



**SMALL
PRODUCERS'
PRIDE**

**FAIR
ORGANIC
& AUTHENTIC**

SPP TUTORIALS

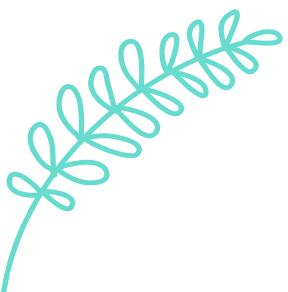
SPO's CERTIFICATION PROCEDURE

Version 1.0



WHAT QUESTION DOES THIS TUTORIAL ANSWER?

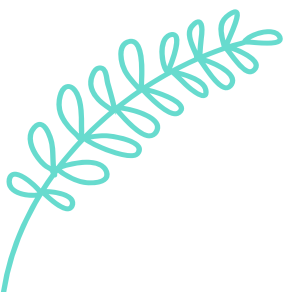
-  **Are you interested in joining SPP Global's intercontinental network and selling your products using the Small Producers' Symbol?**
-  **Are you interested in getting your Small Producers' Organization SPP certified?**
-  **Learn about the Certification procedure**





WHAT ARE THE MINIMUM REQUIREMENTS TO BECOME SPP CERTIFIED?

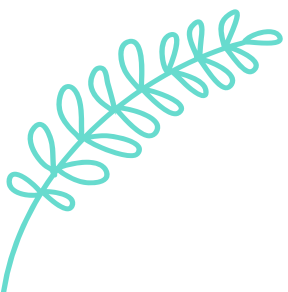
In order for you to become SPP certified, you must comply with the criteria of our General Standard, as well as endorse our Declaration of Principles and Values and our Code of Conduct.





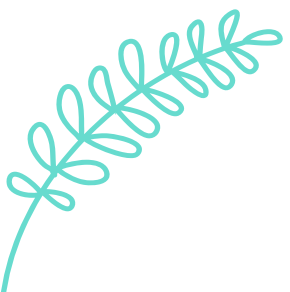
1. Some minimum requirements:

Your organization must be legally constituted by small producers, who make up its General Assembly and its Board of Directors.



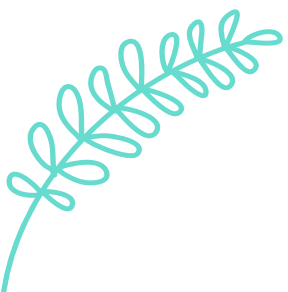


2. The product that you are going to get certified must have an organic certification belonging to your organization.



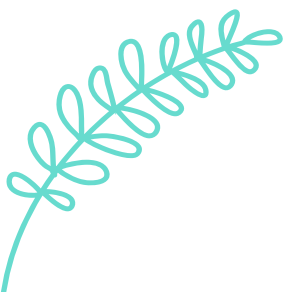


- 3.** For agricultural products in general, at least 85% of the producers have less than 15 hectares and the rest of them have a maximum of 30 hectares.



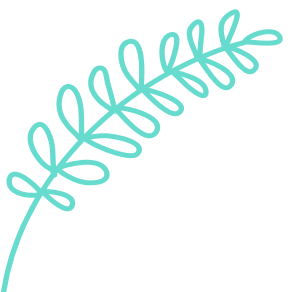


- 4. If producers grow their products in a greenhouse, then 85% do not exceed one hectare in production and the rest of them can have up to 2 hectares in production.**





- 5. If your organization produces honey, 85% of beekeepers have a maximum of 500 hives and the rest of them have a maximum of 1,000 hives.**





- 6. For products such as quinoa, harvested chestnuts, herbs, plantains and countries such as Peru and Sri Lanka, there are specific criteria for the corresponding production unit.**



Check: List of Specific Parameters



HOW DO I GET CERTIFIED FOR THE FIRST TIME?

If this is the first time you are applying for your certification, you will have to go through an initial procedure, which consists of completing an eligibility process and undergoing a Remote Document-based Evaluation conducted by an SPP Global-authorized Certification Entity.



Check: Authorized Certification Entities

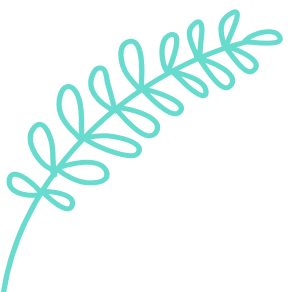


HOW DO I APPLY FOR THE SPP CERTIFICATION?

1. Pre-register at the following [link](#)

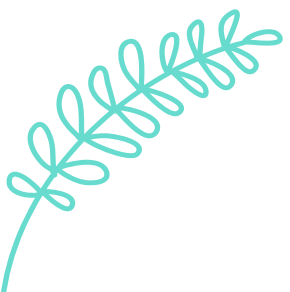
Here you will be asked to provide general information of your organization: Name, address, contacts, product to be certified, etc.

Important! This pre-registration is not equivalent to an application for certification.





2. Once you submit your information, our SPP team will review your pre-registration and will contact you if they need more information.





3. If your information is complete, we will send you a username and a password so you can access our **D-SPP** platform.

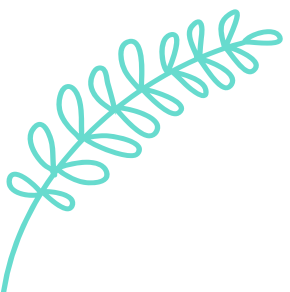
You must then log in to the platform and fill out an application form for certification.



Access the **D-SPP** platform



4. Once you are done filling out your application, you will have the possibility to send it to more than one certification entity.

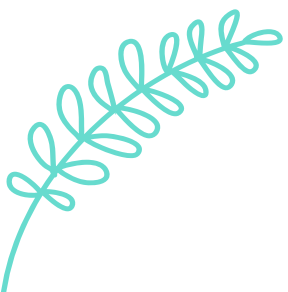




ELIGIBILITY PROCESS

After submitting the application, you will need to pay an application fee of **\$150 USD to start your eligibility process.**

This step is only performed the first time an organization applies for SPP certification, and the process takes approximately 21 days.





WHAT IS THE ELIGIBILITY PROCESS?

At this stage, SPP Global will carry out a desk research¹ and a consultation among SPP members, to confirm that your organization complies with the basic principles of SPP's General Standard, SPP's Declaration of Principles and Values and SPP's Code of Conduct.

¹ If the information provided is not enough to issue a Resolution, you will be asked to submit complementary documents.



EVALUATION QUOTE

- 1. Based on the results obtained, SPP Global will issue a Resolution; If it is positive, then the Certification Entity(ies) will send a quote for your evaluation within a 10-day deadline.**

The cost of the evaluation will depend on the number of producers that your organization has.



Check: [SPP Certification Costs Tutorial](#)



2. You will have to review and/or accept the offer uploaded by the Certification Entity via the **D-SPP** platform.

You have up to 10 days to review and/or accept the quote proposed by the entity you chose.



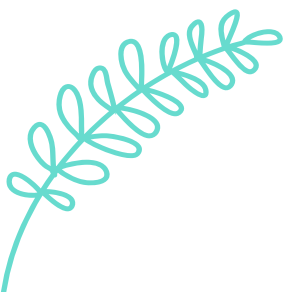
Access the **D-SPP** platform



EVALUATION PROCESS

Once you accept the quote, the process will start with a “Document-based Evaluation” where compliance with the critical criteria of SPP’s General Standard will be reviewed through 3 stages:

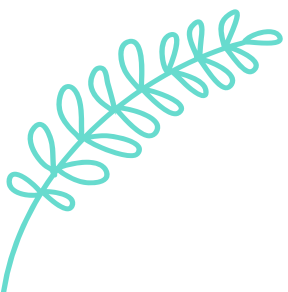
- ♥ **Self-evaluation**
- ♥ **Review and complementary information**
- ♥ **Evaluation resolution**





WHAT IS A SELF-EVALUATION?

- 1. To conduct a Self-evaluation, your SPO must fill out the evaluation form and attach the documents that prove compliance with the criteria of SPP's General Standard.**



2. You must send your form to the Certification Entity no later than 30 days after starting the evaluation process.

Criterion explanation			To be filled by the applicant	
#	CONTENT	TYPE OF CRITERION	COMPLIANCE	FORM OF COMPLIANCE
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	Complies	<i>Describe the way in which your SPO complies with this criterion</i>

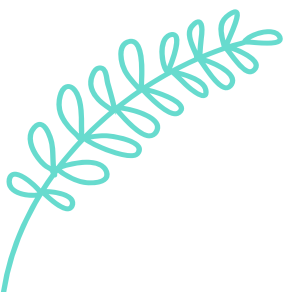
↓ Here you must indicate if you comply or not with this criterion ↓ If you comply with this criterion, you must describe how you do it



REVIEW AND COMPLEMENTARY INFORMATION

The CE evaluator will review the form and/or annexes within a 15-day deadline.

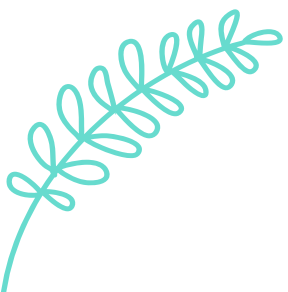
In the event that the information provided is incomplete or non-compliance is detected, the evaluator will request more information or indicate necessary corrective actions. You will have a maximum of 60 days to comply with these requirements.





IMPORTANT!

You must ensure compliance before the deadline for each step, otherwise your process will be considered abandoned and you will have to start over.

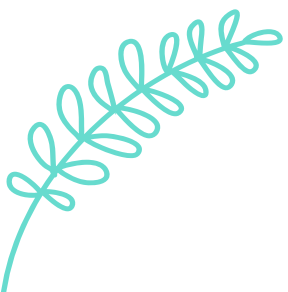




EVALUATION RESOLUTION

If the information is complete, the evaluator will submit an Evaluation Report for the CE to issue a Resolution.

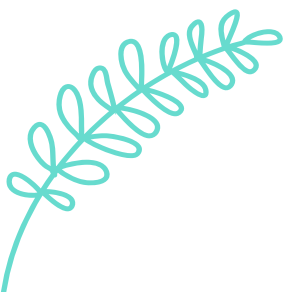
If the Resolution is positive, the Certification Entity will issue your SPP certificate which will be valid for 3 years.





SPP CERTIFICATE ISSUANCE

In order for you to collect your certificate, you must pay SPP Global the basic annual membership fee and sign an SPP User Agreement.

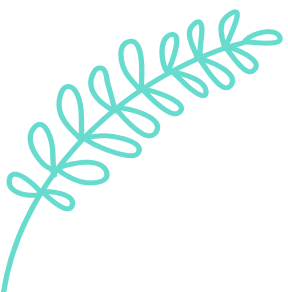




BASIC ANNUAL MEMBERSHIP FEE

The basic fee is calculated taking into account the number of producers in your SPO.

NUMBER OF PRODUCERS	0 to 100	101 to 250	251 to 500	501 to 1000	+ 1000
COST (usd)	\$150	\$187.5	\$375	\$562.5	\$750





SIGNING A USER AGREEMENT

The User Agreement describes the obligations that your SPO will take on as an SPP member and it gives you the right to use the SPP logo¹.

¹ Using the SPP implies both making use of the SPP logo or a reference to the SPP certification on products and promotional materials.

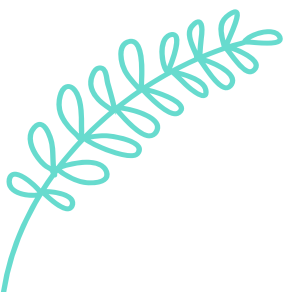


SPP CERTIFICATE

- 1. Once payment is received by SPP Global, Congratulations! With your SPP certificate, you are now part of the SPP family.**



2. Your SPP certificate will be valid for 3 years. During this period you are due to take an annual Document-based Evaluation. Also, to renew your Certificate you must undergo an On-Site Evaluation.





HOW DO I KEEP MY SPP CERTIFICATE CURRENT?

Before starting any evaluation, document-based or on-site, you must pay your SPP Membership Fee to SPP Global¹.

The Annual Membership fee is the sum of the Basic Fee plus the Volume Fee.

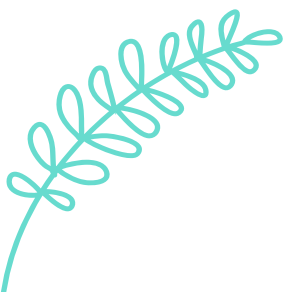


Check: [SPP Certification Costs Tutorial](#)



REMEMBER!

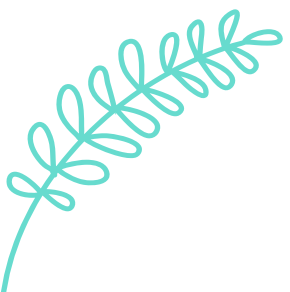
You cannot start your annual evaluation if you have not paid your membership fee; this can cause delays and eventually a suspension.





WHAT IS THE DEADLINE FOR ANNUAL EVALUATIONS?

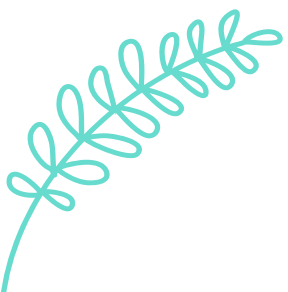
- 1. Document-based Evaluations and On-site Evaluations must be carried out no later than on the same date (month and day) on which the initial Certificate was issued.**





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

Stay tuned for the platform notifications that will be sent to you, but don't wait until you receive them; renewing your certificate is also your responsibility.





ANNUAL EVALUATIONS

 **Document-based Evaluations, compliance with critical criteria of SPP's General Standard will be evaluated.**

 **During On-site Evaluations, compliance with all the criteria of SPP's General Standard are evaluated.**

Even if not all the criteria of SPP's General Standard are evaluated each year, your organization must always comply with 100% of the criteria.



2. The Document-based Evaluations that you will undergo each year include the same steps as your initial evaluation, with the exception of the eligibility process¹.

During on-site Evaluations, the evaluator from the Certification Entity will audit your organization via a field visit.

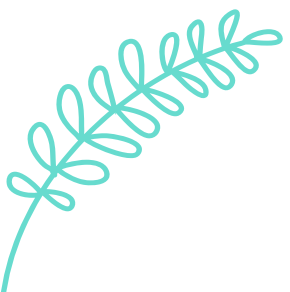
¹ The eligibility process only takes place the first time you apply for certification.



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

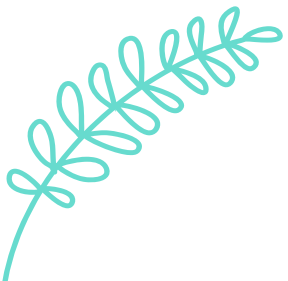
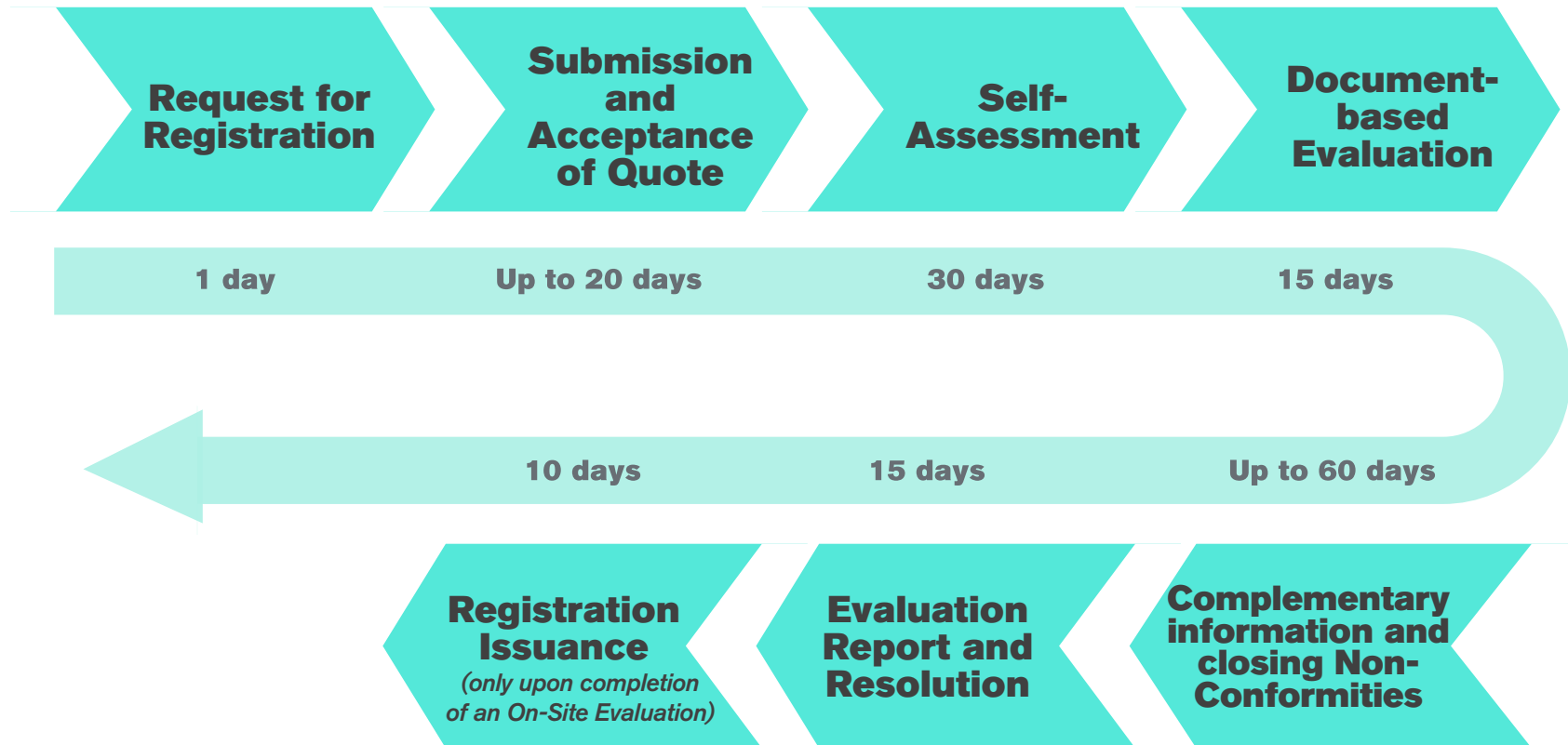
If you have not completed your document-based or on-site evaluation before the new deadline, your certificate will be suspended and only reactivated when the certification entity issues a new resolution or certificate.

Plan in advance and get started with your annual evaluation on time!





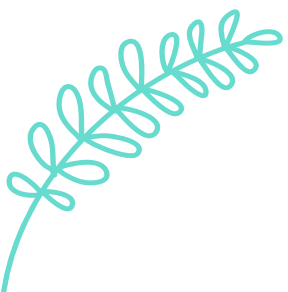
ANUAL EVALUATION





REMEMBER!

You must meet the deadlines for each step, otherwise your process will be declared abandoned and you will have to start over.





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



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