Dear Certification Bodies,

A few weeks ago, we announced that we would be launching a dual authorization for Chain of Custody auditors. We herewith want to introduce especially the applicability and – where applicable – the requirements around this topic.

Currently, we can expand scopes to include Chain of Custody authorization for those Certification Bodies who already have authorization for the Farm Standard/Code of Conduct, however we are not introducing new CBs into the program. This means if you are a CB approved to conduct audits for Rainforest Alliance then you will not be able to add UTZ within your scope and vice versa. The intention of this dual authorization is to allow for CBs and auditors existing in either program to conduct audits for the other scheme, the reason being that those CBs and their auditors are familiar with a similar scheme and therefore do not require extensive training and onboarding as a new CB.

In the document attached you will see the steps for authorizing auditors to conduct audits to the other scheme. The requirements do not include the need for audit time and experience for the scheme anymore but ask the auditors to complete the training plan before getting approved to audits of the other Chain of Custody scheme.

To reiterate, a few important notes:

* Dual authorization only applies to CBs who are already authorized for both certification schemes (RA **and** UTZ)
* Dual authorization is only **applicable for Chain of Custody** audits
* The training requirements will need to be implemented and auditor achievement of training completion monitored **by the CBs themselves**

Please do let us know if there are additional questions,

Kind regards,

Rainforest Alliance

TO BECOME A RAINFOREST ALLIANCE AUTHORIZED AUDITOR FOR CHAIN OF CUSTODY:

1. Auditors need to complete the training program that is on the UTZ Academy Online. This is a Chain of Custody specific self-guided training. It can be conducted in a group format or individually.
2. CB will then give auditors the exercises and case studies for their completion and evaluate the results provided by auditors. They must achieve 80% or higher in order to be approved as an auditor.
3. New auditors are recorded in the Certificate Database (Salesforce) with their qualifications, which will then be reviewed by Rainforest Alliance.
4. The CB (admin) will record all audit and certificate information in the Certificate Database according to the requirements and rules laid out in the RA Data Guidelines – Field Definitions and RA Certificate Database Guidance.

TO BECOME AN UTZ AUTHORIZED AUDITOR FOR CHAIN OF CUSTODY:

If authorized only for Code of Conduct audits and wanting to now conduct Chain of Custody, the CB will need to submit an application for scope expansion to include Chain of Custody in the CB Management Tool in MultiTrace. The Rainforest Alliance Standards and Assurance Team will review and – if deemed appropriate – approve the application.

For auditor training requirements the following applies:

1. Auditors aiming to conduct Chain of Custody audits for the CB need to complete the training program that is on the UTZ Academy Online. This is a Chain of Custody specific self-guided training. It can be conducted in a group format or individually.
2. The CB is to test the knowledge of auditor against the quiz provided in the UTZ Academy Online. Auditors are to achieve 80% or more in order to be approved.
3. New Chain of Custody auditors are recorded in the CB Management Tool (MultiTrace) with their qualifications as CB staff.