# INTRODUCTION

This part of the form summarizes the results of the evaluation conducted through the [Document-based/Complet] Procedure to the [Small Producers’ Organization/ Buyer, Collective Trading Company owned by Small Producers’ Organizations, Intermediary or Maquila Company] as part of the [Certification or Registration] process of the Small Producers’ Symbol.

# APPLICANT INFORMATION

|  |  |
| --- | --- |
| Name: |  |
| Office address: |  |
| Telephone: |  |
| Fax: |  |
| e-mail |  |
| Web site: |  |
| Evaluation date: |  |
| Personnel contacted: |  |

# INFORMATION REGARDING EVALUATION REPORT

|  |  |
| --- | --- |
| Evaluation Report | Date |
| Initial |  |
| Final |  |

# PERSONNEL INVOLVED IN EVALUATION

|  |  |
| --- | --- |
| Name | Position |
|  |  |
|  |  |
|  |  |
|  |  |

# INFORMATION ON EVALUATOR(S)

|  |  |
| --- | --- |
| Name | Category |
|  |  |
|  |  |
|  |  |

# EVALUATION OBJECTIVE AND SCOPE

|  |  |
| --- | --- |
| Objective: |  |
| Scope: |  |

# RESULTS

1. Specific evaluation information on each of the criteria is presented on the Evaluation Form used in conducting the evaluation with the Applicant in question.
2. Below is a table providing the score for each criterion: “Compliance” (C), “Non-compliance” (NC), or “Not Reviewed” (NR).

| Criterion | Classification | Evaluation |
| --- | --- | --- |
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# FINAL CONSIDERATIONS REGARDING EVALUATION

|  |
| --- |
| 1. Conclusions regarding compliance with General Standard: |
| 2. Strengths detected: |
| 3. Non-compliance documented: |
| 4. Final comments: |
| 5. Issues to take into account for the next evaluation: |

# LIST OF DISTRIBUTION OF EVALUATION REPORT

|  |  |
| --- | --- |
| Name | Position |
|  |  |
|  |  |
|  |  |
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# LIST OF EVALUATION ANNEXES

|  |  |
| --- | --- |
| Name | Position |
|  |  |
|  |  |
|  |  |

# SIGNATURES

[Name and Signature of the Evaluator]] [Name and Signature of the representative of the organization or company]

[Place and Date] [Place and Date]

***THIS REPORT MAY NOT BE REPRODUCED PARTIALLY OR COMPLETELY WITHOUT EXPLICIT AUTHORIZATION FROM THE PARTIES INVOLVED.***