TÜV NORD INTEGRA bvba

Certification in agriculture and food

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| --- |
| **Request for quotation for certification against****UTZ Chain of Custody** |

|  |  |
| --- | --- |
| Company name |       |
| Name legal representative |       |
| Name contact person for UTZ |       |
| Address |       |
| Country |       |
| VAT number |       |
| Telephone |       |
| Mobile |       |
| Fax |       |
| E-mail |       |
| Website |       |
| UTZ member number |       |
| Number of employees[[1]](#footnote-1) |       |

|  |  |
| --- | --- |
| By what date would the company like to be UTZ certified[[2]](#footnote-2)?  |       |

1. The company requests a quotation for following program (combinations are possible):

[ ]  Cocoa [ ]  Coffee [ ]  Tea/Herbs/Rooibos [ ]  Hazelnut

1. For Cocoa: Is the total amount of Cocoa used in one year below 100MT[[3]](#footnote-3)? [ ]  Yes / [ ]  No

For Coffee: Is the total amount of Coffee used in one year below 200MT[[4]](#footnote-4)? [ ]  Yes / [ ]  No

For Tea: Is the total amount of Tea used in one year below 200MT[[5]](#footnote-5)? [ ]  Yes / [ ]  No

For Hazelnut: Is the total amount of Hazelnuts used in one year below 50MT[[6]](#footnote-6)? [ ]  Yes / [ ]  No

1. The company requests a quotation for following certification option:

[ ]  Individual certification[[7]](#footnote-7) → go to question 5

[ ]  Multi-site certification[[8]](#footnote-8) → go to question 4

1. In case of Multi-site Certification:
* Are all sites and the central location subjected to a common management system that can be verified from the central location? [ ]  Yes / [ ]  No
* Do all sites shall have a legal or contractual link with the central location of the organization?

[ ]  Yes / [ ]  No

* Is there evidence that proves that the central management owns or is contracted to manage these processing sites? [ ]  Yes / [ ]  No

In case of Multi-site Certification using MB as traceability and requesting remote audits [[9]](#footnote-9):

* + Is there a central management including a central administration at the central location which includes all sites within its scope? [ ]  Yes / [ ]  No
	+ Is there a credit account that reflects the input and output volumes of this central administration, and is it compliant with control point 19 of the UTZ Chain of Custody Standard? [ ]  Yes / [ ]  No
1. Does the company, that requests a quotation for inspection and certification within the scope of UTZ Chain of Custody,
* take legal ownership of UTZ certified product? [ ]  Yes / [ ]  No
* physically handle[[10]](#footnote-10) UTZ certified product? [ ]  Yes / [ ]  No
* make product claims[[11]](#footnote-11) about UTZ (business-to-business or business-to-consumer)?

[ ]  Yes / [ ]  No

1. Indicate all company locations that handle/process UTZ products.

| Address | Scope indicating activity (processing, storage, bookkeeping,...) and products | Traceability Model(IP[[12]](#footnote-12), SG[[13]](#footnote-13), MB)[[14]](#footnote-14) | also non- UTZ(Yes/No) | No. of staff (FTE)1 |
| --- | --- | --- | --- | --- |
| Head Office, see address above |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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1. Please describe the product that will be purchased UTZ and also give the traceability model by which it is certified. **Please look at the Annex at the end of this form for the product options**:

|  |  |
| --- | --- |
| Product | Traceability Model |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |

Please describe the UTZ products[[15]](#footnote-15) manufactured and subsequently sold by the company for which the company is seeking certification.

|  |  |
| --- | --- |
| Product | Traceability Model |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |
|       | [ ]  IP [ ]  SG [ ]  MB |

1. For MB: from which date the first UTZ ingredient will be purchased?

For SG and IP: from which date the first UTZ ingredient will be received?

1. Is any activity concerning the processing of UTZ products outsourced? [ ]  Yes / [ ]  No

If yes, please fill in the name and address of the subcontractor (s) and give a brief description of the subcontracted activity.

| Address | Subcontracting activity and traceability model | Does the subcontractor has an UTZ Certified certificate? |
| --- | --- | --- |
|       |       | [ ]  Yes / [ ]  No |
|       |       | [ ]  Yes / [ ]  No |
|       |       | [ ]  Yes / [ ]  No |

1. Which certificates does the company hold:

[ ]  No other certified scheme

[ ]  Organic certification

[ ]  Rainforest Alliance

[ ]  Fairtrade

[ ]  Other, name of the certification is:

[ ]  Other, name of the certification is:

[ ]  UTZ, please indicate expiry date of certificate and name of certification body:

Date:

Signature:

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| **ANNEX:** **Product options for the different programs****For Cocoa:** Chocolate in bulk, Chocolate ingredients, Cocoa Beans, Cocoa Butter, Cocoa Liquor, Cocoa Nibs, Cocoa Powder, Cocoa semi-finished product, Compound in bulk, Compound ingredients, Consumer-end product**For Coffee:** Green Coffee, Decaffeinated Green Coffee, Roasted Coffee, Decaffeinated Roasted Coffee, Soluble Coffee, Decaffeinated Soluble Coffee, Cherries, Dried Cherries, Parchment, Monsooned Coffee, Roasted Monsooned Coffee**For Tea:** CTC Black Tea, Decaffeinated Black Tea, Decaffeinated Green Tea, Decaffeinated Oolong Tea, Green Leaves, Green Rooibos, Green Tea, Herbal Tea, Instant Black Tea, Instant Green Tea, Instant Oolong Tea, Instant White Tea, Oolong Tea, Orthodox Black Tea, Processed Green Rooibos, Processed Rooibos, Pu-Er raw Tea, Pu-Er ripe Tea, Rooibos, STP (LTP) Black Tea, Wet Rooibos, White Tea, Yellow Tea**For Herbals:** Raw Fresh Herbs, Raw Dried Herbs, Mono-component Herbs, Consumer-end Herbs Product**For Hazelnut:** Processed Hazelnut, Roasted Processed Hazelnut, In-shell Hazelnut, Hazelnut Kernel, Roasted Hazelnut Kernel, Processed Hazelnut Kernel , Consumer-end Hazelnut product, Roasted Hazelnuts |

1. Part-time employees included and converted to full-time equivalents (FTE) [↑](#footnote-ref-1)
2. Please pay attention that you cannot sell any UTZ product until you have received the UTZ certificate [↑](#footnote-ref-2)
3. UTZ and non-UTZ together, cocoa bean equivalent, in case of multi-site: include all sites [↑](#footnote-ref-3)
4. UTZ and non-UTZ together, green coffee equivalent, in case of multi-site: include all sites [↑](#footnote-ref-4)
5. UTZ and non-UTZ together, tea equivalent (tea equivalent includes made tea, processed rooibos, processed green rooibos and dried herbs) , in case of multi-site: include all sites [↑](#footnote-ref-5)
6. UTZ and non-UTZ together, hazelnut kernel equivalent, in case of multi-site: include all sites [↑](#footnote-ref-6)
7. An individual SCA, whereby central management and handling, processing and storing units are located on the same site, at the same single physical location. [↑](#footnote-ref-7)
8. A multi-site certification member is an identified central location under which two or more sites handling, processing or storing UTZ certified product are operating. A multi-site member may be composed of different legal entities. [↑](#footnote-ref-8)
9. See Certification Protocol 2.5.1 p30 [↑](#footnote-ref-9)
10. All activities carried out (by the Supply Chain Actor itself or by its subcontractor) on un-bagged, un-packaged, or un-sealed products are considered physical handling activities. [↑](#footnote-ref-10)
11. A product claim is any on-pack or off-pack communication, with or without the use of the UTZ logo, that makes a direct or indirect reference to UTZ, and that is in relation to the offering or selling of a product. This includes any general reference to the sustainable or responsible sourcing of a product based on UTZ origin. [↑](#footnote-ref-11)
12. IP = Identity Preserved (physical isolation with unique identification throughout the supply chain) [↑](#footnote-ref-12)
13. SG = Segregation (physical traceability), [↑](#footnote-ref-13)
14. MB = Mass Balance (no physical link) [↑](#footnote-ref-14)
15. End product or semi-end product that will be sold as UTZ certified [↑](#footnote-ref-15)