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1. INTRODUCTION

- 1.1 The objectives of these guidelines are the following:
 - 1.1.1 Define the conditions under which a Registration for a Final Buyer (BUY) with the *Small Producers' Symbol* (SPP) may be shared among a number of "Small Buyers."
 - 1.1.2 Define what is understood as "Small Buyers."
 - 1.1.3 Define the mechanisms for the recognition and evaluation of the Shared Use of Registration.
- 1.2 The official language for all documents associated with the *Small Producers' Symbol* is Spanish. In the case of any doubt arising from a translated version, the Spanish document shall be used as the only valid version.
- 1.3 These procedures fulfill the ISO/IEC Guide 65: 1996 General Requirements for Bodies Operating Product Certification Systems and the Guidelines from the International Accreditation Forum (IAF).
- 1.4 These complementary procedures should be applied in conjunction with other documents in the SPP system, specifically: "Registration Procedures for Buyers and other Stakeholders," "Regulations on Costs," "Examination Procedures," and "Procedures for Issuance, Modification and Extension of Certificates and Registrations of Conformity."
- 1.5 The terminology used in these procedures is specified in the certification and registration procedures issued by *SPP Global*

2. COMPANIES THAT MAY SHARE THEIR REGISTRATION AS A FINAL BUYER WITH SMALL BUYERS

- 2.1 Companies registered as Final Buyers with the *Small Producers' Symbol* (SPP) that serve as suppliers for several "Small Buyers" may share the use of their Registration.
- 2.2 These "Small Buyers" correspond to the following characteristics:
 - a. Fulfill the definition of a Final Buyer with the *Small Producers' Symbol*:

A company that buys products certified with the Small Producers' Symbol to place them on the final consumer market under its own name or trademark, and that complies with the respective criteria in the applicable Standards of the Small Producer's Symbol.
 - b. Purchase small amounts of the Symbol's products, at a value of less than US \$50,000 annually (corresponding to the previous year, or projected for the current year).
 - c. Face economic and/or practical limitations in becoming a Final Buyer with the Symbol on its own.¹

¹ The company that shares its registration with small buyers is not required to meet the characteristics specified in 2.2.



3. CONDITIONS UNDER WHICH BUYERS MAY SHARE THEIR REGISTRATION

3.1 In order to share its SPP Registration with Small Buyers, a company must meet the following requirements:

- i. Have a currently valid Registration with the SPP as a “Final Buyer.”
- ii. Have an Internal Control System that involves the Small Buyers with which it wishes to share its Registration. This internal control system must guarantee the administrative and physical traceability of SPP-certified products, at both the level of the Registration holder and the level of the Small Buyers, guaranteeing that only products with SPP certification are sold to consumers as SPP products.
- iii. The Internal Control System must have control and supervision mechanisms implemented by the Registration holder. Also, it must be backed by agreements reached with Small Buyers in which the traceability of SPP products is guaranteed, all the way to the final consumers at the points of sale.
- iv. The Internal Control System must, at the same time, guarantee the proper use of the *Small Producers' Symbol* (SPP) by the Small Buyers, through their signature of conformity with the SPP's Regulations on Graphics.
- v. In the case of products sold to consumers with only some ingredients certified by the SPP, **section 6.6 “Origin Criteria”** in the SPP's General Standard applies.

6.6.1

Finished products consisting of a single ingredient are made exclusively with raw material from certified Small Producers' Organizations, and acquired under the criteria established for the *Small Producers' Symbol*.

6.6.2

In the case of finished products consisting of several ingredients or fundamentally different materials, more than half of the products' weight must come from Small Producers' Organizations, and in any case the consumer shall be clearly informed regarding the part of the product that has been certified by the *Small Producers' Symbol*.

6.6.3

When products have minor certified ingredients, this information must be specified to consumers, as stipulated in the Regulations on Graphics annexed to the *Small Producers' Symbol Handbook*, without creating an impression that the entire product is certified.



- 3.2** A company that has been registered as a Final Buyer with the Symbol is responsible for the SPP User's Contract and its Annexes on its own behalf and on behalf of the Small Buyers with which it is sharing its Registration.

4. PROCESS FOR THE SHARED USE OF REGISTRATION

- 4.1** The process for Registration as a Buyer follows that established in the Registration for Buyers and other Stakeholders. It is important that the company is registered as a Final Buyer and not only as an Intermediary or Maquila Company.
- 4.2** At the time when Registration is requested under any of the existing Procedures, the company should provide general information in the application pertaining to the "Small Buyers" with which it wishes to share its Registration, making a sworn statement of compliance with the criteria and requirements specified in Section 2 and 3 of these Guidelines.
- 4.3** The names of the "Small Buyers" will be included in the Dissents Procedures that must be carried out by *SPP Global* in all cases.
- 4.4** When a company is registered with the SPP as a Final Buyer, in order to share its Registration with a new "Small Buyer," the registered company must notify both the CE responsible for the Registration and *SPP Global* of its interest in including the company in question, making a sworn statement of compliance with the criteria and requirements mentioned in Section 2 and 3 of these Guidelines.
- 4.5** The proposed new "Small Buyers" will be subject to the Objection Process that must be carried out by *SPP Global* in all cases. If no objections are made, the CE will confirm the inclusion of the new "Small Buyer" in the Registration. The CE has the authority to charge a fee for administrative and communication expenses in these cases.
- 4.6** During the complete or document-based evaluations that follow, the "Guidelines for defining a Work Plan for Evaluating Compliance" will be applied. The "Small Buyers" included in the Registration will not, however, be considered as "Complementary Offices" as described in the Guidelines cited. Instead, the Certification Entity's evaluator will establish a representative sample for proving the reliability of the Internal Control System, including a minimum of 10% of the "Small Buyers" included in the registration, with a minimum of one Small Buyer.
- 4.7** All the required information in the Internal Control System must be available in the facilities of the registered Final Buyer, to be evaluated during the Registration Procedures for Buyers.

5. GRANTING OF SHARED REGISTRATION

- 5.1** Registration that is shared with Small Buyers is presented with the general information for the Small Buyers included at the time of Registration or renewal of Registration, in the Registration document or in an official annex to the Registration.