



Starbucks Coffee Company

## C.A.F.E. Practices *Version 4*

*Field Notes for Large Farms – Version 1.1*

### General Information

Application number (ID): \_\_\_\_\_

Entity name: \_\_\_\_\_

Entity code: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Contact person's relationship to entity: ☐ Entity owner ☐ Manager ☐ Employee  
☐ Family Member ☐ Other

Farm owner's name: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Farm owner's birthdate (optional): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Entity supported the costs of the verification? ☐ Yes, paid directly for the cost  
☐ Yes, paid indirectly for the cost (e.g., deductions from sales of coffee; logistical support)  
☐ No

### Verifier Information

Name of verification organization: \_\_\_\_\_

Inspector(s) for this inspection: \_\_\_\_\_

Date(s) of inspection: \_\_\_\_\_

Person responsible for reviewing the report: \_\_\_\_\_

Entity inspected previously? ☐ Yes ☐ No

**Harvest Conditions**

Ripe or ripening cherries can be observed on some part of the farm at the time of inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No
At least 15% of the total number of workers, including permanent and temporary workers, is present on day of inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Meets in-harvest conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Farm Information**

Commitment Letter available: ☐ Yes   ☐ No

Farm consists of multiple plots?   ☐ Yes   ☐ No      If so, number of plots: \_\_\_\_\_

<i>Name of Plot</i>	<i>Size (ha)</i>	<i>Inspected?</i>	<i>Risk Areas</i>
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Total hectares (including all plots): \_\_\_\_\_

Conservation area (ha): \_\_\_\_\_

Total hectares of coffee production: \_\_\_\_\_

Number of trees per hectare: \_\_\_\_\_

Number of water bodies: \_\_\_\_\_

**Total annual production volume (Kg) based on inspection:**

<input type="checkbox"/> Natural/ Sun-dried	<b>2 years prior to</b>	<b>1 year prior to</b>	<b>Most recent</b>
<input type="checkbox"/> Parchment	<b>most recent</b>	<b>most recent</b>	<b>completed</b>
<input type="checkbox"/> Cherry	<b>completed harvest</b>	<b>completed harvest</b>	<b>harvest*</b>
<input type="checkbox"/> Green			

Crop year:  
(e.g., 2023/2024)

☐ Not Available

☐ Not Available

\*Required field

Volume:

**Note:** Annual production volume should represent the **actual** volume of the most recent completed harvest

If "Not Available" selected above, please include an explanation for why the information was missing (e.g., new entity, data unreliable etc.):

**Flows:**

Farm sells coffee: ☐ directly to mill/warehouse      Name of collector  
☐ to collector(s)      (if applicable): \_\_\_\_\_

Farm sends coffee outside of C.A.F.E. Practices supply chain? ☐ Yes  
☐ No

Name(s) of mill(s) or  
warehouse(s) where  
coffee is sent:

\_\_\_\_\_

Number of kilograms  
(green coffee) sent to each  
entity:

\_\_\_\_\_

**Workers:**

Entity uses labor intermediaries? ☐ Yes ☐ No

Type of intermediary (if  
applicable):

☐ External subcontracting agency

☐ Informal worker group leader/agent

☐ Other: \_\_\_\_\_

Worker Type	Total Number	Number of workers hired directly by entity	Number of workers contracted through labor intermediaries	Number of workers living onsite
Permanent workers:				
Temporary/seasonal workers:				

Number of family workers: \_\_\_\_\_

Number of minors living on site at time of inspection: \_\_\_\_\_

What other certifications does the farm have? Check all that apply:

- ☐ 4C
 ☐ Fair Trade
 ☐ Rainforest Alliance
- ☐ AAA
 ☐ Organic
- ☐ Other: \_\_\_\_\_

## Economic Accountability

[illegible]

# Social Responsibility

Criterion SR-H1: Wages and Contracts		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.1  <b>All permanent workers</b> are paid at least the established legal minimum wage, or the wage agreed to through collective bargaining, in cash, cash equivalent (e.g., check, direct deposit), and/or through in-kind payments (e.g., food, transportation, housing), if legally permissible and agreed to by the worker. If minimum wages for permanent workers have not been established, all permanent workers are paid the standard wage as set by the C.A.F.E. Practices program.</p> <p>If workers are paid by production, wages meet the established daily legal minimum wage, proportional to the number of hours worked, or, where minimum wage has not been established, the standard wage as set by the C.A.F.E. Practices program.</p>	<p>C</p> <p>NC</p> <p>NA</p>	<p><u>Collective bargaining agreement:</u>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Low-High range of payments per hr/day/wk:</u>            Lowest payment: _____ per _____            Highest payment: _____ per _____</p> <p><u>National wage/industry standard:</u>            _____ per _____</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.2</p> <p><b>All temporary and seasonal workers</b> are paid at least the established legal minimum wage, or the wage agreed to through collective bargaining, in cash, cash equivalent (e.g., check, direct deposit), and/or through in-kind payments (e.g., food, transportation, housing), if legally permissible and agreed to by the worker. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the standard wage as set by the C.A.F.E. Practices program.</p> <p>If workers are paid by production, wages meet the established daily legal minimum wage proportional to the number of hours worked, or, where minimum wage has not been established, the standard wage as set by the C.A.F.E. Practices program.</p>	C	
	NC	<p><u>Collective bargaining agreement:</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Low-High range of payments per hr/day/wk:</u></p> <p>Lowest payment: _____ per _____</p> <p>Highest payment: _____ per _____</p> <p><u>National wage/industry standard:</u></p> <p>_____ per _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NA	
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.3:</p> <p><b>All wages</b> are paid regularly to <b>all workers</b> as required by law, but at least monthly.</p>	C	
	NC	<p><u>Type of payment:</u></p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Check</p> <p><input type="checkbox"/> Electronic transfer</p> <p><input type="checkbox"/> Other: _____</p> <p><u>Frequency of payment:</u></p> <p><input type="checkbox"/> Daily</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Biweekly</p> <p><input type="checkbox"/> Monthly</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NA	





<div>MAJOR</div> <div>SR-H1.7</div> <div>If overtime pay has not been established by law, overtime is calculated at 150% of regular pay.</div>	C	<div>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>Overtime wages: _____ per _____</div> <div>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</div>
	OFI	
	NA	
<div>MAJOR</div> <div>SR-H1.8</div> <div>Any in-kind payments are itemized in writing by product, quantity, average price, and frequency of distribution.</div>	C	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</div>
	OFI	
	NA	
<div>MAJOR</div> <div>SR-H1.9</div> <div>Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.</div>	C	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</div>
	OFI	
	NA	

<div>MAJOR</div> <div>SR-H1.10</div> <div>The use of continuous short-term employment contracts or the practice of terminating and then rehiring workers is not permitted as a means to avoid legal obligations related to wages and benefits.</div>	C	<div></div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: _____</div> <div><input type="checkbox"/> Interview: _____</div>
	OFI	
	NA	
<div>MAJOR</div> <div>SR-H1.11</div> <div><b>All permanent workers</b> must have written contractual agreements, which are upheld by the employer and include information on job description, location, working hours, pay rate, deductions, paid leave, and any nationally determined benefits.</div>	C	<div>Document Required</div> <div></div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: _____</div> <div><input type="checkbox"/> Interview: _____</div>
	OFI	
	NA	

<p><b>Criterion SR-H2:</b> <b>Hours of Work</b></p>
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Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><b>MAJOR</b></p> <p>SR-H2.1</p> <p>Regular working hours are limited to 8 hours per day, 48 hours per week. Overtime hours do not exceed 12 hours per week, barring exceptional circumstances, for which a written agreement between workers and management exists.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p><i>Document Required</i></p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
<p><b>MAJOR</b></p> <p>SR-H2.2</p> <p><b>All permanent workers</b> must have, as a minimum, the equivalent of <b>one continuous 24-hour period off in each 7 day period</b>. When, due to peak harvest, and if allowed by law, a weekly rest day is not observed, the employer develops compensatory special rest schemes in agreement with permanent workers and/or workers' representatives.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p><i>Document Required</i></p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>

Criterion SR-H3: Forced Labor and Discrimination		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b>MAJOR</b>  SR-H3.1 <b>All workers</b> know their employment conditions (e.g., benefits provided, requirements for overtime, and/or hazardous work), which are made clear at the time of hiring and respected by the employer.	C	
	OFI	
	NA	
<b><u>ZERO TOLERANCE</u></b>  SR-H3.2 Financial disciplinary penalties are not taken against workers, unless legally required.	C	<div>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</div> <div>Legally Required? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</div>
	NC	
	NA	

<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.3</p> <p>No worker is required to pay a recruitment fee and/or is charged fees such as transportation, medical exams, etc. as a condition for their employment.</p>	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.4</p> <p>Management enforces a policy that prohibits the use of forced, bonded, indentured, convict, or trafficked labor (ILO Conventions 29, 97, 105 and 143).</p> <p><i>Written policy required for large farms, mills, and warehouses with more than 5 employees.</i></p>	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.5</p> <p>Management enforces a policy that prohibits all forms of harassment and abuse in the workplace, whether physical, sexual, verbal, and/or psychological (i.e., threats).</p> <p><i>Written policy required for large farms, mills, and warehouses with more than 5 employees.</i></p>	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	

<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.6 Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.7 Employer enforces a policy of prohibiting any type of discrimination, including, but not limited to, those described in ILO Convention 111.</p> <p><i>Written policy required for large farms, mills, and warehouses with more than 5 employees.</i></p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p><b>MAJOR</b></p> <p>SR-H3.8 <b>All workers</b> are employed, promoted, and compensated equally based upon their ability to perform their job, and not on the basis of gender, ethnicity, and/or religious or cultural beliefs.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	OFI	
	NA	

<p><b>Criterion SR-H4:</b> <b>Child Labor</b></p>
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Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><b>MAJOR</b></p> <p>SR-H4.1 Management carries out risk assessment to determine if there is a risk for child labor at the entity. In cases where child labor is found to be a risk, management has implemented a child labor monitoring and mitigation plan.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>Document Required</p> <p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Observation: _____  <input type="checkbox"/> Interview: _____</p>
<p><b>MAJOR</b></p> <p>SR-H4.2 Entity displays a written policy prohibiting child labor.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>Document Required</p> <p>Source of Evidence:  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Observation: _____  <input type="checkbox"/> Interview: _____</p>





**Criterion SR-C1:  
Worker Housing**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p align="center"><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.1 Worker housing is built in a place free from any risk of exposure to harmful and irritating substances (e.g., smell, fumes, and noise), and does not present a risk of injury or fire to its occupants.</p>	C	<p>Total # of housing units: ____</p> <p>Total # of housing units visited: ____</p> <p>Qualitative description about the housing units visited:</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Observation: ____</p> <p><input type="checkbox"/> Interview: ____</p>
	NC	
	NA	
<p align="center"><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.2 Worker housing is built using durable materials, which offer adequate protection against heat, cold, and humidity; allows for proper ventilation; provides sufficient lighting during night and day; and has sufficient space considering the total number of occupants.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Interview: ____</p> <p><input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p align="center"><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.3 The employer provides a safe water supply in proximity to worker housing and in sufficient quantity to cover all personal and domestic needs.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Interview: ____</p> <p><input type="checkbox"/> Observation: ____</p>
	NC	
	NA	

<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.4 Families with children under the age of 18 occupy rooms separate from other families or workers. Each room is equipped with a door that can be locked from the inside.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.5 Adequate sanitary facilities, in sufficient number, must be provided for workers and their families within worker housing areas. Appropriate sanitary facilities for women are required for female occupants.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.6 In the case of occupants unaccompanied by children under the age of 18, each must have a bed available for their individual use.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</p>
	NC	
	NA	

<p>MINOR</p> <p>SR-C1.7 Workers living on-site are provided with access to safe storage for their belongings.</p>	C	
	OFI	
	NA	
<p>MAJOR</p> <p>SR-C1.8 Worker housing has buffer zones of 10 meters minimum width from any agrochemical storage facilities to prevent injury or agrochemical exposure to workers and their families.</p>	C	<p>Distance from agrochemical storage facilities to worker housing: _____ meters</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:_____</p>
	OFI	
	NA	
<p>MINOR</p> <p>SR-C1.9 Worker housing has buffer zones of 10 meters minimum width from any agricultural productive area, and/or a live barrier that prevents agrochemical exposure to workers and their families.</p>	C	<p>Distance from productive area to worker housing: _____ meters</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:_____</p>
	OFI	
	NA	



<b>MAJOR</b>  SR-C2.2 Workers have convenient access to sanitary facilities that are appropriate to the local context and do not contaminate the local environment. Appropriate sanitary facilities for women are required for mills and warehouses with female workers.	C	
	OFI	
	NA	
		<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____

**Criterion SR-C3:**  
**Access to Medical Care**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR  SR-C3.1 Employer has a medical care plan that either includes transportation or a trained medical person (technical expert) that is available in case of medical emergency for all workers.	C	Document Required
	OFI	
	NA	
		Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____

MINOR  SR-C3.2 Entity has a sufficient number of readily accessible, well-equipped, and not expired first-aid kits on site.	C	<div></div>
	OFI	
	NA	
MINOR  SR-C3.3 Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.	C	<div>Document Required</div>
	OFI	
	NA	

Criterion SR-S1:

Agrochemical Exposure

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<u>ZERO TOLERANCE</u>  SR-S1.1 Minors and pregnant women are prohibited from handling or applying agrochemicals, operating heavy machinery, and/or heavy lifting.	C	<div></div>
	NC	
	NA	

<div>MAJOR</div> <div>SR-S1.2</div> <div>Employer provides appropriate Personal Protective Equipment (PPE) to <b>all applicable workers</b> at no cost.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	
<div>MINOR</div> <div>SR-S1.3</div> <div>Anyone handling agrochemicals and/or materials that have come into contact with agrochemicals, or who operates machinery, uses protective equipment as directed by the manufacturer's instructions.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	
<div>MINOR</div> <div>SR-S1.4</div> <div>Anyone who handles, mixes, or applies pesticides has <b>convenient access</b> to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	

<p>MINOR</p> <p>SR-S1.5 Entrance without protective equipment to areas where pesticides were applied is prohibited for a 48-hour period, or the timeframe identified on the product's safety sheet.</p>	C	
	OFI	
	NA	

Source of Evidence:

☐ Documentation: \_\_\_\_\_

☐ Interview: \_\_\_\_\_

☐ Observation: \_\_\_\_\_

Criterion SR-S2:

Training

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p>MINOR</p> <p>SR-S2.1 Before commencing work, <b>all new workers</b> receive basic safety instructions that cover emergency protocols and safety measures for minors, if applicable.</p>	C	
	OFI	
	NA	

Source of Evidence:

☐ Documentation: \_\_\_\_\_

☐ Interview: \_\_\_\_\_

☐ Observation: \_\_\_\_\_



<p>MINOR</p> <p>SR-S2.2 Health and safety training occurs for <b>all permanent workers</b> at least once a year, free of charge, and during regular working hours. Training is documented including instructors, agendas, and attendance. As applicable, at a minimum, training covers use of protective equipment; safe handling of hazardous materials, including disposal of agrochemical containers; procedures for working under hazardous conditions and operating equipment; emergency protocol; and personal safety and hygiene.</p>	C	<p><i>Document Required</i></p> <p>Health and safety trainings per year: _____</p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:____</p>
	OFI	
	NA	

<p><b>Criterion SR-S3:</b> <b>Safe Working Environment</b></p>
--

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p>MAJOR</p> <p>SR-S3.1 All workers are provided with a safe working environment.</p>	C	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:____</p>
	OFI	
	NA	

<div>MINOR</div> <div>SR-S3.2</div> <div>Management assesses, tracks, and minimizes workplace hazards and risks.</div>	C	
	OFI	
	NA	
<div>MAJOR</div> <div>SR-S3.3</div> <div>All equipment used by workers is properly maintained and safe to use.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation:___</div> <div><input type="checkbox"/> Interview:___</div> <div><input type="checkbox"/> Observation:___</div>
	OFI	
	NA	
<div>MINOR</div> <div>SR-S3.4</div> <div>For all enclosed work areas, there is a sufficient number of emergency exits that are clearly marked, unobstructed at all times, unlocked when workers are present, or have latches that do not require special operation.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation:___</div> <div><input type="checkbox"/> Interview:___</div> <div><input type="checkbox"/> Observation:___</div>
	OFI	
	NA	

<div>MINOR</div> <div>SR-S3.5</div> <div>For all enclosed work areas, there is a documented fire and emergency evacuation plan, which includes, at a minimum, emergency contact(s) and telephone number(s), evacuation procedures, and a clearly identified meeting point.</div>	C	<div>Document Required</div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div>
	OFI	
	NA	
<div>MINOR</div> <div>SR-S3.6</div> <div>Entity has sufficient, appropriate, and readily accessible fire extinguishing tools, which are regularly inspected and maintained.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	
<div>MAJOR</div> <div>SR-S3.7</div> <div>Management develops, maintains and implements a procedure to document injuries that occur on-site. The written injury reports include the type of injury, name of worker, time and date, and location of the accident.</div>	C	<div>Document Required</div> <div>Injury reports include:</div> <div><input type="checkbox"/> Injury type</div> <div><input type="checkbox"/> Worker name</div> <div><input type="checkbox"/> Time and date</div> <div><input type="checkbox"/> Accident location</div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	

MINOR	C	Document Required
SR-S3.8 In the event that accidents or injuries have occurred on-site, a technical expert reviews accident and/or injury records at least annually and updates safety procedures and training materials to prevent accident and injury recurrence.	OFI	
	NA	

**Criterion SR-M1:  
Freedom of Association**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	C	<i>Document Required</i>
SR-M1.1 Management policies recognize workers' rights to organizing and/or collective bargaining, as allowed by national laws and international obligations.	OFI	
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____

**Criterion SR-M2:  
Grievance Mechanism**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p style="text-align: center;"><b>MINOR</b></p> <p>SR-M2.1 There are regular meetings between management and workers or workers' representative(s) to improve working conditions.</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">OFI</p> <p style="text-align: center;">NA</p>	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: ____  <input type="checkbox"/> Interview: ____</p>
<p style="text-align: center;"><b>MAJOR</b></p> <p>SR-M2.2 All workers are able to talk about workplace grievances directly with management or with their employer or have access to a designated representative to do so on their behalf, without fear of reprisal.</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">OFI</p> <p style="text-align: center;">NA</p>	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: ____  <input type="checkbox"/> Interview: ____</p>
<p style="text-align: center;"><b>MINOR</b></p> <p>SR-M2.3 Management provides workers with information about and access to a grievance mechanism, which <b>receives, documents, analyzes, and responds</b> to complaints related to the scope of C.A.F.E. Practices from workers in a <b>systematic, impartial, transparent, and timely</b> manner. Grievance submissions are reviewed regularly, and timelines for response are clearly communicated to the submitter. The mechanism ensures both confidentiality of complaints submitted as well as the anonymity of the complainants.</p>	<p style="text-align: center;">C</p> <p style="text-align: center;">OFI</p> <p style="text-align: center;">NA</p>	<p style="text-align: right;"><i>Document Required</i></p> <p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: ____  <input type="checkbox"/> Interview: ____</p>

Criterion SR-M3: Land Use Rights		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b>MAJOR</b>		<i>Document Required</i>
SR-M3.1 The entity demonstrates legitimate land use rights.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____
	OFI	
	NA	
Criterion SR-M4: Business Integrity & Ethical Conduct		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b><u>ZERO TOLERANCE</u></b>		
SR-M4.1 Management provides transparency into their operations, policies, processes, and relevant records to Starbucks or its designated representatives. All documents provided by management are true and accurate.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

<b><u>ZERO TOLERANCE</u></b>  SR-M4.2 No form of bribery is offered to Starbucks or its designated representatives.	C	Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	NC	
	NA	

# Environmental Responsibility: Coffee Growing

Criterion CG-W1: Water Body Protection		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR  CG-W1.1 Buffer zones exist next to at least 25% of the total area of all permanent water bodies in the productive area; buffers are at least 5 meters in width (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation, and are composed of vegetation.	C	Source of Evidence: <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	OFI	
	NA	

<p>MINOR</p> <p>CG-W1.2</p> <p>Buffer zones exist next to at least 25% of the total area of all of seasonal and intermittent (temporary) water bodies in the productive area; buffers are at least 2 meters in width (measured horizontally from the high water mark to the base of any coffee tree), exclude all cultivation, and are composed of vegetation.</p>	C	
	OFI	
	NA	
<p>MINOR</p> <p>CG-W1.3</p> <p>No agrochemicals are applied within 5 meters of any permanent water body within the productive area.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	OFI	
	NA	
<p>MINOR</p> <p>CG-W1.4</p> <p>No agrochemicals are applied within 2 meters of any temporary water body within the productive area while there is water present.</p>	C	<p>Distance of permanent water body from agrochemical application (meters): _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	OFI	
	NA	



<p>MINOR</p> <p>CG-W1.5</p> <p>Nematicides are not applied within 20 meters of any water body within the productive area.</p>	C	<p>Distance of water body from nematicide application (meters): _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	OFI	
	NA	
<p>MINOR</p> <p>CG-W1.6</p> <p>Farm waste and garbage sites are located at least 100 meters from any water body.</p>	C	<p>Distance of water body from farm waste or garbage site (meters): _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	OFI	
	NA	

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
CG-W2.1 If mechanical irrigation is used, farm management demonstrates an understanding of local water conditions or stress factors and irrigates based on clearly identified needs.	OFI	
	NA	

<p><b>Criterion CG-S1:</b> <b>Soil Erosion</b></p>
--

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p>MINOR</p> <p>CG-S1.1 Farm management demonstrates knowledge of farm areas at risk of erosion and is able to communicate and/or identify on a map the areas at high risk of erosion (considering such factors as slope, soil type, and concavity).</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: ____  <input type="checkbox"/> Interview: ____  <input type="checkbox"/> Observation: ____</p>
<p>MINOR</p> <p>CG-S1.2 Farm management has knowledge about measures to minimize surface erosion.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>Source of Evidence:  <input type="checkbox"/> Documentation: ____  <input type="checkbox"/> Interview: ____  <input type="checkbox"/> Observation: ____</p>
<p>MINOR</p> <p>CG-S1.3 At least 25% of productive area with <b>slopes of less than 20%</b> is covered by shade trees, and/or a layer of mulch, and/or cover crops/vegetation.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>% of productive area with slopes of less than 20% with shade trees and/or cover crops/vegetation: ____</p> <p>Source of Evidence:  <input type="checkbox"/> Observation: ____</p>

<p>MINOR</p> <p>CG-S1.4</p> <p>On at least 25% of the productive area with slopes <b>between 20% and 30%</b>, contour lines, bench terraces, and/or staggered rows of coffee trees (quincunx patterns) are established, in addition to the preventive soil erosion measures identified in CG-S1.3.</p>	C	<p>% of productive area with slopes between 20% and 30% with contour lines, bench terraces, and/or staggered rows of coffee trees (quincunx patterns): _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Observation: _____</p>
	OFI	
	NA	
<p>MINOR</p> <p>CG-S1.5</p> <p>On at least 25% of the productive area with <b>slopes over 30%</b>, physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs) are established, in addition to the soil erosion prevention measures identified in CG-S1.3 and CG-S1.4.</p>	C	<p>% of productive area with slopes over 30% with physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs): _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Observation: _____</p>
	OFI	
	NA	
<p>MINOR</p> <p>CG-S1.6</p> <p>At least 50% of roads or frequently used trails or footpaths are protected from erosion through proper drainage ditches and/or other control measures (including cover vegetation on surrounding area, etc.).</p>	C	<p>% of roads or frequently used trails or footpaths that are protected from erosion: _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	OFI	
	NA	

Criterion CG-S2: Soil Productivity		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	C	
CG-S2.1 At least 25% of the productive area is covered by a layer of organic matter (dead and decaying biomass, such as mulch, grass, leaves, branches, etc.) and/or nitrogen-fixing cover crops.	OFI	
	NA	
MINOR	C	
CG-S2.2 Pruned branches, twigs, leaves, and other live barrier materials are mulched and/or left as a soil amendment.	OFI	
	NA	

<b>Criterion CG-C1:</b> <b>Deforestation</b>		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b><u>ZERO TOLERANCE</u></b>  CG-C1.1 There has been no deforestation or conversion of natural ecosystems or primary forest to agriculture since January 1, 2004 within the entity.	C	
	NC	
	NA	
<b><u>ZERO TOLERANCE</u></b>  CG-C1.3 Any removal of native trees from the productive area is legally compliant.	C	<div> Source of Evidence:  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:____ </div>
	NC	
	NA	

<div>MINOR</div> <div>CG-C1.4</div> <div>Established native trees within the productive area are removed only when they constitute a human hazard, and/or if, after all options within the shade management plan have been exhausted, they continue to cause significant competition for existing coffee plants.</div>	C	
	OFI	
	NA	
		<div>Source of Evidence:</div> <div><input type="checkbox"/> Interview: _____</div> <div><input type="checkbox"/> Observation: _____</div>

**Criterion CG-C2:**  
**Protected Areas**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<u><b>ZERO TOLERANCE</b></u>  CG-C2.1 Areas designated as legal reserves, conservation areas, or protected by law are preserved.	C	
	NC	Are there areas designated as legal reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No  Are there areas designated as conservation areas? <input type="checkbox"/> Yes <input type="checkbox"/> No
	NA	Are there areas otherwise protected by law? <input type="checkbox"/> Yes <input type="checkbox"/> No  Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____

<b><u>ZERO TOLERANCE</u></b>  CG-C2.2 As required by applicable law, a portion of the total farm area is set aside as a conservation emphasis area.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

<b>Criterion CG-C3:</b> <b>Wildlife Protection</b>
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Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b>MAJOR</b>  CG-C3.1 Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	OFI	
	NA	

Criterion CG-P1: Agrochemical Management and Recordkeeping		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR  CG-P1.1 All agrochemicals used on the farm have been selected following agronomic recommendations.	C	
	OFI	
	NA	
<u><b>ZERO TOLERANCE</b></u>  CG-P1.2 Farm does not use pesticides that are classified by the World Health Organization as <b>Type 1A Extremely hazardous or 1B Highly hazardous</b> , or that are banned according to national, regional, or local laws.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
<b>MAJOR</b>  CG-P1.3 Pesticides belonging to the neonicotinoid family are only used in cases where there are no other technically or economically viable alternatives and follow agronomic recommendations, which document application timeframe, formulation, dose, application method, and frequency.	C	<i>Document Required</i>  <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	OFI	
	NA	



<b>MAJOR</b>  CG-P1.4 Pesticides belonging to the neonicotinoid family are applied in drench, outside of coffee flowering peaks, and in the absence of flowering weeds.	C	
	OFI	
	NA	
<b>MAJOR</b>  CG-P1.5 Farm keeps purchase records of pesticides, specifying date, product, product formulation, active ingredients, quantity, and supplier of purchase for each pesticide.	C	<i>Document Required</i>
	OFI	
	NA	
<b>MINOR</b>  CG-P1.6 Farm maintains records of pesticide application specifying the date, product, product formulation, active ingredient, quantity, and location or area of the farm for each pesticide application.	C	<i>Document Required</i>
	OFI	
	NA	

Source of Evidence:

☐ Documentation: \_\_\_\_

☐ Interview: \_\_\_\_

☐ Observation: \_\_\_\_

Source of Evidence:

☐ Documentation: \_\_\_\_

☐ Interview: \_\_\_\_

☐ Observation: \_\_\_\_

Source of Evidence:

☐ Documentation: \_\_\_\_

☐ Interview: \_\_\_\_

☐ Observation: \_\_\_\_

<p>MINOR</p> <p>CG-P1.7 There are contingency procedures for handling pesticide spills and overexposure.</p>	C	<p>Document Required</p> <p>Source of Evidence:  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:____</p>
	OFI	
	NA	
<p>MINOR</p> <p>CG-P1.8 Agrochemicals are mixed and spraying equipment is loaded in ventilated areas. If products are mixed in the field, precautions are taken, and procedures are in place to handle accidents, spills, or contamination.</p>	C	<p>Document Required</p> <p>Source of Evidence:  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:____</p>
	OFI	
	NA	
<p>MINOR</p> <p>CG-P1.9 Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.</p>	C	<p>Source of Evidence:  <input type="checkbox"/> Documentation:____  <input type="checkbox"/> Interview:____  <input type="checkbox"/> Observation:____</p>
	OFI	
	NA	

<b>MAJOR</b>  CG-P1.10 Empty chemical containers are returned to the supplier, vendor, or other post-consumption collector; or, in the absence of these options, are triple rinsed, punctured, and appropriately disposed of to prevent further use or injury.	C	Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	OFI	
	NA	

**Criterion CG-P2:**  
**Pesticide Storage**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR  CG-P2.1 Pesticides are stored in a locked, adequately ventilated, and lit place with controlled access, separate from food products, common areas, and dangerous or flammable substances, like gasoline and paint.	C	Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	OFI	
	NA	
MINOR  CG-P2.2 Pesticides that are stored have original manufacturer's labels and are clearly organized and separated according to toxicity and use.	C	Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____
	OFI	
	NA	



<div>MINOR</div> <div>CG-P3.3 Training on IPM is provided to relevant workers, including locally relevant guidance on non-pesticidal methods for controlling coffee pests and weeds and managing diseases.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</div>
<div>Criterion CG-M1: C.A.F.E. Practices Management and Monitoring</div>		
<div>Indicators</div>	<div>C/ OFI/ NC/ NA</div>	<div>Evidence/Justification</div>
<div>MAJOR</div> <div>CG-M1.1 Management has developed and is implementing a written C.A.F.E. Practices work plan, and improvement activities are tracked and documented.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</div>
<div>MAJOR</div> <div>CG-M1.2 Management holds at least one annual meeting with key personnel to discuss C.A.F.E. Practices improvement plans and activities.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</div>

Criterion CG-T1: Traceability		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b>MAJOR</b>  CG-T1.1 If farm hires a contractor to transport coffee to a processor or warehouse, there is a system to track C.A.F.E. Practices coffee through transportation.	C	<i>Document Required</i>          <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	OFI	
	NA	
Criterion CP-M1: Waste Management		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<b>MINOR</b>  CP-M1.3 Any hazardous wastes are identified, treated, and appropriately disposed of to prevent further use or injury.	C	
	OFI	
	NA	

[illegible]

## Worker Interviews

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				



Name:			Age:	
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Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

Name:			Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:		
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:	
Comments:				

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## Opening Meeting – Checklist

- ☐ Introduction
- ☐ Purpose of the verification
- ☐ Confidentiality statement
- ☐ Roles of guides and observers
- ☐ Cannot give recommendations
- ☐ Photography authorization
- ☐ Confirmation of correct entity type
- ☐ Review entity map
- ☐ Inspection plan
- ☐ Documents for review
- ☐ Worker interviews
- ☐ Early ZT Notification and ZT-CAP procedure
- ☐ Questions

## Closing Meeting – Checklist

- ☐ Confidentiality statement
  - ☐ Cannot give recommendations
  - ☐ Initial findings explained
  - ☐ Confirmation of harvest status
  - ☐ Volume review
  - ☐ Documents not available noted
  - ☐ Last opportunity to present additional evidence
  - ☐ Discrepancies
  - ☐ ZT-NCs reported
  - ☐ Early ZT Notification & ZT-CAP procedure
  - ☐ Next steps & reporting
  - ☐ Verification appeals procedure
  - ☐ Questions and thank you
- 
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