

APPENDIX 2 – SAMPLING METHODOLOGY

PROCEDURE FOR SELECTING THE SAMPLES UNDER THE PROTERRA STANDARDS

This section describes the sampling approach used under ProTerra certification. It includes sampling rules for core suppliers (farms or other suppliers) and for multi-site (farm group sampling).

The verification of compliance with the ProTerra Standard of those core suppliers that are not selected under the sampling rule (and therefore not visited), shall be carried out by the CB by reviewing the management system of the economic operator seeking certification. The management system shall be verified in relation to suppliers, including but not limited to reviewing internal audit programs and contract terms and conditions. Items 6.2.5 and 6.2.6 of the Certification Protocol apply to all core suppliers with no possibility of sampling.

In all cases:

- a) The criteria for defining a sample size for interviews (for human rights and labour issues) are the same. For the interview sample size and length CB should consider, as much as feasible, the guidance provided by SMETA and if applicable, GAFTA. Sample size selection shall be documented in the final audit report.
- b) It is mandatory in the next audit cycle to select core suppliers not previously visited until a full cycle of visits is completed
- c) When planning for an audit the CB shall always include the main site (headquarter) when sampling within a group (please refer to item 6.6 Multi-Site Certification of the Certification Protocol).

Calculation of the sample

In all cases, the audited samples must be representative of a raw material, commodity, activity, area or jurisdiction and cover the specific risks associated with the supplier. Where differences exist due to the nature of the supplier activity this will be indicated in the ProTerra Standard.

The CB shall determine the minimum number of suppliers to be audited using Table 1. If there are known risks in specific areas, the CB may adapt the sampling method to increase sample size and where adaptations are made, CB shall document and explain in the audit report how and why adaptations were made. The selection of the specific suppliers that will be verified shall take into account the diversity and risks of inputs and geographical locations. The selection of the specific supplier shall be documented and presented in the Audit Report. The minimum number may be increased if there are circumstances that make this reasonable in order to achieve a representative sampling.

Table 1 Minimum sample size of core suppliers to be verified under the scope of a certified organisation:

Number of suppliers*	Sample size**
Less than 50	20% of the total number of suppliers
>50	Square root of the total number of suppliers

* Supplying farms should be grouped by geographical location and or risk for calculation of sample size. All geographical regions should be included in the sample.

**All core supplier of a certified company is to be added to the number of suppliers that are verified. The final sample size is to be rounded upwards.

Multi-Site Sampling

A multi-site is defined as a group of physically separated suppliers that operate under the same management system, have the equivalent operational procedures, a formal administrative relation and a central office or administration that controls overall activities.

The onsite audit shall include a representative sample of the group in terms of risks and always include the unit managing the group/central administration. The selection of the specific suppliers shall be documented and presented in the Audit Report. The minimum number may be increased if there are circumstances that make this reasonable in order to receive a representative sampling.

Table 2 Minimum sample size for group sampling (final numbers are always rounded upwards)

Less than 50 suppliers in the group	<p>Calculate a minimum of 20% of these suppliers. This number may be adjusted to the upper limit of 6 suppliers if a low risk exists. The risk approach shall be documented in the audit report to sustain such a decision. One additional supplier must be the unit managing the group/central administration</p> <p>In the case of supplying farms, all geographical regions should be covered and if necessary, additional farms must be considered up to the cap of 15 farms. Selection of the additional specific farms shall be documented and presented in the Audit Report.</p>
≥ 50	<p>The square root of the total number of suppliers.</p> <p>This number may be adjusted to the upper limit of 10 suppliers if a low risk exists. The risk approach shall be documented in the audit report to sustain such a decision. One additional supplier must be the unit managing the group/central administration.</p> <p>In the case of supplying farms, all geographical regions should be covered and if necessary, additional farms must be considered up to the cap of 25 farms. Selection of the additional specific farms shall be documented and presented in the Audit Report.</p>