

RAINFOREST ALLIANCE GUIDANCE

Certification cost transparency tool

Version 1



**RAINFOREST
ALLIANCE**



Translation Disclaimer

For any question related to the precise meaning of the information contained in the translation, please refer to the English official version for clarification. Any discrepancies or differences in meaning due to translation are not binding and have no effect for auditing or certification purposes.

More information?

For more information about the Rainforest Alliance, visit www.rainforest-alliance.org or contact info@ra.org

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| Linked to: | | | |
| SA-P-AF-6-V2- Policy for Farm and Supply Chain Certification in Cocoa | | | |
| Replaces: | | | |
| N/A | | | |
| Applicable to: | | | |
| Certification Bodies | | | |
| Country/Region: | | | |
| West Africa (Cote d'Ivoire and Ghana) | | | |
| Crop: | | Type of Certification: | |
| Cocoa | | Farm | |

This guidance document is non-binding. This means that this document provides important information to help readers understand, interpret and implement the requirements set out in the documents listed in the section "linked to" above. However, following the guidance in this document is not mandatory.



GUIDANCE TO THE CERTIFICATION COST TRANSPARENCY TOOL

Context and scope

The certification cost transparency table is a tool to be used by Certification Bodies (CBs) and farm Certificate Holders (CH's) to increase transparency on certification costs. The tool enables the CB to break down the total certification cost into clearly defined categories, simplifying the interpretation of these costs by the (prospective) CH.

From 1 July 2021 onwards, CBs must include the certification cost transparency tool as an attachment to every audit proposal shared with (prospective) CHs in West Africa in Côte d'Ivoire and Ghana applying for certification against the 2020 Rainforest Alliance Sustainable Agricultural Standard. The CB must include all costs charged to the (prospective) CH in this template.

CBs remain at liberty to use their fee structure and cost calculation procedures. Nonetheless, for each certification proposal made, they will need to distribute the total certification cost on the offer over the components in the table below. The certification cost transparency table does not include the cost for follow-up audits. In case a follow-up audit needs to be conducted, the Certification Body shall make a separate offer for which the template will again need to be completed. Rainforest Alliance reserves the right to request the filled-in template from the Certification Body in case of cost-related conflicts with Certificate Holders.

Instructions

1. In the first table (see image below), the CB must indicate general information about the certification offer and the CH.

| | A | B | C | D | E | F |
|----|---|--|-----------------------------------|---------------|---|--------------------|
| 1 |  RAINFOREST ALLIANCE | Template for Cost Transparency Requirements | | | | v 1.1 |
| 2 | | Rainforest Alliance 2020 Certification Program | | | | |
| 3 | | | | | | |
| 4 | Group and offer information | | | | | |
| 5 | Certification Body name | Certification Body A | | | | |
| 6 | Certificate Holder name | Cocoop | | | | |
| 7 | Certificate Holder code | RA000000 | | | | |
| 8 | Certificate Holder country | Ghana | | | | |
| 9 | Total price on offer | | | | | 6900 |
| 10 | Currency on offer | USD | | | | |
| 11 | | | | | In case you select Fixed Price, use the value | |
| 12 | Category | Activity | Person days or fixed price | Number | Unit price | Total price |
| 13 | | Farm and/or facility visits | Person-days | 3 | \$ 400.00 | \$ 1.200.00 |



1 EXAMPLE OF COMPLETED GROUP AND OFFER INFORMATION TABLE



2. The cost breakdown table is composed of two fixed columns (A-B) listing different certification activities, and four editable columns (C-F) the CB must complete. A table of definitions of the terms used in columns A and B can be found at the end of this document.

Please note that there is a separate category for items or activities that are part of the CB's fee structure which are not indicated amongst the activities pre-defined by Rainforest Alliance (*other costs charged to the client*).

The following image is an example of a correctly completed cost breakdown table and can be used as a reference when reading the instructions to completion below.

| | A | B | C | D | E | F | |
|----|---|---|----------------------------|--------|------------|--------------|--------------------|
| | Category | Activity | Person days or fixed price | Number | Unit price | Total price | |
| 12 | Audit activities (onsite) | Farm and/or facility visits | Person-days | 3 | \$ 400.00 | \$ 1.200.00 | |
| 13 | | Other onsite audit activities (opening & closing meetings, IMS) | Person Days | 2 | \$ 350.00 | \$ 700.00 | |
| 14 | Audit activities (office based) | Audit Preparation | Fixed Cost | 1 | \$ 300.00 | \$ 300.00 | |
| 15 | | Report writing | Person Days | 2 | \$ 400.00 | \$ 800.00 | |
| 16 | | Administration/back office | Fixed cost | 1 | \$ 400.00 | \$ 400.00 | |
| 17 | | Quality review (including reviewing closure of non conformities) | Fixed Cost | 1 | \$ 400.00 | \$ 400.00 | |
| 18 | | Certification administration cost | Fixed cost | 1 | \$ 500.00 | \$ 500.00 | |
| 19 | Audit related costs | Auditor costs (perdiem) | Person Days | 3 | \$ 100.00 | \$ 300.00 | |
| 20 | | Travel day (if invoiced separately) | Person Days | 2 | \$ 400.00 | \$ 800.00 | |
| 21 | | Transport | Fixed Cost | 1 | \$ 500.00 | \$ 500.00 | |
| 22 | | Interpretation services | | | | \$ - | |
| 23 | Other costs charged to the client (not defined above) | Legal expert | Person Days | 2 | \$ 500.00 | \$ 1.000.00 | |
| 24 | | | | | | Taxes | \$ - |
| 25 | | | | | | Total | \$ 6.900.00 |

2 EXAMPLE OF COMPLETED COST BREAKDOWN TABLE

- In column C (*person-days or fixed price*) the CB selects from the drop-down list either
 - *person-days* (if the cost of the activity is expressed in working days of the auditors), or
 - *fixed price* (if the cost for an activity is charged a single time).
 This depends on the CB's fee structure. Exceptions to this rule are farm and facility visits (line 10), which are always charged in person-days; certification administration cost (line 16) and administration/back office (line 14) are always expressed as a fixed cost.
- In column D (*number*) the CB indicates the number of person-days per activity. If the value in column C is *fixed cost*, the CB must indicate 1.
- In column E (*unit price*) the CB indicates the unit price of the item or activity as stated in its fee structure.
- In column F, the total price will be automatically calculated by Excel (multiplication of values in column D and column E). At the bottom of column F, a line is provided to add taxes if these are not already included in the unit prices.

The sum of all monetary values indicated in column F (cel F26) shall correspond to the total price on the certification proposal.



3. Below the cost breakdown table, the CB must indicate any items or activities not covered in the proposal and will be at the expense of the CH (e.g. flight tickets, accommodation, food, ground transport, etc.).

3 Example of activities covered by the client

| | | | | | | | | | |
|----|--------|---|------------------------------------|--|--|--|--|--|-------------------|
| 24 | above) | | | | | | | | |
| 25 | | | | | | | | | Taxes \$ - |
| 26 | | | | | | | | | Total \$ 6.900.00 |
| 27 | | | | | | | | | |
| 28 | | | | | | | | | |
| 29 | | Category | Activity | | | | | | |
| 30 | | Items and activities covered by the client (e.g. flight tickets, accommodation, food, ground transport, etc.) | Accommodation (2 auditors, 3 days) | | | | | | |
| 31 | | | | | | | | | |
| 32 | | | | | | | | | |



3. Table of definitions of certification activities and items

| | |
|---|--|
| Farm and facility visits | Audit days spent on visiting the sampled farms and other facilities such as warehouses and processing sites |
| Other on-site audit activities | Opening and Closing meetings, IMS, and other |
| Audit preparation | Document review and logistical planning prior to the audit |
| Report writing | Writing of the audit report post-audit |
| Certification administration cost | A fixed cost per issued certificate |
| Administration/back office | Administrative support for the certification process |
| Quality review (including reviewing closure of non-conformities) | Reviewing the evidence for the closure of non-conformities |
| Auditor costs (Accommodation /perdiem) | Logistical expenses made during the on-site audit (such as accommodation and food) |
| Travel day | Salary of the auditors for the time they spend traveling to the location of the on-site audit |
| Transport | Vehicle hire and fuel required for on-site activities |