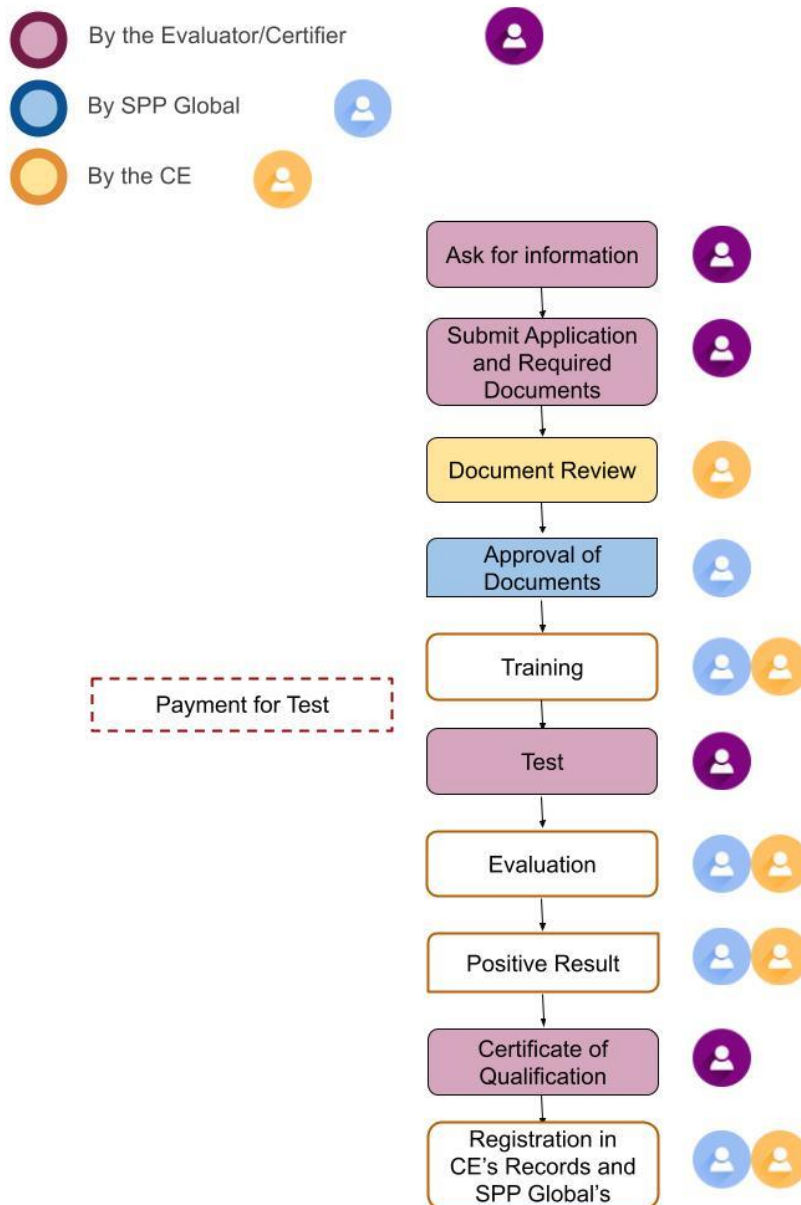


## 1. PRESENTATION

The official language of this document is Spanish. In case of need for clarification related to a version of this document published in another language, the Spanish version will prevail.

## 2. DIAGRAM



### 3. OBJECTIVE

This document establishes the procedure to be followed by a Certification Entity seeking to qualify evaluators and/or certifiers.

### 4. SCOPE

This procedure is applied to all staff members that a Certification Entity wishes to qualify as evaluators and/or certifiers of the Small Producers' Symbol system.

### 5. REFERENCES

To apply this procedure, the provisions of the Small Producers Symbol System must be respected. These include, among others, the following documents that are relevant to understand and apply this procedure.

- 4.1 General Standard of the Small Producers' Symbol
- 4.2 Small Producers' Organizations Certification Procedure
- 4.3 Small Buyers Registration Procedure
- 4.4 Certification Entities Authorization Procedure
- 4.5 Code of Ethics of the Small Producers' Symbol
- 4.6 Evaluator and Certifier Qualification Form
- 4.7 Conflict of Interest and Confidentiality Statement
- 4.8 Qualification Certificate Form

### 6. DEFINITIONS

- 5.1 **Candidate:** Person who is interested in qualifying as an Evaluator or Certifier of the Small Producers' Symbol.
- 5.2 **Buyer:** Any company that buys products certified under the Small Producers' Symbol to sell them as such, either to a final consumer or to other buyers and that, presumably or in a proven manner, meets the criteria of the General Standard of the Small Producers' Symbol that are applicable to it. Those trading companies that are mainly owned by Small Producers' Organizations certified by the Small Producers' Symbol are not included in this definition of Buyer but are considered part of the Small Producers' Organization in question.
- 5.3 **E/C:** Evaluator(s) and Certifier(s)
- 5.4 **Certifier:** Person who has technical competence and enough capacity to make decisions about compliance with the criteria of the Small Producers' Symbol.
- 5.5 **Evaluator:** A person having the technical expertise to carry out document-based as well as field evaluations to verify compliance with the different criteria of the Small Producers' Symbol.
- 5.6 **Certification Entity:** SPP GLOBAL or any certification entity authorized by SPP GLOBAL to operate the Small Producers' Symbol certification and registration program.
- 5.7 **Small Producers' Organization (SPO):** A small producers' organization that presumably meets the criteria of the General Standard of the Small Producers' Symbol applicable to Small Producers' Organizations.

- 5.8 **Small Producers' Symbol Certification and Registration Program:** certification and registration services of the Small Producers' Symbol, in accordance with the rules, agreements, procedures and standards established by SPP GLOBAL.
- 5.9 **Small Producers' Symbol System:** the set of standards, procedures, regulations, forms and infrastructure that back up the Small Producers' Symbol.
- 5.10 **SPP:** Small Producers' Symbol

## 7. CATEGORIES OF EVALUATORS AND CERTIFIERS

Currently, the following types of Evaluators/Certifiers exist: The same person can obtain the certificates for one or more of the following categories:

- **Category A Evaluators: for Small Producers' Organizations.**  
These are Evaluators who are Qualified to perform evaluations on Small Producers' Organizations.
- **Category B Evaluators: for Buyers**  
These are Evaluators who are Qualified to perform evaluations on Buyers.
- **Category C Evaluators: for Certification Entities**  
These are Evaluators who are Qualified to perform evaluations on Certification Entities. This category of Evaluators and Certifiers can only be qualified by SPP GLOBAL, not by other CEs.
- **Category A Certifiers: for Small Producers' Organizations**  
These are Certifiers who are Qualified to perform resolution procedures on Small Producers' Organizations.
- **Category B Certifiers: for Buyers**  
These are Certifiers who are Qualified to perform resolution procedures on Buyers.
- **Category C Certifiers: for Certification Entities**  
These are Certifiers who are Qualified to perform resolution procedures on Certification Entities. This category of Evaluators and Certifiers can only be qualified by SPP GLOBAL, not by other CEs.

## 8. REQUIREMENTS

The CE, in order to qualify applicants seeking to become evaluators and certifiers of the Small Producers' Symbol, must evaluate compliance with the following requirements by Evaluators and Certifiers:

### Education:

- a. The candidate must have a degree.
- b. Official documents must be submitted to prove academic background.

### Training:

- a. The candidate must demonstrate that he successfully completed the Small Producers' Symbol System training concerning the category(s) of Evaluator/Certifier for which the candidate intends to be qualified. The result of the training must be supported by the respective attestations. Training programs and instructors must be approved by SPP GLOBAL.
- b. He must also demonstrate that he was trained in audit or resolution procedure methods and techniques, according to the case, recently; that is, within the last 2 years. The result of the training must be supported by the respective attestations, recognized by SPP GLOBAL.

**Professional experience:**

- a. Category A. Evaluators and Certifiers who will process certification requests from Small Producers' Organizations must have a minimum of 1 year of experience working with small producers' organizations.
- b. Category B. Evaluators and Certifiers who will process Buyers' registration requests must have a minimum of 1 year of experience working with purchasing companies.
- c. Category C. Evaluators and Certifiers who will process requests for Authorization from Certification Entities must have a minimum of 2 years of experience working with Certification Entities.

**Experience with audits/resolution procedures:**

The candidate must have at least 1 year experience performing audits or resolution processes respectively, for internal control systems of Small Producers' Organizations or for certification programs. He must submit letters of employment signed by the organization(s) and/or person(s) he worked for.

**Language:**

The candidate must be fluent in the language, both written and spoken, in which the evaluations will be carried out and the language in which the respective reports are to be submitted and/or reviewed. The languages authorized for writing the reports are Spanish or English.

## **9. QUALIFICATION PROCESS**

**Submission of Application and Documents:**

- a. The candidate must submit a duly completed and signed application indicating the Category(ies) of Evaluator and/or Certifier for which he wants to qualify, along with the formal documentation that supports compliance with the requirements to obtain the desired qualification. If you have not (successfully) completed the training corresponding to the Small Producers' Symbol System, you must indicate your desire to attend said training in the application.
- b. The candidate must attach to the Application, in all cases, a signed copy of the Code of Conduct for the Small Producers' Symbol.

**Application Review:**

The CE staff will review the application and the documents submitted and, if a training was requested, it will proceed to provide information on the available courses, their characteristics and eventual costs.

**Training and Exams:**

The candidate to be qualified takes, prior payment to SPP Global if required, the necessary recognized training and submits proof of successful participation in the respective exams. The application then undergoes a final evaluation before granting qualification.

**Evaluation and Qualification:**

- a. Once all the required documents have been submitted, the CE or SPP Global can issue a Certificate of Qualification, using the SPP GLOBAL Qualification Form, that specifies for which category(ies) of Evaluator and/or Certifier the candidate is now qualified and what the validity period of said certificate is. The certificates issued must be signed by SPP Global.
- b. The Certificate of Qualification is valid for one year.
- c. Authorized CEs can issue Certificates of Qualification for Evaluators of Categories A and B, as long as their training has the approval of SPP GLOBAL.
- d. Category C Evaluators and Certifiers can only be granted Certificates of Qualification issued by SPP GLOBAL directly.

**Keeping your certificate current:**

- a. The Evaluator or Certifier undertakes to keep himself constantly updated with respect to the relevant changes made to the Small Producers' Symbol System, which will be notified by the CE:
- b. In order for the Evaluator or Certifier to be able to extend the validity period of their qualification, they must take the update training that will be provided annually by SPP Global or the CE in question.
- c. If an Evaluator/Certifier did not attend SPP Global's annual training and the Certification Entity is unable to deliver its own training course, said Evaluator or Certifier must take an exam to maintain the validity of their certification.