| Application Form – Social & Fairtrade CERTIFICATION Producer | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| To get a first picture of your operation and to be able to offer you an appropriate and individual service, we would like to ask you for some basic data about your production operation in order to give you an estimation of costs and procedures for Social Responsibility (For Life) and/or Social and FairTrade (Fair for Life) Certification.  All requested data will be treated confidentially and is being used internally to handle the application process only. Until you sign the certification budget which you will receive, and hereby confirm your application, you are not yet considered to be formally applying for certification.  Please find more information about the Social & FairTrade Programme Fair for Life at [www.fairforlife.net](http://www.fairforlife.net/logicio/pmws/indexDOM.php?client_id=fairforlife&page_id=faq&lang_iso639=en). | | | | | | | |
| **1. Mandator** (= Company which requests and pays for certification; if same as producer just complete section 2) | | | | | | | |
| Name of company | | |  | | | | |
| Address | | |  | | | | |
| Name contact person | | |  | | Position |  | |
| Telephone / Skype | | |  | | Fax |  | |
| E-Mail | | |  | | Website |  | |
| **2. Producer Operation** (= Producer operation to become certified) | | | | | | | |
| Name of company | | |  | | | | |
| Address | | |  | | | | |
| Name contact person | | |  | | Position |  | |
| Telephone / Skype | | |  | | Fax |  | |
| E-Mail | | |  | | Website |  | |
| Location of next airport | |  | | Distance (km) |  | Travel Time (hrs) |  |
| **3. Activities and Certification Aims** | | | | | | | |
| Please tick the required certifications which you wish to apply for: | | | | | | | |
|  | We wish to become a Fair for Life FairTrade certified producer operation | | | | | | |
|  | We wish to become a For Life Social Responsibility certified producer operation[[1]](#footnote-1) | | | | | | |
|  | Above in combination with the following organic standards (EU, NOP/US, JAS/Japan, etc) or Utz, GLOBALG.A.P etc: | | |  | | | |
|  | Review according to internal standards or programmes; please give details: | | |  | | | |

| **4. Basic data for certification: Producer Operation** | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please describe shortly your production system (farm production / wild collection) and processing activities and units. If no own production, please describe your supply structures and any subcontracted activities up to product export. | | | | | | | | | | | | | | | |
| **4.1. Farm Production / Wild Collection** | | | | | | | | | | | | | | | |
| What products do you produce/collect? |  | | | | | | | | | | | | | | |
| Description of activities and subunits |  | | | | | | | | | | | | | | |
| Do you have any organic or Good Agricultural Practices certification (Utz, GLOBALG.A.P. etc.)? |  | | | | | | | | | | | | | | |
| Do you wish to get your products certified? *This implies that all primary production of certified products is certified and traceable* | | | | | | | |  | | | | | | | |
| 4.1.1 Producer Group and Outgrowers (if applicable) | | | | | | | | | | | | | | | |
| Organised Producer Group (e.g. cooperative) or producers individually contracted by company? | |  | | | | | | | | | | | | | |
| Products produced | |  | | | | | | | | | | | | | |
| Number of farmers / collectors | |  | | | | | | | | | | | | | |
| Please describe typical size and production system of producers | |  | | | | | | | | | | | | | |
| In the local context the majority of producers are | |  | Small producers | | | |  | | Middle | | |  | | Big producers | |
| Number of workers typically contracted/employed by the producers / collector in your groups | | Permanent: | | | |  | | | | Seasonal: | |  | | | |
| Do you have any bigger farms in your group? Please describe in terms of size and labour situation | |  | | | | | | | | | | | | | |
| Are producers organised in clusters? Typical distance (travel times) of farmer clusters from each other | |  | | | | | | | | | | | | | |
| Are producers in the group interacting/organised in sub-groups or meet regularly? | |  | | | | | | | | | | | | | |
| Please briefly describe your present internal control / quality management system (extension, internal control, internal codes, etc.) | |  | | | | | | | | | | | | | |
| 4.1.2 Plantations / Estates (if applicable) | | | | | | | | | | | | | | | |
| Size of plantation: | |  | | | | | | | | | | | | | |
| Products produced | |  | | | | | | | | | | | | | |
| Number of workers / collectors | | Permanent: | | | |  | Seasonal: | | | |  | | Agency Staff: | |  |
| Please indicate when do the different main activities take place (e.g. sowing, harvesting, etc.) | |  | | | | | | | | | | | | | |
| If you apply for Fair for Life certification, please outline your intended fair trade beneficiaries and fair trade policy –  *see comments at end of this doc*. | |  | | | | | | | | | | | | | |
| **4.2. Processing Units** | | | | | | | | | | | | | | | |
| Please describe your collection and processing including any subcontracted activities up to the export product. | |  | | | | | | | | | | | | | |
| Name & Location of own units | |  | | | | | | | | | | | | | |
| Number of workers own processing unit | | Permanent: | | | |  | Seasonal: | | | |  | | Agency Staff: | |  |
| Please indicate when do the different main activities take place (e.g. cleaning, packing, etc.) | |  | | | | | | | | | | | | | |
| Comments regarding your company’s employment practices and social responsibility | |  | | | | | | | | | | | | | |
| If you apply for Fair for Life Fair Trade certification, would workers also be intended fair trade beneficiaries as they are marginalised in local context? –  *see comments at end of this doc*. | |  | | | | | | | | | | | | | |
| If you subcontract processing – please give details: name & location, *approximate % of turnover you provide for this subcontractor: the approximate value addition of processing?* | |  | | | | | | | | | | | | | |
| Do you buy in products from other fair trade producers? If so, please give details. | |  | | | | | | | | | | | | | |
| **4.3 Buyers of your products** | | | | | | | | | | | | | | | |
| Please tell us about your intended trade partners for your (future) Fair for Life or For Life certified products | | | | |  | | | | | | | | | | |
| Are your fair trade partners already social and / or fair trade certified? If yes, according to what fair trade schemes? | | | | |  | | | | | | | | | | |
| **4.4. History and present efforts in social aspects and fair trade** | | | | | | | | | | | | | | | |
| Please describe history and present efforts in social aspects and fair trade (if applicable) | | | |  | | | | | | | | | | | |
| Are you owned by a holding or mother company? If so please give details regarding your holding company’s policy on Corporate Social Responsibility and/or Fair Trade | | | |  | | | | | | | | | | | |
| If applying for Fair for Life: Who would be the intended beneficiaries of Fair for Life Fair Trade? | | | |  | | | | | | | | | | | |

| **5. Authorisation** | |
| --- | --- |
| **I confirm the correctness of these data.** | |
| Date |  |
| Name and signature (electronic) |  |
|  | |
| **Please e-mail the completed form to** [**social@imo.ch**](mailto:social@imo.ch) **or fax to +41-71-626 0 623** | |

| **What is the difference between Fair for Life Fair Trade and ‘For Life’ certification?**  Both certifications include an in-depth annual evaluation of fair working conditions and good relations between group operator (or employer) and the individual producer and/or worker.  **‘For Life’ - Social Responsibility** certification is applicable to any operation worldwide which wishes to demonstrate very good employment practices and social responsibility to its customers. The operation can chose to apply for company certification (no products certified; no labelling of products) or to have its products certified. In this case the products must originate from certified socially responsible production and must be traceable and separate.  **‘Fair for Life’ - Fair Trade** certification includes all Social Responsibility aspects, but additionally strives to improve the livelihood and empowerment of particularly marginalised social groups, especially small producers. Fair Trade requires fair prices that always cover the costs of production and payment of a fair trade premium for community projects. Workers both on farms as well as in central processing units are often additional fair trade beneficiaries (depending on social-economic situation of the producers and workers in the group project). In case of hired labour farm, Fair for Life applicants must demonstrate that fair trade certification will improve the livelihoods of marginalised workers, their families and local communities and will result in empowerment of workers beyond providing fair working conditions.  **What requirements do we need to meet to become ‘Fair for Life’ or ‘For Life’ certified?**  For **producer groups** (including ‘contract production projects’, i.e. companies or NGOs contracting individual small producers) the Fair for Life Module 3 indicates all requirements. The focus is on fair prices and payment to producers, good relations between group operator and the producers, producer empowerment as well as safe and fair conditions even on the producer farms. Small scale processing and good working conditions for group staff are included in Module 3, any larger processing unit will be certified under the Hired Labour Module 2. Also Fair for Life requires Social Responsibility and positive engagement in local community as well as environmental responsibility. If a group wants to become Fair for Life certified, the audit focuses additionally on fair farm prices and responsible administration of the received Fair Trade premium.  For **plantations and processing units**, Module 2 Hired Labour applies. The programme requires that all core workers rights are respected (no child labour, no discrimination, freedom of association, etc.), that working conditions are safe and that the company provides very good working conditions. Also, the company must engage positively in the local community and demonstrate responsible environmental practices. In case of Fair for Life certification an additional focus is on fair prices and responsible administration of the Fair Trade Premium.  There are additional modules for processing and artisan groups (Module 5) wild collection (Module 6), mining (Module 7) and Integrated production (Module 9) in case you don’t hold any organic or GAP certification). All Fair for Life modules can be downloaded at [www.fairforlife.net](http://www.fairforlife.net).  Module 1 explains the control and labelling requirements. Fair for Life requires one full audit per year.  **Fair for Life Chain of Custody Certification Overview**  Any products that shall be Fair for Life certified must be produced by fair trade certified producers and handled by fair trade certified handlers. Handlers of Fair Trade products commit to fair trading practices, long-term trade relations, payment of fair prices and a Fair Trade premium and promotion of Fair Trade.  Therefore the buyers of your Fair for Life products must become certified handlers – if they wish to label their products as Fair for Life certified. Requirements for Fair for Life Handlers are indicated in Module 4 of the Fair for Life Programme. Module 1 provides an overview of control requirements for different trader actors (buyers from producers, intermediate traders, and brand holders). Your buyers can contact IMO for more information if required. |
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1. For introduction to ‘Fair for Life’ - Fair Trade and ’For Life’ – Social Responsibility certification see explanations at the end of this document [↑](#footnote-ref-1)