessed in his position as team leader by the Scheme Manager or another Lead Auditor of the Certification Body during a ProTerra audit before qualification as lead auditor in the ProTerra scheme.

### 4.5 Internal qualification review

4.5.1. In order to maintain auditor's qualifications and achieve consistency, all auditors shall be subject to review and appraisal of their performance by the Certification Body. The Certification Body will conduct this by combining a number of activities:

- Receiving an updated CV every year;
- Updating of the auditor training record and/or experience record;
- Regular reviews of the audit reports;
- Annual appraisal;
- Reviewing of any complaints or compliments;
- Annual witnessed audit.

4.5.2. A report on these internal appraisal activities and potentially necessary corrective actions shall be transferred to the ProTerra Certification Governance Board upon request.

## **5 Certification Requirements**

- 5.1 To achieve certification against ProTerra Certification System, the System user must demonstrate compliance with the intent and requirements of the ProTerra Standard. Compliance shall be independently verified by an accredited certification body approved by ProTerra Foundation to perform audits under the ProTerra Certification System.
- 5.2 Only ProTerra certified economic operators are allowed to participate in the scheme and trade and trace ProTerra sustainable agricultural commodities and derived products and claim conformity with the ProTerra Certification System.

### **5.3 Scope of Certification**

- 5.3.1 The ProTerra certification is applicable to three levels of operation within the food production chain:
- Level I – Agriculture
  - Level II – Transport and Storage
  - Level III – Industrial Processing
  - Chain of Custody
- 5.3.2 The economic operators must be classified in one of these operation levels, and the audit is carried out against the applicable indicators in ProTerra Standard, which indicates the applicability of each of its indicators regarding each of the three levels of operation.
- 5.3.3 ProTerra certification can apply to either an ingredient or to a complete derived product. In order for a certified Economic Operator to represent that a product is certified under the ProTerra program, all ingredients that comprise any given lot of that product must also be certified to the ProTerra Standard.
- 5.3.4 This may be accomplished using two basic approaches:
- a) Each link in the supply chain is certified in its own right to the ProTerra program; or
  - b) Certified operations that use ingredients from sources that are not ProTerra certified in their own right may implement systems to control and monitor these supply chain(s) to ensure that the ProTerra Criteria are met. In this case the verification of this system will be considered as part of the user's own ProTerra certification Criteria and responsibilities and verified by the certification body.
- 5.3.5 An economic operator from Level III that wishes the ProTerra certification has to include its core supply area to be audited (as Level I) and verified as able to provide products in compliance with the ProTerra Standard.

## **6 Audit Requirements and Procedures**

In this chapter are described the basic requirements related to the process and procedures that a Certification Body shall follow in arranging, conducting, and reporting upon an audit of an economic operator that is seeking certification against the ProTerra Standard.

### **6.1 Application and Certification Agreement**

- 6.1.1 The economic operator shall provide all relevant information about its organization and activities related to the certification scope, including name, address, and operation level (Level I – Agriculture, Level II – Transport and Storage or Level III – Industrial Processing), among others. This information will be necessary for the Certification Body to generate a certification proposal and application.
- 6.1.2 After receiving all necessary information, the Certification Body must issue a formal certification proposal to the applicant and an application form, detailing the scope and conditions of certification services, general rules and applicable fees.
- 6.1.3 Once the applicant accepts the conditions, and signs the certification proposal and application form documents, the Certification Body shall prepare a legally enforceable contract, the Certification Agreement, within the limits of the ProTerra Terms of Use.
- 6.1.4 The Certification Agreement shall specify the certification scope, duration and costs relating to the assessment procedure, and outline the rights and obligations of the Certification Body and of the client. This shall include relevant provisions on confidentiality and declarations of interest.
- 6.1.5 The Certification Body enters into a 1-year contract for economic operators from levels II and III, and given the high number of farms involved, a 2-year contract for economic operator from level I.
- 6.1.6 The required audit frequency is one full audit every year for all levels and re-audits where needed. On Level I a different sampling of farms has to be taken.

### **6.2 Audit Planning**

Upon request by the economic operator for evaluation for compliance with the ProTerra Standard within the ProTerra Certification System, the Certification Body shall initiate the evaluation planning, and appoint the lead auditor to undertake and coordinate all activities necessary to conduct and conclude the evaluation as specified in the ProTerra Standard.

- 6.2.1 The Certification Body shall have a process for selecting and appointing the audit team, including the audit team leader. Collectively they shall be able to cover all elements of the ProTerra Standard, taking into account the competences needed to achieve the objectives of the audit.
- 6.2.2 The Certification Body shall have documented procedures for determining audit time needed for each economic operator. The following aspects shall be considered:
- a) The level of the economic operator (Level I, II or III)
  - b) Number of applicable criteria and indicators of the ProTerra Standard
  - c) Size and complexity of the economic operator
  - d) Technological and regulatory context
  - e) Any outsourcing of any activities included in the scope of certification
  - f) The results of previous audit
- 6.2.3 The Certification Body shall provide the name and, when requested, make available background information about each member of the audit team, with sufficient time for the economic operator to object the appointment of any particular auditor or technical expert and for the Certification Body to reconstitute the team in response to any valid objection.
- 6.2.4 The audit plan shall be prepared by the lead auditor, approved by the scheme manager and forwarded to the economic operator prior to the on-site visit. It shall contain as a minimum: audit objectives and scope to match the contract, audit standard, time of opening and closing meeting, audit team meetings, time allocated for each audit activity, working language for the audit, and the roles and responsibilities of audit team leader and team members.

### **6.3 Certification Audit**

The certification audit is compulsory and necessary to obtain and evaluate objective evidences to determine the extent to which the economic operator is in compliance with the requirements of the ProTerra Standard.

- 6.3.1 The audit will be undertaken at the location of the economic operator, using this Protocol and the most recent version of the ProTerra Standard, available on the ProTerra website.
- 6.3.2 The on-site audit shall include:
- a) Opening meeting during which the lead assessor shall inform about the certification process, agree logistics for the assessment, confirm access to all relevant documents, field sites and personnel, and agree on the timing of the closing meeting.
  - b) The verification of the scope of certification, process and locations, and related regulatory aspects and compliance (social, environmental, labor, health and safety).

- c) Verification of the management documentation, including a sufficient number and variety of records, procedures, programs, and all available documents related to the indicators of the ProTerra Standard.
- d) Visual inspections.
- e) Interviews with key staff and workers, and other professionals and people involved in, or affected by the operation. The interview partners have to be selected by the auditor, not the management.
- f) Closing meeting with the management including review of any non-conformances.
- g) Agree on when non-conformities will be solved and implementation of corrective actions checked.

6.3.3 The Certification Body shall develop a checklist to be used during the audit process. This checklist shall be approved by ProTerra in advance.

6.3.4 ProTerra reserves the right to accompany auditors on audits.

6.3.5 The evaluation of economic operators from Level III (Industrial Processing) shall include the verification of core suppliers (Level I – Agriculture).

#### **6.4 Selection of sites for Evaluation**

6.4.1 The core suppliers of the economic operators from Level III shall be evaluated against the applicable criteria and indicators classified as Level I in ProTerra Standard.

6.4.2 In cases that there are a large number of suppliers, a sampling can be done. The sample has to be representative of the diversity of production methods and cover risk areas.

6.4.3 On repeated audits, the auditor shall attempt to sample farms not previously sampled, in order to achieve a greater coverage of all suppliers over time.

6.4.4 The Sampling Methodology is described in Appendix 3.

#### **6.5 Non-conformities and Corrective Actions**

6.5.1 ProTerra classifies the indicators in two levels of compliance: Core Indicators and Other Indicators as follows:

6.5.1.1 The Core Indicators shall be met at certification and maintained throughout the certification period of one year for Level II and III organizations and of two years for Level I organizations. They relate to compliance with applicable laws, compliance with ILO labor conventions governing child labor, forced labor, discrimination and freedom of association and to collective bargaining, and payment of at least the national minimum wage to employees and workers, among others.

- 6.5.1.2 The Other Indicators must be met according to a written timetable and plan agreed with the economic operators being certified. Additionally, all certified organizations shall present a progress report on the implementation status of the action plan yearly, which will be verified during the annual ProTerra audit. These indicators allow for a phased approach where an action plan with a clear and reasonable timeframe for implementation can be accepted
- 6.5.2 The categorization of each indicator is covered in the ProTerra Standard.
- 6.5.3 All non-conformities that are identified by the team during an audit shall be systematically recorded, and the economic operator shall receive a non-conformity report indicating what are the Core or the Other (non-core) non-conformities together with the Audit Report.
- 6.5.4 The economic operator shall answer the non-conformity report with the corrective actions to be taken, and send it to the Certification Body within 3 months.
- 6.5.5 The implementation of the corrective actions for non-core non-conformities will be verified at the next annual audit.
- 6.5.6 The Certification Body shall not issue a certificate of compliance or re-issue a certificate until any core non-conformity is closed out to the satisfaction of the Certification Body.

## **6.6 Certification**

- 6.6.1 In order to achieve certification with the ProTerra Standard, the economic operator shall fulfill the following requirements:
- Full compliance with the Core Indicators, and
  - A minimum of 80% of the total indicators.
- 6.6.2 If there are non-conformities less than, or equal to 20%, and no core non-conformities, the certificate is issued based on the corrective action plan signed by the economic operator within 3 months after the audit.
- 6.6.3 If there are core non-conformities, the certificate will not be issued until objective evidence has been received and verified by the Certification Body that these are corrected. This verification can include additional on-site audit at the economic operator cost. A copy of the report on the audit of corrective actions goes to the ProTerra Secretariat.
- 6.6.4 If there are less than 80% of conformity, the economic operator shall correct the number of non-conformities sufficient to achieve compliance with at least 80%, and present objective evidence. For the remaining non-conformities (20% or less) a corrective action plan is needed, as described in 6.6.2.



- 6.6.6 The certification decision cannot be subcontracted by the Certification Body.
- 6.6.7 The validity of certification is 1 year for Level II and Level III organizations and of 2 years for Level I. On level I, the certified volume is proportionate to the rate and size of certified farms in the representative sample.

Approved by the ProTerra Certification and Standard Committee (Certification Governance Board) on 15 March, 2015

Approved by the Board on 23 September, 2015

Amendment approved by the Board on November 15, 2015