



**SMALL  
PRODUCERS'  
PRIDE**

**FAIR  
ORGANIC  
& AUTHENTIC**



**SPP TUTORIALS**

# **NEW SPP CERTIFICATION PROCESS**

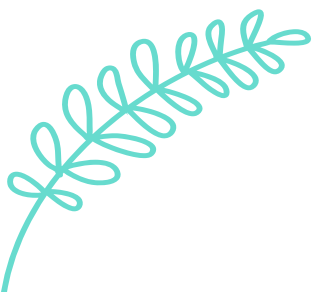


# FIND OUT MORE!

**The new 3-year validity period of **SPP** Certificates or Registries will come into effect on May 1, 2021.**

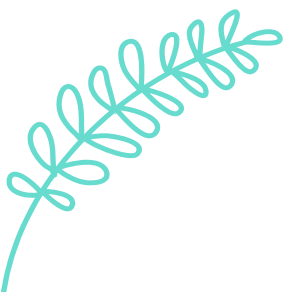


**Check out this short tutorial to find out about these changes and how this new validity period will apply to your SPP Certificate or Registry.**



## WHY WAS IT NECESSARY TO MODIFY THE VALIDITY PERIOD OF THE CERTIFICATION?

- 1. Currently the validity period of SPP Certificates or Registries is 1 year.**
- 2. Renewal process must start 1 month before or no later than 1 month after the certificate expires.**



## WHY WAS IT NECESSARY TO MODIFY THE VALIDITY PERIOD OF THE CERTIFICATION?

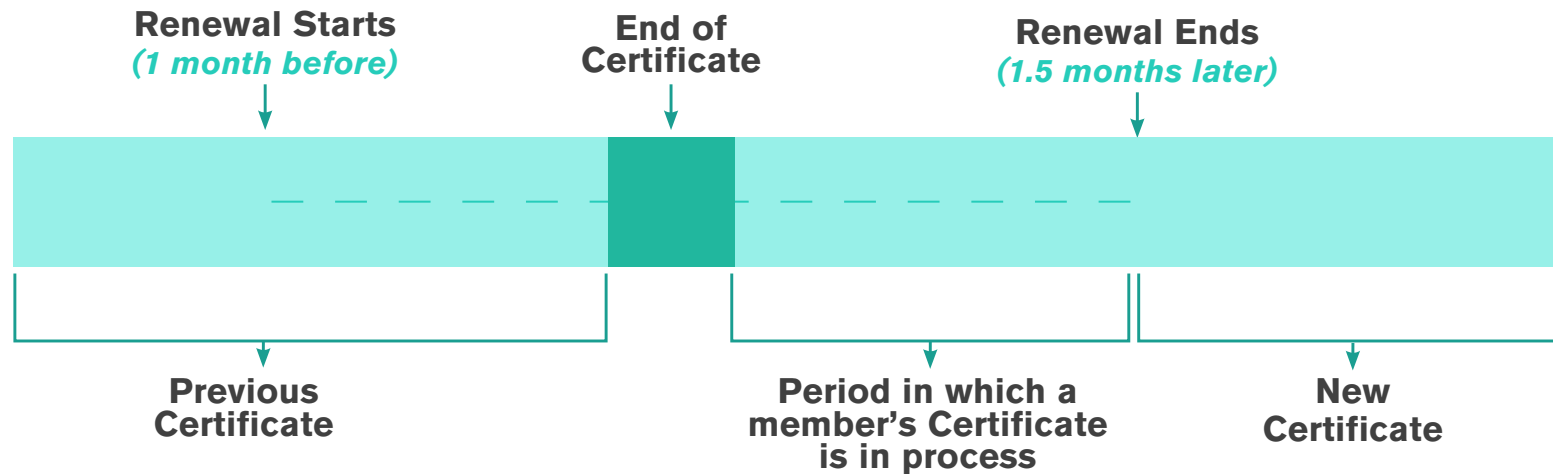
- 3. This process takes 2.5 months on average, so even if a member starts their process a month in advance, there is a period in which they don't have any new certificate yet.**



# WHY WAS IT NECESSARY TO MODIFY THE VALIDITY PERIOD OF THE CERTIFICATION?

## 4. Current Certification Scheme

(1-year Validity)



## WHY WAS IT NECESSARY TO MODIFY THE VALIDITY PERIOD OF THE CERTIFICATION?

- 5. When Organizations or Companies are left without a Certificate even if they comply with the renewal process, it is difficult for them to commercialize their products under SPP conditions.**



## WHY WAS IT NECESSARY TO MODIFY THE VALIDITY PERIOD OF THE CERTIFICATION?

- 6. Currently, SPP Global issues written attestations to confirm that the member is complying with SPP regulations.**





## WHY WAS IT NECESSARY TO MODIFY THE VALIDITY PERIOD OF THE CERTIFICATION?

- 7. Therefore, SPP's Standards and Procedures Committee has recently approved that the validity period of the Certificate be extended to 3 years; without modifying the annual evaluation scheme\*.**



**\*Document-based Evaluation or a Complete On-site Evaluation.**

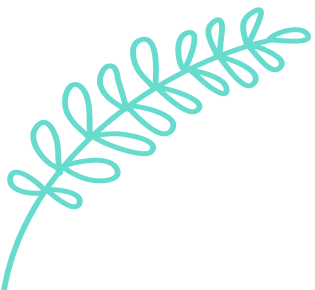
## HOW DOES THIS NEW VALIDITY PERIOD BENEFIT ME?

- 1. My SPP Certificate or Registry will remain valid without interruptions in between my annual intermediate evaluations.**



## HOW DOES THIS NEW VALIDITY PERIOD BENEFIT ME?

- 2. With my valid Certificate, I can commercialize my products, without the need for SPP Global to issue a written attestation to prove the validity of the certificate.**



## WHAT ARE THE MODIFICATIONS MADE TO THE CURRENT CERTIFICATION SCHEME?

- 1. The cycle including two document-based evaluations and one on-site evaluation over a three-year period is maintained.**



## WHAT ARE THE MODIFICATIONS MADE TO THE CURRENT CERTIFICATION SCHEME?

**2. Certificate renewal is no longer carried out every year, but every three years.**

FIRST TIME	YEAR 0	INITIAL PROCEDURE
	YEAR 1	DOCUMENT-BASED EVALUATION
	YEAR 2	DOCUMENT-BASED EVALUATION
RENEWAL	YEAR 3	COMPLETE ON-SITE EVALUATION
	YEAR 4	DOCUMENT-BASED EVALUATION
	YEAR 5	DOCUMENT-BASED EVALUATION
RENEWAL	YEAR 6	COMPLETE ON-SITE EVALUATION

## WHAT ARE THE MODIFICATIONS MADE TO THE CURRENT CERTIFICATION SCHEME?

### 3. Annual evaluations are renamed:

**YEAR 0 — INITIAL PROCEDURE**

**YEAR 1 — DOCUMENT-BASED EVALUATION**

**YEAR 2 — DOCUMENT-BASED EVALUATION**

**YEAR 3 — COMPLETE ON-SITE EVALUATION**



It is the evaluation process that is applied for the first time; it includes the Eligibility Process and a Document-based Evaluation.



Formerly called “Normal Document-based Procedure”. Compliance to critical criteria of SPP’s General Standard is reviewed.



Formerly called “On-site Procedure”. Compliance to all criteria of SPP’s General Standard is reviewed.

## SHOULD I CONTINUE TO UNDERGO ANNUAL EVALUATIONS?

**Yes, in between each certificate renewal (3 years), document-based evaluations must be carried out every year as it is currently the case.**

### Example:

YEAR	VALIDITY
<b>YEAR 0 - JULY 2021</b> - 1ST TIME	<b>JULY 2021 - JULY 2024</b>
<b>YEAR 1 - JULY 2022</b>	<b>DOCUMENT-BASED EVALUATION</b>
<b>YEAR 2 - JULY 2023</b>	<b>DOCUMENT-BASED EVALUATION</b>
<b>YEAR 3 - JULY 2024</b>	<b>ON-SITE EVALUATION</b> -RENEWAL



## WHAT IS THE DEADLINE FOR ANNUAL EVALUATIONS?

**Document-based Evaluations and On-site Evaluations must be carried out no later than on the same date (month and day) on which the initial Certificate was issued.**

### Example:







## HOW LONG CAN I WAIT BEFORE STARTING MY ANNUAL EVALUATION?

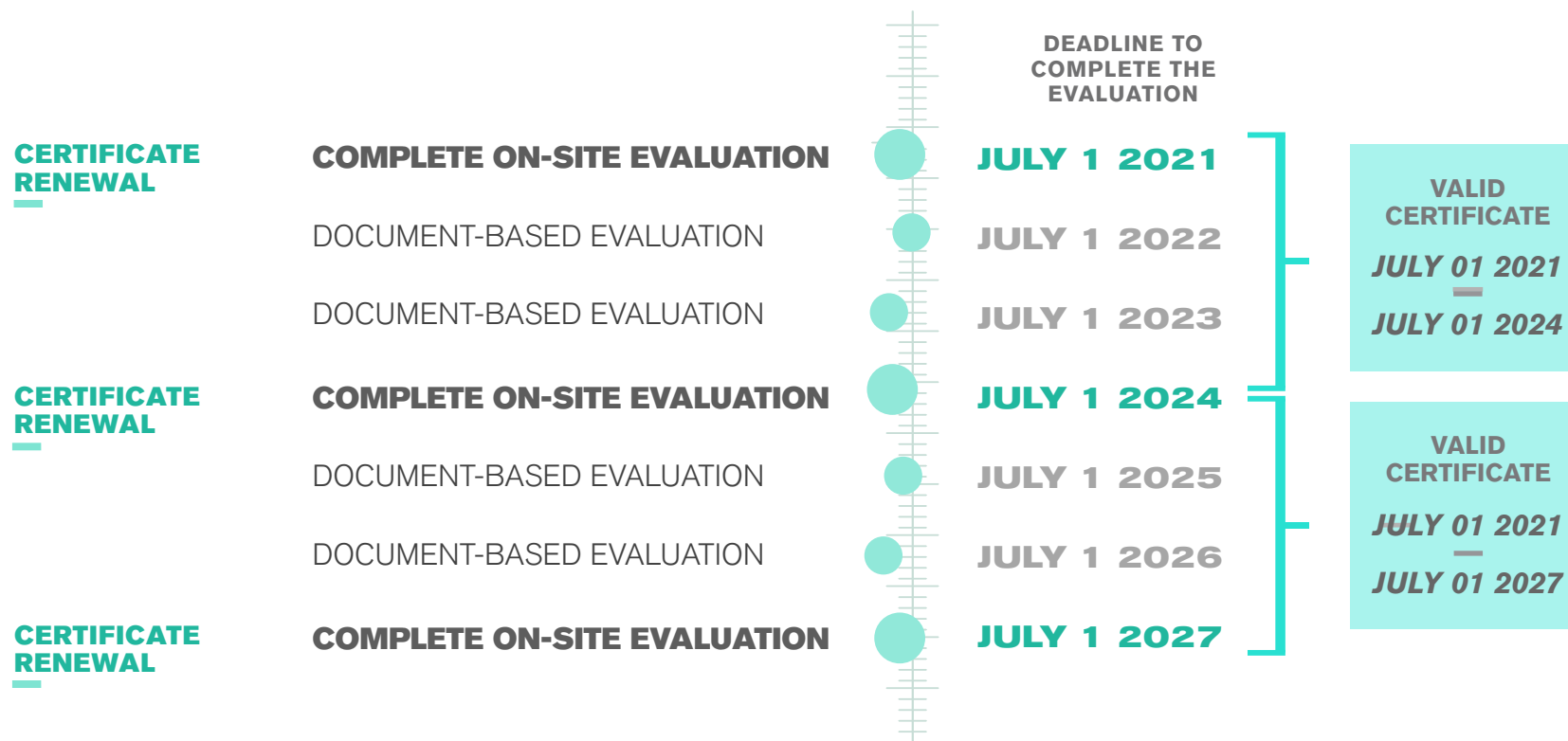
In the new scheme, evaluations will be carried out as follows\*:

- 1. Document-based Evaluation:** It must be started at least **3 months** before the deadline.
- 2. Complete On-site Evaluation:** It must be started at least **4 months** prior to deadline.

\*No evaluation can be advanced more than 5 months.

# HOW LONG CAN I WAIT BEFORE STARTING MY ANNUAL EVALUATION?

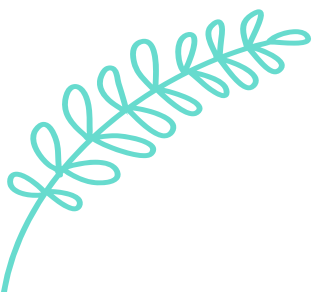
## Example of certification cycle:



## WHAT HAPPENS IF I DON'T UNDERGO MY EVALUATION WITHIN THE DEADLINE?

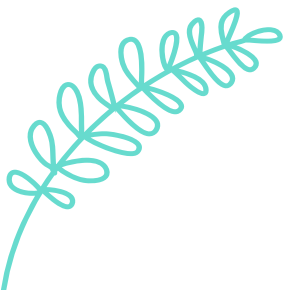
If I have not completed my evaluation (be it Document-based or On-site) before the deadline, my certificate will be **suspended** and it will only be reactivated if my Certification Entity issues a new resolution and/or certificate.

**Start your renewal on time!** 



## **IF I ALREADY HAVE A VALID CERTIFICATE OR IF IT IS IN THE PROCESS OF BEING RENEWED, HOW DOES THIS CHANGE APPLY TO ME?**

**How this change applies to me depends on what kind of evaluation I have to undergo this year.**



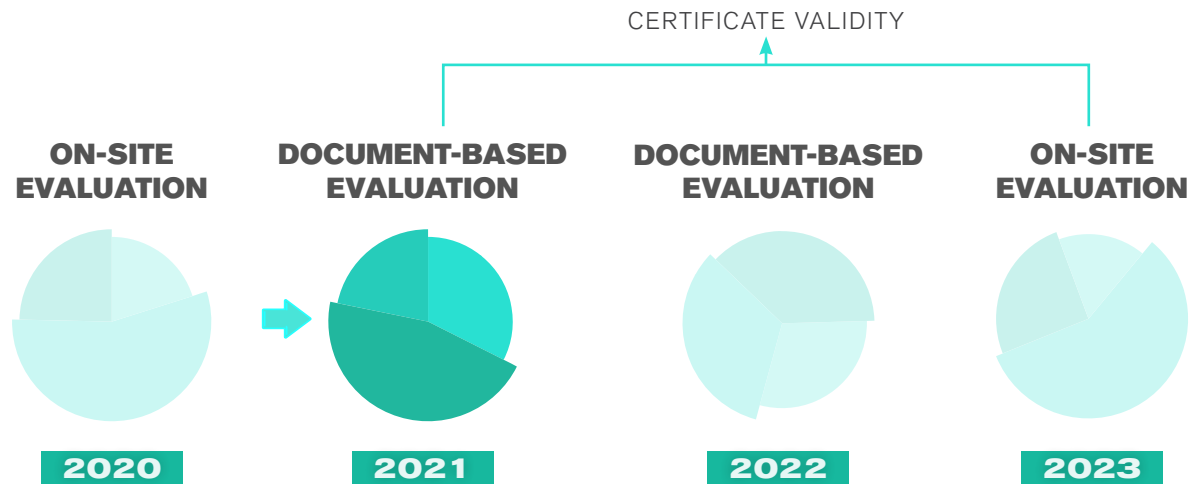
## IF THIS YEAR I'M DUE FOR AN ON-SITE EVALUATION

If this year I have to undergo a **complete on-site evaluation**, the validity period of the certificate issued to me must be three years.



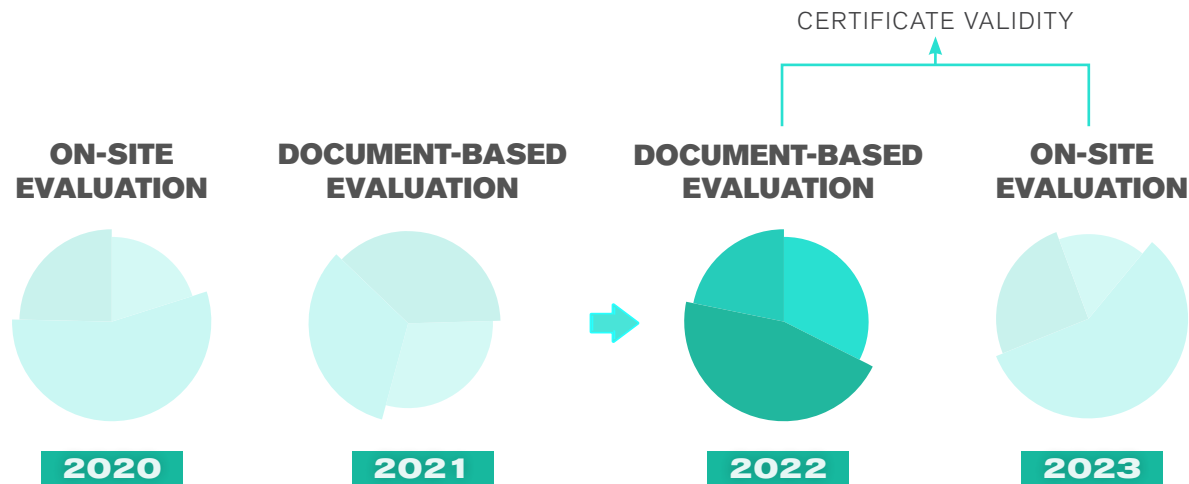
## IF THIS YEAR I'M DUE FOR MY FIRST DOCUMENT-BASED EVALUATION

If this year I must undergo a **document-based evaluation**, the validity period of my certificate will be two years. For my next On-site evaluation, I will be issued a 3-year certificate.



## IF THIS YEAR I'M DUE FOR MY SECOND DOCUMENT-BASED EVALUATION

If this year I must undergo a **document-based evaluation**, the validity period of my certificate will be 1 year. For my next On-site evaluation, I will be issued a 3-year certificate.



## **IF I AM DELAYED DURING THE EVALUATION, WILL THE DATE OF MY CERTIFICATE CHANGE?**

**No, the same date on which my initial  
certificate was issued is respected.**







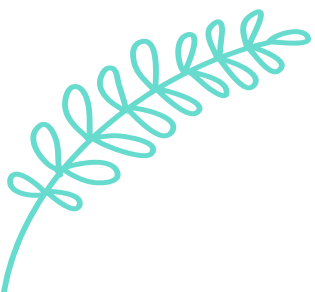
## WHAT PAYMENTS DO I HAVE TO MAKE IN ORDER TO START MY EVALUATION?

**Before starting any evaluation, document-based or on-site, I must pay these fees to SPP Global, vif I'm a producer.**



### **SPP Annual Membership Fee:**

- Basic Fee**
- Volume Fee**



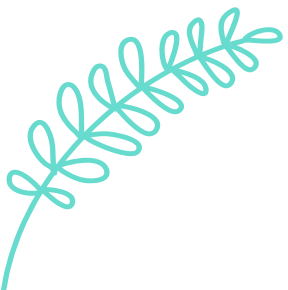


## WHAT PAYMENTS DO I HAVE TO MAKE IN ORDER TO START MY EVALUATION?

**Before starting any evaluation, document-based or on-site, I must pay these fees to SPP Global, if I'm a Final Buyer.**

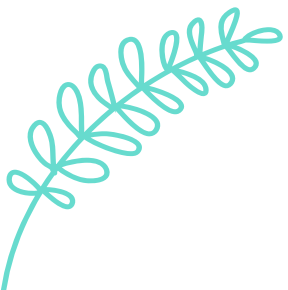
 **SPP Annual Membership Fee**

 **User Fee**



## WHAT HAPPENS IF I DON'T MAKE MY PAYMENTS ON TIME?

**I am unable to start with the annual evaluation, which will cause delays in my process and possibly an eventual suspension.**





**If you have any doubts,  
feel free to contact us!**



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