

Cotton made in Africa Verification Document Request List



Note: The Document Request List serves as a guidance for Managing Entities and 3rd party verifiers in preparation for CmiA verifications as well as for management interviews and document checks. It is not, however, a binding document, nor need all of the mentioned documents be produced. Please indicate (check) which documents are available or which alternative documents can be produced as proof.

General		available	Alternative / Comment
Overview on CmiA Unit	Organisational chart of cotton company		
Overview on CmiA Unit	Map showing regions of operations (CmiA cotton farmers and ginneries)		
Overview on CmiA Unit	List of CmiA farmers/farmer groups		
Overview on CmiA Unit	Existing certificates/audit results (including report and findings)		
Overview on CmiA Unit	Presentation on main operations (if available), or		
Overview on CmiA Unit	Operations Manual		

Principle	Exclusion Criteria	available	Alternative / Comment
1 Large farms	List of CmiA farmers and their farm sizes		
3 Worst forms of child labour	National legislation with regard to child labour (definition of minimum age, definition of hazardous work)		
3 Worst forms of child labour	Information / training material for farmers with regard to child labour (specifically on hazardous work)		
6 Discouraging freedom of association	Documents related to building of institutional structures that represent farmers		
7 Encouraging cutting of primary forest (...)	Map with local areas protected by national law or international legislation in region where CmiA cotton is grown		
8 Input and production data	Documentation on number of oxens and donkeys (cattle) used by farmers (for emission calculation), percentage of oxen/cattle allocation to farmers		
8 Input and production data	Documentation of kilometers of transport per lorry (a) of intermediate products, (b) of seed cotton); of transport per boat of intermediate products		
9 Pesticide management	Lists of pesticides and other inputs utilized during the past and current campaign (according to format in Self Assessment)		
12 Nationally approved chemicals	National requirements for nationally approved chemicals in cotton production		
13 Integrated pest management	Time-bound plan regarding the introduction of integrated pest management		
14 GMO cotton	Current legislation on biological security and national legislation concerning the use of transgenic cotton seed (GMO cotton)		

Principle	Farm Level Criteria	available	Alternative / Comment
1 Social Welfare Programmes	Involvement in social welfare programmes (documentation of finished or ongoing social welfare programmes e.g. reduction of malaria or HIV, schooling or else)		
1 Social Welfare Programmes	Documents regarding training sessions, awareness raising campaigns, etc.		
2a Freedom of Bargaining	Contracts for input supply and output sales with buyers, ginneries or their appointed agents		
2a Freedom of Bargaining	Any documents describing contractual relationships with farmers and within farmer groups (such as internal regulations, statute, sector agreements)		
2b Equal rights regarding gender	Documentation of measures to raise awareness of gender issues among the staff and the farmer base		
2b Equal rights regarding gender	Documentation of farmers trained to become lead farmers, highlighting female farmers trained		
3a Soil and water conservation	Training documentation on soil and water conservation and water run-off		
3b Crop rotation	Training documentation regarding agricultural practices including crop rotation		
4a Pesticide management	Selection procedures of appropriate pesticides		
4a Pesticide management	Call for tender of pesticides		
4a Pesticide management	List of ordered inputs by farmers/farmer groups		
4a Pesticide management	Order forms of pesticides from farmers		
4a Pesticide management	Records regarding delivery of pesticides and/or dispatch documents (distribution to farmers)		
4b Storage and transport of pesticides	Training documentation including the storage and transport of pesticides		
4c Spraying of pesticides and health protection	Training documentation regarding handling and spraying of pesticides with focus on health and environmental risks, principles of scouting and pest thresholds		
4c Spraying of pesticides and health protection	Spraying plan and/or schedule		
4c Spraying of pesticides and health protection	Training documentation including risks of runoff or leaching of plant protection chemicals into streams or ground water		
4d Disposal of empty plant protection chemical containers	Training documentation explaining disposal of empty containers		
4e Integrated pest management	Training documentation regarding agricultural practices and improvement of farmer's skills and capacities with special focus on IPM/pest thresholds		
5 Training to improve farmer's skills and capacities	Training documentation regarding agricultural practices and improvement of farmer's skills and capacities		
5 Training to improve farmer's skills and capacities	(Monthly/quarterly) activity plans of regionally responsible persons for on-going training		
5 Training to improve farmer's skills and capacities	Reports on training sessions (training documents, schedule, list of participants, etc.)		
5 Training to improve farmer's skills and capacities	Document on follow-up activities after training sessions		

Principle	Farm Level Criteria	available	Alternative / Comment
6a Pre-financing of inputs	Minutes of local credit committees regarding input credits (if applicable). If not applicable: Procedures for farmers in order to demand prefinancing of inputs. <u>Explanation of conditions for prefinancing of inputs.</u>		
6a Pre-financing of inputs	Official document indicating conditions for input credits / prefinancing possibilities including interest rate		
6b Transparency of input and cotton seed prices for farmers	Training documentation on economical basics: input - output calculation		
6b Transparency of input and cotton seed prices for farmers	Procedures for identification of input needs		
6b Transparency of input and cotton seed prices for farmers	Records on individual demands of inputs		
6b Transparency of input and cotton seed prices for farmers	Records regarding distribution of all inputs		
6b Transparency of input and cotton seed prices for farmers	Collection plan of seed cotton and/or linked transport documents		
6b Transparency of input and cotton seed prices for farmers	Cotton packaging receipts		
6b Transparency of input and cotton seed prices for farmers	Weighbridge reports (such as farmer voucher, company records)		
6b Transparency of input and cotton seed prices for farmers	Cotton delivery vouchers		
6b Transparency of input and cotton seed prices for farmers	List of required documents for payment		
6b Transparency of input and cotton seed prices for farmers	Payment vouchers		
6b Transparency of input and cotton seed prices for farmers	Official document indicating input prices		
6b Transparency of input and cotton seed prices for farmers	Official document indicating cotton prices		
6c Transparency of grading system	Training sessions on grading system		
6c Transparency of grading system	Documented grading methods		
6c Transparency of grading system	Records indicating cotton grade		
6d Maximising fibre and lint quality	Training documentation regarding agricultural practices and improvement of farmer's skills and capacities		
6d Maximising fibre and lint quality	Records on cotton quality (last 2 seasons)		
6e Payment of cotton to farmers	Records on measuring duration of payment after delivery to the point of sale (sample)		
6e Payment of cotton to farmers	Records on supplied inputs		
6e Payment of cotton to farmers	Records on expected cotton (planning)		
6e Payment of cotton to farmers	Records on received cotton		
6e Payment of cotton to farmers	Records on cotton quality		
6e Payment of cotton to farmers	Cotton delivery vouchers		
6e Payment of cotton to farmers	Payment vouchers including deductions (if applicable)		
6e Payment of cotton to farmers	Explanatory document on deductions		
6e Payment of cotton to farmers	Official document indicating cotton prices and/or documented pricing methods		
6e Payment of cotton to farmers	Report on payment distribution within farmer groups		

Principle	Ginnery Criteria	available	Alternative / Comment
Management Level	Operation procedures manual - showing procedures of segregation between CmiA and conventional seed cotton at farm level, stacking, ginning, evacuation		
Management Level	Certificate of registration of factory / Licence certificate		
Management Level	Statutory inspection report of factory		
Management Level	Certificate of inspection and calibration of weigh bridge / scales		
1 Labour contracts in ginneries	Terms and conditions of employment: Contracts for permanent and seasonal workers		
1 Labour contracts in ginneries	Workers register		
3 Wages in ginneries	Government directive on minimum wages and remuneration of overtime		
3 Wages in ginneries	Collective bargaining agreement		
3 Wages in ginneries	Pay slips of workers / Pay sheets		
3 Wages in ginneries	Pay slip evidence or other evidence of remittance of deductions carried out for national social security fund on behalf of workers		
3 Wages in ginneries	Pay rolls		
3 Wages in ginneries	Time sheets / Recording of working hours (both normal working hours and overtime)		
4 Occupational health and safety conditions	Certificates of attendance, e.g. for first aid trainings / firedrills		
4 Occupational health and safety conditions	Occupational Health Accident Records / Occupational Safety and Health Inspection report		
4 Occupational health and safety conditions	Noise survey certificate		
4 Occupational health and safety conditions	Distribution records for PPE		
6 Environmental management plan	Environmental management plan; Report on environmental impact assessment		