

# RAINFOREST ALLIANCE POLICY

## CHANGES TO CHAPTER 2: RULES FOR CB PERSONNEL

Version 2



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**RAINFOREST  
ALLIANCE**



The Rainforest Alliance is creating a more sustainable world by using social and market forces to protect nature and improve the lives of farmers and forest communities.

### Translation Disclaimer

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

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SA-R-GA-2-V1.2 Rules for Certification Bodies SA-R-GA-1-V1.3 Certification and Auditing Rules SA-S-SD-2-V1.3 Rainforest Alliance Sustainable Agriculture Standard, Supply Chain Requirements SA-S-SD-1-V1.3 Rainforest Alliance 2020 Sustainable Agriculture Standard, Farm Requirements				
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Applicable to:				
CBs				
Country/Region:				
All				
Crop:		Type of Certification:		
All crops		Farm certificate holders Supply Chain certificate holders		

### More information?

For more information about the Rainforest Alliance, visit [www.rainforest-alliance.org](http://www.rainforest-alliance.org) or contact [info@ra.org](mailto:info@ra.org)



## 1. INTRODUCTION

The Rainforest Alliance Certification Program, based on the 2020 Sustainable Agriculture Standard, introduces several requirements for Certification Body (CB) personnel that will strengthen our assurance system but will need additional time and resources to be fully implemented. Therefore, the Rainforest Alliance authorizes the changes summarized in this policy, during the transition year. In addition, this document includes the minimum requirements CB Personnel must comply with to be authorized to provide certification services to their clients under the Rainforest Alliance 2020 Certification Program. **The CB personnel requirements listed in this policy replace those of Chapter 2 of the Rules for CB personnel version 1.2.**

Furthermore, this policy aims to shed light on frequently asked questions and support CB's in complying with Chapter 2: Rules for CB personnel, part of the Rules for CBs.

**All changes and exceptions enclosed in this document are not retroactive and only come into force after its publication in June 2023.**

## 2. GLOSSARY AND ABBREVIATIONS

<b>CB</b>	Certification Body
<b>CH</b>	Certificate Holder
<b>G.A.P.</b>	Good Auditing Practices
<b>L.A.S.T.</b>	Lead Auditor for Social Topics
<b>RALN</b>	Rainforest Alliance Learning Network
<b>RACP</b>	Rainforest Alliance Certification Platform

## 3. OBJECTIVES

Communicate the exceptions authorized to Chapter 2: Rules for CB personnel of the Rules for CBs, version 1.2, and guide CBs on the implementation of said chapter.



## 4. EXCEPTIONS

**IMPORTANT: THESE EXCEPTIONS APPLY TO THE RULES FOR CERTIFICATION BODIES PERSONNEL CURRENTLY VALID AND PUBLISHED IN THE RAINFOREST ALLIANCE'S WEBPAGE: 2020 RULES FOR CERTIFICATION BODIES (VERSION 1.2) WHICH ALREADY INCLUDES SOME CHANGES TO THE ORIGINAL DOCUMENT. THE EXCEPTIONS IN THIS DOCUMENT APPLY EVEN AFTER THE END OF THE TRANSITION PERIOD AND WILL BE INCLUDED IN THE NEXT VERSION OF THE RULES FOR CERTIFICATION BODIES.**

### SUMMARY:

1. The requirement related to the ISO 9001 has been removed for the role of Lead Auditor.
2. All requirements related to social topics training and social topics experience have been removed for all roles in low-risk countries where the Chapter 5 of the Rainforest Alliance 2020 Standard is not being audited. **This exception is applicable for supply chain scope only.**
3. It is not longer necessary to prove experience in a specific commodity for certifiers. We do, however, ask certifiers to indicate in which commodity they have the most experience when registering in the RACP.
4. The deadline to comply with social auditing training and all requirements for Lead Auditors for Social Topics is June 30th, 2023

### EXCEPTIONS PER ROLE

#### SCHEME MANAGER

No exceptions.

#### CERTIFIER

1. **Specific requirement:** Table 4, Requirement 5: Successful completion of 16 hours of basic or advanced social auditor training such as (but not limited to) SA8000:2014, SMETA, ETI OR At least 3 years of experience working as a certifier or lead auditor in social standards such as (but not limited to) Fairtrade, GRASP, SA8000, SMETA  
**Exception:** Removal of the requirement **(according to the scope).**



**Scope:** Certifiers in low-risk countries in which Chapter 5 is not audited. **Only applicable for supply chain audits.**

- 2. Specific requirement:** Table 4, Requirement 6: In the last 4 years: Having participated in at least 6 audits or a minimum of 15 days of audit as a witness or lead auditor related to social standards, such as (but not limited to) Rainforest Alliance or UTZ, Fairtrade, GRASP, SA8000, SMETA OR 6 certification decisions related to social standards, such as (but not limited to) Rainforest Alliance or UTZ, Fairtrade, GRASP, SA8000, SMETA OR Being an APSCA Certified Social Compliance Auditor.

**Exception:** Removal of the requirement **(according to the scope)**.

**Scope:** Certifiers in low-risk countries in which Chapter 5 is not audited. **Only applicable for supply chain audits.**

- 3. Specific requirement:** Table 5, Requirement 2 and Table 6, Requirement 2: Demonstrate knowledge of applicable commodity category production/ processing systems OR In the last 4 years: Having participated in at least 10 audits or at least 25 audit days as a witness or lead auditor on applicable commodity category production/ processing systems OR 10 certification decisions related to applicable commodity category production /processing systems' audits.

**Exception:** Removal of the requirement

**Important:** Knowledge of applicable commodity can be proven with an internal or external training certificate, university degree, and/or course or diploma, etc.

**Scope:** Global, farm and supply chain.

## DATABASE ADMINISTRATOR

No exceptions.

## TRAINEE

No exceptions.

## AUDITOR

- 4. Specific requirement:** Table 9, Requirement 2: In the last 4 years: Having participated in at least 3 audits or at least 8 audit days of audit as a trainee or auditor in social standards, such as (but not limited to) Rainforest Alliance, UTZ, Fairtrade, GRASP, SA8000, SMETA OR Being an APSCA Certified Social Compliance Auditor.

**Exception:** Removal of the requirement **(according to the scope)**



**Scope:** Auditors in low-risk countries in which Chapter 5 is not audited. **Only applicable for supply chain audits.**

- 5. Specific requirement:** Table 9, Requirement 3: Successful completion of 24 hours of basic or advanced social auditor training such as (but not limited to) SA8000:2014, SMETA, ETI.

**Exception:** Removal of the requirement **(according to the scope)**

**Scope:** Auditors in low-risk countries in which Chapter 5 is not audited. **Only applicable for supply chain audits.**

## LEAD AUDITOR

- 6. Specific requirement:** Table 10, Requirement 1: Successful completion of an in-depth 40-hour ISO 9001 lead auditor course OR ISO 22000 course OR ISO 14001 course.

**Exception:** Removal of the requirement

**Scope:** Global, farm and supply chain

- 7. Specific requirement:** Table 10, Requirement 3: Successful completion of 40 hours<sup>16</sup> of basic or advanced social auditor training such as (but not limited to) SA8000, SMETA.

**Exception:** Removal of the requirement **(according to the scope)**

**Scope:** Lead Auditors in low-risk countries in which Chapter 5 is not audited. **Only applicable for supply chain audits.**

- 8. Specific requirement:** Table 10, Requirement 4: In the last 4 years: Having participated in at least 8 audits or at least 20 days as a (witness) auditor in social standards such as (but not limited to) UTZ, Rainforest Alliance, Fairtrade, GRASP, SA8000, SMETA OR Being an APSCA Certified Social Compliance Auditor.

**Exception:** Removal of the requirement **(according to the scope)**

**Scope:** Lead Auditors in low-risk countries in which Chapter 5 is not audited. **Only applicable for supply chain audits.**

## LEAD AUDITOR FOR SOCIAL TOPICS

1. All requirements are applicable from June 30<sup>th</sup>, 2023, onwards.



## INSTRUCTOR

1. **Specific requirement:** Table 14, Requirement 5: Successful completion of a total 40 hours of in-depth social auditor training such as (but not limited to) SA8000, SMETA, ETI.

**Exception:** Removal of the requirement **(according to the scope)**

**Scope:** Lead Auditors in low-risk countries in which Chapter 5 is not audited. Only applicable for supply chain audits.

## TECHNICAL EXPERT

No exceptions.

QUESTIONS? CONTACT US AT [CBTRAINING@RA.ORG](mailto:CBTRAINING@RA.ORG)