

Version 1.0

Supplier evaluation checklist

Soy from Argentina



COUNTRY SPECIFIC
TOOLS



This tool has been developed by NEPCon under the project “Responsible Sourcing of Soy, Palm Oil and Cattle” with support from DANIDA, Ministry of Foreign Affairs of Denmark.



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Supplier Name:

Address:

Material Type:

Material Certification:

Date of evaluation:

Description of evaluation

Document Guidance

Please fill out this form by indicating 'Y' for Yes or 'N' for No or 'N/A' for not applicable for each numbered indicator if the supplier is compliant with the indicator. If 'Y' is indicated, please also tick the 'DOC' column if a copy of the require document has been submitted with this form. For all 'N/A' answers please provide an explanation for why the indicator is not applicable.

The red dot ● next the indicator highlights where there has been an elevated risk detected at the national level for soy in Argentina and thus it is obligatory to fill out and provide more information on the red dotted indicators.

1. The supplier is compliant with all the relevant laws which applicable to the business, and has records of this.

- 1.1. The supplier has a valid, non-contested and appropriate land tenure right, that is registered.

Document required:

- Farm registration – verify through the Ministry of Justice and Human Rights Report and National Agency of Rural Land Registration
- Confirm there are no outstanding conflicts with traditional communities.
 - Request a map showing any traditional communities settled close to areas of the soy farm to assist in identifying potential conflicts over land use – especially for medium and large enterprises.
 - Ministry of Justice and Human Rights: <http://www.jus.gob.ar/derechoshumanos/publicaciones/busqueda-por-temas/pueblos-originarios.aspx>
 - Amnesty International Argentina: <http://www.territorioindigena.com.ar/Pueblos-Originarios>

For suppliers that own their land:

- Possession title - Informe de Dominio
- Provincial Real Estate Property Registry: Report of domain conditions - Registro de la Propiedad Inmueble Provincial: Informe de condiciones de dominio
- Provincial Revenue Agency Office: Basic Real Estate Tax Debt-free certificate - Renta Provincial Libre Deuda del Impuesto Inmobiliario Básico
- Federal Administration of Public Income (AFIP in its Spanish acronym): Tax Debt-free certificate - AFIP: Libre Deuda Fiscal
- Report of Municipal Debt Free - Informe de Libre Deudas Municipal

For suppliers that are tenant of the land:

- A legal long term leasing contract. This contract should be filed in the Federal Administration of Public Income (AFIP [15]) and registered before a certifying officer in the General Provincial Registry of Property in the respective province.

- 1.2. The supplier has all relevant farm registration and management rights.

Document required:

	Y/N	DOC
<ul style="list-style-type: none"> • Operator/Producer’s Single Code of Fiscal Identification (CUIT in its Spanish acronym)/ Single Code of Professional Identification (CUIL in its Spanish acronym) • Federal Administration of Public Income (AFIP by its Spanish acronym); Fiscal Register of Grains Operators with Single Code of Professional Identification (CUIL in its Spanish acronym) / Single Code of Fiscal Identification (CUIT in its Spanish acronym) • Registered at National Health Registry of Farming and Livestock Producers (RENSPA) with Single Code of Fiscal Identification (CUIT)/ Single Code of Professional Identification (CUIL) • Registered at Single Register of Official Accounting (RUCO in its Spanish acronym) with Single Code of Fiscal Identification (CUIT)/ Single Code of Professional Identification (CUIL) • Verify the presence of Native Forest within the premises and compare with Native Forest Land-use Planning Maps (mapas del ordenamiento territorial de Bosque Nativo). <ul style="list-style-type: none"> ○ Native Forest Land-use Planning Maps (OTBN in its Spanish acronym) • In cases where there exists a native forest within the premises, verify that all documents required under Act 26.331 on Native Forests (Ley 26.331 - Bosque Nativo) regarding management of said land are available: <ul style="list-style-type: none"> ○ Authorized Plan for Land Use Change ○ Native Forest Management Plan ○ Environmental Impact Study Map of the province • Verify that any land conversion for soy farms have been conducted in areas pertaining to Category III, and in accordance with Act 26.331 on Native Forests (Ley 26.331 - Bosque Nativo). <ul style="list-style-type: none"> ○ The Authorized Plan for Land Use Change ○ Native Forest Management Plan 		

2. The supplier fulfils all obligatory taxes, fees and business information disclosure required for conducting the defined business activities.

2.1. The supplier met all legal obligations regarding the payment of royalties and required fees.

Document required:

- Confirm Individual or Corporate Taxpayers’ Registration Numbers (CPF (Cadastro de Pessoas Físicas) /CNPJ (Cadastro Nacional da Pessoa Jurídica)) <https://idg.receita.fazenda.gov.br/orientacao/tributaria/cadastros/cadastro-nacional-de-pessoas-juridicas-cnpj>

	Y/N	DOC
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- Proof of payment of the relevant rates regarding the analysis of the management plan by the responsible environmental body; AND
- Joint Certificate of Debits Related to Federal Taxes and to the Current Debt Before the Union
<https://idg.receita.fazenda.gov.br/orientacao/tributaria/certidoes-e-situacao-fiscal>
- Documentation of the Customs Office of Argentina (Normally managed by a specialist agency)
- AFIP documentation of export duties payment
- Document that supports payment of the withholding of cattle

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- 2.2. The supplier met all legal obligations regarding the payment of taxes, including value added taxes, other sales taxes, income taxes and profit taxes.
Document required:
 - Proof of payment of sales taxes.
 - Proof that fiscal bills of sale (Nota fiscal de venda do Produto) includes the applicable sales taxes.
 - Tax Debt-free certificate (Libre Deuda Fiscal), Federal Administration of Public Income (AFIP) (AFIP Form 711 and payment receipt (ticket) of the amount calculated and filed in Form 711 (national level)) Provincial Rent Debt Free
 - Actual balance record of the General Justice Inscription - Inscripción General de Justicia IGJ: <http://www.jus.gob.ar/igj.aspx>
 - The Consignment Note (For Transportation)

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3. The supplier adheres to applicable transport, trade, import or export regulations, procedures and restrictions.

- 3.1. Products are correctly classified (species, quantities, qualities etc.) on sales documents, custom declarations and other legally required documents.
Document required:
 - SIGSA/ DTe (Electronic Transport Document - Documento De Tránsito Electrónico)
 - Valid annual hazardous waste certificate (Certificado anual vigente)
 - A Consignment Note
 - Electronic invoice
 - Transport Bill
 - A packing list

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	Y/N	DOC
<ul style="list-style-type: none"> • An airway bill • Bill of landing 		
<p>3.2. Customs regulations</p> <p>Documents required:</p> <ul style="list-style-type: none"> • Three copies of the commercial invoice • Bill of landing • Insurances certificates • A packing list • An airway bill • Transport document • Commercial Invoice • Customs Export Declaration • Tax certificate • Certificate of origin 		
<p>4. The supplier complies with all requirements associated with legal employment.</p>		
<ul style="list-style-type: none"> • 4.1. All employees are registered with the Federal Administration of Public Revenues. <p>Document required:</p> <ul style="list-style-type: none"> • Early registration certificate (Certificado De Alta Temprana, employee's registration in the Federal Administration of Public Revenues - Administración Federal de Ingresos Públicos, verify date and applicable collective agreement) - (Operator registered in the Federal Administration of Public Revenues - Alta de AFIP (in its Spanish acronym) de operario). 		
<ul style="list-style-type: none"> • 4.2. The supplier has the required social insurance registrations/books and pays the relevant social security fees. <p>Document required:</p> <ul style="list-style-type: none"> • F931 Form (Formulario F931) to register in the Social Security System (alta en el Sistema de la Seguridad Social) attaching payment and certificate (analítico), verify in National Registry of Agricultural Workers and Employers (RENATEA in its Spanish acronym) - (social allocations, contribution to the Argentina Union of Rural Workers and Stevedores - UATRE in its Spanish acronym, and life insurance). • Life insurance payment receipt. 		

Y/N DOC

- 4.3. The supplier pays employees at least the minimum wage as set by the relevant state authority.

Document required:

- Proof of salary receipts or proof of deposits in bank accounts.

5. The supplier complies with the International Labour Organisations Fundamental Conventions (which relate to observance of minimum working age and fair pay, forced and child labour, discrimination, freedom of association and collective bargaining)

- 5.1. The minimum age by law (16 years old and 18 years old for hazardous work) is observed for all personnel involved in farm management activities.

Document required:

- Employee contracts
- Copies of the National Identity Card (DNI in its Spanish acronym)

- 5.2. There are no instances of forced labour taking place in the facilities.

Document required:

- Housing conditions
- Food quality
- Employee interviews
- Pay slip
- Employee interviews

- 5.3. The supplier ensures workers such as females, minorities, handicapped etc. are not discriminated against during their recruitment and the duration of their employment.

Document required:

- Proof of policy and procedures in place to ensure discrimination does not occur.

- 5.4. The supplier supports all workers having the right to join or form trade unions/worker associations of their own choosing and to bargain collectively?

Document required:

- Pay slip – trade union affiliations are listed on payslips.

6. The supplier complies with all occupational health and safety requirements.

	Y/N	DOC
<p>6.1. The supplier has all the required Health and Safety (H&S) employment-related documents in place.</p> <p>Document required:</p> <ul style="list-style-type: none"> • RSPS form on Health and Safety (acta del RSPS de Seguridad e Higiene) • Registered provision of Personal Protection Equipment (Elementos de Protección Personal) • Occupational Risk (Aseguradoras de Riesgos del Trabajo (ART)) insurance and verify the supplier has a valid ART membership certificate (Certificado de incorporación) • Workplace accident records • Training register • Registration of pre-employment and periodic medical examinations • Occupational risks report (Informe del relevamiento general de riesgos laborales) as per requirements under Annex I under Superintendence of Occupational Risks Resolution 463/09 (Relevamiento General de Riesgos laborales Anexo I Resolución SRT 463/09) • Inspection sheets – from the National Registry of Agricultural Workers and Employers (RENATEA), Argentina Union of Rural Workers (UATRE) and Stevedores-Superintendence of Occupational Risks (SRT). 		
<p>6.2. The supplier provides appropriate work clothes and personal protection equipment to employees' subject to Superintendence of Occupational Risks Resolution 299/2011 (Resolución SRT 299/2011)..</p> <p>Document required:</p> <ul style="list-style-type: none"> • Registered provision of Personal Protection Equipment (Elementos de Protección Personal) 		
<p>6.3. The supplier is insured with an Insurance Company(s) for Occupational Risk (Aseguradoras de Riesgos del Trabajo or ART) certification</p> <p>Document required:</p> <ul style="list-style-type: none"> • Membership certificate Certificado de incorporación - (ART) 		
<p>6.4. The supplier maintains a hazards report and register of accidents.</p> <p>Document required:</p> <ul style="list-style-type: none"> • Register of accidents in the workplace 		
<p>6.5. The provides pre-employment and periodic yearly medical examinations (according to assessed risk).</p>		

	Y/N	DOC
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Document required:

- Registered pre-employment and periodic medical examinations

6.6. A general analysis of occupational risks was conducted subject to Annex I under Superintendence of Occupational Risks Resolution 463/09 (Relevantamiento General de Riesgos laborales Anexo I Resolución SRT 463/09).

Document required:

- Report on the general analysis of occupational risks (Informe del relevantamiento general de riesgos laborales)

7. The supplier respects and upholds the rights of indigenous and traditional peoples.

7.1. The supplier respects and upholds the rights of indigenous and traditional peoples and the business is not involved in any outstanding disputes of substantial magnitude with indigenous or traditional communities.

Document required:

- GIS Map showing the boundaries of their farm(s) and the location of any indigenous peoples, their land and their local communities.
- Report and location map of fundamental places and resources for the well-being of local communities and indigenous peoples, such as water access sites (which may be the only access to water), access sites to other basic commodities, access to water for their farming activities (which may be their only access to water for farming), food sources to maintain basic food security such as protein sources and other elements to meet basic dietary needs such as fish or meat proteins, as well as other elements that are fundamental to human health such as medicinal plants.
- Copies of negotiated agreements detailing the process of free, prior and informed consent are available.
- Evidence of maps of an appropriate scale showing the extent of recognised legal, customary or user rights developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities) are available.
- Evidence there is a mutually agreed and documented system for dealing with complaints and grievances and is accessible and agreed upon by all affected parties
- Action plan for the application of mitigation measures

8. The supplier is compliant with all the relevant environmental and protected areas/species laws and does not threaten High Conservation Values.

- 8.1. The supplier complies with the main environmental protection regulations.
- Document required:**
- Hazardous waste - registered as hazardous waste generator:
 - File number at the directorate of hazardous waste (DRP in its Spanish acronym)
 - Valid annual certificate (applies to transporters and operators) (certificado anual vigente)
 - Agro-chemicals - registered as provincial agro-chemicals storer and user of agrochemicals registro como almacenador y aplicador de agroquímicos provincial - certificate of registration (certificado de registro)
 - Environmental approval - provincial environmental approval (see 3.1.1 provincial laws)
 - Resolution or certificate of provincial environmental approval (resolución o nota de aprobación ambiental provincial)
 - Approved report on environmental impact (informe de impacto ambiental aprobado)
 - Approved study of environmental impact (estudio de impacto ambiental aprobado)
 - Use of water - application for water use (if said resource is used) solicitud de uso del agua (si este recurso se utilizara) - provincial approval resolution
 - Provincial park/reserve - provincial park/reserve environmental approval by the provincial body if the province requires it according to provincial requirements for the reserve area (see 3.1.1 provincial laws) aprobación ambiental del organismo provincial si la provincia lo determina, de acuerdo a los requisitos provinciales del área de reserva - resolution of provincial approval for reserve areas (resolución de aprobación provincial de áreas de reserva)
 - Use of fire or controlled burning - application for fire use - authorisation to use fire according to official provision (autorización de uso del fuego mediante disposición)
 - Provincial approval resolution for forest management or changes in the land-use (Resolución de aprobación Provincial de manejo forestal o cambio de uso de suelo).
 - Verify VS SHP satellite image of field boundaries and compared with the native forest land planning map (OTBN in its Spanish acronym). (Controlar imagen satelital VS SHP de límites del campo y compáralo con el OTBN).
 - Access and verify the SHP from the provincial Native Forest Land Planning (Ordenamiento territorial de Bosque Nativo or OTBN). Maps and map satellite images from the provincial Native Forest Land Planning. (Conseguir y controlar

	Y/N	DOC
los SHP del Ordenamiento territorial de Bosque Nativo (OTBN) de la Provincia. Mapas e imágenes satelitales Mapa de OTBN Provincial)		
8.2. The suppliers farm has not been established within the boundaries of formally protected areas and/or the supplier has the required permits to allow operation within the protected area(s). Document required: <ul style="list-style-type: none"> Environmental approval - Provincial environmental approval (aprobación ambiental provincial) (if the province requires so) – Evidences: resolution or bill of provincial environmental approval (resolución o nota de aprobación ambiental provincial), -Approved environmental impact report; Approved study of environmental report Native forest - application for land use change (replacement of native forest for farming) - solicitud de cambio de uso del suelo – Evidences: approved provincial authorisation for the project, environmental report or environmental impact (resolución de aprobación provincial del proyecto y del informe o estudio de impacto ambiental) Provincial reserve/forest - environmental approval of the provincial body if the province requires so, according with provincial regulations in the reserve area (only if the province requires so) (aprobación ambiental del organismo provincial) -Evidences: approved provincial resolution for reserve areas (resolución de aprobación provincial de áreas de reserva) 		
8.3. The supplier ensures any species that have official protected status and/or are considered High Conservation Value (HCVs) species/ecosystems in Brazil are protected within the boundary of the farm and are not threatened by any farm activities. Document required: <ul style="list-style-type: none"> Proof that legally protected areas, species and HCVs are included in the management plan or related documentation. 		
9. The supplier has not been responsible for converting natural forest or natural ecosystems to soy farms since 2005.		
9.1. The supplier has not been not apprehended for illegal conversion of natural forests/ecosystems is black listed by the federal government. Document required: <ul style="list-style-type: none"> Boundaries of the domain on a current satellite image 		

Y/N DOC

- Official Native Forest cadastre of the Ministry of Environment: <http://www.minagri.gob.ar/>
- Maps of the native forests land use planning at provincial level (Link see above)
- Authorized Plan for Land Use Change (Autorización para el Plan Del Cambio Del Uso Del Suelo)
- Environmental Impact Assessment (estudio del impacto ambiental)

- 9.2. The supplier has not been responsible for converting natural forest or natural ecosystems into soy farms after 2005.
- Document required:**
- Boundaries of the domain on a current satellite image
 - Official Native Forest cadastre of the Ministry of Environment: <http://www.minagri.gob.ar/>
 - Maps of the native forests land use planning at provincial level (Link see above)
 - Authorized Plan for Land Use Change (Autorización para el Plan Del Cambio Del Uso Del Suelo)
 - Environmental Impact Assessment (estudio del impacto ambiental)

- 9.3. The supplier has not used uncontrolled fire to prepare land for soy farming.
- Document required:**
- Controlled burns authorisation granted by the relevant local authority (Autorización para quema agrícola)
 - Plan de quemas.
 - Evidence shall be provided to demonstrate that no land preparation was conducted by burning, and if burning was used, then, proved that it was done with previous legal authorization. Crossed reference with local authorities and /or local stakeholders.
 - Existence of a manual for the use of fire and preventive measures

10. The supplier does not produce or use genetically modified (GM) soy.

- 10.1. The supplier has not used or farmed genetically modified soy.
- Document required:**
- Request for release to the agroecosystem of genetically modified organisms (GMOs), whether plants (GMOs), microorganisms (GMOs) or animals (GMOs)

Y/N DOC

- Cattle feed supplier list and cross check with:
- National Registry of GMO Operators:
http://www.inase.gov.ar/images/stories/Formularios/Biotec/inscripcion_roovgm_2014.pdf
- Verify whether the producer is registered with the INASE (National Seed Institute) registry: <http://www.inase.gov.ar/>

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About

Responsible Sourcing of Soy, Cattle and Palm Oil

Responsible Sourcing of Soy, Cattle and Palm Oil is a project aimed at creating awareness and capacity among Danish companies to minimise risks of social and environmental problems connected to sourcing palm oil, soy and cattle from developing countries. The project is run by NEPCon and SEGES and funded by DANIDA, Ministry of Foreign Affairs of Denmark.



NEPCon (Nature Economy and People Connected) is an international, non-profit organisation that builds commitment and capacity for mainstreaming sustainability. Together with our partners, we foster solutions for safeguarding our natural resources and protecting our climate.

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