



UTZ Certification

Code of Conduct Certification - Service information

What is UTZ Code certification?

UTZ, meaning 'good inside' is a label and programme for sustainable farming of coffee, cocoa, tea and hazelnuts seeking to create a world where sustainable farming is the norm. UTZ certification shows consumers that products have been sourced, from farm to shop shelf, in a responsible manner. To become certified, all UTZ suppliers have to follow the Code of Conduct, which offers expert guidance on better farming methods, working conditions and care for nature. This in turn leads to better production, a better environment and a better life for everyone. For a brief overview of the UTZ Programme, please follow this link <http://bit.ly/about-UTZ>



Who shall be certified?

All producers/producer groups who wish to sell their own produce as UTZ certified shall be certified against the Code.

What are the criteria for a farm to earn this certification?

A farm must comply with the latest version of the Certification Protocol 4.3, Code of Conduct (Code), Code checklists, Crop specific module and applicable Guidance documents.

The cardinal principles of the UTZ Code is sectioned into 4 Main Blocks

- Management
- Farming Practices
- Working Conditions
- Environment

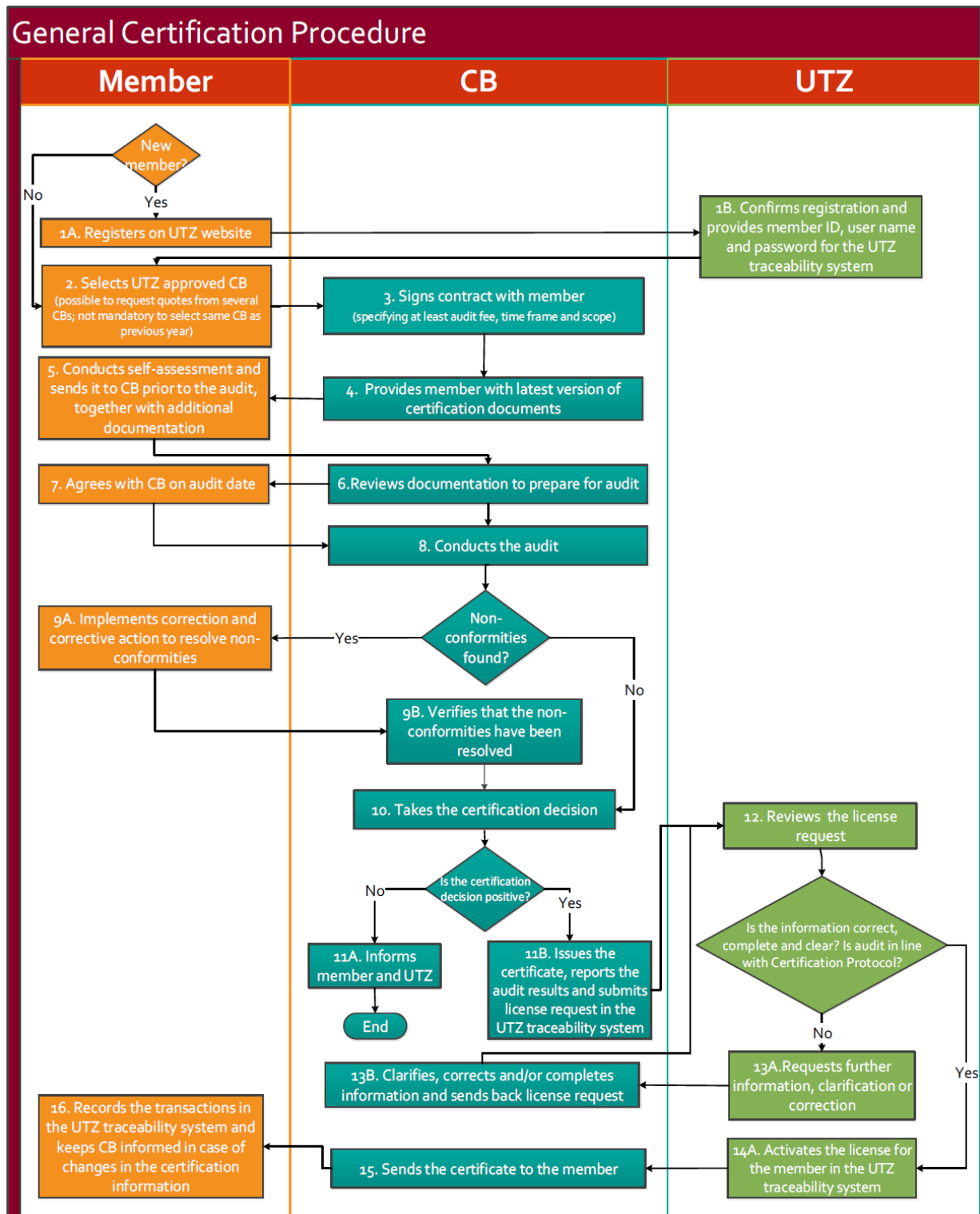
You can find all policies, standards and guidance relevant to audited and certified operations in the UTZ Resource Library by logging on to <https://utz.org/resource-library>

What are the costs of UTZ certification?

Audit duration and audit team shall be determined per audit basis, based on the scope of the certification, relative to the product(s), production area, total area, geographic location and number of farms and facilities (such as processing units) included in the scope. Certification costs normally include:

- Audit fees including honoraria to the auditors and other technical experts or translators that participate in the audit.
- Associated travel expenses include cost of ground and air transportation, food and lodging for the audit team during the audit days covered.
- Fees include review of the audit report, conducted by approved reviewers, independent from the audit process.
- Administrative fees are covered for audit planning, certification management, database management and certificate issuance.
- Honoraria for administrative staff and office costs and utilities are also covered.
- Audit fee discounts are possible where the audited organisation is able to provide lodging, food, air or land travel for the audit team, or other applicable travel expenses.

What does the certification process entail?



Source: [UTZ Certification Protocol Version 4.3](#)



How do I obtain a certificate?

In order to obtain an UTZ Code of Conduct Certificate, members shall receive a Certification Audit by NEPCon, an approved UTZ certification body against the Core Code of Conduct, product (commodity scope) and country (geographic scope). If no non-conformities are found during a Certification Audit, or if all non-conformities identified are resolved satisfactorily, a Certificate will be issued for the applicable scope, valid for a period of 365 days.

1. Document submission

First, you need to submit general information about your organisation and sign a [Certification Agreement](#) with NEPCon.

2. Your preparation

Then, you need to be prepared for the audit process by ensuring compliance with the UTZ Core Code of Conduct v 1.1, relevant Crop modules v 1.1 and Certification Protocol v 4.3

3. Onsite audit

UTZ Code of Conduct audits are normally conducted onsite. Document review, interviews with key staff and workers, traceability analysis and a visit to field and facilities of the organisation, are common activities of an onsite process.

4. Reporting and certification

The UTZ approved certifier is solely mandated to take the certification decision within 4 weeks from the date the draft report is received, and submit the license approval request to UTZ within one week after the decision. The certification body only sends the Certificate to the certificate holder after the license approval has been received from UTZ.

How do I maintain my certificate?

After obtaining the UTZ Code of Conduct Certificate, you are subject to annual audits also referred to as a Certification Audit, to renew your expired Certificate. Changes in the certification information that occurs during the validity of a certificate and that implies an increase (i.e. more volumes, group members, sites or times), may be included through extensions. An active Certificate can be granted Time Extension for a period not exceeding four (4) months after certificate expires, thus it is important to schedule your annual audit well ahead of your certificate expiration date.

Mutual recognition

From 01 July 2019, UTZ offers mutual recognition options for the cocoa, tea and hazelnut programmes. This means that companies at the end of the supply chain will be able to source Rainforest Alliance Certified™ or UTZ certified ingredients (or a mixture of both), and then use either the Rainforest Alliance seal or UTZ label on pack (in accordance with the labelling rules).

2020 Rainforest Alliance Certification Programme

Rainforest Alliance is currently developing their new certification program, building on the best of the current Rainforest Alliance and UTZ programmes. The current Rainforest Alliance and UTZ programmes will continue to run in parallel as the transition to the new standard takes place.

The Rainforest Alliance plans to publish the 2020 Sustainable Agriculture Standard and Chain of Custody Standard in June 2020. By mid-2021, the 2020 Sustainable Agriculture Standard will become mandatory for producers. From this date, all producer audits will be against the new standard.