



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
0	INTRODUCTION					
0.1	<i>This Specific Standard for Crafts presents both criteria from the General Standard (in regular print) and specific criteria (in italics) that Small Producers' Organizations must meet in the case of Crafts.</i>	Informative	X	X	X	x
0.2	<i>The criteria, references and definitions in the General Standard of the Small Producers' Symbol should be updated in this Specific Standard whenever the General Standard is modified by SPP Global.</i>	Informative	X	X	X	x
0.3	<i>Those fields marked with gray background are not relevant fields of General Standard for this statement.</i>	Informative	X	X	X	x
1	Presentation					
1.1	The official language for all documents associated with the <i>Small Producers' Symbol</i> is Spanish. In the case of any doubt arising from a translated version, the Spanish document shall be used as the only valid version.	Informative	X	X	X	x
1.2	<i>This document is based on the General Standard of the Small Producers' Symbol, Version 11. 01-Oct-2018, Edition 1. 01-Oct-2018.</i>	Informative	X	X	X	X
1.3	This document cancels and replaces: General Standard of the <i>Small Producers' Symbol</i> Version 10 02-July-2018, Edition 1. 02-July-2018.	Informative	X	X	X	X
1.4	The <i>Small Producers' Symbol</i> is a certification and registration system for products from Small Producers' Organizations. It is an initiative created by CLAC in 2006 (Latin American and Caribbean Network of Small Fair Trade Producers) and property of <i>SPP Global</i> .	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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1.5	The composition and functioning of Standards and Procedures Committee are pursuant to its Terms of Reference, which are public.	Informative	X	X	X	X
1.6	This Standard was approved by <i>SPP Global's</i> Standards and Procedures Committee and Board of Directors, based on the procedures established for defining the Standards for the <i>Small Producers' Symbol</i> . These procedures are public, and include periodic reviews and consultations. Suggestions for improving the standards may be submitted using the appropriate form.	Informative	X	X	X	X
1.7	According to <i>SPP Global's</i> procedures for defining standards, special criteria may be authorized for specific countries or specific products. These particular criteria are published in the List of Specific Parameters, an Annex to this General Standard. It is important to check to see if there are special parameters for the products you are interested in.	Informative	X	X	X	X
1.8	For some products, such as Crafts and herbs, there are obligatory Specific Standards, which should be consulted and applied in place of this General Standard. It is important to check to see if there is a Specific Standard for the products you are interested in. For some products, such as Crafts and herbs, there are obligatory Specific Standards, which should be consulted and applied in place of this General Standard. It is important to check to see if there is a Specific Standard for the products you are interested in.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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1.9	To complement the General Standard of the <i>Small Producers' Symbol</i> , SPP Global has established a Code of Conduct, which must be signed by Small Producers' Organizations, Buyers, Collective Trading Companies owned by Small Producers' Organizations, Intermediaries, Maquila Companies and Certification Entities. Failure to comply with the Code of Conduct may result in the filing of an objection, complaint or appeal, which will be addressed according to SPP Global's Dissents Procedures, and may lead to suspension or decertification, regardless of compliance with this General Standard.	Informative	X	X	X	X
1.10	Section two of this document lists the other documents in the <i>Small Producers' Symbol</i> system that are important for understanding these standards. Section three explains the vocabulary used in these standards. Section four describes the criteria that must be met by Small Producers' Organizations in order to be certified under the <i>Small Producers' Symbol</i> system. Section five presents the criteria that must be met by Buyers, Collective Trading Companies owned by Small Producers' Organizations, Intermediaries and/or Maquila Companies in order to be registered under the <i>Small Producers' Symbol</i> system. And section six establishes the criteria that must be respected in commercial dealings between the parties involved in the <i>Small Producers' Symbol</i> system.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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1.11	This document consists of eight columns. The number of the paragraph or criteria appears in the first column. The explanatory text or criteria is specified in the second column. The classification of the text or criteria appears in the third column. Specifically, texts that are exclusively informative in nature are marked as "Informative" in this column. The other three classifications (Critical Criteria, Minimum Criteria and Continuous Improvement Criteria) are explained in section three, which specifies the vocabulary used in these standards. The fourth through eighth columns specify the type of stakeholder intervening in the commercial and processing chain for products of certified Small Producers' Organization, for which the informative text or criteria is applicable. The options are SPO (Small Producers' Organizations), C-SPO (Collective Trading Companies owned by Small Producers' Organizations), BUY (Buyers), Intermediaries (INT) and Maquila Companies (MAQ) (see definitions in chapter 3).	Informative	X	X	X	X
1.12	These standards are applicable to agricultural and beekeeping products from small producers' organizations in Latin America and the Caribbean, and developing countries in Africa and Asia to be sold in countries authorized by <i>SPP Global</i> . This General Standard does not apply to Crafts and Herbs, since the latter have their own Specific Standards. Other applications may be presented to <i>SPP Global</i> for consideration.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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1.13	All entities subject to evaluation by this Standard must in all cases comply 100% with the Critical, Minimum and Continuous Improvement Criteria that are applicable, according to the indications in columns 4-8, independently of the procedures applied by the Certification Entities.	Informative	X	X	X	X
1.14	Compliance with the Critical, Minimum and Continuous Improvement Criteria will be verified through the Certification and Registration procedures published by <i>SPP Global</i> , or through equivalent procedures of authorized Certification Entities.	Informative	X	X	X	X
1.15	Since there are many ways in which the criteria in this Standard may be fulfilled, the way in which each particular evaluatee fulfills these criteria is defined and demonstrated by that evaluatee, however it must follow the Standard's logic and must fit within the framework of the Declaration of Principles and Values of the <i>Small Producers' Symbol</i> .	Informative	X	X	X	X
1.16	When a Small Producers' Organization is at the second, third or fourth level, it must select the level at which it wishes to receive certification, depending on its particular circumstances, and based on its own internal decision. It must be understood, however, that all the criteria for SPOs will be applied to the entire organization selected for certification.	Informative	X	X	X	X
1.17	<i>This Specific Standard for Crafts presents both criteria from the General Standard (in regular print) and specific criteria (in italics) that Small Producers' Organizations must meet in the case of Crafts.</i>	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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1.18	<i>The numbers corresponding to criteria identified here as "General Standard Not Applicable" were left in this Specific Standard in order to maintain consistency with the numerical order in the General Standard of the Small Producers' Symbol.</i>	Informative	X	X	X	X
1.19	<i>The criteria, references and definitions in the General Standard of the Small Producers' Symbol should be updated in this Specific Standard whenever the General Standard is modified by SPP Global.</i>	Informative	X	X	X	X
2	REFERENCES					
2.1	Terms of Reference for Standards and Procedures Committee	Informative	X	X	X	X
2.2	Procedures for Developing Standards	Informative	X	X	X	X
2.3	Certification Procedures for Small Producers' Organizations	Informative	X	X	X	X
2.4	Registration Procedures for Buyers, Collective Trading Companies owned by Small Producers' Organizations, Intermediaries and Maquila Companies	Informative		X	X	X
2.5	List of Prohibited Products	Informative	X	X	X	X
2.6	List of Sustainable Prices	Informative				
2.7	Declaration of Principles and Values	Informative	X	X	X	X
2.8	Code of Conduct	Informative	X	X	X	X
2.9	<i>Small Producers' Symbol Handbook</i>	Informative	X	X	X	X
2.10	Regulations on Graphics	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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2.11	Dissents Procedures	Informative	X	X	X	X
2.12	List of Specific Parameters	Informative	X	X	X	X
2.13	List of Optional Complementary Criteria	Informative	X	X	X	X
2.14	<i>General Standard of the Small Producers' Symbol V11. 01-Oct-2018 E1. 01-Oct-2018.</i>	Informative	X	X	X	X
2.15	<i>General Criteria for Organized Craftspersons, Working Document 2009, Comercio Justo México, A.C.</i>	Informative	X	X	X	X
3	VOCABULARY					
3.1	Certification: A systematic, independent process through which <i>SPP Global</i> and authorized Certification Entities evaluate and verify compliance by Small Producers' Organizations with this General Standard. The ultimate responsibility for compliance with standards rests with each organization certified.	Informative	X	X	X	X
3.2	Final Buyer (BUY): A company that buys products certified with the <i>Small Producers' Symbol</i> to place them on the final consumer market under its own name or trademark, and that complies with the respective criteria in the General Standard of the <i>Small Producer's Symbol</i> .	Informative	X	X	X	X
3.3	Collective Trading Companies owned by Small Producers' Organizations (C-SPO): Companies that are majority-owned by two or more Small Producers' Organizations certified with the <i>Small Producers' Symbol</i> , and that trade products certified with the <i>Small Producers' Symbol</i> to place them on the market.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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3.4	Standards Committee: An internal <i>SPP Global</i> entity responsible for the process of reviewing and approving Standards for the <i>Small Producers' Symbol</i> .	Informative	X	X	X	X
3.5	Board of Directors: A <i>SPP Global</i> entity with overall leadership responsibility, specifically for approving standards for the <i>Small Producers' Symbol</i> , and approving procedures for defining standards and the Terms of Reference for the Standards Committee.	Informative	X	X	X	X
3.6	Critical Criteria: The criteria for these standards that are qualified as critical are mandatory and will be evaluated in all cases, including as part of desktop evaluations . Failure to comply with these criteria will directly impact certification and registration results.	Informative	X	X	X	X
3.7	Minimum Criteria: The minimum criteria are also mandatory, but will only be evaluated through assessments that include a field visit. Failure to comply with these criteria will directly impact certification and registration results.	Informative	X	X	X	X
3.8	Continuous Improvement Criteria: These are criteria that will be evaluated in the framework of possibilities for compliance in a particular context and will only be evaluated through assessments that include a field visit. Unjustified failure to comply will impact certification and registration results.	Informative	X	X	X	X
3.9	<i>SPP Global: Small Producers' Symbol</i> , Civil Association.	Informative	X	X	X	X
3.10	Intermediaries (INT): Trading companies that buy and sell <i>Small Producers' Symbol</i> products, and do not place these products on the final consumer market under their own name or trademark.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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3.11	Maquila Companies (MAQ): Service providers that intervene in the trading or processing of products, but do not buy or sell these products.	Informative	X	X	X	X
3.12	Means of production: the land, tools, machinery, equipment, supplies, labor force and working capital engaged in production.	Informative	X	X	X	X
3.13	Certification Entities: <i>SPP Global</i> and any other certification entity approved by <i>SPP Global</i> in accordance with the respective procedures.	Informative	X	X	X	X
3.14	Small Producers' Organization: A Small Producers' Organization that is presumed or proven to meet the criteria for Small Producers' Organizations, as specified in the General Standard of the <i>Small Producers' Symbol</i> . When a trading company is part of the structure of a single Small Producers' Organization that is certified with the <i>Small Producers' Symbol</i> , it is considered to be part of the Small Producers' Organization.	Informative	X	X	X	X
3.15	Registration: A systematic, independent process through which <i>SPP Global</i> and authorized certification entities evaluate and verify compliance by Buyers, Collective Trading Companies owned by Small Producers' Organizations, Intermediaries and Maquila Companies with this General Standard. The ultimate responsibility for compliance with standards rests with each registered buyer.	Informative	X	X	X	X
3.16	Production Unit: The means of production used by a producer in the framework of this Standard.	Informative	X	X	X	X
3.17	Collective Production Unit: The means of production used by a Small Producers' Organization that collectively owns a plantation.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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3.18	Liquid Vehicle: a liquid substance added to a finished product in order to give it sufficient fluidity for its final consumption.	Informative	X	X	X	X
3.19	Main Ingredient: substance directly associated with the essential characteristics of the final product.	Informative	X	X	X	X
3.20	Secondary Ingredient: substance not directly associated with the essential characteristics of the final product, but added to a finished product in order to make it suitable for its final consumption.	Informative	X	X	X	X
3.21	Crafts: Refer to products of non-food practical, personal or decorative use with cultural or artistic value and made from manual processes, with the help of simple tools and sometimes machinery in order to speed up certain tasks. Products made through fully industrialized or automated processes are not considered to be crafts.	Informative	X	X	X	X
3.22	Craftsperson: Person who makes crafts individually or collectively, who is a member of a Small Producers' Organization, and who is familiar with the different stages of the process, as well as the tools, inputs and raw materials used.	Informative	X	X	X	X
3.23	Raw material: Material or materials of which the product is composed.	Informative	X	X	X	X
3.24	Inputs: Diverse materials used in the process of making crafts, without forming part of the crafts, and not including tools or machinery.	Informative	X	X	X	X
3.25	Elaboration process: Individual, family or collective activities for transforming raw materials into crafts.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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3.26	System of Costs and Sustainable Prices: System that defines the decision-making policies, criteria, entities and processes for determining production costs and establishing prices for acquiring and selling products, in addition to policies for payments to members. The system includes a registry of the different types of costs and the calculation of the minimum sustainable prices, the SPP incentive, and when applicable, organic recognition, for each product.	Informative	X	X	X	X
4	CRITERIA FOR SMALL PRODUCERS' ORGANIZATIONS					
4.1	SMALL PRODUCERS' ORGANIZATIONS					
4.1.1	All the producers in the Small Producers' Organization meet each of the following criteria (a, b, c and d):	Critical Criterion	X			
a	1. In order for production to be included in Certification for the Small Producers' Organization, the size of the Production Unit may not exceed the range of sizes locally recognized for a Craftsperson, while respecting the definition of a Craftsperson in this Standard.	Critical Criterion	X			
	i. The production units of at least 85% of producers do not exceed the following unit sizes:	Critical Criterion	X			
	A. Agriculture: 15 hectares in production	Critical Criterion	X			
	B. Indoor agriculture: 1 hectare in production	Critical Criterion	X			
	C. Beekeeping: 500 hives in production	Critical Criterion	X			
	ii. A maximum of 15% of producers may have up to 2 times the parameters defined in i. A, B and C.	Critical Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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	iii. If there are some isolated producers who exceed these parameters of size, a request for a special permission must be submitted to <i>SPP Global</i> , with proper justification, so that the organization may eventually be subject of certification.	Critical Criterion	X			
	iv. Variations of less than 1% in the percentages of subsections i and ii are acceptable.	Critical Criterion	X			
	2. For other categories of products, <i>SPP Global</i> should be consulted with, regarding the maximum sizes, for example, the Specific Standards for crafts.	Informative	X			
	3. There are specific parameters for certain products and/or countries, which are included in the annex to the General Standard called "Specific Parameter List".	Critical Criterion	X			
	4. In the case where the local parameters to define the small production (including variants such as small agroforestry production and harvesting) are different from what states this General Standard, a request can be presented to <i>SPP Global</i> to set the specific parameter, according to the procedures for the definition standards.	Informative	X			
	5. Not considered cases are subject to review and approval by <i>SPP Global's</i> Standards and Procedures Committee and Board of Directors.	Critical Criterion	X			
<i>b</i>	The means of production used by producers cannot be owned by a Buyer, as defined in this Standard.	Critical Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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c	<i>The Craftsperson operates the Production Unit for the production of the products to be included in the Certification mostly with his/her own labor, that of his/her family, or through community labor exchanges. Half or less of the labor force used on the average, except during specific temporary labor periods, is contracted through third parties. A greater amount of labor may be contracted in the following cases:</i>	Critical Criterion	X			
	i. Products requiring intensive labor (e.g., fruit harvested ongoing, such as bananas).	Critical Criterion	X			
	ii. Producers over 60 years old.	Critical Criterion	X			
	iii. Producers with disabilities physical or mental who cannot carry out productive activities.	Critical Criterion	X			
	iv. Producers with illnesses that prevent carrying out production work.	Critical Criterion	X			
	v. Producers without a sufficient family labor force available to carry out the work in the Production Unit.	Critical Criterion	X			
	vi. Producers who hold a position in the organization or on a committee in the Small Producers' Organization, preventing them from attending to their production work.	Critical Criterion	X			
	vii. Producers who are pregnant.	Critical Criterion	X			
d	Producers are personally involved in productive activities and in the activities of the Small Producers' Organization, except when a health condition prevents such involvement.	Critical Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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4.1.2	In the case of Collective Production Units, the size of an entire unit depends on the number of producers in the organization owning a Collective Production Unit, considering the criteria described above for individual Production Units as a proportional part corresponding to each member.	Critical Criterion	X			
4.1.3	In the case of a second or third-level Small Producers' Organization seeking certification under this Standard, all of its members must be Small Producers' Organizations, as defined in this document, and for the purposes of this Standard, will be considered as part of the same organization.	Critical Criterion	X			
4.1.4	All the products sold under the <i>Small Producers' Symbol</i> come from members of Small Producers' Organizations. The products of non-members will only be allowed in the case of other groups certified under the <i>Small Producers' Symbol</i> and supported by a previous agreement between the Small Producers' Organizations that clearly defines the cost and characteristics of the marketing services agreed upon. Contracts and invoices of Small Producers' Organizations for sales to Buyers must specify the name or names of the Small Producers' Organization(s) that have produced the products.	Critical Criterion	X			
4.2	ORGANIZATIONAL CRITERIA					
4.2.1	Each Small Producers' Organization is legally incorporated and has a current listing of all its members, indicating minimally:	Critical Criterion	X			
	a. Names of producers	Critical Criterion	X			
	b. Name of Locality	Critical Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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	c. <i>Size of Production Unit in accordance with the locally recognized range.</i>	Critical Criterion	X			
	d. <i>Annual volume of production to be certified, by craftsperson, expressed in the value of the acquisition for the Small Producers' Organization.</i>	Critical Criterion	X			
	e. <i>Should be validated both internally and externally.</i>	Critical Criterion	X			
4.2.2	The highest authority for each Small Producers' Organization is its General Assembly (with the name used locally), which meets at least once a year in regular or special sessions, under the statutes of the particular organization. The General Assembly includes all members of the organization, unless a system of representation has been agreed upon internally.	Critical Criterion	X			
4.2.3	The organization has a Board of Directors (the name used locally), which is responsible for following up on the agreements reached by the General Assembly and overseeing the operations of the Small Producers' Organization. The Board, together with the operations team, reports to the General Assembly of the Small Producers' Organization at least on an annual basis, regarding the results of its work and the status of the organization.	Critical Criterion	X			
4.2.4	The Small Producers' Organization is not formally subjected to any decisions made by political parties, government entities or businesses (buyers).	Critical Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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4.2.5	The Small Producers' Organization does not discriminate against its members nor employees on the basis of gender, political orientation, social class, culture, clothing, ethnicity, language, religion, sexual preference, age or physical or mental abilities. Additionally: I. No discriminatory practices II. No pregnancy tests, HIV tests, etc. are administered during the recruitment of workers III. Physical punishment and sexual harassment are forbidden IV. No forced labor	Critical Criterion	X			
4.2.6	The organization's structure and mechanisms are designed in order to ensure that decision-making and systems for accounting and accountability are based on democracy, participation and transparency, and are being implemented under the organization's statutes and/or regulations. If there are legal regulations concerning the legal composition of the membership of the Small Producers' Organization, imposed by local or national authorities, they must be specified.	Continuous Improvement Criterion	X			
4.2.7	The documents describing the decision-making process must be accessible to all members of the organization.	Continuous Improvement	X			
4.2.8	Activities that promote equitable participation by men and women in activities, processes, bodies and decision-making processes are carried out.	Continuous Improvement Criterion	X			
4.2.9	To the extent of possibilities and availability of resources, activities and/or advocacy efforts focused on addressing specific issues for women and minority groups are promoted.	Continuous Improvement Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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4.2.10	In acknowledgement of the UN Declaration on the Rights of Indigenous Peoples (Resolution 61/295), it is established that variations in the traditional organizational models of indigenous groups that do not meet all the organizational criteria may be presented in a request for exception to SPP Global, with a description of their organizational structure and based on the SPP's Declaration of Principles and Values.	Minimum Criterion	X			
4.3	PRODUCTION CRITERIA					
4.3.1	<i>The Small Producers' Organization has work methods and records for following the flow of products from the purchase of raw materials, to the family or collective production unit, to the warehouse and the sale of products by the Small Producers' Organization.</i>	Critical Criterion	X			
4.3.2	Internal records related to the flow of products are managed by the Small Producers' Organization and can be verified at any time. When processes are outsourced, they are supervised by the Small Producers' Organization, under an established agreement or contract.	Critical Criterion	X			
4.3.3	When products require a transformation, processing or preparation process before sale, this is carried out or subcontracted by the Small Producers' Organization.	Minimum Criterion	X			
4.3.4	The systems and production activities of the members of the Small Producers' Organization help to conserve natural resources and the health of producers and consumers.	Continuous Improvement Criterion	X			
4.3.5	<i>The Small Producers' Organization has mechanisms for estimating the production of the different commercial products.</i>	Continuous Improvement Criterion	X			



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4.3.6	<i>The raw materials and inputs used in the elaboration of crafts must comply with the following requirements:</i>	Minimum Criterion	X			
	<i>1. They must not have been part of archeological or historic monuments.</i>	Minimum Criterion	X			
	<i>2. They must not originate from species (animal or plant) that are in danger of extinction, except those raised/cultivated in a sustainable manner and with external backing or certification of such sustainability.</i>	Minimum Criterion	X			
	<i>3. Their use must not represent any risk for the health or safety of consumers or producers, and must not negatively affect the environment.</i>	Minimum Criterion	X			
	<i>4. In the case of raw material of mineral origin and/or a non-renewable source, it must not originate from mining activity but must rather be recycled or reused material, however not produced especially for this recycling process.</i>	Minimum Criterion	X			
	<i>5. Raw material must, to the extent possible, be produced at the local, regional or national level.</i>	Continuous Improvement	X			
	<i>6. Raw material must be produced, to the extent possible, in a sustainable manner, and have external backing or a certificate of sustainability.</i>	Continuous Improvement Criterion	X			
4.4	MANAGEMENT SYSTEM CRITERIA					
4.4.1	The Small Producers' Organization has an internal control system covering the different aspects of this General Standard.	Continuous Improvement Criterion	X			
4.4.2	To the extent of possibilities and availability of resources, mechanisms for training are developed to facilitate the process of building capacities in the productive, technical, social, organizational, commercial and public impact areas	Continuous Improvement Criterion	X			



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Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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4.5	COMMERCIAL CRITERIA					
4.5.1	The Small Producers' Organization maintains commercial records of transactions both for the domestic market and for export.	Critical Criterion	X			
4.5.2	<i>The Small Producers' Organization has a System of Costs and Sustainable Prices.</i>	Minimum Criterion	X			
4.5.3	The Small Producers' Organization has fact sheets for their final products, minimally establishing the varieties and qualities offered.	Continuous Improvement Criterion	X			
4.5.4	<i>The Small Producers' Organization makes descriptions of the different types of crafts available to buyers or intermediaries when requested.</i>	Minimum Criterion	X			
4.5.6	<i>The Small Producers' Organization makes data from the System of Costs and Sustainable Prices available to buyers or intermediaries when requested.</i>	Minimum Criterion	X			
4.5.7	<i>The System of Costs and Sustainable Prices of the Small Producers' Organization must specify the price components in accordance with the criteria in section 6 of the General Standard and the Specific Standard for Crafts.</i>	Minimum Criterion				
4.5.8	<i>The System of Costs and Sustainable Prices must be approved by the General Assembly of the Small Producers' Organization.</i>	Continuous Improvement Criterion				



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
4.6	STRENGTHENING THE SMALL PRODUCERS' SECTOR					
4.6.1	If the Small Producers' Organization does not have the capacity for exporting or trading on its own, it should sell its products through other Small Producers' Organizations certified with the Small Producers' Symbol. If this is not feasible, it must present <i>SPP Global</i> with a request for temporary permission with due justification provided.	Minimum Criterion	X			
4.6.2	For the produce to be sold with the <i>Small Producers' Symbol</i> , the Small Producers' Organizations may only use the services of Intermediaries or Maquila Companies that are controlled within the system of the <i>Small Producers' Symbol</i> .	Minimum Criterion	X			
4.6.3	The Small Producers' Organization, to the extent of its capacities and resources, promotes: I. Generation of local sources of employment. II. Exchange of products for local markets and consumption.	Continuous Improvement Criterion	X			
4.7	ENVIRONMENT AND HUMAN HEALTH CRITERIA					
4.7.1	The Small Producers' Organization does not allow its members to use products appearing on the List of Prohibited Products established for the <i>Small Producers' Symbol</i> (and annexed to this Standard) in the production of products included in the certification.	Critical Criterion	X			
4.7.2	The Small Producers' Organization assumes the responsibility to not use products banned by official regulations established in the production area or in the region where products will be sold.	Minimum Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
4.7.3	The Small Producers' Organization prohibits among its members the use of products harmful to the environment and human health in all its production units, regardless of whether or not products are included in the certification. The List of Prohibited Products established for the <i>Small Producers' Symbol</i> and official regulations in the production area or in the region where products will be sold will be used as a reference for identifying these harmful products.	Minimum Criterion	X			
4.7.4	Genetically modified organisms (GMOs) or inputs developed from such organisms will not be used.	Minimum Criterion	X			
4.7.5	The Small Producers' Organization demonstrates, in line with its possibilities a genuine commitment to care for, respect, conserve, and where applicable, restore the environment and fight against and mitigate change, through strategies focused on: I. Conservation of biodiversity (flora and fauna) II. Caring for forests III. Soil conservation and fighting erosion IV. Care in water management and protection of groundwater V. Carbon capture capacity	Continuous Improvement Criterion	X			
4.7.6	The equipment or machinery used by the Small Producers' Organization that involves any potential risk to the safety of producers, workers or third parties is handled with appropriate care and with proper safety equipment.	Minimum Criterion	X			
4.7.7	The by-products resulting from the processing of the Organization's products are processed without causing damage to health or the environment.	Minimum Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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4.7.8	The Small Producers' Organization makes efforts to gradually convert, to the extent of its possibilities, all of its production to organic or similar production with some type of external recognition.	Continuous Improvement Criterion	X			
4.8	CRITERIA FOR DIGNIFIED LIVING					
4.8.1	The Small Producers' Organization promotes, among its members, to the extent of its capacities and available resources, advances in the following diverse aspects of dignified living in one's environment, such as: I. Food Security II. Nutritious, healthy food III. Adequate health and hygiene conditions IV. Housing that provides necessary protection V. Access to full, adequate education	Continuous Improvement Criterion	X			
4.8.2	The Small Producers' Organization demonstrates, to the extent of its capabilities and resources, that its activities promote an increase in the capacities of its members and the organization, in terms of taking ownership of the productive-commercial chain.	Continuous Improvement Criterion	X			
4.8.3	The Small Producers' Organization demonstrates, to the extent of its capabilities and resources, that its activities promote the level of knowledge and consciousness of its members, and assist the Small Producers' Organization and its members in influencing public policies and/or social movements in terms of strengthening concerning the organized Small Producers' sector, fair trade and sustainable production.	Continuous Improvement Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
4.9	LABOR CRITERIA					
4.9.1	Small Producers' Organizations and their members do not hire boys or girls, respecting the corresponding local regulations, as well as the UN Convention on the Rights of the Child (1989). Close family members may participate in the family's productive activities as part of growing up as close family members of producers (for example, sons or daughters, nieces or nephews and grandchildren), as long as this contributes to and does not negatively affect or jeopardize their physical, or mental and ethical development and/or well-being, and/or their educational development.	Minimum Criterion	X			
4.9.2	If the Small Producers' Organization hires temporary, migrant or permanent employees, it complies with existing labor laws, respecting the various international conventions of the ILO that define workers' rights.	Minimum Criterion	X			
4.9.3	The Small Producers' Organization will work, to the extent of its possibilities, to promote encourage its members and their employees with appropriate, dignified and equal working conditions for its members and employees of its members, when applicable.	Continuous Improvement Criterion	X			
4.9.4	SPP Small Producers' Organizations that have more than 25 employees must allow employees to create an employee committee and, if this is the case, have at least one annual meeting between the Board of Directors (with the customary name) of the organization and the members of this committee and / or its elected representatives.	Minimum Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
5	CRITERIA FOR REGISTRATION OF BUYERS, COLLECTIVE TRADING COMPANIES OWNED BY SMALL PRODUCERS' ORGANIZATIONS, INTERMEDIARIES AND MAQUILA COMPANIES					
5.1	GENERAL CONSIDERATIONS					
5.1.1	Must be legally constituted and have access to the necessary physical, administrative, organizational and financial infrastructure to fulfill the purchase and sale contracts established under the <i>Small Producers' Symbol</i> system.	Critical Criterion		X	X	X
5.1.2	Must have an administrative and accounting system that allows for the clear identification of commercial operations conducted under the <i>Small Producers' Symbol</i> system.	Critical Criterion		X	X	X
5.1.3	A Buyer or Intermediary (as defined in this Standard) may not be registered or apply to be registered as such under this Standard and at the same time function as a producer or owner of a company producing the same product that it buys from certified Small Producers' Organizations. This criterion does not apply to Collective Trading Companies owned by Small Producers' Organizations. If the application of this criterion is not feasible, a request for temporary permission must be presented to <i>SPP Global</i> with due justification provided.	Critical Criterion			X	



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
5.2	COMMITMENT TO PROMOTING THE LOCAL ECONOMY					
5.2.1	Must buy products from the Small Producers' Organization in the most advanced stage of processing that the Small Producers' Organization is able to adequately complete.	Continuous Improvement Criterion		X	X	
5.3	TRANSPARENCY AND TRACEABILITY					
5.3.1	Must provide information associated with its operations, including the location of its infrastructure, subsidiaries, and parent or associated companies; the Small Producers' Organizations supplying the products; and the products and product lines produced (whether or not they are to be included in the registration).	Critical Criterion		X	X	X
5.3.2	Must file the agreements and contracts established under the <i>Small Producers' Symbol</i> system.	Critical Criterion		X	X	X
5.3.3	Must have a system for recording purchases, processing and sales, to make it possible to physically trace the products processed, bought and/or sold under the <i>Small Producers' Symbol</i> .	Critical Criterion		X	X	X
5.3.4	Must publish in some way (for example, brochures, packaging or on website) what percentage of the total volume of purchases of the product in question comes from organizations certified by the <i>Small Producers' Symbol</i> , and if wished so, what percentage comes from small producers' organizations certified by other certification systems.	Continuous Improvement Criterion				



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
5.4	STRENGTHENING THE SMALL PRODUCERS' SECTOR					
5.4.1	If a Small Producers' Organization does not have the capacity to export or trade on its own, it must sell its products through the Small Producers' Organizations certified with the <i>Small Producers' Symbol</i> . If this is not feasible, a request for temporary permission must be presented to <i>SPP Global</i> with due justification provided.	Informative		X	X	X
5.4.2	If a product of a Small Producers' Organization requires processing by third parties before being sold to the Buyer, the processing will be outsourced by this organization to another Small Producers' Organization certified by the <i>Small Producers' Symbol</i> , before being sold to the Buyer. If this is not feasible, a request for temporary permission must be presented to <i>SPP Global</i> with due justification provided.	Informative				
5.4.3	All Buyers must commit to purchasing under SPP at least 5% of the total value of their purchases in the category of products they decided to buy under SPP (ex: Sugar, Cocoa, Coffee, Banana, Mango, Peanuts, Honey, Herbs or Handicraft) by the end of the second year of buying in the corresponding category of products.	Critical Criterion		X		
5.4.4	After the second year of starting to buy in a certain product-category, Final Buyers must increase their SPP purchases by, at least, 5% each year in relation to their total purchases, in the corresponding category of products (see 5.4.3), until the SPP purchases reach a level of at least 25% of the total value of purchases in this category.	Continuous Improvement Criterion		X		



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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5.4.5	It will not be acceptable to decrease the percentage mentioned in the 5.4.3 and 5.4.4, of a Buyer's purchases under the SPP system because of changes in the total or partial ownership of its shares.	Minimum Criterion		X		
6	COMMERCIAL AGREEMENT BETWEEN SMALL PRODUCERS' ORGANIZATIONS, BUYERS, COLLECTIVE TRADING COMPANIES OWNED BY SMALL PRODUCERS' ORGANIZATIONS, INTERMEDIARIES AND MAQUILA COMPANIES					
6.1	CONTRACT					
6.1.1	A commercial contract will be signed in all cases, to specify the conditions of the purchase-sale, including at least the following: product type and quality, payment method and time period, delivery method and time period, logistics responsibilities, prices, possible certifications, and mechanisms for resolving disputes or complaints regarding quality or weight losses. The contract will recognize the mediation entities and procedures established for the <i>Small Producers' Symbol</i> , as well as the other usual specifications ("Incoterms" or international commercial terms) for the particular product and market.	Critical Criterion	X	X	X	X
6.2	SUSTAINABLE PRICES					
6.2.1	Definitions and explanations of the three components of Sustainable Prices:	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
	I. The Minimum Sustainable Price for a product is one that recognizes production costs, with the following characteristics:	Informative	X	X	X	X
	a. The direct costs of production in terms of the means of production used.	Informative	X	X	X	X
	b. A decent remuneration for work carried out, to allow producers, and when applicable, hired workers, a dignified life.	Informative	X	X	X	X
	c. The costs of democratic self-management of the organization, with social and environmental responsibility.	Informative	X	X	X	X
	d. The minimum sustainable reference price is the FOB price. In the case of domestic markets, costs associated with transfer to ports and costs related exclusively to exporting are deducted, in order to obtain the "Producers' Organization Warehouse" price.	Informative	X	X	X	X
	e. The way in which quality differentials are to be handled is specified in Article 6.2.3	Informative	X	X	X	X
	f. <i>The Minimum Sustainable Price for each craft sold by the Small Producers' Organization (SPO) is established by the SPO on the basis of a System of Costs and Sustainable Prices that includes the following line items of costs, among other potential items, when applicable, both at the level of craftspersons and at the level of the SPO:</i>	Informative	X	X	X	X
	1 Raw materials and inputs used.	Informative	X	X	X	X
	2 Time invested by labor force.	Informative	X	X	X	X
	3 Value of own labor force.	Informative	X	X	X	X
	4 Artistic and cultural value.	Informative	X	X	X	X
	5 Cost of hired labor force.	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
6	<i>Expenses of processing or maquila.</i>	Informative	X	X	X	X
7	<i>Expenses in tools.</i>	Informative	X	X	X	X
8	<i>Expenses in machinery.</i>	Informative	X	X	X	X
9	<i>Expenses in internal logistics and transportation.</i>	Informative	X	X	X	X
10	<i>Expenses in organization.</i>	Informative	X	X	X	X
11	<i>Administrative expenses.</i>	Informative	X	X	X	X
12	<i>Commercialization expenses.</i>	Informative	X	X	X	X
13	<i>Advertising expenses.</i>	Informative	X	X	X	X
14	<i>Certification expenses.</i>	Informative	X	X	X	X
	<i>g. Access to information from the System of Costs and Sustainable Prices may never be used by a buyer or intermediary to pay prices below market prices.</i>	Informative	X	X	X	X
	<i>II. Crafts with recognized organic certification have the right to payment of a positive Organic Recognition, which is in return for the work and increased costs involved in organic production, and which should be paid as part of the price to the Small Producers' Organization (SPO). Organic Recognition is pre-established by the SPO as part of its System of Costs and Sustainable Prices as a percentage above production costs. The established percentage may vary according to the type of crafts.</i>	Informative	X	X	X	X
	<i>III. Small Producers' Organizations (SPOs) receive a Small Producers' Symbol monetary incentive, which should be specified in the buying-selling contract. This incentive is pre-established by the SPO as part of its System of Costs and Sustainable Prices and as a percentage above production costs. The established percentage may vary according to the type of crafts.</i>	Informative	X	X	X	X



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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6.2.2	<i>Are required to pay Small Producers' Organizations at least the three components of a Sustainable Price: the Minimum Sustainable Price, Organic Recognition and the Small Producers' Symbol Incentive. The amounts for these price components are reflected in the Sustainable Prices List (annexed to this Standard), which will be updated periodically, and prices for new products added.</i>	Minimum Criterion	X	X	X	
	Note 1 : <i>In addition to the three components (Minimum Sustainable Price, Organic Recognition and the Incentive of the Small Producers' Symbol), there may be other additional prices or complementary premiums agreed upon between the parties involved.</i>	Informative	X	X	X	X
6.2.3	<i>When market prices (including quality differentials due to origin or special characteristics) are above the Minimum Sustainable Prices for the Small Producers' Symbol (as reflected in the current List of Sustainable Prices), it is necessary to pay Small Producers' Organizations the market price (including quality differentials), plus the Symbol's Incentive, and if the product has a recognized organic certification, the Symbol's Organic Recognition. The quality differentials mentioned must always be positive.</i>	Minimum Criterion	X	X	X	



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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6.2.4	<i>In the case that, for a product certified under the Small Producers' Symbol, a minimum price under another Certification System also applies, the minimum price to be selected will have to be equal to or higher than the Minimum Sustainable Price of the Small Producers' Symbol. Also, in cases in which other payments are made that are similar to the Organic Recognition or Small Producers' Symbol Incentive, as part of the other certification, the Buyer or Intermediary is not required to make similar payments twice, but must rather pay the highest of the two amounts.</i>	Minimum Criterion	X	X	X	
6.2.5	Small Producers' Organizations use the resources from the <i>Small Producers' Symbol</i> Incentive to strengthen organizational, productive, commercial and business development and for activities that benefit the well-being of producers' families and their communities. Each organization must have general policies regarding the way in which these resources are handled, and these policies must be approved by the organization's General Assembly. These policies must define the entity within the organization that will make decisions regarding the concrete use of these resources, must establish the authority granted in this regard, and must establish the criteria to be used in decision-making, such as criteria specified for market conditions or for environmental catastrophes.	Minimum Criterion	X			



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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6.3	PRE-FINANCING					
6.3.1	<i>When required by the Small Producers' Organization, the Buyer and/or Intermediary must facilitate pre-financing of the contract, directly or through third parties, corresponding to at least 50% of the total.</i>	Minimum Criterion			X	
6.4	TIMELY PAYMENT					
6.4.1	The total cost of the products purchased from a Small Producers' Organization must be paid, thereby acquiring the responsibility for the product. In the case of exceptions to this criterion, it is necessary for a formal mutual agreement to be established in the contract.	Minimum Criterion		X	X	
6.5	QUALITY					
6.5.1	In the case of disputes concerning the quality of the product purchased, the parties undertake the obligation to seek a conciliatory mediation agreement, as stipulated in the contract.	Minimum Criterion	X	X	X	
6.5.2	In the case of failure to agree on a mediator, <i>SPP Global</i> will act as such or will assign one. Any costs for this mediation will be paid according to what has been established in the contract with regard to payment of expenses resulting from disputes.	Minimum Criterion	X	X	X	
6.6	ORIGIN CRITERIA					
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 <i>Small Producers' Symbol</i> .	Minimum Criterion	X	X	X	



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

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6.6.2	In the case of finished products composed of various fundamentally different ingredients or materials, all the ingredients, both the main ingredients and the secondary ingredients, must have Symbol certification, as long as they are available. If they are proven to be unavailable, these ingredients may come from a Small Producers' Organization. If these ingredients are not available from a Small Producers' Organization, permission must be requested from <i>SPP Global</i> for a temporary exemption of the obligation to purchase certain ingredients from Small Producers' Organizations. A specific ingredient is considered to be available if there is information regarding its existence, if it has the necessary characteristics, and if it is possible to obtain it within a reasonable time period and at a cost that is not disproportionate.	Minimum Criterion	X	X	X	
6.6.3	In the case of finished products, composed of various fundamentally different ingredients or materials, at least 50% of the products' total weight—excluding the weight of liquid vehicles—must be certified under the <i>Small Producers' Symbol</i> , and in all cases, the consumer will be informed in a clear manner which ingredients and what percentage of the total product are certified under the <i>Small Producers' Symbol</i> .	Minimum Criterion	X	X	X	
6.6.4	In the case of products whose main ingredient represents less than half of the finished products' total weight, an initial minimal 25% will be established, and a period of two years will be granted within which time the product must comply with a criterion of a minimum 50%.	Transitory	X	X	X	



Specific Standard for Crafts

Small Producers' Symbol

Version 5. 2018-10-01

Edition 2. 2019-02-07

#	Specific Standard for Crafts; V5. 01-Oct-2018, E1. 01-Oct-2018		SPO	C-SPO	INT	MAQ
6.6.5	<i>In all cases it is necessary to make information available to consumers regarding the characteristics and origin of the raw materials, inputs and elaboration processes used to make the crafts.</i>	Minimum Criterion	X	X	X	

TABLE OF CHANGES

#	Description of the changes and reasons, in relation to the former version: V4-E1_2018-07-02	Type of Change	Date effective
1	Prohibited behaviors were added to the criterion 4.2.5 of the SPO with the aim of reinforcing equality and integrating the many profiles of people employed.	Content	01/10/2018
2	Criteria 4.7.6 and 4.7.7 go from Criteria for Continuous Improvement to Minimum Criteria, in order to strengthen human health and environmental protections.	Type of Criterion	01/10/2018
3	Criterion 4.9.4 was included to ensure a better representation of the workers of SPO with certain quantities of workers.	Content	01/10/2018

Note: If you need information on the changes with respect to previous editions or versions, you can find them on our website or request them at: cert@spp.coop